This document contains tools for Los Angeles fitness centers to plan for the safety of both employees and patrons during the COVID-19 pandemic. Fitness centers include: gyms, racquet clubs, sports clubs, fitness classes, studios, and other areas centers of physical recreation.

This material has been developed in collaboration with a working group of industry representatives. It takes into account guidance from federal and state agencies as well as industry organizations. It is intended as supplemental information to businesses as they develop COVID-19 preparedness plans. It does not replace Los Angeles County Public Health required protocols or guidance from the state of California.

As of date of publication of this document – February 2, 2021– fitness centers are permitted to conduct outdoor activities. Please refer to the Los Angeles County Public Health Department for the required protocols for allowable activity for your organization and/or business at this time.

This document will continue to evolve to adapt to developments in the overall public health conditions of Los Angeles. The latest information can be found on Coronavirus.LACity.org/Business.
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Preparing to resume operations

Fitness Centers

The questions below bring up common topics fitness centers may need to address to safely resume operations. This is not an exhaustive list. Each business will need to adapt their plan to address their unique business circumstances and needs. You may find it helpful to write down your plan for some questions.

Physical distancing:
- Have you reconfigured floor plans to ensure fitness machines, workout areas, stationary equipment, are 6 ft apart? Installed physical barriers when that is not possible?
- Have you adjusted class capacity and start/end times to ensure appropriate physical distancing?
- Do you have a plan in place to maintain physical distance for customers waiting for classes, equipment, or services?

Cleaning and sanitizing:
- Have you deep-cleaned your facility?
- Do you have enough cleaning supplies in inventory?
- Do you have a disinfection plan for workout areas, equipment, and common areas? High-touch surfaces?
- Do you have enough cleaning supplies / disinfecting wipes available in common areas?

Employee health and personal hygiene:
- Do you have enough masks, gloves, and other PPE required for employees in inventory?
- Do you have enough hand sanitizer / hand soap for employees and customers?
- Do you have a plan to screen employees and customers for symptoms before entering worksite?
- Do you have a response plan in case an employee or customer tests positive?

Facility safety:
- Do you have a process to log all employees on site?
- Have you identified non-essential high-touch items you will remove or modify?
- Have you posted signs to remind employees and customers of best practices? Where will they be posted?
- Is the HVAC system working properly? Have air ducts been cleaned recently?
- Do you have a plan to close or modify locker rooms and other shared spaces that will be difficult to monitor?

Customer expectations:
- If applicable, have you communicated advanced booking only policy to customers?
- Do you have plan to make sure visitors are informed and prepared to visit your location?
- Do you have a plan to train and inform customers on proper sanitization before / after use of equipment and new gym physical distancing protocols?

Employee support:
- Have you trained employees on COVID-19 health and safety guidelines before returning to work?
- What has been done to better understand stressors, anxieties, and other COVID-19 related concerns of employees returning to work? Have you taken steps to address concerns?

Employee notification:
- Has 5 day notice been provided to recall any furloughed employees? (For more information, please see City of Los Angeles Ordinance 186602.)
Best Practices for Safe Operations
Fitness Centers

The following list contains suggestions for fitness centers to safely resume operations. These suggestions should be adapted based on the unique circumstance of each business.

These suggestions are not exhaustive. They will continue to be refined and revised. You can find the latest on Coronavirus.LACity.org/Business.

Physical Distancing

LA County Guidance

*Outdoor occupancy at gyms and fitness centers is limited to 50% outdoor capacity.*

