COVID-19
Preventive Measures and Employee Health & Safety Guidelines

Recommendations for GYMS, EXERCISE STUDIOS, AND WORKOUT FACILITIES

Revised May 21, 2020
The City of Coral Springs is committed to the health and safety of our citizens. The COVID-19 pandemic has had unprecedented impacts on our daily activities, businesses and educational institutions. This guide is to assist businesses, organizations and facilities in the City of Coral Springs, to safely open to the public, while preventing further spread of the COVID-19 virus and other contagious infections. The guide should be used to supplement your Health and Safety plan.

We encourage you to adhere to applicable CDC guidelines and follow county and state emergency orders related to the COVID-19 pandemic. If you need assistance or have questions about the guidelines, please call the Economic Development Office Business Hotline at 954-344-5772 or visit www.coralspringsedo.com. Additional updates and resources are also available at www.cdc.gov.

TOPICS FOR EMPLOYEES AND MANAGEMENT
The list below incorporates procedures that are currently recommended, and especially important during the initial phase of your business reopening. These steps should also be implemented if the community experiences a resurgence or “second wave“ of COVID-19 infections:

- Participate in all onsite health screenings (temperature checks) prior to entering the workplace.
- Properly wear company-issued personal protection equipment (PPE) including surgical masks anytime you are:
  - in common areas of any company facility, or
  - when you are in close proximity to co-workers, or
  - in close contact with the public if appropriate to position
- Maintain excellent personal hygiene to prevent the spread of illness or germs.
- Immediately report an illness with COVID-19 or similar related signs and symptoms to your supervisor, manager or designated Health and Safety Representative.
- Frequently communicate with your supervisor or coworkers during extended absences, while temporarily re-assigned to new work areas, or teleworking.
- Comply with all Health and Safety procedures and provide timely responses to health check inquires while out sick due to COVID-19 or other illness. Includes reporting of COVID-19 test results to Healthy/Safety Representatives.
- Stay home if you are sick or are caring for sick family members with COVID-19 or similar signs and symptoms to prevent spreading a contagious virus or other infection.
- Practice safe social distancing in the workplace and when you are off work.
- Stay informed of emerging changes to the company’s health prevention programs and workplace policies by reading all employee communications.
- Utilize the company’s Employee Assistance Program (EAP), if one exists, to support mental health needs and seek assistance when needed during any health crisis.

ADDITIONAL REQUIREMENTS FOR MANAGEMENT

- Follow daily reporting procedures and notify the designated Health/Safety Representative of any employee who is sick or has reported signs and symptoms related to COVID-19 or a similar illness.
- Follow daily reporting procedures and notify the designated Human Resource staff member of any changes to employee work status for employees who have been temporarily re-assigned to new work areas or teleworking.
LINKS TO TRAINING VIDEOS

- Donning and Doffing surgical mask: https://youtu.be/OABvzu9e-hw
- N95 Donning & Doffing procedures: https://youtu.be/HluIkTbTBIw
- Latex Gloves Donning & Doffing procedures: https://youtu.be/3I_kKVNrEMo
- Proper handwashing techniques: https://youtu.be/lisgnbMfKvl

