Facilities

Spacing, Capacity, Numbers
- Limit capacity (employees and members/clients) based on available space and ability to social distance with six feet between members/clients, except in facilities where instructor/student must be in close proximity (i.e. dance instruction, swimming, personal training, etc.).
- Set facility up for social distancing by spacing equipment to provide a six foot radius (as measured from the center of the main operation of the specific piece of equipment) or by disabling equipment (bike, treadmill, elliptical, etc.) to provide a six foot radius.
- For class settings, set up work areas before arrival of students, allowing at least a six foot radius around users.
- Reinforce spacing through training with employees, and reinforcement with members/clients.
- Remove excess seating throughout the facility to discourage lingering.
- Reduce class sizes, if necessary, to accommodate the required six feet of social distancing.
- Eliminate lost and founds.
- Establish log-in procedures for members/clients, and maintain that information for potential contact tracing.

Sanitization
- Hand washing or sanitization upon entry to facility.
- Use sanitizer products that meet the CDC guidelines.
- Have sanitizer available throughout the facility for employees and members/clients.
- Provide cleaning products, EPA-approved disinfectants or disinfecting wipes for sanitizing equipment before and after use by clients, with equipment cleaning backed up by employees.
- Routine disinfection of high-contact surfaces, desk workstations, restrooms, pool ladders, as well as, equipment.
- Deep cleaning after hours or during low-use times for 24-hour facilities.

Signage
- In entry, post signs requiring social distancing and recommending face coverings.
- Post reminder signage for hand-washing, sanitization of equipment, distancing, etc.

Air Circulation

Recommended Best Practices

Spacing, Capacity, Numbers
- When applicable, set aside specific hours for vulnerable populations.
- Provide space at entrance or in lobby area to allow spacing for coat racks and when used, kiosks for check-ins.

Sanitization
- If possible, provide foot pedals to open doors, or prop doors open to avoid contact.

Signage
- Post sign with COVID-19 screening questions.
- Post directional signage to encourage separation of entrances and exits.

Air Circulation
- Limit use of fans.
  - If fan use is necessary, place fans to blow away from members/clients.
- Open exterior doors when possible.
- If available and owner has access, open fresh air handlers.
**Mandatory**

- Disable, or mark every other or every third locker for non-use to enforce six-foot social distancing requirement. Facilities where lockers are assigned to members are not required to disable lockers but must enforce social distancing requirement.
- Remove any casual seating other than benches by lockers as necessary.
- Clean and disinfect public areas and restrooms every two hours using EPA-registered disinfectants, particularly on high-touch surfaces such as faucets, toilets, doorknobs and light switches.
- If independent showers are available and used, they must be attended and sanitized between each use.
- Make sure supplies for handwashing, including soap and materials for drying hands are fully stocked every time the bathroom is cleaned.
- Disable or close-off steam rooms and saunas.
- If towels are provided, they are to be stored in covered, sanitized containers that are clearly delineated clean versus soiled. Appropriate temperatures are to be used when washing and drying towels to ensure sanitation (hot water for washing, ensure they are completely dried). Employees handling towels must wear gloves and face covering.
- Restroom facilities should limit the number of users at any one time based on the facility size current social distancing guidelines. These facilities should be cleaned/ sanitized per CDC recommended protocol along with established restroom cleaning schedules.

**Recommended Best Practices**

- Discourage use of locker rooms – encourage members/clients to arrive dressed for a workout and clean up at home.

**Employees**

- Provide instruction/education on COVID-19 prevention.
- Encourage employees to take their temperature and perform a self-assessment and not report to work if they are ill or exhibiting symptoms of COVID-19.*
- Businesses must require all employees to wear facial coverings, except for one of the following reasons:
  - Facial coverings in the work setting are prohibited by law or regulation
  - Facial coverings are in violation of documented industry standards
  - Facial coverings are not advisable for health reasons
  - Facial coverings are in violation of the business’ documented safety policies
  - Facial coverings are not required when the employee works alone in an assigned work area
  - There is a functional (practical) reason for an employee not to wear a facial covering in the workplace. (*Businesses must provide written justification, upon request, explaining why an employee is not required to wear a facial covering in the workplace. At minimum, facial coverings (masks) should be cloth/fabric and cover an individual’s nose, mouth, and chin.)
- Maintain at least six feet from other employees and members/clients unless instruction makes it impractical.

*Per the CDC, symptoms include cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and new loss of taste or smell.
<table>
<thead>
<tr>
<th>Members/ Clients</th>
<th>Mandatory</th>
<th>Recommended Best Practices</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Check-in upon arrival at facility.</td>
<td>• Provide option to screen for temperature, history, and exposure.</td>
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<tr>
<td></td>
<td>• Members/clients must conduct self-assessment and not enter a facility if they are exhibiting symptoms or have been exposed to COVID-19.</td>
<td>• Wear face coverings, based on activity.</td>
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<td></td>
<td>• When participating in class training, do not arrive more than 10 minutes prior to class.</td>
<td>• Provide training/instruction by appointment.</td>
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<td></td>
<td>• No socializing or extra-curricular activities.</td>
<td>• Encourage members/clients to bring their own mats, bands, and/or equipment, when appropriate.</td>
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<td></td>
<td>• Maintain six foot social distancing, except when instruction requires close interaction with instructor/coach.</td>
<td>• In martial arts training, consider elimination of drills done with a partner.</td>
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<td>• Partners exercising together and sharing equipment must maintain group segmentation from others exercising.</td>
<td>• At child-centric training/instruction, request parent/guardian wait in parking lot.</td>
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<tr>
<td></td>
<td>• At child-centric training/instruction, limit parents/guardians to one individual.</td>
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<tr>
<td>Indoor Sports</td>
<td>• Social distancing of six feet will be adhered to unless drills and personal instruction require less separation.</td>
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<td>• Members/clients will use their own balls/racquets/paddles/equipment.</td>
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<td></td>
<td>• If balls are passed, they must be disinfected after the training session.</td>
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<td></td>
<td>• See other guidance documents for game play and contact competition sports.</td>
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<tr>
<td>Pools</td>
<td>• Follow COVID-19 protocols as established by the state for local pools and aquatic centers.</td>
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<tr>
<td>Restaurants,</td>
<td>• Follow COVID-19 protocols as established by the state for restaurants.</td>
<td>• Encourage members/clients to bring their own water bottles.</td>
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<td>Smoothie Bars,</td>
<td>• Remove or disable water fountains, but allow bottle filling stations, if they are no-touch stations. If the station requires pushing a button or lever, or pushing the bottle against the dispenser, they must be disabled or sanitized after each use.</td>
<td>• Limit or eliminate grab-and-go stations/vending machines. If vending machines are available, they must be sanitized after each use.</td>
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<tr>
<td>Vending, Drink</td>
<td>• Social distancing of six feet will be adhered to unless drills and personal instruction require less separation.</td>
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<tr>
<td>Stations</td>
<td>• Partners exercising together and sharing equipment must maintain group segmentation from others exercising.</td>
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<tr>
<td>Child Care</td>
<td>• Follow COVID-19 protocols established by the state for child care facilities.</td>
<td>• Work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notifications.</td>
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<tr>
<td>Confirmed Cases</td>
<td>• Immediately isolate and seek medical care for any individual who develops symptoms while at the facility.</td>
<td>• Once testing is readily available, test all suspected infections or exposures.</td>
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<td></td>
<td>• Shutdown space for deep sanitation, if possible.</td>
<td>• Following testing, contact local health department to initiate appropriate care and tracing.</td>
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