- All gym and fitness establishment operations that are offered to the public are conducted outdoors. Outdoor operations may be conducted under a canopy, or other sun shelter, provided that the sides of the canopy or sun shelter are not closed and there is sufficient outdoor air movement within the space. Occupancy of outdoor spaces is limited to 50% or such a level that enables all employees and patrons to maintain at least a 6 foot physical distance at all times.
  - Employees may continue to access indoor areas of the gym/fitness establishment to use the restroom or take breaks, to conduct essential office operations and to move supplies and materials in and out of the building each day. Patrons may not enter the gym/fitness establishment at any time or for any reason.
- If possible, implement a reservation system for patrons to reserve time in the outdoor fitness space so the facility can manage occupancy. Utilize the reservation system to contact patrons with reservations 24 hours before their scheduled arrival to confirm their reservation and ask if they or someone in their household is exhibiting any COVID-19 symptoms. If the patron answers in the affirmative the patron should be reminded that they should only utilize the fitness facility if they are not ill. Such communication can be done via app, email, or text, if possible.
- Avoid patrons queuing outside the facility and consider having a staff person at the entrance of the outdoor fitness space to help maintain occupancy levels.
  - All patrons are required to wear cloth face coverings the entire time they are at the outdoor fitness space. The only exception is when patrons may be swimming in an outdoor pool. This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them. Patrons must be warned to only do exercises to the extent they can breathe comfortably while wearing a face covering over both their nose and mouth at all times. (Face masks or coverings with one-way valves are not permitted.)
  - Patrons may not remove their face coverings during strenuous exercise and are encouraged to reduce the intensity of activity to a level that is more tolerable or to take frequent breaks during strenuous activity.
  - Swimming in an outdoor pool is permitted provided that it is regulated lap swimming (one swimmer per lane).
  - Gym occupancy is limited to 50% or less. Only those patrons that are actually exercising should be inside the outdoor facility. Patrons waiting for their reservation time should wait in their cars.
Best Practices for Safe Operations
Fitness Centers

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Physical Distancing

LA County Guidance

- Group training classes such as aerobics, yoga and dance must take place outdoors and should be modified to limit the size of the class to ensure a minimum of six feet of physical distance between patrons. Group exercise classes should only be offered if distancing requirements can be maintained and there is no person-to-person physical contact. For high aerobic classes such as aerobics, spin or conditioning or machines such as elliptical, tread or stair machines, consider placing individuals and equipment at least 8 feet apart rather than 6 ft.

- High contact programs that require close contact less than six feet in distance should be suspended. This would include activities such as group sporting events, organized intermural activities, pick-up basketball, or organized races.

- Outdoor sports courts can be used for individual practice or for activities where 6 feet of physical distance can be maintained throughout the activity. When people are waiting to use a court, a maximum time limit for court use by each participant should be implemented. Participants waiting must practice physical distancing.

- Yoga classes held in temperatures over 100 degrees should be discouraged.

- Personal trainers are permitted if they maintain a six-foot distance from the client and wear a face covering. Patrons must wear a face covering while receiving instruction and should be cautioned to only do exercises to the extent they can breathe comfortably while wearing a face covering over both their nose and mouth at all times.

- Equipment is moved outdoors if it can be safely used outdoors, and marked off to ensure that clients can maintain at least a six (6) feet distance from others. Tape or other markings assist customers in keeping a 6 feet distance between them and others in any line. A marking identifies both a starting place for customers arriving in the line and 6-foot intervals for subsequent customers who are joining the line.

- Use one-way foot traffic patterns throughout the outdoor fitness space with visual cues and signs. Space all equipment and machines outdoors and at least six feet apart or taking some out of service to achieve physical distancing.

- Employees have been instructed to maintain at least a six (6) feet distance from customers and from each other in all areas of the outdoor gym space. Employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

- Spa services are not allowed.

- Consider suspending non-core activities, including retail operations, childcare, and food service. If fitness facilities operate such amenities, they should review and following the applicable posted county public health protocols for these activities.

- Swimming facilities within the gym should comply with posted county protocols for public swimming pools and may continue to operate only if they are located outdoors.
Best Practices for Safe Operations
Fitness Centers

The following list contains suggestions for fitness centers to safely resume operations. These suggestions should be adapted based on the unique circumstance of each business.

