



Engineered Bodies Strength & Conditioning

## EBSC COVID-19 Policy & Practices

Engineered Bodies Strength & Conditioning (EBSC) is committed to ensuring that the gym is a safe place for members and staff. The purpose of this document is to outline COVID-19 related policies and procedures to ensure the safety and health of our employees and clients.

EBSC is a private (member only) gym with 2,200 sq ft of indoor training area and 900 sq ft of outdoor area. We offer small fitness classes and personal training services. In response to COVID19, our maximum class size is 10 clients plus two coach. Physical distancing must be observed.

Each client is required to reserve a training time, a minimum of 4 hours prior, and no drop-ins are allowed. More details are contained in this document.

Maximum occupancy of the facility is 14 people; however, at most, only 12 clients may be at any one training time.

This document contains the following sections:

1. COVID-19 symptoms and transmission facts
2. Workers and clients
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Lines to the left of the text indicate updates since the last version.

## Version Control

Version number	Date updated:	Type of update:	Updated by:
1	2020-05-14	Original document	S. Agtarap
1.1	2020-05-16	Edits: 2.2.5, 8.5, 11.2.2 Additions: 5.2, 13	S. Agtarap
1.1	2020-05-17	Updated total gym occupancy limit from 8 to 12.	S. Agtarap
1.2	2020-05-21	Edits: 6.1, 7.1 Additions: 6.15	A. Agtarap
1.3	2020-05-31	Edits: 7.1, 8.2, 9.1 Removed: 8.2.1, 8.2.2.	S. Agtarap
1.3.1	2020-07-23	Edits: updated facility capacity and max class capacity throughout	S. Agtarap
1.4	2020-11-08	Additions: definition of Pods Edit: Gym capacity, wearing mask procedure,	S. Agtarap
1.4.1	2020-11-20	Updated mask requirement for staff as per PHO on 2020-11-19	S. Agtarap

## 1. COVID-19 symptoms and transmission facts

- 1.1. The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. They include fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue, and loss of appetite.
- 1.2. Symptoms can range from mild to severe. Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days. People infected with COVID-19 may also experience gastrointestinal symptoms like diarrhea, nausea and vomiting a few days after the onset of the above symptoms.
- 1.3. Average normal body temperature taken orally is about 37°C. For more on normal body temperature and fevers, see HealthLinkBC's information for [children age 11](#) and younger and for [people age 12 and older](#).
- 1.4. Coronavirus is transmitted via larger liquid droplets when a person coughs or sneezes but also potentially when they are talking in very close proximity to another person. The virus in these droplets then can enter the body of another person when that person breathes in the droplets or when the droplets touch the eyes, nose or throat of that person.
- 1.5. This requires you to be in close contact – less than the so-called social distancing of 3 –6 feet. This is referred to as ‘droplet’ transmission and is believed to be the primary way COVID-19 is transmitted.
- 1.6. In addition, droplet transmission is much more likely when in close contact in an indoor setting. COVID-19 can also be transmitted through droplets in the environment if someone touches the contaminated area then touches their face or eyes without cleaning their hands. This speaks to the importance of regularly cleaning one’s hands and also cleaning of high touch areas in the environment.
- 1.7. Infectious Period: The time frame of 48 hours prior to symptom onset to 10 days after symptom onset is considered a person’s infectious period. It is important to note that a person continues to be symptomatic 10 days after symptom onset, then they are still shedding virus and can transmit to others. The person must remain in isolation until their symptoms resolve.

## 2. Workers and clients

- 2.1. The primary exposure source for workers at Engineered Bodies are clients. Additionally, workers may be exposed to COVID-19 in the community.
- 2.2. The following people **will not** be permitted to enter the facility:
  - 2.2.1. Anyone with COVID-19-like symptoms such as a new onset of respiratory or systemic symptoms (includes fever, cough, shortness of breath, sore throat, rhinorrhea, nasal congestion, loss of sense of smell, loss of appetite, chills, headache, fatigue, and myalgia). If a client or worker is experiencing the above symptoms, they must self-isolate at home for a minimum of 10 days from onset of symptoms, and until their symptoms are completely resolved, or a negative COVID test result is received.
  - 2.2.2. Anyone who have travelled internationally. In these cases, they must remain away from the facility for at least 14 days.

