



Site Operating and Best Practice Procedures

May 1, 2020

Introduction

The Coronavirus (COVID-19) pandemic has impacted businesses across the world. As the pandemic continues to spread, facility site operations will be impacted. We are providing this guideline to address best practices for the health and wellness of Bootcamp with Jess employees as well as clients.

These measures of protection are based on current information for the Coronavirus (COVID-19) disease. Bootcamp with Jess management will continue to remain up to date on COVID-19 information and implement CDC best-practice recommendations as they are provided.

Facility Site Operation Best Practices

The health and wellness of every participant is the most critical consideration when training. The following best practices will be in force:

Reducing Transmission

Clients, Vendors or Visitors should stay at home and follow CDC guidance:

Should clients, vendors or visitors indicate any of the following, access to the site will be denied:

- Demonstrating flu-like symptoms
- Demonstrating acute respiratory illness symptoms or shortness of breath
- Has a high temperature (fever above 100.4 F)
- Demonstrating a persistent cough
- Has been in contact with or is residing with someone confirmed positive for COVID-19
- Has been in contact with or is residing with someone in self-isolation
- Persons at higher risk of severe illness
- Has traveled or been in contact with someone who has traveled outside of the US and has not completed a fourteen (14) day self-isolation
- Has had a medical professional prescribe self-isolation

Infection Prevention Measures Best-Practices:

- Deny site access to all non-essential visitors
- Sick personnel, consultants
- Send personnel home immediately who show signs and symptoms of flu-like, shortness of breath or acute respiratory illness symptoms
- Employees and clients to practice good hygiene including wash hands with soap and water frequently for a minimum of 20 seconds each time before and after class
- An adequate supply of soap and fresh water is available to all employees and clients as well as visitors at all times
- Hand sanitizer that contains at least 60% alcohol will be provided throughout the facility in addition to hand washing
- Regularly clean, disinfect and sanitize all hand washing stations/facilities
- Ensure a sufficient number of trash receptacles for proper disposal of hand towels are available at all hand washing station/facility. Trash receptacles are hands free
- All employee, client and visitors to self-police their trash. Persons should place all trash directly in trash receptacles. Do not leave trash for other to cleanup
- Restrooms will be limited to one person per restroom
- Properly wash hands before and after using restroom facilities
- Increased cleaning frequencies of restroom facilities
- Clients and employees will maintain physically distancing 6-feet apart while training
- Clients to not loiter after training ends to maintain a minimum of less than 10 individuals in facility at one time.
- Clients to enter and exit the facility using the doors marked Enter Only and Exit Only to limit person-to-person contact at all times.
- Discontinue use of common refreshment centers/water coolers
- Provide hand washing guidance and symptom identification educational posters throughout facility
- Establish routine environmental cleaning schedules for commonly touched vertical and horizontal surfaces such as doorknobs, handles, workout grips, machine grips, treadmill handles, etc.
- Implement start and finish times to reduce entry and exit location bottlenecking and promote limited person-to-person contact
- Supervise facility access points and promote social distancing guidance

Require all site personnel and visitors to wash or clean their hands before entering or leaving the site

Clean reusable personal protective equipment (PPE) using appropriate methods as prescribed by the manufacturer before each use. Avoid sharing PPE with any other employee. Instructors will wear a mask during training

Provide information and documented training to employees as well as clients on COVID-19 that includes CDC guidance on:

- Cough and sneeze etiquette
- Avoiding close contact with sick persons
- Avoiding touching eyes, nose and mouth with unwashed hands
- Avoid sharing personal items
- Clean and disinfect frequently touched objects

Managing Sick Employees

Separate sick employees. CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately.

Actively encourage sick employees to stay home. Employees should notify their supervisor, stay home, and continue to monitor their symptoms. Employees who have symptoms of acute respiratory illness are recommended to stay home and not return to 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.

Discontinuation of Home Isolation for Persons with COVID-19 (Interim Guidance):

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

Communicate to Bootcamp with Jess Human Resources practices for managing sick time related to COVID-19.