Developing – Implementing – Enforcing
New Protocols in a Health Club Environment
DEVELOPING COVID-19 PROTOCOLS & GUIDELINES
PROTOCOL RESEARCH + CREATION

➔ Wellness Partners + Hospital Network
- Patient room protocols for cleaning during patient stay
- Patient room protocols for disinfecting between patients
- Cleaning + disinfecting of waiting areas/common space

➔ Hotel Cleaning + Disinfecting Protocols
- Guidelines for cleaning and disinfecting between guest stays
- Guidelines for common spaces, restaurants, etc.

➔ CDC Guidelines for Homeless Shelters
- One of the first areas that the CDC created guidelines for once COVID hit
PROTOCOL RESEARCH + CREATION

➔ Journey map of member experience

➔ Outreach and feedback from industry leaders

➔ International Health Racquet Sports Association
Cleaning and Disinfecting of Health Club Facilities

SCOPE:
All health club and gym operators.

PURPOSE:
The purpose of this policy is to define and establish standards for cleaning, sanitation and disinfection, and reopening best practices based on the information we know from the CDC, WHO and state health departments.

POLICY:
The health club industry is dedicated to minimizing the risk of health club associated infections related to improperly cleaned and disinfected equipment, spaces, and surfaces. Soilied equipment, spaces and environmental surfaces can be a source of contamination to hand or other objects which may be transmitted to members and associates of the club. Additionally, we are committed to reducing the risk of human to human infection. Therefore, we must follow the following procedures to prevent contamination.

PROCEDURE:

I. Access Control
A. Employees and members will be screened and evaluated before entering the facility.
   1. Individuals who exhibit signs of illness, such as a fever over 100.4 degrees Fahrenheit, cough, or shortness of breath will be asked not to enter the facility and to seek medical attention.
   a. Thermometers will be available to screen individual. Individuals who have a temperature of 100.4 degrees Fahrenheit will be asked to sit for five minutes before being re-evaluated if time allows. If the temperature remains, the individual will be not be permitted in the facility and given a recommendation to seek medical attention.
   2. All members and employees will follow local, state, and federal regulations pertaining to personal protective equipment (PPE) requirements to access the facility.
   3. Touchless access available via personal scan card or cell phone/app check-in process.

II. Employee Protective Measures
A. Face coverings, disposable gloves and hand sanitizer that contains at least 60% alcohol will be provided to all employees, to be worn if desired or required.
   1. Employees may have to provide their own personal protective equipment if there is a shortage in bulk ordering.

   B. Add plexiglass protective shields to service desks as needed
   C. stagger shifts to eliminate employees congregating, if needed for larger organizations.
   D. Require hand washing before start of shift, end of shift and as needed throughout shift.
   E. Permit and encourage employees to take breaks outside, in an office/personal workspace, or in such an area where proper social distancing is attainable.
   F. Employees will be prohibited from gathering during working hours.
   G. Teleworking and virtual meetings whenever possible.
   H. Prohibiting handshaking and other personal-to-person contact.
   I. Signage reminding all to wash hands and practice proper hand hygiene throughout the workplace.
   J. Provide soap and water to clean and an EPA- registered disinfectant to disinfect their workspace, equipment and tools.

III. Facility Capacity
A. Capacity shall follow the limitations provided by the state and local government
B. Spatial distancing a minimum of 6 ft apart throughout the facility, if required:
   1. A minimum of six feet of separation between each piece of cardio equipment.
   2. Group Fitness studios will have limited attendance based on studio size; minimum of 6 ft allocated per person, more if possible.
      a. Each group activity will utilize a reservation system for the max capacity.
      b. Social distancing may be gauged using dots on the floor to denote where members should stand to ensure appropriate distancing.
C. Employees will be staffed all hours of operation to enforce guidelines in each space.
   1. Members who do not comply will be addressed by an employee of the facility. Members who have repeat offenses may be told they cannot access the facility unless they adhere to the new guidelines of the club.

IV. Storage of Equipment and Self Care Items
A. Only clean equipment should be placed back in a storage rack or container to be ready for next use.
B. Mats will be provided by member. Club owned mats will be cleaned after each use and available for limited use, as needed.
C. Only soiled towels will be stored in the laundry room.
D. All clean towels will be stored in clean storage locations.
E. All hairdryers and locker room toiletries besides, shampoo, conditioner and body wash will be eliminated.