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Physical Distancing

Additional Guidance

- Abide by county guidelines— if any— on facility or class capacity
- Maximize physical distancing on site, meeting or exceeding person-to-person distance of 6 feet where possible in all directions (also consider waiting lines, locker rooms, classes, and other shared spaces)
- Update floor plans for common workout areas, redesigning equipment arrangements to ensure at least six feet of separation between treadmills, weight stations, etc.
- Stagger positions of stationary equipment / workout areas so employees / customers / guests can avoid working out directly next to or opposite one another
- Use floor markings to promote physical distancing and mark equipment and spaces not in use
- Where possible, consider installing Plexiglas barriers to limit face-to-face interaction (e.g. front desk, treadmills, ellipticals, etc.)
- Consider closing, modifying, or imposing capacity limits on shared spaces in which physical distancing would be difficult to enforce or maintain (e.g., locker rooms, showers, studios, cafes, saunas, steam rooms, spa facilities)
- Develop plan to reduce congestion around water fountains, stairwells, class entrances, or other congregation points
- Assign and stagger appointment times for classes and facility-use to limit crowding and ensure adequate time for sanitization
- Stagger employee and fitness class schedules to limit crowding during start / end / break times
- Consider an exit from the facility separate from the entrance to allow for one-way foot traffic
- Limit face-to-face and close-contact interactions between staff and customers as much as possible
- Consider discontinuing massage or other physical recovery treatments
- Consider discontinuing hands-on adjustments in fitness classes or activities where physical distancing may not be possible (e.g. yoga, spotting someone lifting weights)
- Avoid in-person meetings as much as possible
- Discourage handshaking and engaging in any forms of unnecessary physical contact
- Advanced bookings only for classes and facility-use, no walk-in customers or guests
- No customers allowed to wait in establishment for class or facility-use, should wait outside or in vehicle
- If applicable, assign an employee who may be stationed near the entrance to track capacity
- If applicable, assign additional staff to help encourage / remind customers of physical distancing and ensure equipment is being cleaned after each use, etc.
Best Practices for Safe Operations

Fitness Centers

Cleaning and Sanitizing

- Use EPA-registered sanitation and disinfectant products
- Complete thorough and detailed cleaning of entire facility and workout equipment prior to resuming operations, with focus on high-touch areas
- Complete frequent sanitization of high-touch surfaces and shared items per CDC guidelines (e.g., door handles, shared fitness equipment, water fountains, seating areas, restrooms, points of sale)
- Disinfect all reused or shareable material between each use (e.g., pens, weights, mats, drawers of shared materials, foam rollers, other fitness equipment)
- If an employee / customer / guest tests positive, close off areas used by sick person until any areas affected can be cleaned and disinfected per CDC guidelines
- Provide enough time for workers to clean before, during and after shifts; workers should be compensated for time spent on cleaning tasks they are assigned
- Make hand sanitizer readily available, including at room/building entrances and throughout the facility
- Ensure sanitary facilities are operational and stocked with soap, hand sanitizer, and paper towels at all times
- Consider reducing business hours for extra deep cleaning
- Allow for extra time between group fitness classes to clean and sanitize space and equipment used
- Cleaning staff should wear appropriate PPE for all cleaning tasks, including handling trash
- All employees should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds
- If cloth face coverings are being used, face coverings should be washed after each shift
- Launder all towels, tablecloths, uniforms, etc. frequently, using the warmest appropriate water setting for items
- Customers should wash / sanitize hands upon arrival and departure
- If applicable, clean and sanitize retail area daily, avoid customers touching products they do not intend to purchase
- If applicable, clean and disinfect guest lockers in between use
- If applicable, ensure proper sanitization of all rental equipment before and after use
Employee Health and Personal Hygiene (continued on next page)

LA County Guidance

- Everyone who can carry out their work duties from home has been directed to do so.
- Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible and should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.
- Alternate, staggered or shift schedules have been instituted to maximize physical distancing.
- All employees have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow DPH guidance for self-isolation and quarantine, if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness. Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government programs supporting sick leave and worker’s compensation for COVID19, including employee’s sick leave rights under the Families First Coronavirus Response Act and employee’s rights to workers’ compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor’s Executive Order N-62-20.
- Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer’s plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures. See the public health guidance on responding to COVID-19 in the workplace.
- Entry screenings are conducted before employees may enter the workspace. Checks must include a checkin concerning cough, shortness of breath, difficulty breathing and fever or chills and whether the individual is currently under isolation or quarantine orders. These checks can be done remotely or in person upon the employees’ arrival. A temperature check should also be done at the worksite if feasible.
- In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Department of Public Health at (888) 397-3993 or (213) 240-7821. If a cluster is identified at a worksite, the Department of Public Health will initiate a cluster response which includes providing infection control guidance and recommendations, technical support and site-specific control measures. A public health case manager will be assigned to the cluster investigation to help guide the facility response.
- Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used. Employees need not wear a face covering when the employee is alone in a private office or a cubicle with a solid partition that exceeds the height of the employee when standing.
- Employees are instructed to wash or replace their face coverings daily.
- All workstations are separated by at least six feet.
Best Practices for Safe Operations
Fitness Centers

Employee Health and Personal Hygiene (continued on next page)

