

# COVID-19 SAFETY PLAN - DYNASTY GYM, 1449 HORNBY ST.

UPDATED FEBRUARY 5TH, 2021

## 1. ASSESSING RISKS AT THE WORKPLACE

- We have identified areas where people gather
- We have identified job tasks and processes where workers are close to one another or members of the public.
- We have identified the tools, machinery, and equipment that workers share while working.
- We have identified surfaces that people touch often

## 2. IMPLEMENT PROTOCOLS TO REDUCE RISKS

### FIRST LEVEL - ELIMINATION

- Occupancy limits have been posted
  - The gym has a **total occupancy limit of 23 people**
  - Washrooms have an occupancy limit of 2 people
- To reduce the number of workers on site, we only have 1 front desk staff member working at any given time.
  - Classes only have 1 coach present
- We have limited the number of visitors and customers
  - Drop-ins are not being offered
  - Free-trials are not being offered
  - A waitlist system for new members has been implemented to avoid overcrowding
- Classes and open gym sessions have a reduced capacity
  - Daily Dose has a **15 person** limit
  - Olympic Weightlifting, StrongFit, and Open Gym has a **14 person** limit
  - Gymnastics has a **12 person** limit
- Classes have been modified to be **low-intensity**
  - We have reviewed the Public Health Guidelines for Group Low Intensity Exercise and have assured that our policies are in compliance.
- Communal chalk buckets have been eliminated.
- Food/beverages are no longer being sold.

### SECOND LEVEL - BARRIERS AND PROTECTION

- Barriers have been created
  - Our front desk has a screen that prevents contact between staff and members
- Partitions have been created
  - The gym is partitioned into **17 separate stations** by the use of tape markings on the ground
    - Members pick their individual stations at the beginning of their workouts and remain there for the duration of their session.
    - Sharing and entering of other stations is prohibited
    - Each station is equipped with a sanitizing sprayer bottle, paper towels, and a lined garbage waste bin

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- Equipment has been pre-allocated to each station to reduce movement around the gym.

## THIRD LEVEL - RULES AND GUIDELINES

- We have identified rules and guidelines for staff and members.
- We have clearly communicated these rules and guidelines through a combination of training and signage
  - All staff have been taught about our new COVID-19 protocols through individual training sessions.
  - Signage of these procedures have been posted throughout the gym as reminders for both staff and members.
- Staff must complete a **Daily Health Check Confirmation** before entering the workplace. These are sent out via email and entry into the gym will be prohibited until completed.

## FOURTH LEVEL - PROTECTION (PPE)

- We have reviewed the information on selecting and using masks and instructions on how to use a mask.
- We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- We have trained workers in the proper use of masks.
  - **Staff must wear masks at all times**
  - Members must wear masks when **not inside** their individual workout stations. Because our partitions allow for safe social distancing, masks are not mandatory for members while inside their individual stations.
  - If a member leaves their station to grab equipment, use the washroom, or for any other reason, a mask must be worn.

## CLEANING AND HYGIENE PRACTICES

- We have reviewed the information on cleaning and disinfecting surfaces
- Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed
- We have communicated good hygiene practices to staff and members
  - WorkSafeBC handwashing posters have been posted within washrooms.
  - We have implemented cleaning protocols for all common areas and surfaces. This includes the frequency that these items must be cleaned as well as the timing.
    - Our staff use an excel spreadsheet to track cleaning done. Thorough cleaning is scheduled at various points throughout the day (4-5 times) and hourly cleaning checks are also done by staff
    - A list of daily cleaning tasks that staff members must complete by the end of the day are posted on the cleaning excel sheet. Both the time of completion and the name of the staff member who completed the task must be recorded.

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- Each station is equipped with cleaning materials so that members may wipe their equipment down before and after use.
- Hand sanitizer is located at the entrance, middle, and exitway of the gym.
- Between sessions, our front desk staff will use a sanitizing sprayer to disinfect the entire gym.
  - The sanitizing spray should rest for at least 5 minutes before letting the next session in
  - Both the sanitizing sprayer and the spray bottles use a mixture of water and **VitalOxide (DIN #: 02422654)**
    - The mixture ratio is 1 part VitalOxide and 9 parts water

## 3. **DEVELOP POLICIES**

- Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home.
- Anyone identified by Public Health as a close contact of someone with COVID-19 is prohibited from entering the gym.
- Anyone directed by Public Health to self-isolate is prohibited from entry until their self-isolation is complete.
- Anyone who has arrived from outside of Canada must self-isolate for 14 days and monitor for symptoms.
- Visitors have been prohibited or limited in the workplace
- Our policy addresses workers who may start to feel ill at work. It includes the following.
  - Sick workers should report to first aid, even with mild symptoms.
  - Sick workers will be asked to wash or sanitize their hands, be provided with a mask, and be asked to isolate themselves. They will be asked to return home immediately.
  - If a worker is severely ill, call 911.
  - Clean and disinfect any surfaces that an ill worker has come into contact with

## 4. **DEVELOP COMMUNICATION PLANS AND TRAINING**

- We have a training plan to ensure everyone is trained in workplace policies and procedures.
- All workers have received the policies for staying home while sick.
- We have posted WorkSafeBC posters throughout the workplace indicating occupancy limits and proper hygiene practices.
- We have posted signage at the entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- Our management team has been trained on monitoring workers and the workplace to ensure policies are being followed.

## 5. **MONITOR YOUR WORKPLACE AND UPDATE YOUR PLANS AS NECESSARY**

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- Workers know where to go with health and safety concerns.
- When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives.

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## 6. ASSESS AND ADDRESS RISKS FROM RESUMING OPERATIONS

- We have a training plan for new staff
- We have a training plan for staff taking on new roles and responsibilities
- We have a training plan around changes to our business, such as new equipment, processes, and products

## GENERAL GYM PROCEDURES

- The facility will be open for 1-on-1 PT sessions, open gym sessions, and low-intensity classes.
- Members may book sessions online up to 24 hours in advance and have 2 hours before their session begins to cancel without penalty.
  - Late cancellations may result in a \$5 charge being applied to the party's account
  - Cancellations for those exhibiting COVID-19 symptoms will not incur a penalty.
- Sessions are 50 minutes / 1hr + 20 minutes in length (depending on the type of session)
  - Members must complete their workout **10 minutes before the next session begins** to allow themselves time to wipe their equipment down and for staff to sanitize the gym.
    - This also helps prevent bottlenecks of sessions.
- Members must wait outside of the gym before their session begins while respecting social distancing. Once the session before them has been completed and the staff have cleaned the gym, a staff member will let everyone inside for the next session. Attendees are highly encouraged to wear masks while they wait outside and entry into the building will not be permitted without a mask on.
- There is a **single entry door** at the front of the gym and a **single exit** at the back of the gym.
  - All members/visitors must use the hand sanitizer provided upon entry.
  - All members/visitors should use the hand sanitizer located at the exit before leaving.
- Members are to arrive already in their workout apparel.
  - Change Rooms and lockers are not being used at this time and members should bring all personal belongings with them into their individual training stations.