

Plan for Re-opening Procedures June 1, 2020 – COVID-19

Assessing the Risk at the Workplace

The Directors of the Summerland Women's Fitness Society have assessed the premises, made changes to reduce the risk of the spread of COVID-19 and completed a thorough cleaning of all surfaces of the premises and believe it to be safe to re-open. The SWFS Fitness centre will follow the direction of the Interior Health Medical Officer on all direction for re-opening.

The Directors considered and made changes to:

Where people congregate – At the entrance to the facility and in the back room of the facility where they take off their outdoor footwear and put on their indoor shoes.

What job tasks or processes require members to come into close proximity with one another or members of the public – Member receptionists monitor the desk area where members sign – in and collect payments in the form of money or cheques.

What tools and machinery and equipment people come into contact with in the course of their time at the fitness centre – Members and Volunteer receptionists come into contact with and touch writing utensils, workout equipment, land line phone, door handles and light switches.

Implementation measures to reduce the risk

1.Control Access

There will be a member volunteer receptionist on the premises at all times during opening hours.

2.Limiting Access

Reducing the overall number of members at the fitness centre. Normally there can be anywhere from 3 to 10 people on the premises at one time. Having 10 people on the premises will not allow for physical distancing of 6 feet (2 meters) or sufficient time to clean and disinfect the facility and equipment. For our initial re-opening, only 6 members will be allowed in the premises at one time. * Volunteer receptionists will be asked to limit the number of people allowed to workout at one time to a maximum occupancy of 6 including themselves. Occupants must remain 6 feet (2 meters) apart at any given time. The stretching machine in the middle room will be limited to 1 member at a time.

3.Signage

Developing Communication plans and policies

There will be posters in each of the 3 rooms at the facility as well as on our website to make patrons aware of the physical distancing requirements, enhanced sanitation procedures (including reminders for members to wipe equipment before and after each use), and any other instructions and limitations, as applicable including the following Interior Health posters:

Do Not Enter If You Are Sick Or Required to Self-Isolate ☒ Physical Distancing Poster ☒ Hand Hygiene Poster

All members will receive a communication outlining the above measures.

All member volunteer receptionists will have a Director contact should they need further information whether at home or on duty or if there are concerns regarding health and safety. Any concerns will be dealt with by the Board of Directors.

4. Screening arriving patrons

Arriving members will be asked if they have any of the following symptoms: coughing, fever, sore throat or difficulty breathing.

Any patron who answers yes to the question above will not be permitted to enter. Anyone who has the symptoms of COVID-19 (including fever, chills, cough, shortness of breath, sore throat and painful swallowing) is recommended to call someone and go straight home, and consult the self assessment app BC COVID 19, or contact 8-1-1 for further guidance related to testing and self isolation. If a patron is severely sick (e.g. difficulty breathing, chest pain etc.), call 9-1-1.

Anyone under the direction of the provincial health officer to self isolate must follow those instructions. Anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, to self isolate for 14 days and monitor for symptoms.

Any patron that becomes ill while at the fitness centre will be asked to go home. They will need to have a plan to have a household member pick them up if they cannot drive themselves.

These instructions will be emailed to all members and a sign will also be posted on the front door and the barrier desk in front of the reception desk.

5. Managing customer entry points

Maintaining physical distance

The congested areas will be changed as follows:

-The chairs at the entrance will be moved to the large middle room so members can change their shoes while maintaining physical distancing.

-A barrier desk will be placed on the front of the reception desk so members and volunteer receptionists can maintain physical distancing.

-The front entrance door will continue to be used as an entrance and exit. The back door will be used as an emergency exit to the facility. The back door must be kept locked at all times.

No visitors will be allowed on the premises.

6. Self Monitoring

Volunteer Receptionists will be required to self-monitor for symptoms of COVID-19. Anyone experiencing symptoms of the illness (a fever, cough or difficulty breathing) must not work. If a replacement receptionist cannot be found, the fitness centre will close for that time period.

7. Forms of payment and handling check-in

Volunteer receptionists may wear a non-medical mask while on duty if they feel more comfortable. They will be asked to not handle or process payment collections. Members will bring monthly cash payments or cheques in an envelope and place the envelope on the barrier desk for a Director to collect at the end of the day. Written receipts will be completed by a Director and placed in an envelope on the barrier desk for the member to pick up.

Members will not be required to sign in when they arrive. Volunteer receptionist will keep track of the members who come each day. Any writing materials will be cleaned with an antiseptic wipe after each use.