- 2.2.3. Anyone who lives in the same household as a confirmed or clinical COVID-19 case who is self-isolating.
  - 2.2.4. Anyone who has been exposed to anyone confirmed to have COVID-19, or to anyone with possible symptoms of COVID-19, should call HealthLink BC at 8-1-1 for an assessment and to determine any necessary next steps.
  - 2.2.5. Anyone who has been tested for COVID-19 and is waiting for test results. If negative test results are received and the individual has been cleared by a health professional, the individual may return to the facility.
  - 2.2.6. Anyone who may have been exposed to COVID-19 in a known outbreak setting or in a setting with a confirmed cluster of COVID-19 cases (e.g. schools or daycares, hospitals, work sites).
- 2.3. Workers and clients must self-monitor, prior to reporting for work or classes.
- 2.3.1. If a worker or client is experiencing COVID-19 symptoms, they should self-assess. Workers experiencing symptoms should not report to work and immediately call 8-1-1. Workers should immediately notify EBSC.
  - 2.3.2. If the Self-Assessment Tool indicates the worker or client should be assessed for COVID-19 and self isolate, they must immediately notify EBSC management and stay home and follow the directions of health officials.
  - 2.3.3. Workers and clients demonstrating symptoms of COVID-19 will not be permitted to enter the facility and/or be requested to leave if they start experiencing symptoms during their scheduled shift.

### **3. Application**

- 3.1. This policy applies to all employees, contractors, other workers and clients that enter the facility.

### **4. Review**

- 4.1. This policy is subject to weekly review, based on government organizations' guidance, such as WorkSafeBC, the Provincial Health Authority and the BC Centre for Disease Control.
- 4.2. All workers will be provided a copy when updates occur.

### **5. Risk assessment**

- 5.1. High risk activities in the facility include:
  - 5.1.1. Client to client, or client to coach direct physical contact.
  - 5.1.2. Massage therapy (College of Massage Therapist of BC COVID-19 Guidelines to be followed).
  - 5.1.3. Sharing of exercise equipment including, but not limited to, barbells, kettlebells, dumbbells, pull-up bars, medicine balls, weight plates, and mats.
  - 5.1.4. Sharing floor space.

- 5.1.5. Heavy breathing with the potential release of airborne particles while exercising.
- 5.2. Reviewing risks and safety issues: During weekly staff meetings, the team will review the risks and safety issues.
  - 5.2.1. When resolving safety issues, the management team will work with all staff to resolve the safety issues.
  - 5.2.2. These issues shall be documented and new procedures added to this document (or other appropriate document).

## 6. Worker exposure control procedures

- 6.1. Coaches / workers are permitted to be in the facility during classes when they are not scheduled to work if the maximum occupancy number is not reached.
- 6.2. Coaches / workers must wash hands with soap and water for a minimum of 20 seconds upon entry to the facility, before starting work.
- 6.3. Coaches shall wear a mask at all times while clients or other staff are present in the gym. Coaches may remove their mask while eating or drinking, provided they are alone in the office.
- 6.4. Coaches / workers shall maintain a minimum of 2 m distance from clients, at all times (even while wearing a mask).
- 6.5. Coaches / workers shall self-screen before shift. The suggested tool is the BC COVID-19 app with the self-assessment tool. Responses must be recorded in the EBSC Slack channel #covid daily.
- 6.6. Coaches shall direct clients to specific areas in the facility. These areas are marked by numbers. This area will be the client's workout area for the duration of class.
- 6.7. Coaches shall direct clients to maintain a minimum of 2 m distance from other clients and within each individual's designated floor space.
- 6.8. Coaches shall ensure clients face the walls (or away from others) during portions of the class that increase respiratory rates (e.g. while on the rowing machine).
- 6.9. Coaches shall ensure that clients clean their equipment prior to leaving the facility.
- 6.10. Coaches shall clean high touch areas such as door handles, light switches and bathrooms between classes. Before and after cleaning, coaches shall practice good hand hygiene; coaches shall wash hands with soap and water before and after cleaning. Completion of these activities shall be recorded on the COVID cleaning checklist.
- 6.11. Coaches shall ensure equipment used by the clients is disinfected prior to the next class arriving.
- 6.12. Coaches / workers shall have access to personal protective equipment such as gloves and masks. Gloves are not required to be worn but provided for the coaches to use if they desire. Masks are required during a coach's shift – see 6.3.
  - 6.12.1. Coaches / workers shall don and remove disposable gloves as per this procedure ([video](#)).
  - 6.12.2. Coaches / workers shall don and remove reusable masks as per this procedure ([video](#)).

