



Elkins Spark Fitness is committed to operating safely as possible to help limit the spread of the Coronavirus (COVID-19) while conducting business. Our COVID-19 protection policy was developed in accordance with the CDC guidance for businesses. A link to these guidelines can be found here <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-resp.html> . We want to be completely transparent in our efforts to maintain a safe environment for our clients and contractors while we conduct business. A copy of our COVID-19 policy and procedures will be posted in our lobby for you to review or we can provide a PDF copy in advance of your visit. We look forward to serving you again and helping you reach your fitness and health goals.

Elkins Spark Fitness COVID-19 Prevention Strategies

WHAT WE ASK OUR CLIENTS TO DO

- Upon arrival, we will take your temperature. If it is 100F or above, we will ask you to switch your appointment to virtual training or reschedule. You must be fever-free for 72 hours before returning to ESF.
- Upon arrival we will screen you to determine if you are experiencing any symptoms associated with COVID-19. If you are, we will ask you to switch your appointment to virtual or reschedule. You must be illness-free for 7 days before returning to ESF.
- Upon entry into ESF, please wear a mask. You will not be allowed into ESF without a mask that covers both your nose and mouth
- Please sanitize (and/or thoroughly wash) your hands upon arrival and departure using the hand sanitizing station located in the lobby or bathroom.
- Social-distancing will be enforced by limiting the number of people in ESF at any given time.
- Please limit the items you bring into ESF to only those that are necessary.

WHAT WE ASK OUR STAFF TO DO

- Staff will wear masks at all times.
- Staff will regularly wash/sanitize hands before and after each appointment.
- The use of physical barriers (such as gloves) may be used during your appointment for increased safety.
- All staff will be instructed to stay home if they are ill.

In addition to a very rigorous daily cleaning and disinfecting protocol, a regular thorough deep cleaning of ESF will occur. Our enhanced daily cleaning routine includes but is not limited to:

- All equipment will be placed in a designated area to be cleaned/disinfected after each use and placed back in its proper place after cleaning for the next person to use.
- A high-touch surface, like door handles, desks and tabletops will be disinfected throughout the day.
- Unnecessary touchable items will be removed from our lab



1. OUR KEY PREVENTION PRACTICES INCLUDE:

- a.) Physical distancing to the maximum extent possible
- b.) Use of face masks and other physical barriers by employees and patients
- c.) Frequent hand washing
- d.) Regular cleaning and disinfection of equipment between clients
- e.) General employee health monitoring
- f.) General patient health monitoring

a.) PHYSICAL DISTANCING

- Physical distancing parameters will be considered 6 feet or more, until further notice, including:
 - Alert clients regarding arrival time limits:
 - For new clients, no more than 15 minutes
 - For current clients, no more than 5 minutes
- Avoid sharing audio equipment, phones, tablets, laptops, desks, clipboards, pens and other work supplies wherever possible. Never share PPE.
 - Avoid direct contact with patients upon sharing documents, pens, iPads, etc.
 - Upon return of clipboards, pens, iPads, etc., wipe down with disinfectant wipes
 - Wipe down ipad after each use
 - Avoid shaking hands with other trainers and clients
 - Put signage in lobby waiting to identify where to wait before your session starts
 - All clients must wait in the lobby for their trainer to bring them back to the workout area.

b.) USE OF FACE MASKS AND PHYSICAL BARRIERS

- All staff and clients will be required to wear a properly fitted face mask while in studio
 - Client's masks must be completely fit around both nose and mouth area.

c.) FREQUENT HAND WASHING

- Upon entry to Elkins Spark Fitness, staff and clients need to wash or disinfect hands
- Before and after each session, trainers will wash hands and use hand sanitizer
- Throughout the day, staff will frequently wash hands and use hand sanitizer
- Please always have hand sanitizer available at front desk and throughout the studio as needed
- For hand washing, please wash hands thoroughly for 20 seconds using a disinfectant soap and dry with a clean paper towel

d.) REGULAR CLEANING AND DISINFECTION

- All staff is to do their part in keeping studio extra clean, especially in high-touch areas
- Designate a space in the studio to put used equipment after each use to be cleaned; such as a 4'x4' taped off square with tape on the ground in a low-traffic area.
- Keep the front door to the studio open when possible to avoid clients touching the handle
- Ensure that ESF is stocked with disinfectant cleaning supplies
 - Per CDC, recommended disinfection products are alcohol solutions with at least 70% alcohol and most common EPA-registered household disinfectants should be effective
- A regular professional deep cleaning of your clinic will occur at minimum twice per month until further notice.

e.) GENERAL STAFF HEALTH MONITORING

- Monitor yourself for a fever (100F or higher) and symptoms of respiratory infection daily before each workday
- Do not come into work when you have a fever or are ill.
 - If you have a fever of 100F or higher:
 - Let JC know
 - Refer to Section 3 below: "Staff members with Symptoms of Covid-19"
- Immediately report if you're exposed to or symptomatic of Covid-19. (See below for plan)
 - Exposure is considered to be in close contact (6 feet or less) to symptomatic or confirmed person for more than 15 minutes
- Immediately report if you are symptomatic or confirmed with Covid-19 to JC (see below for plan)
 - Known symptoms include: frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell.

f.) GENERAL PATIENT HEALTH MONITORING

- Upon the client's arrival at the studio, use an infrared thermometer to confirm the client's temperature to be less than 100F.
- Ask patients if they are experiencing cough, chills, sore throat, etc.

