



# University of New Hampshire

## Employee Fitness Program

### **UNH Employee Fitness Program and Facility Policies and Procedures**

For the duration of this document, “staff” shall refer to the EFP Director and/or students 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. The Employee Fitness Center will comply with UNH’s most up to date policy regarding face covering guidelines.
2. Alcohol based hand sanitizer with at least 60% alcohol is 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 are readily available for easy access and use by members.
4. Commonly touched surfaces are 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 8-10 feet from others.

#### ***Staff 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. All EFC staff must have a valid Wildcat Pass to enter the facility.
3. Staff will comply with and adhere to UNH Athletics’ screening procedures for entering the Field House building.
7. Staff will comply with UNH’s most up to date policy regarding face mask/covering guidelines.
4. Staff should always stay 8-10 feet apart from other staff and members.
5. 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 policy should be complied with, and hand hygiene should follow.
6. Staff are required to report any symptoms of COVID-19 or close contact to a person with COVID-19 immediately to EFP Director. Staff should not be present in the facility if they feel sick.

7. Staff will clean and disinfect all frequently touched surfaces and utilized 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 Center, including appropriate wet time to ensure proper disinfection.
  - c. Staff must ensure that all cleaning products are not expired prior to use.
8. Staff member at the check in desk will ask member for their first and last name, check them in from online scheduling platform (Picktime), and will ask member for proof of valid Wildcat Pass.
9. Staff will be required to clean the check-in area before and after their shift including but not limited to, counter space, iPad, pen, chair, and any other frequently touched surfaces.
10. Staff will be required to record a short note 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 should always stay 8-10 feet apart from other members and staff.
3. 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.
4. All members (faculty and staff) entering the facility must show proof of valid Wildcat Pass. Retired faculty and staff are subject to following the university's most up to date visitor policy.
5. Members will comply with and adhere to UNH Athletics' screening procedures for entering the Field House building.
6. 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.

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

1. Admission to the facility for the purposes of exercise will be limited to 15 members (plus two staff member) at one time.
  - a. Members are asked to sign up for a 55-minute time slot to enter the facility via Picktime prior to their arrival.
2. Fitness machines are blocked off to ensure social distancing 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 4 individuals (EFP Director, two EFP student exercise physiologists, and employee participant) in the laboratory (NHH Room 108).
2. All individuals involved with laboratory testing will follow the university's policy on face coverings and personal protective equipment.
3. Gloves will be utilized for all testing involving bodily fluids including, but not limited to, blood and sweat.
4. For any testing not requiring the use of gloves, the technician will cleanse in and cleanse out via hand washing or hand sanitizer containing at least 60% alcohol.
5. 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.