V. Cleaning and Disinfecting of Equipment, Member Use Items, and Surfaces
A. Cleaning Procedure:
   1. Remove and discard all disposable material.
   2. Manually remove visible foreign material or biofilm (e.g., body fluids, gels) with soap and water or disinfecting wipe.
   3. Discard the cleaning cloth into the laundry or disinfecting wipe into the garbage after use.
B. Disinfecting Procedure:
   1. Wear gloves and other recommended PPE, if needed.
   2. Wash down all high-touch surfaces with an EPA-registered disinfectant.
   3. Ensure surfaces stay wet for the appropriate time, according to the disinfectant’s instructions, to ensure proper disinfection.
   4. Allow surfaces to air dry or wipe with a clean cloth once wet time has been met.
   5. In the absence of a manufacturer’s cleaning instructions:
C. Personal Training Appointments
1. Personal Trainers and members will be required to wash their hands before and after each session.
2. Gloves and masks will be available to use if desired or required.
3. Sessions will be scheduled in one location in the club to lessen the amount of equipment and reduce contact with other members.
4. Clean and disinfect space and equipment used after each client session.
5. Group sessions will be held with a minimum of six feet of space in between each participant and instructor.

D. Locker Rooms
1. Lockers will be available for members use, while observing six feet of social distancing in this space.
2. Employees will monitor this space throughout the day, clean the lockers on a regular cleaning schedule and disinfect the high touch surfaces at least once per day.
3. Members will be encouraged to bring their own bath towel.
   a) Bath towels will be available to members, if needed.
4. Gloves and masks will be available to use if desired or required.
5. Steam room and sauna will be available to members while observing six feet of social distancing, unless otherwise noted by CDC.
6. Hand sanitizers that contain at least 60% alcohol stations will be available outside of entrances.
7. Cleaning products will be available to clean lockers and keypads.

E. Communal Areas
1. Move furniture around to allow for six feet of space between tables and chairs.
2. Remove all fliers and table top decor.
3. Clean and sanitize communal areas every two hours with hospital-approved disinfectant.
4. Members will be encouraged to bring their own water or to use the water bottle refill stations.
   a) Water fountains will be used for emergencies only.
5. Require members to sanitize the space after each use with sanitation wipes provided.
6. Supply hand sanitizer at entrances and exits throughout the club and the main entrance of the facility.
7. Ensure proper air flow and exchange through HVAC system, following building codes.
8. Implement or keep as many touchless actions as possible (touchless doors, water fountains, soap dispensers, etc.).

F. Outdoor Pool
1. Signage or entrance to include symptoms for denial of entry.
2. Plexiglass protective shield at service desk.
3. Loungers on pool deck will be grouped in two and spaced six feet apart.
4. Encourage families to bring their own towels and lay a towel on the lounger before sitting.
5. Lounger arms and hard surfaces will be disinfected after each use.
6. Outdoor sanitation stations need to be stocked to entrance and spaced throughout the campus.
7. Six feet of distancing signage will be added to areas that lines form: conversion, bathrooms, slides, bar, etc.
8. Locker room stations will be added to the outdoor locker rooms to clean, disinfect and change clothes.
9. Bathrooms will be shut down according to volume of guests, but at a minimum of every four hours to clean and disinfect the entire space.

G. Outdoor Restaurant
1. Orders can be placed at the bar, but no seating.
2. Plex-glass protective shield at service desk
3. Orders should all be processed as take-out

VII. Staff Training
A. All employees will be re-trained on proper cleaning and disinfecting procedures for each area of the facility.
B. All employees will receive new training to address handling conflict, difficult conversations, and creating a “best work environment” to reinforce new employee and member expectations.
C. All employees will receive training on proper hand hygiene as well as proper mask and glove application and removal.

VIII. Member Communication
A. All membership accounts will receive email notification of new protocols and expectations for club use.
B. All new capacity, cleaning, and PPE requirements will be updated on the club’s website if applicable.

This document was prepared by Kate Golden, NHRM
of the Newtown Athletic Club and reviewed by the International Health Racquet Sports Association, passed through the office of the Surgeon General to be reviewed by the Center for Disease Control.
IMPLEMENTING COVID-19 PROTOCOLS & GUIDELINES
Preparing for a new health club environment

We are making space and service updates to maintain hygiene, safety and physical distancing best practices in three ways:

**Increased sanitation**

We’ve implemented heightened cleaning measures to ensure the health and wellbeing of our employees and members. We are disinfecting equipment more frequently, creating sanitation stations to provide easier access to sanitation products to our members and using technology to improve our overall cleaning, sanitation and disinfection strategy.