LA County Guidance

- Breaks are staggered to ensure that six (6) feet between employees can be maintained in break rooms at all times.
- Ensure temporary or contract workers at the facility are also properly trained in COVID-19 prevention policies and have necessary supplies and PPE. Discuss these responsibilities ahead of time with organizations supplying temporary and/or contract workers.
- In compliance with HEALTH OFFICER ORDER FOR CONTROL OF COVID-19: TIER 1 SUBSTANTIAL SURGE RESPONSE issued November 28, 2020, all employees must wear face coverings at all times except when working alone in private offices with closed doors or when eating or drinking. The exception made previously for employees working in cubicles with solid partitions exceeding the height of the employee while standing is overridden during the effective period of the temporary order, from 12:01AM (PST) on November 30, 2020 to 11:59PM (PST) on December 20, 2020.
- To ensure that masks are worn consistently and correctly, employees are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others. At all times when eating or drinking, employees must maintain at least a six-foot distance from others. When eating or drinking, it is preferred to do so outdoors and away from others, if possible. Eating or drinking at a cubicle or workstation is preferred to eating in a breakroom if eating in a cubicle or workstation provides greater distance from and barriers between workers.
- Employees are allowed frequent breaks to wash their hands.
- A copy of this protocol has been distributed to each employee.
- Each worker is assigned their own tools, equipment and defined workspace. Sharing held items is minimized or eliminated.
- All policies described in this checklist other than those related to terms of employment are applied to

Additional Guidance

- Ask employees to confirm (and document confirmation) they have not experienced COVID-19 CDC-defined symptoms, including fever, cough, and shortness of breath, for 14 days prior to return
- Require employees who have COVID-19 CDC-defined symptoms to remain home until they are symptom-free for three days without medication
- If an employee tests positive for COVID-19, inform employees / customers / visitors if applicable and ensure all other coworkers are tested before returning to work; if testing is not possible inform coworkers that had close contact to self-quarantine and self-monitor for symptoms per public health guidance
- Consider developing a written plan on how to inform coworkers of a positive case and how they can get tested / self-quarantine
- Ask employees to self-quarantine per public health guidelines if they are confirmed to have COVID-19 or know they have been exposed to COVID-19
Employee Health and Personal Hygiene (continued from prior page)

Additional Guidance

- Consider non-punitive sick leave options to allow employees to stay home when ill
- Consider making special modifications for vulnerable employee/customer populations (e.g., special hours of operation for customers ages >65 yr, low-contact roles for vulnerable employees)
- All employees to wear face masks/face shields per LA city guidance at all times, if safe to do so; note that face coverings do not replace the need for physical distancing and are not PPE
- Consider having employees wear gloves to supplement handwashing if possible and safe to do so, particularly when using shared equipment and surfaces; gloves should be changed frequently
- If using gloves, wash hands before putting on and after taking off and follow CDC guidelines on how to take off gloves
- Train all employees on the importance of frequent handwashing and the use of hand sanitizers with at least 60% alcohol content, and give employees clear instruction to avoid touching hands to face
- Train all employees on symptom detection, sources of high risk to COVID-19, COVID-19 exposure prevention measures, and employee leave benefits/policies
- Reinforce employee training on health and safety guidelines with periodic refresher trainings
- Establish a safety team or designate employees to monitor workplace safety, conduct safety trainings, and carry out health screenings
- Consider how to document all COVID-19 related trainings, training completions, and communications to employees regarding operational changes or positive cases in workplace
- Provide a copy of your COVID-19 related safety and health plan to employees and document receipt
Best Practices for Safe Operations
Fitness Centers

Facility Safety (to be continued on next page)

LA County Guidance

- The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased. Consider installing portable high-efficiency air cleaners, upgrading the building’s air filters to the highest efficiency possible and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces.

- Symptom checks are conducted before patrons may enter the facility. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing, fever or chills and whether the individual is currently under isolation or quarantine orders. These checks can be done in person or through alternative methods such as on-line check in systems or through signage posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.

- Perform thorough cleaning throughout the day in high traffic areas in the gym or fitness establishment building that may be used by employees, such as break rooms and areas of ingress and egress including stairways, stairwells, escalators, handrails, and elevator controls.

- Frequently disinfect commonly used surfaces, including personal exercise machines and equipment, doorknobs, and hand washing facilities.