Any non member wishing to become a member will be asked to contact a Director for information and membership forms. Volunteer receptionists will give this policy information to anyone that drops in the facility.

8. Cleaning and Hygiene

The following steps will be in place to minimize the risk of COVID-19:

Hand sanitizers will be supplied at the barrier desk and the front desk as well as the centre room and the back room. There are also two single patron washrooms in the facility. Members and volunteer receptionists will be asked, at minimum, to wash their hands or use the hand sanitizer upon arrival and do the same before they leave.

All door handles, phones, electronics and light switches will be wiped after each member use. All equipment handles will be wiped after each member use. Antiseptic wipes or disinfectant spray will be made available for cleaning.

At minimum, all machines will be wiped down on an hourly basis while the facility is in operation and again at the end of the day until further notice.

All unnecessary tools or equipment will be removed.

9. Disinfectants

We will only use the **appropriate disinfectants verified effective against SARS-CoV-2 (the virus that causes COVID-19)**. To do this, we either: a) Use the list on Health Canada's website to identify if a disinfectant has been reviewed and confirmed to be effective against SARS-CoV-2. b) Use the list on the EPA's website to identify if a disinfectant has been reviewed and confirmed to be effective. c) Contact the disinfectant supplier or manufacturer to identify if the disinfectant has been confirmed to be effective and, follow the manufacturer instructions for disinfection including contact times. d) Make a 500 parts per million chlorine disinfectant solution using bleach and water. To make a solution of this concentration: mix 1 part bleach to 100 parts water (e.g. mix 10 ml bleach (5.25%) with 990 ml water). When the solution is applied do not wipe it off, instead, allow it to air dry.

10. Providing patrons with disinfectant wipes or disinfectant in spray bottles for disinfecting equipment and surfaces

Disinfectants for patrons will be conveniently located. Patrons should be required to wipe/spray down the equipment before and after use.

11. Increasing the space to achieve adequate distancing

Precautions will be made to ensure adequate 6 feet distancing of members while working out. This could include eliminating the use of some machines or reconfiguring the use/placement of the machines into zones.

For example but not limited to:

1) The circuit will be divided into 3 or 4 smaller circuit circles (zones) – 3 to 5 machines in each circle. Only one member allowed in each circuit circle and will move to another circle (zone) only when one of the other circles is free and after the circuit circle they are on is cleaned (by themselves). The member will move to another circuit after completing 2 or 3 circuit rounds. If 4 circles won't work for distancing or logistics, we will make it 3 circles - still only 1 person per circuit circle.

2) Dividing the circuit into zones - (Only 2 members will be allowed on the full circuit at any one time. The circuit will be divided in half and each member will complete 3 rounds of their

side of the circuit and then move to the second half of the circuit to complete their workout.)

3)When on the circuit, members must leave a space of three stations (one machine and 2 recovery squares between themselves and the closest member working out or two machines and one recovery square between themselves and the closest member working out).

In option 1) the bike will be moved to the back room.

In options 2) and 3), the 3 stations in the centre of the circuit will not be used.

All 3 options will allow for distancing of 2 meters.

12.Encouraging physical distancing and discouraging congregating.

Patrons will be encouraged to conduct their workout and exit the facility without unnecessary delay. Equipment will not be shared or used simultaneously (e.g. stretching machine)

13.Group Classes

Before the pandemic outbreak, Women-only Yoga classes were held in the facility one day a week. Classes were open to the general public and anywhere from 4 to 9 people attended. Should these classes resume, they would be open to women in the community. To maintain physical distancing, a maximum 6 women (including the instructor) would be allowed in the facility until further notice. The Yoga instructor must use the same protocol for all applicable cleaning and hygiene.

14. Group sport areas, saunas, steam rooms - N/A

15. Locker rooms, change rooms -N/A

Bathrooms are single patron only and they will have enhanced cleaning after each patron use (doors, light switches, handles)

16. Food Service – N/A

17. Drinking Fountains and Water Bottle filling stations – N/A

18.On Line fitness participation – N/A

Developing Communication plans and policies

All member volunteer receptionists will have a Director contact should they need further information whether at home or on duty or if there are concerns regarding health and safety. Any concerns will be dealt with by the Board of Directors.

Monitoring the workplace and updating plans

Steps will be taken to update policies and procedures. The SWFS will comply with the guidelines of the provincial and interior health officer.

Assessing risks arising from resuming operations

All Volunteer receptionists will be contacted individually by a Director to address their comfort level and any concerns they might have about continuing their role as a receptionist.