LINKS REGARDING HOMECARE


UNDERSTANDING THE DIFFERENCE – SURGICAL VS. N95 MASK

<table>
<thead>
<tr>
<th></th>
<th>Surgical Mask</th>
<th>N95 Respirator</th>
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<tbody>
<tr>
<td><strong>Testing and Approval</strong></td>
<td>Cleared by the U.S. Food and Drug Administration (FDA)</td>
<td>Evaluated, tested, and approved by NIOSH as per the requirements in 42 CFR Part 84</td>
</tr>
<tr>
<td><strong>Intended Use and Purpose</strong></td>
<td>Fluid resistant and provides the wearer protection against large droplets, splashes, or sprays of bodily or other hazardous fluids. Protects the patient from the wearer’s respiratory emissions.</td>
<td>Reduces wearer’s exposure to particles including small particle aerosols and large droplets (only non-oil aerosols).</td>
</tr>
<tr>
<td><strong>Face Seal Fit</strong></td>
<td>Loose-fitting</td>
<td>Tight-fitting</td>
</tr>
<tr>
<td><strong>Fit Testing Requirement</strong></td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>User Seal Check Requirement</strong></td>
<td>No</td>
<td>Yes. Required each time the respirator is donned (put on)</td>
</tr>
<tr>
<td><strong>Filtration</strong></td>
<td>Does NOT provide the wearer with a reliable level of protection from inhaling smaller airborne particles and is not considered respiratory protection</td>
<td>Filters out at least 95% of airborne particles including large and small particles</td>
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<tr>
<td><strong>Leakage</strong></td>
<td>Leakage occurs around the edge of the mask when user inhales</td>
<td>When properly fitted and donned, minimal leakage occurs around edges of the respirator when user inhales</td>
</tr>
<tr>
<td><strong>Use Limitations</strong></td>
<td>Disposable. Discard after each patient encounter.</td>
<td>Ideally should be discarded after each patient encounter and after aerosol-generating procedures. It should also be discarded when it becomes damaged or deformed; no longer forms an effective seal to the face; becomes wet or visibly dirty; breathing becomes difficult; or it becomes contaminated with blood, respiratory or nasal secretions, or other bodily fluids from patients.</td>
</tr>
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[Image of CDC and NIOSH logos]

Centers for Disease Control and Prevention National Institute for Occupational Safety and Health
GUIDELINES FOR MAIL PICK UP/DELIVERY

For employees picking up mail/packages from UPS, Fed-Ex, etc.:
- Wear mask and gloves (if possible) when picking up packages
- Wash hands per CDC guidelines (20 seconds)
- Place packages in a place designated for incoming mail only
- Let packages sit for 24 hours prior to opening – Mark with date and time of arrival
- Wash hands after opening mail/packages

For Employees delivering mail/packages to UPS, Fed-Ex, etc.:
- Wear mask prior to entering facility
- To minimalize exposure to outside vendor facilities, consider gloves
- Use disinfectant prior to entering vehicle
- Upon return to office, wash hands per CDC guidelines (20 seconds)

For mail/packages that are delivered:
- Wear mask when accepting delivery and handling packages
- Place mail/packages in pre-established area, mark with date and time
- Wait 24 hours prior to opening packages/mail
- After handling packages/letters wash hands per CDC guidelines (20 seconds)

Note – for packages/mail that are time sensitive, have items disinfected using foggers, if available. If no disinfection process is available, take extra precautions when opening:
- Wear gloves to open package/envelope, then dispose of gloves and wash hands per CDC guidelines (20 seconds)
- Remove contents
- Dispose of packaging/envelope
- Wash hands per CDC guidelines (20 seconds)
- Process opened mail/package as needed

A Safety and Health Representative should be designated for those with questions about procedures.
GUIDELINES FOR CLEANING/DECON OF SHARED EQUIPMENT AND WORKSPACES

The CDC has developed an extensive guide for cleaning and disinfecting public spaces, workplaces, businesses and other areas. For information in addition to the below, please see the CDC’s website: https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

Not all businesses will have every item listed. Use the practices that pertain to what your business possesses.

- Heavy Machinery, Dump trucks, vac trucks, etc. that have enclosed cabs – Shall be deconned using the foggers once per week or after use by individual who may have shown signs and symptoms of illness such as Covid-19.
- Machinery with open cabs this includes riding lawn mowers, gators, compactors, etc. – wipe down surfaces using bleach/water and **gloves and goggles daily**
- Lawn equipment/chain saws/hand tools, etc. – wipe down surfaces using bleach water and **gloves and goggles daily**
- **ALL shared equipment surfaces that are touched, must be wiped down after each use**
- **ALL shared workspace surfaces that are touched must be wiped down after each use (wipes/disinfectant if available or bleach solution)**

If Disinfecting with Bleach Solution

CDC guideline for preparation and use of bleach/water solution:

- Don eye protection before preparing solution
- 4 teaspoons bleach per quart of water.
- Allow solution to sit on surface for at least 1 minute prior to wiping surfaces
- For hard (non-porous) surfaces, wash surface with soap and water prior to using bleach/water solution
- After decon procedures are complete, wash hands per CDC guideline (20 seconds)

A Safety and Health Representative or equivalent should be designated to review safety plans and answer any questions from staff.