- Require patrons to disinfect individual exercise equipment, mats, and machines before and after use with provided disinfecting wipes. Ensure that lined, non-touch trash receptacles are available throughout the fitness facility to dispose of used wipes.

  - If members are unable or unwilling to wipe/disinfect equipment after exercise, provide “ready to clean” tags for members to place on equipment after use, to ensure equipment is disinfected by staff before the next use.

- Make sure all workers have been trained to use and have an adequate supply of all-purpose cleaners and disinfectants, when needed. Follow Cal/OSHA requirements and manufacturer instructions for safe use and required personal protective equipment for cleaning products.

- Workers should have enough ventilation (air flow) in areas where they are disinfecting.

- Sanitary facilities are available for employee use only. Ensure that sanitary facilities stay operational and are continuously stocked at all times. Provide additional soap, paper towels, and hand sanitizer when needed. Install hands-free devices, if possible, including motion sensor sinks faucets, soap dispensers, sanitizer dispensers, and paper towel dispensers.

- Make sure trash cans are emptied regularly.

- Patrons should be reminded to maintain six feet of distance from janitorial or custodial staff. Implement a process to regularly check in with workers to ensure visitors are following this protocol. Ensure workers are able to share such information without fear of reprisal or retaliation.

- Procure options for third-party cleaning companies to assist with the increased cleaning demand, as needed.

- Consider implementing a check-out system for patrons to utilize any small equipment and accessories (i.e. exercise bands, ropes, mats, foam rollers, etc.). Develop a process to clean and disinfect these items upon return.

- Customers are encouraged to bring their own water bottles. Encourage patrons to bring their own towels and mats and consider disbanding the provision of any facility-provided towels or personal hygiene products.
Best Practices for Safe Operations
Fitness Centers

Facility Safety *(to be continued on next page)*

LA County Guidance

- For any towels, cloth wipes, or other laundered items, provide a closed container where patrons can place used towels or other items. Ensure those items cannot be used again until properly laundered either by a commercial laundering service or an in-house laundering process. Store all clean linens in a clean, covered place. Ensure workers who handle dirty linens or laundry wear gloves. Have a staff member provide the linens or other materials upon request instead of setting up a self-serve area.

- Amenities, including magazines, books, self-serve water stations (unless touchless), and other items for patrons, must be removed from all areas.

- When choosing cleaning chemicals, employers should use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 60% alcohol that are appropriate for the surface. Provide employees training on manufacturer’s directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves and other protective equipment as required by the product. Follow the asthma-safer cleaning methods recommended by the California Department of Public Health.

- Consider installing portable high-efficiency air cleaners, upgrading the building’s air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces.

- Public restrooms are closed.

- Hand sanitizer, tissues and trash cans are available to the public in the outdoor gym/fitness establishment space. Consider setting up at least one handwashing station that is available to employees and patrons in the outdoor space.

Additional Guidance

- Ensure common areas are well stocked with hand sanitizer and sanitization wipes
- Use no-touch common-use items where possible (e.g. sanitization wipe dispensers, trash cans, water fountains, hand sanitizer dispensers)
- Communicate health and safety guidelines to all employees / customers / visitors, consider training customers on distancing, sanitization, and new protocols upon return
- Increase air flow / ventilation (via HVAC or other means) where possible
- Confirm HVAC system is operating correctly; regularly clean and replace HVAC filters
- If it is safe / appropriate, keep doors open to improve ventilation and reduce touching of door handles
- Explore outdoor options for breaks and lunch times, if available and safe
- If applicable, turn off ceiling and floor fans to limit spread of aerosol droplets
- Post signs for employees / customers / guests to remind them of physical distancing, PPE recommendations (e.g., face coverings), and to use hand sanitizer provided
- Ensure adequate storage of necessary materials (e.g. face masks, gloves, cleaning materials)
- Limit or eliminate use of re-usable goods (e.g., bags, cups)
- Consider providing and encouraging use of contactless check-in system (e.g., phone app)
- Consider providing contactless payment options where possible (e.g., card, phone app, online order)
Best Practices for Safe Operations
Fitness Centers

Facility Safety (continued from prior page)
- Consider restricting visitor access, only customers allowed to be present (e.g. no pets or children allowed in facility)
- Remove non-essential amenities from facility (e.g. magazines, coffee makers, hair dryers, hair-tie jars, ear-bud jars, etc.)