- 6.12.3. Coaches / workers shall be provided a cloth mask. They shall care for their masks as per manufacturer's instructions.
- 6.13. Coaches / workers shall keep the north and south bay doors open during classes to ensure increased ventilation. These doors must remain partially open, even in inclement weather. Doors may be closed part way but a gap of at least 1 m must remain in all weather.
- 6.14. Runs and other cardio activities will be conducted outside, when practical.
  - 6.14.1. Concept 2 rowers: Coaches shall ensure clients using rowing machines are spaced at least a minimum 3 m from others.
- 6.15. When practical, coaches shall be supported to deliver services from home, if they cohabitate with high risk individuals.
- 6.16. Coaches / workers are permitted to train during classes only when they are not scheduled to work, and if the current maximum occupancy number is not reached.

## 7. Controlling the number of people on site

- 7.1. A maximum of 12 people shall be permitted in the facility at any one time, but only 10 clients per training time. This allows for minimum area of 10 m<sup>2</sup> per training area (107 ft<sup>2</sup>).
  - 7.1.1. Clients shall be permitted to train with one other member their own household. This is achieved through the declaration of household Pods. They must still register for training times. All other policies still apply.
- 7.2. Classes shall have a minimum of 15 minutes between them to avoid transmission as clients leave class and arrive to attend the next class.
- 7.3. Clients arriving early for their class will not be permitted to enter the facility until all clients have exited the facility and the coach has instructed the next class to enter.
- 7.4. Clients shall be directed to leave immediately following clean up procedures.

## 8. Client procedures

- 8.1. All members must adhere to the following procedures during COVID-19. Failure to comply to these procedures will result in removal from the gym. These procedures are in place to ensure that the risk of COVID-19 transmission is minimized for the safety of all our members and staff.
  - 8.1.1. Client will get one warning that they are not adhering to the policies outlined in this document. A second infraction in the same training time will result in the coach requesting the client to leave the gym. Staff will report it in Slack #covid channel and management will follow up with client.
  - 8.1.2. If there are future non-compliance infractions, the client will be banned from gym for one week.
- 8.2. Clients must self-assess for signs of illness. A suggested tool is the BC Self-Assessment Tool (available online or in the BC COVID-19 app). If the tool recommends self-isolation