6 Steps for Safe & Effective Disinfectant Use

1. Check that your product is EPA-approved – Find the EPA registration number on the product. Then, check to see if it is on EPA’s list of approved disinfectants at [www.epa.gov/listn](http://www.epa.gov/listn).
2. Read and follow the product’s directions – On the EPA site, check “use sites” and “surface types” to see where you can use the product. Read the “precautionary statements.”
3. Pre-clean the surface – Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.
4. Follow the contact time – You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.
5. Wear gloves and wash your hands – For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.
GUIDELINES FOR GYMS AND RELATED FACILITIES INCLUDING YOGA STUDIOS, MARTIAL ARTS SCHOOLS, AND WORKOUT/EXERCISE ROOMS

Use of Facility:
1. A limit on the number of participants should be designated based on the size of the facility and the ability to properly distance. Studios with classes should reduce maximum class size.
2. Consider having members sign a waiver that they understand the social distancing and other new rules that may be in place.
3. Hand sanitizer should be accessible upon entering and members should be required to use it before entering workout area.
4. Class instructors may want to consider hands-off corrections using verbal cues and demonstration instead.
5. Members should be encouraged to bring water bottles and water fountains should be made inaccessible.
6. Members should be encouraged to arrive earlier than usual for classes so that temperature checks can be conducted, and so that proper social distancing can be established based on number of participants in a class.
7. Members should be required to wear a mask while in any lobby area and restrooms and entering and exiting the facility. Masks should not be required while engaged in exercise.
8. Members should practice social distancing with other occupants. If a spotter is needed, the spotter should don a mask while performing this function.
9. Members should be encouraged to bring their own clean towel each time, and to use it to cover bench/seating area of equipment, provided it does not interfere with equipment functionality.
10. Members should bring their own mats for yoga and related activities.
11. Members should be required to use disinfecting spray or wipes and wipe down each piece of equipment before, during, and after each use. This includes remotes, doorknobs, weights, and machines.
12. When workout is complete, members should wash their hands in accordance with CDC guidelines.

Consideration of Others:
1. Workouts on individual equipment should be limited to 30 minutes in the event other(s) are awaiting usage.
2. If a member is feeling sick or having any symptoms, they should not use the facility.
Conduct:
Any conduct that unreasonably interferes with the use or enjoyment of the facility or the equipment by others or disrupts or interferes with normal, safe, orderly and efficient operation should be strictly prohibited.

Maintenance:
No user should leave litter, trash, debris or articles of clothing in the facility or the accompanying restroom/shower area except as may be allowed under a separate employee locker policy. The entry door should be kept closed at all times.

Showers/changing rooms/bathrooms:
Please keep in mind that you're sharing the shower with others.
Additional shower rules:
  a. Be considerate. Do not take excessive time in the shower. Usage should be limited to no more than 15 minutes.
  b. Flip-flops or water socks should be worn on your feet at all times during shower usage.
  c. Clean up after yourself.
  d. Personal grooming/shaving items should not be brought into the shower.
  e. Please remember to leave toilet seats down; clean the shower area completely; and exit the changing area completely clothed.

Additional Guidance may be found at the CDC website.
GUIDELINES FOR EXPOSURE, SYMPTOMS, AND ILLNESS

For the latest information go to the CDC website dedicated to the Coronavirus:

Dealing with the health and well-being of employees and their families is one of the most important things that we can do in the face of this National Emergency or any similar health crisis. Below are basic guidelines for dealing with different exposure and sickness situations.

IMPORTANT REMINDER: Personal hygiene and not touching your face are the best protective measure you can take.

Asked to Quarantine by Doctor:
If you are in close contact with an infected person without proper infection control measure in place (mask/eye protection), a healthcare provider may recommend self-isolation for up to 14 days. During this time, you should limit close interactions with other people and follow the CDC recommendations for self-checks.