Customer Expectations
- Have visible signage throughout the workplace for customers on health and safety guidelines (including proper hygiene and sanitization, physical distancing/PPE guidance, etc.)
- Make customer safety guidelines publicly available
- Consider using social media to educate customers on worksite guidelines and what to expect when visiting site
- Encourage customers to wipe down equipment they used immediately after they are finished
- Consider training customers on new physical distancing and sanitization protocols upon return
- Encourage customers to wear proper PPE in accordance with LA City guidance during visit and consider offering face coverings upon entry
- Check-in and ensure customers are feeling well 24-48 hours prior to their booking, do not administer cancellation penalty if they are ill
- Customers showing visible symptoms of illness may be asked to reschedule their booking and may not be served

Employee Support
- Identify employee stressors; mitigate employee anxiety when going back to work through clear and transparent communication, listening, and surveying employees regularly
- Provide training and updates to employees on new and pre-existing wellness programs, people policies, etc.
- If applicable, provide training on how to teach classes / assist with customers while abiding by health and safety guidelines (i.e. optimizing distance, washing hands frequently, etc.)
- Document what trainings were provided, when, and for whom
## Supporting Materials
### Fitness Centers

The following supporting materials are intended to supplement the suggested best practices for safe operations.

### Signs to post – download at Coronavirus.LACity.org/Business

<table>
<thead>
<tr>
<th>Key message of sign</th>
<th>Places to post</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Best practices</strong>: Use PPE, keep 6' distance, wash hands, do not enter if feeling ill</td>
<td>entryway, front office, break room, etc.</td>
</tr>
<tr>
<td><strong>Face coverings</strong>: Reminder to wear face covering in accordance with LA City mandate</td>
<td>shared spaces, break room, locker rooms, etc.</td>
</tr>
<tr>
<td><strong>Physical distancing</strong>: Keep 6'+ of distance at all times</td>
<td>main floor, near queuing areas, studios</td>
</tr>
<tr>
<td><strong>Washing hands</strong>: Remember to wash with soap / water or hand sanitizer</td>
<td>bathroom, kitchen, entry / exit, etc.</td>
</tr>
</tbody>
</table>

More signage, including industry-specific posters, available on website
Supporting Materials
Fitness Centers

Example sanitation kit list and cleaning checklist

Sample on-site materials for cleaning and sanitizing
- Hand soap readily available at every sink
- 60% alcohol-based hand sanitizer throughout facility
- Cleaning supplies (e.g., soap and water, bleach, rubbing alcohol, etc.)
- EPA-registered disinfectant products
- Disinfectant wipes
- Signs throughout facility encouraging everyone to frequently wash hands and sanitize
- Laundry detergent
- Disposable gloves, face masks and gowns for cleaning staff

Sample cleaning checklist
Clean on a frequent basis:
- Shared fitness equipment (mats, resistance bands, dumbbells, etc.)
- Shared fitness machines (e.g., treadmills, stationary bikes, rowers, etc.)
- Guest lockers
- Countertops, shelves and other surfaces
- Customer seating
- Break rooms
- Registers, computers
- Windows
- Doors, door handles, railings
- Bathroom surfaces
- Carts, drawers and bins

Examples for physical distancing

Sample on-site materials for physical distancing
- Signs throughout the facility (on windows, walls, etc.) reminding people to maintain proper physical distancing and remain 6 feet apart whenever possible
- Floor markings (e.g., tape or graphics) to instruct people where to walk and stand
- Floor markings to indicate where machine/equipment should be placed to promote physical distancing, if possible
Example employee training best practices

**CDC recommended employee health guidelines**

- Employees and employers should consult the [CDC's Symptoms of Coronavirus](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)
- Employees with COVID-19 symptoms should report them to their supervisors immediately
- Sick employees should stay home and follow the [CDC's What to do if you are sick with COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/what-to-do-if-sick/what-to-do-if-sick.html)
- Send home employees who experience COVID-19 symptoms at work
  - Clean and disinfect surfaces in their workspace
- Inform fellow employees if there has been a possible exposure to COVID-19 in the workplace while maintaining confidentiality
- Employees who are well, but know they have been exposed to COVID-19 should notify their supervisor and follow [CDC-recommended precautions](https://www.cdc.gov/coronavirus/2019-ncov/worksafety/exposure-prevention-in-the-workplace.html)
- For previously sick employees who are returning, follow [CDC's guidance for discontinuation of home isolation for persons with COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/hcp/discontinuation.html)

