UNH Employee Fitness Program Facility:
COVID-19 Reopening Policies and Procedures

For the duration of this document, “staff” shall refer to students who are working in the Employee Fitness Center, and “members” shall refer to UNH employees who are utilizing the Employee Fitness Center.

General Policies to Protect All Fitness Center Staff and Members:

1. All staff and members must wear a face covering over nose and mouth when in the facility at all times.
   a. Use of cloth face coverings training and information will be posted and readily available to all staff and members.
2. Alcohol based hand sanitizer with at least 60% alcohol will be made readily available to staff and members at all entrances and exits to the facility, and within every area of the training room.
   a. Frequent hand hygiene should be performed, but not limited to, upon arrival at the facility, before and after using the bathroom, between workouts, before and after touching a person’s face or face covering, and prior to leaving the facility.
3. Cleaning and disinfectant supplies will be made readily available for easy access and use by members.
4. Commonly touched surfaces will be frequently cleaned and disinfected throughout the day by staff.
5. Shared equipment must be cleaned and disinfected between use by members and staff (if not cleaned by member).
6. Staff, members, and other attendees within the facility should be reminded to maintain a distance of at least 6 feet from others.
7. A dedicated staff member will be designated as a “safety officer” to monitor social distancing and compliance with preventative and protective actions.

Employee Responsibilities and Protection:

1. Staff will be provided education and training regarding these policies and safe practices as it relates to hand hygiene, cloth face covering use, social distancing, sanitation, and illness policies.
2. Staff will be required to complete the COVID-19 safety training in CEMS prior to beginning any work duties in the Employee Fitness Program Facility.
3. Staff will wear cloth face covering and face shields during shift in the fitness center. Failure to comply with this will result in termination from duties.
4. Staff should stay at least 6 feet apart from other staff and members at all times.
5. Personal training sessions that require physical contact are not allowed.
   a. Personal training that can be done with at least 6 feet of separation between trainer and trainee are allowed with appropriate precautions (i.e. face coverings).
6. If a member requires one-on-one instruction, staff member should observe and give instruction from at least 6 feet away and if necessary to come within 6 feet (i.e. assist and/or spot), face covering must be worn and hand hygiene should follow.

7. Staff are required to report any symptoms of COVID-19 or close contact to a person with COVID-19 immediately to EFP Director, Kimberly Brian. Staff should not be present in the facility if they feel sick.

8. All staff will be required to participate regularly in UNH’s weekly COVID-19 testing program and fill out the Employee Health Attestation form, as required by UNH.
   a. Symptomatic persons will be instructed to get tested for COVID-19 and self-isolate at home.
   b. Asymptomatic persons reporting that in the past 14 days that they have had close contact with someone suspected or confirmed to have COVID-19 or that they have had travel-related risk factors should self-quarantine for 14 days from their last exposure or return from travel.
   c. Persons with suspected or confirmed COVID-19 must stay home until symptom-based criteria are met for discontinuation of isolation:
      i. At least 10 days have passed since the onset of symptoms AND
      ii. At least 3 days have passed since recovery (resolution of fever without any fever reducing medications and improvement of other symptoms)

9. Staff will clean and disinfect all frequently touched surfaces and equipment every 2 hours while the facility is open and in operation.
   a. Staff must wear gloves while cleaning and immediately dispose of gloves after use.
   b. Staff must follow the cleaning and disinfectant instructions set in place for the Employee Fitness Program Facility, including appropriate wet time to ensure proper disinfection.
   c. Staff must ensure that all cleaning products are not expired prior to use.

10. Plexiglas protective shield will be added to check in desk. Staff will ask member for their first and last name and check them in from online scheduling.

11. Staff will be required to clean the check-in area before and after their shift including but not limited to, counter space, pen, chair, and any other frequently touched surfaces.

12. Staff will be required to record a short note about their shift at the end of every shift through a shared document. They will be asked to verify the accuracy of our online exercise session log, describe any interactions with other individuals in the facility, sign off that they have completed the prescribed cleaning protocol, and note any other information that is of importance to share during their shift.

**Member Responsibilities and Protections:**

1. Members will be informed of new policies and procedures and provided instructions on hand hygiene, face covering use, social distancing, sanitation, and illness policies.

2. Members will be encouraged to bring their own water bottle and towel. Towels will no longer be provided by the Employee Fitness Center.

3. Members will not be able to use locker room showers.

4. Members must stay at least 6 feet apart from other members and staff at all times.

5. Members will be required to clean and appropriately disinfect every piece of equipment after use (machines, benches, bars, dumbbells, weights, mats, etc.).
   a. Only clean equipment should be placed back on storage rack or in a container after use.
6. Members will be asked to use **one piece of exercise equipment at a time** (cardiovascular machine, bench, strength machine). Once member has completed their desired exercise (time, number of sets/repetitions) they are then asked to properly disinfect the equipment (members are asked NOT to rotate through machines or exercises).

7. Members must be regularly participating in UNH’s weekly COVID-19 testing program.

8. Members will comply with and adhere to UNH Athletics’ procedures for entering the Field House building.

9. Members who do not comply with requirements will be asked to leave the facility. Repeat offenders (3 separate documented incidences of not following appropriate guidelines and precautions) will result in member being asked not to return to facility until normal operations after COVID-19 have resumed.

**Facility Capacity, Spacing, and Signage Requirements:**

1. Admission to the facility for the purposes of exercise will be limited to 15 members and 2 student workers and/or faculty in the facility at one time.
   a. Members will be required to sign up for a 55-minute time slot to enter the facility via Picktime prior to their arrival.

2. Fitness machines, benches, and weight-lifting equipment will be blocked off to ensure at least 6 feet of space between machines and other work-out spaces.

3. Signage will be prominently posted in all entry areas to the facility to inform all staff and members that if any of the following apply, they should not enter the facility and put other members and staff at risk:
   a. Any symptoms of COVID-19, including but not limited to:
      i. Fever of chills
      ii. Cough
      iii. Shortness of breath or difficulty breathing
      iv. Fatigue
      v. Muscle or body aches
      vi. Headache
      vii. New loss of taste or smell
      viii. Sore throat
      ix. Congestion or runny nose
      x. Nausea or vomiting
      xi. Diarrhea
   b. Close contact with someone who is suspected or confirmed to have had COVID-19 in the past 14 days.
   c. Traveled in the past 14-days outside of New England states (NH, VT, ME, MA, CT, RI).

4. Members will be asked to review information and signage at each check-in to the facility.

**EFP Participant Laboratory Testing:**

1. Laboratory testing for the Employee Fitness Program will be limited to 4 individuals in the laboratory (NHH Room 108; COVID Phase 4 research capacity = 6, instructional capacity = 9) at one time.
a. Testing to take place in smaller rooms within the laboratory (EKG, blood lipids) will be limited to two individuals (student technician and employee).

2. All individuals involved with laboratory testing must wear a face covering over nose and mouth when in the laboratory at all times.

3. Faculty and students will be provided with a face shield in addition to face covering.

4. Gloves will be utilized for all testing involving bodily fluids including, but not limited to, blood and sweat.

5. For any testing not requiring the use of gloves, all technicians (students or faculty) will be advised to cleanse in and cleanse out via hand washing or hand sanitizer containing at least 60% alcohol.

6. Any close contact between two individuals (within 6 feet or less) will be limited to the duration of testing procedure (i.e. student moves closer to measure blood pressure, and then immediately resumes 6 feet of distancing) and will not exceed 15 minutes.

Policies and Procedures are subject to change and be updated to follow the latest CDC, NH DHHS, UNH, and local municipality guidelines.