

Sculptor Fitness

**1123 Redmond Fall City Road NE
Redmond, Washington 98053
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COVID-19 EMPLOYEE MANUAL

COVID-19 EMPLOYEE PROCEDURES

- **STAY HOME IF YOU ARE SICK**

If you are feeling unwell or have a temperature, cough, body aches, or difficulty breathing – Please DO NOT come into the workplace.

Contact your manager Rachel Green to communicate your symptoms and your inability to work.

- **CONTROLLED INGRESS AND EGRESS**

Clients may NOT congregate in the lobby or common area.

Class times are staggered to discourage clients from gathering.

- **WASH YOUR HANDS FREQUENTLY**

Upon arrival at work, please WASH YOUR HANDS.

According to the CDC, you must wash hands in warm water for a minimum of 20 seconds using antibacterial soap.

- **USE HAND SANITIZER**

When soap and water are not accessible, please use the provided hand sanitizer. Clean and sanitized hands are especially important before eating or drinking.

- **HEALTH SCREENING**

Before starting a shift, all trainers must have their temperature taken by front desk staff. Once taken, record the temperature and trainer's names in the daily logbook found at the front desk.

Screen everyone entering Sculptor Fitness for COVID-19 symptom questions:

1. Have you been in close contact with an individual with a confirmed case of COVID-19?
2. Are you experiencing a cough, shortness of breath, or sore throat?
3. Have you had a fever in the last 48 hours?
4. Have you had a loss of taste or smell?
5. Have you had vomiting or diarrhea in the last 24 hours?

High-risk clients are not permitted as part of Phase 2 reopening. High-risk clients include people over the age of 65, people with serious underlying medical conditions like chronic lung disease, moderate to severe asthma, and people who are immunocompromised.

- **USE PERSONAL PROTECTIVE EQUIPMENT PROVIDED**

You may use the provided face masks to help protect you from possible contact. Trainers should maintain 6 feet or more of social distancing.

- **CLIENT COVID-19 PROTOCOLS**

Each client must sign a waiver of consent and commitment to the facility's reopening policies before their scheduled appointment.

- **CLIENT SIGN-IN & PAYMENT POLICIES**

The front desk will provide a hands-free sign in and payment program.

No signatures are necessary for payment. All training must be booked online or over the phone. Drop-ins are not allowed.

All Semi-Private and Group Classes are limited to 5 people. Front Desk staff will assist clients in making reservations by downloading the MindBody App. If classes are full, clients may place themselves on the waitlist. All class reservations must be canceled at least 24 hours in advance.

- **KEEP SOCIAL DISTANCING OF 6 FEET**

To promote social distancing, we have marked training zones for each client. Limit 150 s/f per client, approximately 10 feet by 15 feet. Trainers must ensure that clients and personal equipment stay within the training zone. Coaches may not spot or touch clients. Group Class and Semi-Private Training sessions limited to 5 people to one trainer.

Clients are not allowed to gather in the lobby.

- **CLIENT APPOINTMENT PROTOCOL**

Clients must book appointment/classes online, with front desk staff or trainers. No Drop-Ins. Clients must be on time for their training sessions. They may arrive 5 minutes early to prepare but must leave immediately after their 60-minute training session. Clients must wash hands prior to the training session and immediately after. Training sessions will be staggered to ensure the control of ingress/egress. We have also provided trainers with 15 minutes between appointments to clean and disinfect training zones and equipment.

- **CLEAN & DISINFECT FREQUENTLY TOUCHED SURFACES**

Throughout the studio, there are disinfectant spray, hand sanitizer and UV Sanitizing Wands to clean the equipment.

Clients will not be allowed to share equipment.

No Circuit Training or Machine use is allowed for Semi-private or Group Classes.

Clients will be asked to disinfect personal equipment and use a towel. Unfortunately, Phase 2 does not allow for a gym towel service. Each client must bring a towel.

Front desk staff will also clean frequently touched areas hourly; these spaces include restrooms and client cubbies. The front doors and front desk must be cleaned every 30 minutes. We may also leave front doors open to avoid client contact. Ipads are for staff use only. Please use UV Sanitizing Wand on all Electronics.

- **VENTILATION**

Keep windows open and fans circulating air throughout training sessions.

- **DRINKING FOUNTAIN**

The drinking fountain is restricted; however, the touchless water filling stations are available.

- **NO CHILDREN**

Unfortunately, during Phase 2, there is no childcare available. Children are not allowed in the gym unless they are part of a training program. They must remain in training zones and are not allowed to roam freely.

- **NO TOWEL SERVICE**

Clients must provide their own towel.

During Phase 2 reopening we are unable to issue gym towels.

- **NO SAUNA OR CHANGING ROOMS**

Unfortunately, the shower, sauna, and massage are not open for use.

Clients may not use restrooms to change clothes. They must arrive in workout clothes.