

Origination: 04/2020

Effective: 05/2020

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 re-opening 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. Soiled 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 individuals. 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 person-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 in 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 guided using decals 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 bio-burden (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. Wipe down all high-usage 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.
- C. In the absence of a manufacturer's cleaning instructions:

1. Clean equipment surfaces with an EPA-registered disinfectant
 2. If there is a concern for surface incompatibility, the surface can be wiped with a clean, moist cloth after disinfectant contact time has been achieved.
- D. Follow manufacturer's instructions for proper dilution and wet times for cleaning or disinfectant solutions. Only clean cloths and mops should be used with cleaning solutions. Do not access cleaning solution after contact with soiled equipment or surfaces.
- E. If it is unclear whether equipment has been disinfected, it should be re-cleaned and disinfected before member use.
- F. Equipment will be required to be cleaned after each use by a member or employee.
- G. 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 facility.
- H. Equipment, surfaces, locker rooms and other member accessed space are cleaned at regular intervals during routine cleaning, based upon club usage.
- I. High-touch surfaces should be disinfected regularly throughout the day: elevator buttons, handles: doors, lockers, etc., bathroom toilets, bathroom handles: toilet flush, sink faucets and shower controls, kiosks, credit card touch pads, railings, highly used equipment, etc.
1. EPA-registered disinfectant should be saved for high-touch surfaces if there is low supply. Low-touch surfaces should still be cleaned regularly.
- J. Soft surfaces should be eliminated or have limited use.
1. Remove pillows, throw rugs, sandbags and other soft fabric equipment.
 2. Follow the same cleaning guidelines above for soft surfaces; clean first and then disinfect.
- K. Launder items according to the manufacturer's instructions. Use the warmest water setting and dry items completely.
1. Wear disposable gloves when handling dirty laundry.
 2. Items from a person that is sick can be washed with other people's items.
 3. Do not shake dirty laundry
 4. Clean and disinfect laundry hampers according to the guidance above for surfaces.
 5. Remove gloves, and wash hands right away.
- L. Disposable, pre-moistened disinfectant wipes can be used. Lids should be kept closed to prevent drying. Follow the individual disinfectant's instructions for use for appropriate wet time to ensure proper disinfection. Check that the product is not expired.
- M. All agents used for cleaning and/or disinfection should be approved by management and recommended by the CDC, WHO, or state health department and registered with the EPA.

VI. Specialized Equipment and Space Cleaning Requirements

A. Group Fitness Studios and Equipment

1. Floors will be cleaned with EPA-registered disinfectant, door handles and music displays will be cleaned by the instructor at the end of each class.
2. Microphones will not be shared. Instructors will be supplied their own microphone, need to bring their own microphone or not use a microphone in class.
3. Doors will remain open to increase air flow until class begins. Instructor will close doors and open doors at the end of class.
4. Class schedules will be created with a recommended 15-30-minute break in between each class to allow for exit, cleaning protocols and a safe entry for the next class to eliminate congregation before and after classes.
5. Members are required to clean all equipment and weights used in class.
 - a. Members will bring their own mats to class.

- b. Instructors will direct members to gather equipment and return equipment one by one to avoid grouping near the equipment storage space.
 - c. Instructors will enforce guidelines in each space to ensure proper cleaning.
 - d. 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 facility.
6. The housekeeping team will disinfect equipment twice per day.
 7. Hand sanitizer that contains at least 60% alcohol will be available outside of studio.
- B. Café/Eatery
1. Seating arrangements will be reconfigured to allow families to sit together, but six feet apart from other tables.
 2. Individual packaged condiments will be available.
 3. On account charging or credit cards are the preferred method of payment, to minimize cash collection.
 4. Employees will be required to wear masks and gloves.
 5. Members will be required to wipe down tables after use with cleaning product provided.
 6. Employees will monitor and clean any tables that were missed and discuss the responsibility with the member.
 7. Café employees will disinfect tables and chairs on a routine schedule with an EPA-registered disinfectant.
 8. All food prep areas will use sanitizer, not disinfectant.
 9. All regular local board of health and restaurant standards and codes will be followed.
- 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 handed to members who need a towel with gloves and observing the six feet of social distancing recommendation.

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 sanitizer that contains 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 tabletop décor.
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 sanitation 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.).

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, MHRM

of the Newtown Athletic Club and reviewed by the International Health Racquet Sports Association, passed through the office of the Surgeon General and reviewed by the Center for Disease Control.