2. WHAT IS OUR POLICY IF A TRAINER OR STAFF IS AT RISK?

a.) TRAINER OR STAFF MEMBER CONFIRMED WITH COVID-19

- If you receive a positive test result:
 - Follow direction from your physician and immediately self-isolate
 - Let JC know that the test was positive
 - Do not come to the ESF
 - Once you are symptom free for a minimum of 7 days and without a fever for 72 hours (without medication), contact your JC about resuming work.
 - You will need to provide documentation from your doctor of a negative COVID test
 - Once back at work, restrict contact with at-risk patients for 14 days

b.) STAFF MEMBER WITH SYMPTOMS OF COVID-19

- Contact your Primary Care Provider about testing, and do so as soon as possible
- Immediately notify JC
- Do not come to ESF
- **If you receive a negative test result:**
 - Let JC know that your test is negative
 - Do not return to work until resolution of symptoms AND resolution of fever (without medication) for 72 hours.
- **If you receive a positive test result:**
 - Refer to 2a above

c.) STAFF For TRAINER EXPOSURE in ESF

First, take action if you, a fellow staff member or client is confirmed to have COVID-19. We don't need to shut down your studio, but may need to temporarily close for cleaning and testing.

- Immediately notify JC
- **If it has been LESS THAN 7 DAYS since the sick staff member or client has been in the clinic:**
 - Close off any areas used for prolonged periods of time by the sick person and do not use until professionally cleaned
 - If studio has not been cleaned since the infected client or staff member's last time in clinic, call professional cleaning company and schedule cleaning:
 - Wait for 24 hours before professional cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets.
 - If waiting 24 hours is not feasible, wait as long as possible up until 24 hours
 - During this waiting period (if possible), open outside doors to increase air circulation in these areas
 - Clients that were in the clinic with affected patient need to be notified
 - Close ESF and reschedule all appointments in the upcoming days until professional cleaning is completed.

- **Each trainer or staff member that was in the clinic the same day AND exposed (within 6 feet for more than 15 minutes) as the sick employee or patient should:**
 - Contact your Primary Care Provider about testing and do so as soon as possible
 - Immediately notify JC
 - Do not come into the studio.
 - **If your test result is negative**, let JC know that you are able to come back to work
 - **If your test result is positive**, let JC know that you will not be able to come into ESF.

- **If it has 7 DAYS OR MORE since the sick staff member or client has been in the clinic:**
 - Additional cleaning and disinfection are not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.
 - Continue business and sessions as usual with the following considerations:
 - Each staff member that was in the clinic the same day AND exposed (within 6 feet for more than 15 minutes) as the trainer or client should
 - Report temperature and absence of symptoms to JC each day prior to starting work
 - Continue to wear your face mask and notify JC prior to leaving work
 - Known symptoms include frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell.

d.) STAFF EXPOSED OUTSIDE OF CLINIC (INCLUDING IN HOME)

- A staff member that was exposed to a person with Covid outside of ESF (within 6 feet for more than 15 minutes) should:
 - Contact your Primary Care Physician about testing, and do so as soon as possible
- Immediately notify JC
- Do not come into ESF
- If your test result is negative, let JC know that you are able to come back to work
- If your test is positive, let JC know that you will not be able to come to ESF

3. WHAT IS OUR POLICY IF A PATIENT IS AT RISK?

a.) CLIENT NOTIFICATION OF CONFIRMED COVID-19

- If a client notifies the clinic that they are confirmed to have Covid:
 - Only reschedule client's appointment once:
 - You have written approval from their physician
 - Client has documentation of negative Covid testing

- Once they confirm that they are symptom free for minimum of 7 days and without a fever for 72 hours (without medication)
- For next 14 days, only schedule client:
 - Ideally when no other appointments are scheduled
 - When there are no at-risk clients scheduled at the same time

b.) CLIENT NOTIFICATION OF BEING SYMPTOMATIC

- If a client notifies ESF that they have symptoms:
 - Recommend that they contact their Primary Care Provider and get tested
 - If tested and negative, reschedule appointment as convenient for patient
 - If not tested, have patient confirm they are not exhibiting symptoms and do not have a fever of 100F or greater (without medication) within the last 72 hours before rescheduling

c.) CLIENT NOTIFICATION OF EXPOSURE (OUTSIDE ESF OR IN HOME)

- If a client notifies ESF that they believe they were exposed outside ESF
 - Recommend that they contact their Primary Care Provider and get tested
 - Only reschedule appointments once:
 - If tested, and client receives a negative result
 - If tested and client receives a positive result:
 - See 3a