For additional information please see:

**CDC recommended personal hygiene guidelines for employees**

- Wash hands for at least 20 seconds, especially after going to the bathroom, before eating, after blowing your nose, coughing or sneezing, and after extended contact with high-touch surfaces
- Always wash hands with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol
- Avoid touching your eyes, nose and mouth with unwashed hands
- Cover your cough or sneeze with a tissue, then throw tissue in the trash and wash hands after
- Try not to use other employees' phones, stations, or other work tools and equipment when possible. If necessary, clean and disinfect them before and after use
- Clean and disinfect frequently touched objects around you

For additional information please see:
Supporting Materials
Fitness Centers

Example communications best practices

**Recommended employee communication practices for employers**

- Communicate frequently to make employees aware of operational changes for health and safety
- Provide details of the changes to employees, in writing
- Encourage employees to participate and comply with new work practices
- Conduct demonstrations and training to introduce new skills to staff before activities officially resume, examples include:
  - How to practice physical distancing/sanitizing at workstations
  - How to follow floor markings in facility
  - How to handle essential interactions with others at work
- Consider a variety of communication channels and materials, including email, text messages, posters/digital displays
- Consider communications focused on
  - Why the facility is safe and how it is following state guidelines
  - Instructions for how to prepare for arrival
  - Overview of what to expect when returning employees arrive, including new entrance guidelines, supplies, sanitization requirements, capacity limits, etc.

**Sample customer communication topics**

- **Cleaning procedures**
  - Let customer know about adjusted cleaning guidelines regarding equipment and spaces

- **Opening hours and locations**
  - Share updated opening hours and locations currently open/closed with guests

- **What to expect**
  - Communicate guidelines for what customers can expect when visiting the facility (e.g. capacity limits, hand sanitizer, floor arrows)

- **Contact information**
  - Phone number or email for visitors to contact if they have further questions

- **Links to government and health websites**
  - Links to COVID-19 guidance from CDC
## Additional Resources

### Fitness Centers

The following resources provide additional guidance for fitness centers on safe operations during the COVID-19 pandemic.

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## Additional resources on safe operations

<table>
<thead>
<tr>
<th>Source</th>
<th>Description</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Health, Racquet, and Sportsclub Association (IHRSA) resources</td>
<td>Comprehensive list of resources to assist health clubs in navigating COVID-19</td>
<td><a href="https://www.ihrsa.org/improve-your-club/coronavirus-resources-for-health-clubs/#safety">https://www.ihrsa.org/improve-your-club/coronavirus-resources-for-health-clubs/#safety</a></td>
</tr>
</tbody>
</table>
The following city, county, state, and federal resources are available to support workers and businesses during the COVID-19 pandemic. This list will be updated as additional resources become available.

Additional Business Resources (1/3)

City

Los Angeles City Small Business Emergency Microloan Program (LA City)
In light of the sweeping impact the COVID-19 pandemic is having on our small business community, the City of Los Angeles has responded swiftly and decisively to support our local, community businesses. The newly established Small Business Emergency Microloan Program now provides financing needed to strengthen small business enterprises in this time of acute need that have been affected by the COVID-19 outbreak.

Los Angeles Commercial Evictions Moratorium
No landlord shall evict a commercial tenant in the City of Los Angeles during this local emergency period if the tenant is able to show an inability to pay rent due to circumstances related to the COVID-19 pandemic. These circumstances include loss of business income due to a COVID-19 related workplace closure, child care expenditures due to school closures, health care expenses related to being ill with COVID-19 or caring for a member of the tenant’s household who is ill with COVID-19, or reasonable expenditures that stem from government-ordered emergency measures.

L.A. CARES Corps
LA CARES Corps is a partnership between the City and County of LA to provide small businesses with the help they need to apply for federal loans under the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

County

Unemployment Insurance Work Sharing Program (LA County)
Employers can apply for the Unemployment Insurance (UI) Work Sharing Program if reduced production, services, or other conditions cause them to seek an alternative to layoffs. The Work Sharing Program can help minimize the need for layoffs, retain trained employees and quickly prepare for when business conditions improve, and avoid the cost of recruiting, training and hiring new staff. It also helps employees whose hours and wages have been reduced keep their current job, receive UI benefits, and avoid financial hardships.

