

Guidance and Template Safety Plan for Fitness Facilities during COVID-19

November 4, 2021

Preparing for Success

Cooperating for a safe return to sport and recreation

It is important to protect everyone using your facility from the spread of COVID-19. This guidance is intended to apply to all people entering your facility. This includes, but is not limited to, staff, participants, volunteers, officiants, sports association members, coaches, trainers, spectators, parents or guardians of youth, contractors, vendors, and delivery drivers.

In general, it is safest to conduct fitness virtually or outdoors when possible. In addition to the guidance in this document, consult the current [government of Ontario restrictions](#) and your [national](#) and [provincial](#) sport organizations.

Public health measures may include showing proof of vaccination, staying home if you are sick, physical distancing, wearing a mask or face covering, handwashing, covering coughs and sneezes, and downloading the COVID-19 Alert app.

Proof of vaccination

Proof of vaccination is required in higher-risk indoor public settings where face coverings cannot always be worn, including **indoor fitness facilities**. People entering must show proof of vaccination and ID that lists their birthdate.

Activities related to organized sports have the potential to enhance COVID-19 transmission. Specifically, close contact, forceful exhalation, prolonged exposure, crowded indoor spaces, and masks and face coverings removed during physical activity contribute to enhanced likelihood of COVID-19 transmission.

Your facility is responsible for confirming proof of vaccination for people entering. This includes confirming proof of vaccination for sports associations and other groups entering your facility. You may not delegate the responsibility of checking proof of vaccination to sports associations and groups renting your facility. You may not keep vaccination records, including for gym members.

The people listed below must show proof of vaccination or a medical exemption before entering an area where organized sports are played and/or practiced indoors.

- Sports participants aged 18+
- Coaches, officiants, volunteers, and spectators aged 12+

Proof of vaccination is not currently required in the indoor area of a facility for people aged 12-17 years who are **actively participating** in an organized sport in the Timiskaming Health Unit coverage area. However, facilities and sports associations may put additional proof of vaccination requirements in place.

Resources:

- [Proof of vaccination support packet for workplaces](#)
- [Timiskaming Health Unit proof of vaccination webpage](#)
- [Poster: Proof of vaccination required](#)
- [Letter of Instruction for Owners/Operators of Facilities located in Timiskaming Health Unit service area where organized sports are played and/or practiced indoors and FAQ for the Letter of Instruction](#)

Safety plan

Facilities are required to create a COVID-19 safety plan. A [template safety plan](#) is available at the end of this document. Safety plans must be available publicly, for example, on your website or on a bulletin board at your facility.

If sports associations are using your facility, the facility is required to ensure that the association has prepared a COVID-19 safety plan. You should also provide them with a copy of your facility's safety plan so they can follow it.

Plan to review your safety plan regularly. Sports associations should also provide you with regular updates to their safety plan.

To continue to improve your safety plan, take the following factors into account:

- When you add new safety measures, check that they do not create any new hazards or ensure that measures can be put in place to control new hazards.
- Maintain a record of actionable feedback related to this plan and to the steps taken to address any issues.
- Collaborate with workers on solutions to any health and safety issues.
- Your joint health and safety committee may be consulted about the safety plan and measures.

Capacity limits

Limits on capacity related to COVID-19 are no longer in place for settings where proof of vaccination is required, including indoor fitness facilities. You must still adhere to non-COVID related capacity limits. If you would like to continue to reduce capacity in order to enable physical distancing, consider reducing group sizes or using a booking system to stay within capacity limits. Booking systems also help with contact tracing. Participants should cancel their booking if they can no longer attend.

Attendance list for contact tracing

Keep a record of attendance for **everyone** entering your facility. This should include:

- Name, phone numbers, and schedules of workers (staff, volunteers, officiants, coaches, trainers, contractors, vendors, delivery drivers)
- Name, phone numbers, and time of attendance for all participants and spectators.

The responsibility to collect contact tracing records can be delegated to sports associations and other groups using your facility. Information collected can only be used by public health for COVID-19 contact tracing. The attendance list can be deleted after 30 days.

