

COVID-19 Safety Plan for: GOLDS GYM BC

Employers must develop a COVID-19 Safety Plan. To develop your plan, follow the six-step process described at [COVID-19 and returning to safe operation](#).

This planning tool will guide you through the six-step process. You may use this document, or another document that meets your needs, to document your COVID-19 Safety Plan.

Employers are not required to submit plans to WorkSafeBC for approval but, in accordance with the order of the [provincial health officer](#), this plan must be posted at the worksite, and on the website if there is one. This Safety Plan can also be completed from any mobile device using the [COVID-19 Safety Plan app](#).

Step 1: Assess the risks at your workplace

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

Involve workers when assessing your workplace

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

- We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).
- We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
- We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations (if your workers travel offsite as part of their jobs).
- We have identified the tools, machinery, and equipment that workers share while working.
- We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

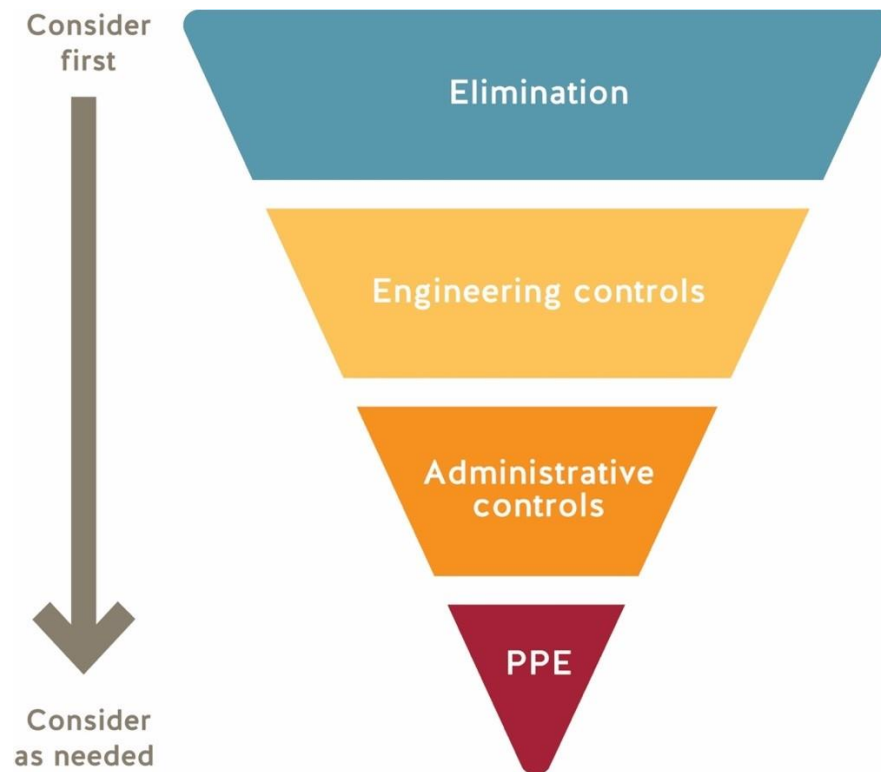
Step 2: Implement protocols to reduce the risks

Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- Review [industry-specific protocols](#) on worksafebc.com to determine whether any are relevant to your industry. Guidance for additional sectors will be posted as they become available. If protocols are developed specific to your sector, implement these to the extent that they are applicable to the risks at your workplace. You may need to identify and implement additional protocols if the posted protocols don't address all the risks to your workers.
- Frontline workers, supervisors, and the joint health and safety committee (or worker representative).
- [Orders, guidance, and notices](#) issued by the provincial health officer and relevant to your industry.
- Your health and safety association or other professional and industry associations.

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Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You will likely need to incorporate controls from various levels to address the risk at your workplace.



First level protection (elimination) — Limit the number of people in your workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Rearrange work spaces to ensure that workers are at least 2 m (6 ft.) from co-workers, customers, and members of the public.

Second level protection (engineering controls) — If you can't always maintain physical distancing, install **barriers** such as plexiglass to separate people.

Third level protection (administrative controls) — Establish rules and guidelines, such as posted **occupancy limits** for shared spaces, designated delivery areas, cleaning practices, and one-way doors and walkways to keep people physically separated.