- for 10 days, they must immediately notify EBSC management and follow the directions of health officials. By reserving a training time in the Zen Planner calendar, clients indicate that they are free from COVID-19 symptoms.
- 8.2.1. Additionally, before clients start training, they must indicate in the TrainHeroic app that they are free of COVID-19 symptoms.
  - 8.3. Clients will not be permitted to enter the facility if they have:
    - 8.3.1. COVID-19-like symptoms such as a sore throat, fever, sneezing, or coughing must self-isolate at home for a minimum of 10 days from onset of symptoms, until their symptoms are completely resolved.
    - 8.3.2. Travelled internationally. In these cases, they must remain away from the gym for at least 14 days.
    - 8.3.3. Live in the same household as a confirmed or clinical COVID-19 case who is self-isolating.
    - 8.3.4. Been exposed to anyone confirmed to have COVID-19, or to anyone with possible symptoms of COVID-19, should call HealthLink BC at 8-1-1 for an assessment and to determine any necessary next steps.
      - 8.3.4.1. Clients should immediately inform EBSC staff that they have been potentially exposed to COVID-19.
      - 8.3.4.2. Clients will not be permitted to return to the gym until cleared by health officials.
  - 8.4. Clients must wear masks in all common areas, e.g. outside of their designated training area.
    - 8.4.1. Clients may remove their masks inside their designated training area. Masks must be safely stored within the client's pocket or other belongings. **Masks shall not be placed on the floor at anytime.**
    - 8.4.2. Clients will be provided information on how to don and remove masks as per this procedure ([video](#)).
  - 8.5. Clients entering the facility must wash hands with soap and water for a minimum of 20 seconds, prior to joining a class.
  - 8.6. Until further notice, the cloakroom is to be accessed only at the discretion of the coach. Only one person is permitted in the cloakroom at a time, upon permission from the coach.
    - 8.6.1. Clients are permitted to bring a water bottle to their designated workout area.
    - 8.6.2. Clients must arrive in workout gear, prior to entering the facility. Clients will not be permitted to change at the facility.
    - 8.6.3. Clients are asked to minimize the items they bring to the gym.
  - 8.7. Clients must clean the equipment they are using during a class after use. Prior to, and after, cleaning equipment, clients must practice good hand hygiene, either washing hands with soap and water for 20 seconds or using hand sanitizer.
  - 8.8. Clients may not touch the gym computer kiosk and whiteboard. To record workout notes, personal devices must be used.

- 8.9. Clients must follow good hygiene practices including:
  - 8.9.1. If clients are about to cough or sneeze, use a sleeve or shirt rather than into hands.
  - 8.9.2. If clients use a tissue to blow their nose, they must dispose of it immediately into the trash rather than leaving it out on a surface.
  - 8.9.3. If clients have a towel, they must ensure that it stays their bag before and after use it so that the sweat doesn't contact a surface or piece of equipment in the gym.
  - 8.9.4. If clients decide take their shirt off, they must put it directly into their bag and do not throw it on the floor or hang it off of the rig.
- 8.10. Clients must stay in their designated area for the duration of the workout. The designated area will contain all the equipment required for the workout.
- 8.11. Clients must wash hands with soap and water a minimum of 20 seconds, prior to leaving the facility. Hand sanitizer may be used if bathrooms are unavailable, though soap and water is preferred.

## 9. Class procedures

- 9.1. Five minutes prior to class, the coach will prop open the front door, or open the south garage door to allow for entry to the facility without contact.
- 9.2. Before class:
  - 9.2.1. The coach shall verbally remind clients to self-screen via the TrainHeroic app.
  - 9.2.2. Any client answering displaying COVID-19 symptoms, will be asked to leave, and the coach shall notify the entire team via Slack and indicate which client was experiencing symptoms. The message shall include class or appointment date and time.
    - 9.2.2.1. The garage doors will be immediately fully opened to allow for maximum ventilation.
    - 9.2.2.2. EBSC will request guidance from local health authorities regarding next steps. Every effort will be made to protect client privacy.
- 9.3. Clients will not be permitted to enter the facility unless they are wearing a mask.
- 9.4. **Upon arrival:** Clients and workers must wash hands with soap and water a minimum of 20 seconds. Hand sanitizer may be used if bathrooms are unavailable, though soap and water is preferred due to the limited availability of hand sanitizer.
- 9.5. Clients shall maintain minimum 2 m distance from all non-family members, including the coach.
- 9.6. Clients shall face away from others when exercising.
- 9.7. Clients shall follow directions of the coach to select the equipment they need for the duration of the class. Only one client per equipment area is permitted at a time.

- 9.8. **Before leaving:** Clients must wash hands with soap and water a minimum of 20 seconds. Hand sanitizer may be used if bathrooms are unavailable, though soap and water is preferred due to the limited availability of hand sanitizer.
- 9.9. Workers will disinfect equipment after class. Personal protective equipment shall be available to coaches during disinfection activities. PPE includes disposable gloves and reusable masks.
- 9.10. Failure to comply with any of these measures will result in immediate removal from the facility.
- 9.11. Concerns and complaints: Clients shall direct any concerns or complaints to Samantha via email (info@engineeredbodies.ca).