**Prioritizing personal space**

By limiting the amount of members in the club, while taking advantage of the size of our facility, various exercise formats will be accommodated while respecting personal distancing throughout the club according to the guidance of the state and local government.

**Behavioral signage + enforcement**

“Cleaning is the new cool down” will be the new normal in our club. We have upped our cleaning game and need our members’ help to keep our facility clean and sanitized for each other. Our “Clean Club” team of employees will reinforce this new member code of conduct while performing their continuous clean shift. We will also have strategically-placed signage to serve as friendly reminders that the wellbeing of our community depends on all of us to do our part.
Increased Sanitation

**Knowledge is power.** We want our members and employees to know they are safe in our club. For us to ensure their safety, we must understand the difference between effective cleaning, sanitizing and disinfecting. This will now be a vital part of each team member’s position. Being able to distinguish between these methods and implementing them effectively will help us kill viruses, such as COVID-19 and prevent its spread.

<table>
<thead>
<tr>
<th>Clean</th>
<th>Sanitize</th>
<th>Disinfect</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What it does:</strong></td>
<td>Removes soil, dirt, and debris from surfaces. It does <strong>not</strong> kill microorganisms.</td>
<td><strong>What it does:</strong></td>
</tr>
<tr>
<td><strong>What products do you use?</strong></td>
<td>Soaps, detergents, water and microfiber towels to physically remove soil, dirt, and debris from surfaces.</td>
<td><strong>What products do you use?</strong></td>
</tr>
<tr>
<td><strong>Why clean?</strong></td>
<td>Cleaning <strong>lowers the count of germs by removing them</strong> from a surface, not necessarily killing them.</td>
<td><strong>Why sanitize?</strong></td>
</tr>
</tbody>
</table>
### SAFE SANITIZING SYSTEM

**KEEPING OUR MEMBERS + EMPLOYEES SAFE + HEALTHY**

<table>
<thead>
<tr>
<th>TASK</th>
<th>5-8 AM</th>
<th>8-11 AM</th>
<th>11-2 PM</th>
<th>2-5 PM</th>
<th>5-8 PM</th>
<th>8-11 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuous cleaning + sanitizing throughout the club</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Members required to sanitize with wipe after each use</td>
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<td></td>
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</tr>
<tr>
<td>NAC Clean Teams disinfect high traffic areas + equipment after high volume</td>
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<tr>
<td>My Shield application disinfects and kills for 28 days</td>
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</tr>
</tbody>
</table>

- Disinfect after peak check-ins
- "Fog" 28 Day Kill Disinfectant every three weeks
- Clean + Sanitize All Day by members and staff
Sanitation stations + quick stops

INCREASED SANITATION

Additional sanitizer wipes and hand sanitizers were added throughout the club.

Sanitation station
- New cleaning protocol communication
- Sanitation wipes + trash can
- Hand sanitizer

Quick stops
- Sanitation Wipes + trash can
- Hand sanitizer

Members will be required to clean and sanitize with sanitation wipes provided at the end of every workout.
Enhanced products + technology

INCREASED SANITATION

Sanitation wipes

GymWipes Antibacterial to clean, deodorize, and kill bacteria, viruses, and fungi on all surfaces and equipment.

Hospital-grade disinfectant

Hospital-grade disinfectant has always been a staple of the NAC’s cleaning protocol. We recently upgraded to Hi-Con PF which is on the EPA list to kill viruses, including COVID-19.

MYSHIELD Surface Solution

Made with a patented product, Zetrisil. Zetrisil is a patented product with a formula that instantly kills and has a 99.9999% broad spectrum kill against bacteria & viruses, with the additional benefit of a persistent kill up to 28 days per application.
Enhanced products + technology

**Electrostatic sprayer**

Electrostatic sprayers patented technology provides an electrical charge to solutions, allowing them to wrap conductive surfaces with an effective and even coverage. Double-charged particles envelope all conductive surfaces – shadowed, vertical and underneath to provide a 360 disinfectant without touch.

**Nanoseptic self cleaning wraps**

Powered by light, Nanoseptic surfaces utilize mineral nano-crystals which create a powerful oxidation reaction. Working 24/7, the surface continually oxidizes organic contaminants. Unlike traditional disinfectants and cleaners, the Nanoseptic surface uses no poisons, heavy metals or chemicals, and nothing is released from the surface since the nano-crystals are molecularly bonded to the material.

