



# COVID-19 General Checklist for Fitness Facilities

October 20, 2020

This checklist is intended to help fitness facilities implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Fitness Facilities](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Businesses must identify and monitor the County Risk Level for the county the business is operating in and make required adjustments to their operations:

- **Purple – Widespread – Tier 1:** Only outdoor operations are permitted. Outdoor operations may be conducted under a tent, canopy, or other sun shelter as long as no more than one side is closed, allowing sufficient outdoor air movement. Outdoor pools can open. Outdoor hot tubs can open only for use by household groups or in cases where six feet of distancing can be maintained. Indoor pools, hot tubs, saunas, and steam rooms must remain closed. Gyms and fitness centers must follow this guidance.
- **Red – Substantial – Tier 2:** Indoor operations are permitted but must be limited to 10% capacity. Indoor pools, hot tubs, saunas, and steam rooms must remain closed. Gyms and fitness centers must follow this guidance.
- **Orange – Moderate – Tier 3:** Indoor operations are permitted but must be limited to 25% capacity. Indoor pools can open when physical distancing can be maintained for non-household groups. Indoor pools do not include any indoor water parks or water rides. Indoor hot tubs, saunas, and steam rooms must remain closed. Gyms and fitness centers must follow this guidance.
- **Yellow – Minimal – Tier 4:** Indoor operations are permitted but must be limited to 50% capacity. Indoor pools, hot tubs, saunas, and steam rooms can open but physical distancing must be maintained for non-household groups. Indoor pools do not include any indoor water parks or water rides. Gyms and fitness centers must follow this guidance.

For the most updated information on county status, visit [Blueprint for a Safer Economy](#). Please note that local health departments can have more restrictive criteria and different closures. Find [your county's local information](#).



## Contents of Written Worksite Specific Plan

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Use of face coverings, in accordance with the [CDPH guidance](#).
- Training and communication with workers and worker representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.

- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected workers.
- Protocols for when the workplace has an outbreak, in accordance with [CDPH guidance and recommendations and orders from the local health department](#).
- A process to notify in writing all employees and employers of subcontracted employees present when there is an outbreak, and report outbreaks to the local health department, as required under [AB 685](#).
- For outdoor operations, comply with the Cal/OSHA standard for [preventing heat illness in outdoor workers](#), including a written heat illness prevention plan made available to employees in both English and the language understood by the majority of the employees.



## Topics for Worker Training

- Information on [COVID-19](#), preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work if employees have symptoms of COVID-19 as described by the CDC, such as a cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea, or if they or someone they live with have been diagnosed with COVID-19.
- To return to work after a COVID-19 diagnosis only after meeting [CDPH Guidance on Returning to Work or School Following COVID-19 Diagnosis](#).
- When to seek medical attention.
- The importance of hand washing and types of hand sanitizers to use.
- The importance of physical distancing, both at work and off work time.
- Proper use of cloth face covers, including information in the [CDPH guidance](#).
- Heat illness symptoms and prevention, following [Cal/OSHA requirements](#).
- Information on paid leave benefits, including the [Families First Coronavirus Response Act](#) and other [government programs supporting sick leave and workers' compensation for COVID-19](#).
- Train any independent contractors, temporary, or contract workers in these policies and ensure they have necessary PPE.



## Individual Control Measures & Screening

- Symptom screenings and/or temperature checks.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Provide and ensure workers use all necessary PPE, such as eye protection and gloves.
- Encourage frequent handwashing and use of hand sanitizer.

- Provide disposable gloves to workers as a supplement to frequent hand washing for tasks such as handling commonly touched items or conducting symptom screening.
- Provide secondary barriers (e.g., face shield, safety goggles) to workers who must consistently be within six feet of patrons or co-workers and ensure they use them in addition to face coverings.
- Wash hands on arrival at work, after working with each fitness facility member, after touching their face covering, after using the restroom, and when leaving work.
- If indoors, ensure that workers and patrons wear face coverings at all times, except when showering or swimming where indoor pools are allowed to open. Encourage showering at home.
- Use a reservation system for the facility and tell patrons with reservations 24 hours before their scheduled arrival to cancel if they or a member of their household has symptoms.
- Remind patrons in advance to bring a face covering. Consider making face coverings available for those who arrive without them.
- Screen patrons on arrival. Ask them to use hand sanitizer and face coverings. Refuse entry to those who are symptomatic.
- Post signage at all entrances and in strategic, highly visible locations to remind workers and the public to use face coverings and practice physical distancing.