Fourth level protection (PPE) — If the first three levels of protection aren't enough to control the risk, consider the use of masks. Ensure masks are **selected and cared for appropriately** and that workers **are using masks correctly**.

First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible

We have established and posted an occupancy limit for our premises. Public Health has advised that the prohibition on gatherings of greater than 50 people refers to “one-time or episodic events” (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. [Public Health has developed [guidance for the retail food and grocery store sector](#) that requires at least 5 square metres of unencumbered floor space per person (workers and customers). This allows for variation depending on the size of the facility, and may be a sensible approach for determining maximum capacity for employers from other sectors that do not have specific guidance on capacity from Public Health.]

In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.

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- We have established and posted occupancy limits for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.
- We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.

Measures in place

- Remote team meetings
- Reduction of travel between locations
- Working offsite or remotely
- Changes to work schedules
- Changes to how tasks are done
- Occupancy limit for how many employees can exercise
- Limiting number of visitors
- Reducing the number of members entering the facility
- Workout sessions have a maximum occupancy limit. They also have a maximum time limit (75 minutes)
- Limitation of seating in staff room, meant to maintain social distancing and occupancy limits. Maximum of 2 Staff members
- Removal of stools and couches in common areas to limit gatherings
- Amenities such as Pool, Saunas, Tanning Beds, Child-Minding, Towel Service, Steam Rooms and Showers closed
- Lockers zip-tied shut to limit spread of germs/viruses
- Adoption of software, for messaging and to help eliminate the usage of binders and high touch paper logs
- New visitor gym waiver converted to QR code, to eliminate handling of tablet
- Covid19 waiver converted to digital entry and combined with Gym waiver, to eliminate handling of paper

Second level protection (engineering): Barriers and partitions

- We have installed barriers where workers can't keep physically distant from co-workers, customers, or others.
- We have included barrier cleaning in our cleaning protocols.
- We have installed the barriers, so they don't introduce other risks to workers (e.g., barriers installed inside a vehicle don't affect the safe operation of the vehicle).

Measures in place

- Plexi-glass divides at front desk
- Distancing of equipment, machines, and desks

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- Occupancy limits posted at front entrance area. Maximum capacity of 95 for the building.
- Equipment distanced at least 2 meters apart, to ensure low-contact and better flow of traffic
- Floor stickers and indicators introduced to maintain distancing while waiting to enter the facility, and when within the facility
- Members advised to stay with one piece of equipment during exercise and to sanitize equipment before and after movements
- No members are to occupy the same personal area, this includes “spotting” (whereas an individual closely monitors and is typically only inches away from another individual moving a heavy load)
- Hand Sanitizer present at front entrance to use before entry to facility
- Multiple hand sanitizer stations present through out the facility, especially in high traffic areas
- Studio space setup with designated areas to maintain physical distancing in open area
- Sales desks separated by over 2m and placed in a single row. Staff actively avoid middle units and prefer to work on end units.
- Plexi glass dividers between urinal stalls in Men’s Washrooms
- Select Washroom and change room stalls shutdown, to maintain physical distancing
- Certain sinks shut off to maintain physical distancing

Third level protection (administrative): Rules and guidelines

- We have identified rules and guidelines for how workers should conduct themselves.
- We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

Measures in place

- Health declaration posted on front door requiring all who enter to confirm
 - 1) They do not have any of the following symptoms:
fever or chills, loss of sense of smell or taste, difficulty breathing, sore throat, cough, shortness of breath, headache, body aches, nausea or vomiting, diarrhea, extreme fatigue or tiredness or loss of appetite.
 - 2) Are not ill, self-isolating or quarantining or are living with anyone sick, self-isolating, or quarantining.
 - 3) They have not traveled outside of Canada within the last 14 days.
- These questions are then asked verbally by the front desk staff while conducting a temperature check. For anyone entering the facility.
- Signage asking visitors to sanitize their hands with provider hand sanitizer before entering the facility.
- Workers to maintain social distancing at all times
- Staff conduct “Club Runs” at least every 30-minutes, to disinfect the facility, check to make sure members are social distancing and ensure all visitors are wearing facemasks at all times.
- Employees may not linger or loiter at front desk
- Santizer bottles provided to each member. Upon exiting the facility, members place used bottles in a bin where staff clean, refill and sanitize each bottle before it's next use