**Door foot-pulls**

A device that goes on the bottom of public doors and allows the user to open the door with their foot instead of their hands, preventing touching the handle. It is easy to use, safe for all shoes and sandals.
Prioritizing personal space

Knowledge is power. We will follow all federal, state, and local regulations as it pertains to building capacity, as well as the spaces within. The CDC recommends, and local regulations require, six feet of space and masks in public spaces and. We will adjust all protocols as needed.

Facility Capacity + Access

- We will limit the number of members in the building based on federal, state, and local government regulations.
- Touchless “wave” open buttons are available on the entrances and exits or automatic doors.
- Studio fitness classes will have a limited number of participants based on size of room, if required, and class formats will be designed accordingly.
- Kids club will have a ratio of 1:8 in different zones within kids club. There will be a limited number of children and activities will be designed accordingly.
- Guests will not be permitted when we first re-open and all guest packages expiration dates will be extended.
- New member tours will be by appointment only.

Community Spaces

- Plexiglass screens will be used at service desks and masks will be available if desired or required for employees.
- Tables and chairs in the café and loungers outside at the pool will be adjusted to provide seat to seat distancing. Indoor dining is closed until further notice.
- Markers will be near the front desk and where lines naturally form to guide members, such as outside of group fitness.
- Open fitness floors will be redesigned for spatial distancing and members will be required to keep 6 feet of space between each other.
- “House rules for health” signage will serve as reminders throughout the club.
Behavioral signage and enforcement

Knowledge is power. We will communicate final opening procedures via email and our website, newtownathletic.com as well as our Facebook page. Friendly reminders will also be placed throughout the club.

**House Rules for Health**

- Practice good hygiene
  - Clean equipment and workout space after use with sanitation wipes
  - Retain from hand shakers and use non-contact greeting methods
  - Sanitize hands at the door and schedule regular hand washing reminders
  - Avoid touching your face and cover your coughs and sneezes
  - Increase ventilation by opening windows or adjusting air conditioning

- Stay home if...
  - You are feeling sick
  - You have a sick family member at home

- Take care of your emotional and mental well-being

**Members + employees follow new “house rules for health”**

**Staff enforcement**

**Reminders via sound system and signage**
Biggest Opportunities From All Feedback

1. All employees and members must become extension of housekeeping – EVERY member must be seen cleaning their equipment

2. EVERY employee must become a “Compliance Ambassador” to ensure #1

3. Whatever method you use for member-facing cleaning and sanitizing, it better be EVERYWHERE or else #1 above will fail – remember, EASY is the key word here

4. Hand sanitizing must also be everywhere – remember, EASY is the key word here

5. You must communicate through written word, video and especially conspicuous ACTION that you are following expert advice
Health Guards

We will all be cleaning throughout the day.

All of our employees are club Health Guards. We will be required to clean, sanitize and disinfect throughout the day. Our job is also to enforce member cleaning after each workout and to answer any questions that may arise. Each team member is empowered to have friendly conversations with other employees or members if they see any safety issues.

Documentation + communication

To keep consistent communication with members, our team will document any issues and/or questions that arise throughout their shift to submit to our management team. If a member does not comply with the new code of conduct our management team will reach out to the member to answer any questions they may have and ensure future compliance. We will continue to use this information to improve the safety of our NAC community.
ENFORCING COVID-19 PROTOCOLS & GUIDELINES
Healthy At Work

All NAC employees are considered “Health Guards” while at work.

Health Guards, similar to a lifeguard upholding the rules at the pool, will uphold the rules to keeping our members safe throughout their day.

1. Washing hands every 1-2 hours
2. Cleaning equipment and space
3. Keeping six feet of distance in common areas
4. Enforcing House Rules for Health with members and each other
BEST WORK ENVIRONMENT

OR
“If your actions inspire others to dream more, learn more, do more and become more, you are a leader.”

- John Quincy Adams
BEST WORK ENVIRONMENT

• What is a best work environment?
  – An environment that allows each employee the opportunity to do his/her best work.
BEST WORK ENVIRONMENT BEHAVIORS

**GREEN BEHAVIORS**
- Contribute positively to the work environment
- Makes people feel good about coming to work
- Encourages good behaviour, leading by example

**YELLOW BEHAVIORS**
- Negatively impacts the work environment
- Makes people feel uncomfortable at work or not looking forward to work