## Ventilation, Cleaning, and Disinfecting Protocols

- Where possible, install upgrades to improve air filtration and ventilation.
- Check the [CDPH website](#) periodically for updates on indoor air quality and ventilation guidance for airborne diseases in indoor settings.
- Clean HVAC intakes and returns daily.
- Develop a detailed scheduled and adjust or modify operating hours to provide adequate time for regular, thorough cleaning and disinfecting throughout the day.
- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces.
- Provide time for workers to implement cleaning practices during their shift.
- Train all workers to use and have an adequate supply of all-purpose cleaners and disinfectants. Follow CDC guidelines for cleaning and disinfection. Follow Cal/OSHA requirements and manufacturer instructions for safe use. Provide all necessary personal protective equipment.
- Provide adequate ventilation in areas being disinfected.
- Provide first aid supplies.
- Remind patrons to stay six feet away from janitorial or custodial workers. Check in with those workers to ensure visitors are following the protocol.
- Provide sanitation products throughout the facility and provide personal hand sanitizers to staff who regularly engage with patrons, such as reception staff.

- ❑ Require patrons to disinfect individual exercise equipment with provided disinfecting wipes before and after use.
- ❑ Provide non-touch trash receptacles.
- ❑ Provide “ready to clean” tags for members who are unable or unwilling to disinfect equipment after use.
- ❑ Use a check-out system for patrons to utilize any small equipment and accessories, such as exercise bands, ropes, and mats, and clean and disinfect items upon return.
- ❑ [Ensure all water systems are safe](#) to use to minimize risk of [Legionnaires’ disease](#).
- ❑ Install touchless, automatic water dispensers for use with personal reusable water bottles or single-use disposable paper cups, or distribute individual plastic water bottles.
- ❑ Encourage patrons to bring their own towels and mats.
- ❑ Follow [CDC guidelines](#) for any laundering of items used at the facility. Provide a closed container for patrons to place used towels or other items. Store all clean linens in a clean, covered place. Provide and ensure workers use gloves when handling dirty linens or laundry.
- ❑ Avoid shaking hands, bumping fists or elbows, and other physical contact.
- ❑ Avoid sharing tools, phones, and office supplies. Never share PPE.
- ❑ Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and train workers on chemical hazards, product instructions, ventilation requirements, and Cal/OSHA requirements.
- ❑ Follow the [asthma-safer cleaning methods](#) recommended by the CDPH.
- ❑ Clean floors using a vacuum with HEPA filter or other methods that do not disperse pathogens into the air.
- ❑ Place signage throughout the fitness facility emphasizing basic infection prevention measures, including the importance of wearing face coverings and frequent hand-washing.



## Physical Distancing Guidelines

- ❑ Implement measures to physically separate people by at least six feet using measures such as physical partitions or visual cues (e.g., signs to indicate to where to stand when waiting to use equipment).
- ❑ Space equipment at least six feet apart, with greater distancing for treadmills and other high-exertion aerobic fitness equipment. Use physical barriers if possible.
- ❑ Install Plexiglas or other impermeable barriers at the front desk area.
- ❑ Implement virtual check-in tools if possible.
- ❑ Implement special hours for high-risk or medically vulnerable populations.
- ❑ For outdoor operations, establish an outdoor reception area where patrons can check in while still following physical distancing guidelines. Install Plexiglas or other barriers where physical distancing cannot be maintained.
- ❑ For outdoor operations, create outdoor break areas with shade covers and seating that ensures physical distancing.