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- Staff Lunchroom has been limited to a maximum of 2 people. Seats are placed 2m apart and all extra chairs have been removed. Reminder signage for staff to clean and disinfect shared surfaces and equipment in the area after use.
- Customer service Staff work on the first floor, while Sales and Personal Trainers work on the 2nd floor.
- Members are encouraged to limit their visit to 75-minutes
- Member's check-in and out of the facility via fob, to maintain attendance numbers and for contact tracing purposes if ever necessary
- Club Capacity Tracker implemented to ensure facility occupancy is always at a safe level. Tracker is available to members via website as well, to help plan a safe time to visit
- GGBC COVID-19 Policy and Procedure documents placed in front-desk binder for easy access for all staff

Fourth level protection: Using masks (optional measure in addition to other control measures)

- 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.
 - Measures in place
 - ALL Staff, Visitors and Members entering the facility must be wearing a mask
 - Masks are mandatory and to always be worn throughout the facility, even when performing weight training or cardio exercises.
 - Staff and members may only remove the mask momentarily while eating or drinking
 - Masks are provided to all staff
 - In the event that staff forgets their mask, disposable masks are provided
 - Disposable Nitrile Gloves available to all employees

Implement effective 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 policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus. [[Handwashing](#) and [Cover coughs and sneezes](#) posters are available at [worksafebc.com](#).]
- We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).
- Workers who are cleaning have adequate training and materials.
- We have removed unnecessary tools and equipment to simplify the cleaning process — e.g., coffee makers and shared utensils and plates

Cleaning protocols

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-Walkthrough of gym performed at least every 30-minutes, to allow full disinfection of facility using a Health Canada approved hard surface disinfectant, proven to be effective in the elimination of the Sars-2 COVID virus. All exercise equipment, stretching mats, turf areas, shelving is disinfected.

-Electrostatic sprayer used for odd shaped and high touch items, to ensure every surface and crevice is coated properly with disinfectant

-Cardiovascular Machine displays wrapped in clear plastic moving wrap for easy disinfection between uses

-Various PA announcements to keep those within facility aware of rules on masks and social distancing, and any Staff messages (to maintain physical distancing).

-Omnipresent signage of rules and reminders displayed on walls, ground decals, changing areas, washrooms, cardio equipment screens and social media.

-Every member entering the facility is provided a sanitizer bottle to spray their equipment before and after use

Step 3: Develop policies

Develop the necessary policies to manage your workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- Anyone who has had [symptoms of COVID-19](#) in the last 10 days must self-isolate at home.
- Anyone who has been identified by Public Health as a close contact of someone with COVID-19.
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada must [self-isolate for 14 days and monitor](#) for symptoms.
- Visitors are prohibited or limited in the workplace.
- We have a [work from home policy](#) in place (if needed).
- Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate [violence prevention program](#) is in place.

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 should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home. [Consult the [BC COVID-19 Self-Assessment Tool](#), or call 811 for further guidance related to testing and self-isolation.]
- If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
- Clean and disinfect any surfaces that the ill worker has come into contact with.

Step 4: Develop communication plans and training

You must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.

- We have a training plan to ensure everyone is trained in workplace policies and procedures.

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- All workers have received the policies for staying home when sick.
- We have posted signage at the workplace, including occupancy limits and effective hygiene practices.
[A customizable [occupancy limit poster](#) and [handwashing signage](#) are available on [worksafebc.com](#).]
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including [visitors](#) and [workers](#) with symptoms.
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

Step 5: Monitor your workplace and update your plans as necessary

Things may change as your business operates. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures. Involve workers in this process. [Reviewing and updating your COVID-19 safety plan: A guide for employers](#) will help you review your safety plan to ensure it's effective and functioning properly.

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

Step 6: Assess and address risks from resuming operations

If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your business.

- We have a training plan for new staff.
- We have a training plan for staff taking on new roles or responsibilities.
- We have a training plan around changes to our business, such as new equipment, processes, or products.
- We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.
- We have identified a safe process for clearing systems and lines of product that have been out of use.

Be advised that personal information must not be included in the COVID-19 Safety Plan

Personal information is any recorded information that uniquely identifies a person, such as name, address, telephone number, age, sex, race, religion, sexual orientation, disability, fingerprints, or blood type. It includes information about a person's health care, educational, financial, criminal, or employment history. Visit <https://www.oipc.bc.ca/about/legislation/> for more information.