Close contact for healthcare exposures is defined as follows:
- being within approximately 6 feet (2 meters), of a person with COVID-19 for a prolonged period of time (such as caring for or visiting the patient; or sitting within 6 feet of the patient in a healthcare waiting area or room); or
- having unprotected direct contact with infectious secretions or excretions of the patient (e.g., being coughed on, touching used tissues with a bare hand).


Suggested to Quarantine by CDC/DOH:
If you are in close contact with an infected person without proper infection control measure in place (mask/eye protection), the CDC may recommend self-isolation for up to 14 days. During this time, you should limit close interactions with other people and follow the CDC recommendations for self-checks.


Fever (greater than 99.9 F)
The employee should be evaluated by their Primary Care Doctor or an Urgent Care Doctor. Although a fever is a common sign of the Coronavirus it is also a sign of other illnesses. As the testing for COVID-19 is more accessible this employee may need to be tested.

**Flu-like symptoms and Fever (greater than 99.9 F)**

The employee should be evaluated by their Primary Care Doctor or an Urgent Care Doctor. Although a fever is a common sign of the Coronavirus it is also a sign of other illnesses. As the testing for COVID-19 is more accessible this employee will need to be tested.


**Flu-like symptoms and No Fever (less than or equal to 99.9 F)**

During this time of enhanced awareness of any signs of being sick, everyone should be extra careful when coming to work sick. Many people have minor signs and symptoms throughout the year such as a stuffy nose or seasonal allergies. These are not the major indications of COVID-19. The signs and symptoms that are indicative of infection are Fever, Cough (dry/productive), Fatigue, Muscle Aches, Diarrhea, or loss of smell and taste. If you have any of these signs and symptoms you should be evaluated by your Primary Care Doctor or an Urgent Care Doctor.

- Although these are common signs of the Coronavirus they are also signs and symptoms of other illnesses. As testing for COVID-19 is more accessible the employee may need to be tested.


**Confirmed COVID-19 Diagnosis**

When testing is widely available and/or signs and symptoms have indicated a test is recommended by a Primary Care Doctor or Urgent Care Doctor, there will be more employees that test positive for COVID-19. Employees should follow the direction of the Health Care professionals and either implement home care or, if indicated, be treated at a healthcare facility. Individuals who remain in self-isolation should be actively monitoring their condition and a checklist will be provided.


**Return to Work** - The CDC is currently recommending that a person infected with the virus is considered no longer infectious when:

**Test-based strategy (PRIMARY)**

Exclude from work until:
- Resolution of fever without the use of fever-reducing medications
AND,
- Improvement in respiratory symptoms (e.g., cough, shortness of breath)
AND,
- Negative result of an FDA approved or waived COVID-19 test
- PCR using the nasal swab
- Whole blood point of care antibody test

**Non-test-based strategy (SECONDARY)**

Exclude from work until:
- At least 3 days (72 hours) have passed since recovery; defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath)
AND,
- At least 7 days have passed since symptoms first appeared

**CDC Reference:** https://www.cdc.gov/coronavirus/2019-ncov/testing/index.html
Other Considerations regarding social distancing and/or disinfection issues:

- Employee Cafeterias and Breakrooms
  - Disinfection responsibilities
  - Social distancing guidelines
- Elevators (may be shared with other companies in a building)
  - Disinfection responsibilities
- Building’s outer doors/main entrances/Lobby areas
  - Disinfection responsibilities and guidelines
- Company’s door knobs/handles, restrooms/Lobby for visitors
  - Disinfection responsibilities and guidelines
- Hand sanitizer additions to various locations

REOPENING YOUR BUILDING

The temporary shutdown or reduced operation of a building and reductions in normal water use can create hazards for returning occupants. Two potential microbial hazards that should be considered prior to reopening after a period of building inactivity are mold and Legionella (the cause of Legionnaire’s disease). Ensure the safety of your occupants and building water system and devices – visit the CDC’s online guidance documents by visiting their website:


HEALTH AND SAFETY PLANNING

The CDC’s National Institute for Occupational Safety and Health (NIOSH) offers an online Small Business Resource Guide, providing plans, tools, tips and information on how to keep your workers safe and well while managing time and cost investments. Visit their website for details: https://www.cdc.gov/niosh/topics/smbus/guide/

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