- Use an online reservation system.
- Only allow entry to patrons that are actually exercising. Do not allow patrons to wait in the reception area.
- Use one-way foot traffic patterns throughout the facility with visual cues.
- Stagger available lockers in locker rooms.
- Space all equipment and machines at least six feet apart or remove some machines from service.
- Adjust personal training so that personal trainers maintain a minimum of six feet of physical distance.
- Modifying group training classes to limit the class size or move the classes outdoors or to larger spaces like full-sized basketball courts if possible. Only offer group classes if distancing can be maintained and there is no person-to-person physical contact.
- Do not offer high-contact programs.
- Adjust in-person meetings for workers to ensure physical distancing or hold virtual meetings.
- Offer modified duties to workers who request them.
- Stagger worker breaks, in compliance with wage and hour regulations, to maintain physical distancing.
- In breakrooms, use barriers or increase distance between tables/chairs. Create outdoor break areas with shade covers and seating that ensures physical distancing.



## Additional Considerations for Communal Restrooms and Shower Facilities

- ❑ Clean shared restroom facilities and locker rooms regularly throughout the day. Ensure staffing to accomplish this.
- ❑ Create and post a cleaning schedule for restroom facilities and locker rooms.
- ❑ Consider using a checklist or audit system to track how often cleaning is conducted.
- ❑ Only allow shower and locker room use if there are partitions in place or signs posted to specify physical distancing requirements. Otherwise, close these facilities.
- ❑ Ensure that sanitary facilities stay operational and are continuously stocked at all times.
- ❑ Install hands-free devices, such as motion sensor sinks, soap dispensers, etc.
- ❑ Consider modifying doors to multi-stall restrooms to be able to open and close without touching the handles or opening controls. If not, place a trash receptacle by the door so that a paper towel can be disposed of when operating the door without interfering with exit or reasonable accommodations provided under the Americans with Disabilities Act.
- ❑ Post information in restrooms on how to wash hands properly.



## Additional Considerations for Swimming Pools/Aquatic Venues

- Follow [CDC guidelines](#) to ensure that swimming pools, splash pads, hot tubs, saunas, and steam rooms are properly cleaned and disinfected.
- For openly accessible outdoor hot tubs, ensure that at least six feet of distancing is maintained at all times between hot tub users not from the same household, or limit use to one household group at a time.
  - Have patrons to remove face coverings while in the hot tub, but require them to wear them when outside of the hot tub.
  - Provide a receptacle to collect used towels for laundry, and clean and disinfect high-touch surfaces regularly.
  - Post signage regarding distancing and face covering requirements.
  - Monitor compliance with distancing requirements, and if not able to consistently maintain distancing, discontinue use of the hot tub.
- For individual, private outdoor hot tubs for fire, limit use to one household group at a time.
  - Have patrons to remove face coverings while in the hot tub, but require them to wear them when outside of the hot tub.
  - Post signage regarding face covering requirements.
  - Provide a receptacle to collect used towels for laundry, and clean and disinfect high-touch surfaces regularly.
- For indoor pools, require face coverings to be worn when out of the water or shower areas, unless exempt from the CDPH guidance.
- For outdoor pools, require face coverings to be worn when out of the water, unless exempt under the CDPH guidance.
- Maintain proper disinfectant levels and pH.
- Ensure [safe and correct use](#) and storage of disinfectants.
- Set up a system to separate furniture and equipment that have already been cleaned from those that have not.
- Encourage patrons to bring and use their own towels. If providing towels, launder at the warmest water temperature according to manufacturer's instructions, and dry completely. Handle towels with disposable gloves and minimal disturbance.
- Discourage people from sharing items.
- Ensure the facility has adequate equipment for patrons to minimize sharing. Clean and disinfect the items after each use.
- For indoor aquatic venues, introduce and circulate outdoor air as much as possible, unless it poses a safety risk.
- Change the deck layout and other areas surrounding the pool to ensure that the standing and seating areas can support physical distancing.
- Provide physical cues or guides and visual cues so people stay at least six feet apart both in and out of the water.

- Install impermeable physical barriers where workers and patrons must interact and physical distancing is difficult.
- Use a reservation system for pool use.
- Assign workers who are not lifeguards to monitor handwashing, use of cloth face coverings, and physical distancing.
- Avoid activities that promote group gatherings. Check state and local policies on youth and adult sports and gathering requirements to determine if aquatic fitness classes, swim lessons, etc., can be held.