## 10. Disinfectant

**10.1.** EBSC uses the disinfectant **Diversey Virox 5 Concentrated Surface Cleaner and Disinfectant, DIN 02239828.**

**10.1.1.** This is a concentrated hydrogen peroxide liquid that must be diluted in the ratio of 1:16 to be effective against viruses and bacteria.

**10.1.2.** This product is approved by [Health Canada](#) "**List of disinfectants for use against COVID-19**".

10.2. Spray bottles with the label "Disinfectant" are to be used.

10.3. Disinfectant dilution: 1.5 oz of concentrated disinfectant must be in each spray bottle (24 oz). Then fill to the 24 oz line with water.

10.3.1. Employees / workers shall be instructed on refilling the disinfectant bottles.

10.3.2. Disinfection solution must remain on surfaces for 5 minutes. Do not wipe off until 5 minutes has passed.

## 11. Class cleaning procedure

11.1. Pre-workout: While all equipment is cleaned after use and prior to next use, clients shall be permitted to clean the equipment they intend to use.

11.2. After a class:

11.2.1. The coach shall open the garage doors on the north and south ends of the building to ensure a fresh change of air.

11.2.2. Clients shall leave their equipment in their designated workout square, and using a disinfectant bottle provided, spray down their equipment, ensuring that all sides are covered.

11.2.3. Disinfectant shall remain on equipment for a minimum of **five minutes**.

11.2.4. After the clients depart, the coach shall inspect equipment, spraying any missed spots.

11.2.5. After five minutes has passed, coaches shall mop the floor to ensure that it is dry, prior to the next class.

- 11.2.6. Workers shall disinfect door handles, light switches and the bathroom after each class.
- 11.2.7. Coaches shall disinfect computer kiosk (including mouse, keyboard and stereo) at the end of their shift.
- 11.2.8. Coaches shall note completion of disinfection procedures on Checklist (located at the kiosk).

## 12. Facility cleaning procedure

- 12.1. Daily, before the first class:
  - 12.1.1. Coaches shall ensure they follow good hand hygiene procedures.
- 12.2. Daily, after the last class:
  - 12.2.1. Coaches shall ensure that all equipment is put away and the floor is clean.
  - 12.2.2. Coaches shall follow the “After class” procedure outlined in 11.2.
  - 12.2.3. Coaches shall disinfect the alarm control pad before leaving, using a paper towel saturated with disinfectant. Paper towels should be appropriately disposed.
  - 12.2.4. Coaches shall ensure that hand soap dispensers and hand sanitizer dispensers are full.
  - 12.2.5. Coaches shall ensure that bathrooms are stocked with toilet paper and paper towels.
  - 12.2.6. If cleaning and bathroom supplies are running low, coaches shall inform management via Slack channel #general.
- 12.3. Coaches shall vacuum as needed.
- 12.4. Coaches shall direct any concerns or complaints to Samantha via email (info@engineeredbodies.ca)

## 13. Training Plan

- 13.1. All employees / workers at the facility will be required to review and confirm their understanding of the COVID-19 Policy in writing (email is sufficient).
  - 13.1.1. During weekly staff meetings, management shall review the procedures and identify any changes.
  - 13.1.2. If requested by employees / workers, management shall review procedures individually. This may be done in person or virtually, at the request of the employee / worker.

## 14. References

**Government of BC**, KEY STEPS TO SAFELY OPERATING YOUR BUSINESS OR ORGANIZATION AND REDUCING COVID-19 TRANSMISSION, accessed May 8, 2020 <https://>

[www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/go\\_forward\\_strategy\\_checklist\\_web.pdf](http://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/go_forward_strategy_checklist_web.pdf)

WorkSafe BC, Preventing exposure to COVID-19 in the workplace: A guide for employers, covid-19-preventing-exposure-in-the-workplace-employers-guide-pdf-en.pdf

## **15.Appendix**

This appendix includes a layout of the gym and outlining the areas for training and physical distancing.