**RED BEHAVIORS**
- Unacceptable behaviors
- Zero tolerance for these behaviors
GREEN BEHAVIORS

➔ Wearing our masks properly
➔ Keeping six feet of space between you and other individuals (members and employees)
➔ Cleaning up after ourselves and our members
➔ Washing our hands frequently
➔ Actively approaches members who look like they need assistance
➔ Picking up towels and trash on the floor
➔ Restocking supplies that need restocked without being asked (sweat towels, toilet paper, etc.)
➔ Putting equipment back and re-racking weights without being asked
➔ Helping other employees on your team
➔ Encourages others and celebrates other’s success – with a fist pump
➔ Sharing the NAC’s social posts
YELLOW BEHAVIORS

➔ Complaining about the masks or having to wear one
➔ Not respecting each other’s [six feet] of space
➔ Complaining about new tasks required of us
➔ Projecting a grumpy or stressed out attitude
➔ Overlooks common courtesies: not responding to text messages, emails, not reading company emails, not holding the door for others, not re-racking weights or putting equipment away when you see it out of place, etc.
➔ Walking over towels /or trash on the floor
➔ Saying it is someone else’s job vs tackling the task at hand
➔ Taking little or no responsibility to create a supportive environment
➔ Seeing a team member do something well and not acknowledging them
➔ Not sharing the NAC’s social posts
BWE BEHAVIORAL GUIDE

RED BEHAVIORS

➔ Does not wear mask
➔ Does not wear the proper uniform
➔ Does not show up on time for their shift
➔ Stealing or destruction of property
➔ Acts of discrimination
➔ Abuse of authority
➔ Threatening, disrespectful, or aggressive behavior
➔ Taking little or no responsibility to create a supportive environment
➔ Seeing a team member do something well and not acknowledging them
➔ Sexual advances in work or business environment
➔ Misuse of NAC assets
➔ Violates NAC’s policies
➔ Behavior that adversely reflects the NAC’s reputation
ROLE PLAY
You see a member not keeping six feet of distance in line for a smoothie.

What do you do?
HOW STANDARDS AND A BEST WORK ENVIRONMENT SUPPORTS THE ULTIMATE MEMBER EXPERIENCE
Safety in your favorite spaces

As we navigate the evolving realities of COVID-19 and the re-opening of our club, we are looking ahead to what the future may look like for us. Our teams are working tirelessly to be ready for whatever comes next, but we will continue to update and change based on the direction provided by the CDC and federal, state, and local government. Amenities and programs will depend on their guidance.

We appreciate your help and understanding as we continue to strive to be better than we were yesterday. That’s our promise to you.

We’ll see you at the club.
Welcoming doors

Both entrances to the club will be ready for you, when you are ready to join us! The new entry opens by sensors and the original main entrance has new touchless options to open the doors. Both entrances will continue to have a touchless access system via scan cards and the NAC App. With fresh coats of paint and newly added sanitation and disinfection procedures at this high touch area, we will continue to keep you safe inside of our doors.

- Employee temperatures will be checked if signs of symptoms appear. Face masks and gloves will be provided whether desired or required.
- Members will be assessed upon entering. Touchless thermometers are available if needed.
- Sweat towels will only be provided at the front desk entrances.
- Plexiglass protective shields will be added to our service desks.
- Masks are required to enter, but not during exercise.
- We will open at 50% capacity per government regulations.
Studio fitness

As a community fitness focal point, we created ways to maintain the connection, energy and inspiration from others while limiting social distancing. Nearby signage will act as friendly reminders of new capacity and hygiene standards and instructors will enforce before class starts. Guidelines include fitness, yoga, Pilates and cycling studios.

- All classes will be first come, first serve.
- Capacity in each studio will be modified by the square footage of the room—reducing occupancy to 50%.
- Instructors will clean and disinfect the floors, handles and touch screens after each class.
- Each studio will have sanitation quick stops for cleaning equipment, mats and hand hygiene.

_CAPACITY BY THE STUDIO_

<table>
<thead>
<tr>
<th>Studio</th>
<th>Max Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Cycle Room</td>
<td>15</td>
</tr>
<tr>
<td>Pulse</td>
<td>30</td>
</tr>
<tr>
<td>Half the Brown Gym</td>
<td>86</td>
</tr>
<tr>
<td>The Practice</td>
<td>25</td>
</tr>
</tbody>
</table>
We can’t wait to welcome you home.
“Alone we can do so little, together we can do so much.” –Helen Keller
Building Relationships with Local Government Officials

- It doesn’t matter what side you are on
- Support local government now so you have relationships in the future
- Nurture these relationships on an ongoing basis
- Support your industry advocacy efforts through your trade associations to
  protect your businesses by becoming involved and active.
PA Fitness Alliance

- Working with IHRSA
- (International Health Racquet and Sportsclub Association)
- Lobbyists relationships

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