Payroll Tax Assistance (LA County)
Employers experiencing a hardship as a result of COVID-19 may request up to a 60-day extension of time from the EDD to file their state payroll reports and/or deposit state payroll taxes without penalty or interest. A written request for extension must be received within 60 days from the original delinquent date of the payment or return.
Governor Gavin Newsom announced that workers who contract COVID-19 while on the job may be eligible to receive workers’ compensation. The Governor signed an executive order that creates a time-limited rebuttable presumption for accessing workers’ compensation benefits applicable to Californians who must work outside of their homes during the stay at home order. Those eligible will have the rebuttable presumption if they tested positive for COVID-19 or were diagnosed with COVID-19 and confirmed by a positive test within 14 days of performing a labor or service at a place of work after the stay at home order was issued on March 19, 2020. The presumption will stay in place for 60 days after issuance of the executive order.

The Governor signed an executive order that waives penalties for property taxes paid after April 10 for taxpayers who demonstrate they have experienced financial hardship due to the COVID-19 pandemic through May 6, 2021. This will apply to residential properties and small businesses. Additionally, the executive order will extend the deadline for certain businesses to file Business Personal Property Statements through May 31, 2020, to avoid penalties.

Governor Newsom issued an executive order to support California workers from large employers in the food sector industry impacted by the COVID-19 pandemic with two weeks of paid sick leave, filling a gap left by federal relief that had provided similar paid leave benefits for employers with fewer than 500 workers. The Executive Order provides health and safety standards to increase worker and customer protection by permitting workers at food facilities to wash their hands every 30 minutes, or as needed, to increase proper sanitation measures.

Effective April 2, 2020, small business taxpayers, those with less than $5 million in taxable annual sales, can take advantage of a 12-month, interest-free, payment plan for up to $50,000 of sales and use tax liability only. Payment plan requests can be made through the State’s online services system in the coming months. At this point, the program is only available for sales and use tax liabilities. Qualifying sales and use taxpayers with deferred liabilities up to $50,000 will pay their tax due in 12 equal monthly installments. No interest or penalties will be assessed against the liability. The maximum amount that any taxpayer can defer, interest-free under this relief effort, is $50,000. If a taxpayer owes more than $50,000 and needs a payment plan for the amount over $50,000 we will have to have the taxpayer enter into one payment plan and adjust the appropriate amount of interest off toward the end of the 12 month period.

California State Controller Betty Yee announced that the deadline for filing income taxes for Californians is July 15, 2020. Due to the coronavirus outbreak, taxpayers and businesses will get three additional months to file income taxes and make payments without interest or penalties.
Additional Business Resources (3/3)

Federal
Paycheck Protection Program (SBA)
PPP offers small business loans with 1% interest rate to continue employing and paying employees and cover other business expenses during the crisis. This program provides $349 billion in forgivable loans to help small businesses stay afloat. Qualified applicants include small businesses and nonprofits with 500 or fewer employees, including sole proprietors and independent contractors. The maximum loan granted will be equal to 2.5 times the average monthly payroll cost for the previous calendar year — up to $10 million. SBA will forgive loans if all employees are kept on the payroll for eight weeks and the money is used for payroll, rent, mortgage interest, or utilities.

On April 27, the SBA began accepting applications for the second round of PPP. The $484 billion COVID-19 rescue bill signed late last month by President Donald Trump included $310 billion in new money for the latest bailout. The initial round of $350 billion in forgivable PPP loans, which was allocated as part of the $2.2 trillion CARES Act stimulus, were exhausted in less than two weeks. The loan will be forgiven if employees are kept on the payroll for eight weeks and if the money is used for payroll, rent, mortgage interest or utilities.

Small Business Administration (SBA) Debt Relief
The SBA will pay 6 months of principal, interest, and any associated fees that borrowers owe for all current 7(a), 504, and Microloans in regular servicing status as well as new 7(a), 504, and Microloans disbursed prior to September 27, 2020. This relief is not available for Paycheck Protection Program loans or Economic Injury Disaster loans. Borrowers do not need to apply for this assistance. SBA has notified 7(a), 504 and Microloan Lenders that it will pay these borrower loan payments. Lenders have been instructed to refrain from collecting loan payments from borrowers. If a borrower's payment was collected after March 27, 2020, lenders were instructed to inform the borrower that they have the option of having the loan payment returned by the lender or applying the loan payment to further reduce the loan balance after SBA's payment.