

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

For the duration of this document, “staff” shall refer to the EFP Director and/or designated staff member who are working in the Employee Fitness Center, and “members” shall refer to UNH employees (faculty and staff) 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, face covering use, social distancing, sanitation, and illness policies.
2. Staff will have already completed the COVID-19 safety training in CEMS prior to beginning any work duties in the Employee Fitness Program Facility.
3. Staff will wear 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 EFP staff must be adhering to UNH's current COVID-19 testing program and/or following appropriate guidelines to be allowed on campus during the remote period and J-term, as determined by UNH.
9. All EFP staff must show proof of valid Wildcat Pass prior to entering the facility.
10. 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.
11. Staff member at the check in desk will ask member for their first and last name, check them in from online scheduling, and will ask member for proof of valid Wildcat Pass.
12. 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.
13. Staff will be required to record a short note about their shift at the end of every shift through a shared document. They must 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. All participants entering the facility must be adhering to UNH's current COVID-19 testing program and/or following appropriate guidelines to be allowed on campus during the remote period and J-term, as determined by UNH.
8. All participants (faculty and staff) entering the facility must show proof of valid Wildcat Pass.
9. Members will comply with and adhere to UNH Athletics' screening procedures for entering the Field House building.
10. 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 designated staff member 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. 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 2 individuals (EFP Director and employee participant) in the laboratory (NHH Room 108; COVID Phase 4 research capacity = 6, instructional capacity = 9) at one time.
2. All individuals involved with laboratory testing must wear a face covering over nose and mouth when in the laboratory at all times.
3. EFP Director will utilize a face shield and lab coat 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, the technician (EFP Director) will 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 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.