Communication

- Share the [Return to sport and recreation guidance for participants and spectators during COVID-19](#) with spectators, participants, and the parents or guardians of youth.
- Share the [Guidance and template safety plan for sports associations during COVID-19](#) with sports associations.
- Use signage to inform everyone of public health measures. Note that certain signage is required. For a list of required signage and a link to all available posters, [click here](#). To request outdoor lawn signs, please contact the Timiskaming Health Unit at 705-647-4305 Ext. 7.
- Include information about your safety plan, COVID-19 screening, and other precautions that your facility is taking in your regular worker and participant communications, for example posters, loudspeaker announcements, email, newsletter, website, or Facebook page.
- Inform everyone entering your facility of proof of vaccination requirements.

Screening

- Everyone using the indoor and outdoor spaces of the facility must be actively screened (even if they are fully vaccinated). Active screening means that people entering are asked screening questions. Active screening can be conducted before people arrive (for example, via an online form) or on-site before people enter the business or organization. If the screening is on-site, it can be conducted by a worker or with a sign-in form. A variety of active screening templates are available: [Government of Ontario online customer screening tool](#), Government of Ontario .pdf version [EN FR](#), THU poster [EN FR](#).
- The responsibility to screen people entering can be delegated to sports associations and other groups using your facility.
- Workers (staff, volunteers, officiants, coaches, trainers, contractors, vendors, delivery drivers) must screen every day, even if they are fully vaccinated. Workers should use the [COVID-19 employee and worker screening tool](#).
- A [screening poster](#) is required in a visible location at all entrances.
- Your workplace screening policy may require additional screening for unvaccinated workers, for example, rapid antigen testing or at-home self-testing.
- Consider adjusting your cancellation policy to allow participants to cancel or reschedule bookings without penalty should they develop symptoms.

Public Health Measures at the Facility

Arrival and reception

- Request that participants arrive no more than 5 minutes before their booking and leave once they have finished their workout or at the end of their booking time.
- Consider configuring the waiting area so that people can maintain a 2-meter distance if there are a large number of people using your facility who are exempt from proof of vaccination requirements (for example, children).

- Limit physical contact by using contactless payment and registration or hands-free check in. If wristbands are required, use self-applied bracelets.
- Physical barriers are recommended to separate front desk attendants from participants and spectators.
- Have medical masks available to give to people entering the facility, if needed.

Hand hygiene

Provide handwashing stations or alcohol-based hand sanitizer at entry, exit, and high-traffic locations. Everyone should perform hand hygiene when entering the facility. Handwashing stations or sanitizer should also be available at outdoors fitness activities and sporting events.

Follow face mask requirements

- Masks are required by law in all indoor public spaces and in indoor workplaces. Everyone at your facility should wear a mask indoors and outdoors when it's difficult to maintain a distance of 2 meters from people who don't live with them.
- Masks are not required when engaging in an athletic or fitness activity. However, masks must be worn when waiting to use a fitness machine or when stepping on and off of the machine.
- Follow these links for more details about mask requirements for [workers](#) (staff, volunteers, officiants, coaches, trainers, contractors, vendors, delivery drivers) and [participants and spectators](#), including a list of mask exemptions.

Consider maintaining a 2-meter physical distance

Maintaining physical distancing at fitness facilities is no longer required. As long as people entering your facility are fully vaccinated and have no symptoms of COVID-19, maintaining a distance less than 2 meters is considered a low-risk activity. However, you may want to consider keeping physical distancing in place if there are a large number of people entering your facility who are exempt from proof of vaccination requirements (for example, children).

It is recommended to conduct physical activity in an area that is large enough for participants to maintain physical distancing, if they prefer to do so.

If you decide to maintain physical distancing, here are some points to consider:

- Activities can be modified to allow physical distancing between participants, except members of the same household and caregivers.
- Adjust traffic flow to increase physical distancing. For example, designate separate entrance and exit doors and create one-way walk flow where possible.
- Install floor markings to encourage physical distancing. Floor markings can be used to designate individual workout areas in fitness classes, to indicate a space between participants in a change room, to designate waiting areas in a registration or washroom line, or in any other area where crowding may be an issue.
- Where spotting is necessary for weightlifting, mask use is encouraged.

You may decide to support physical distancing by changing room layout:

- If different activities are conducted in a shared space like a gymnasium, fieldhouse, or fitness room, the activities could be kept separate.

- Reconfigure the layout of fitness areas and equipment so that participants are at least 2 meters apart. Install physical barriers if distancing is not possible.
- If equipment cannot be moved and positioning will result in participants being within a 2-meter distance, consider blocking off every other piece of equipment or erecting barriers such as plexiglass between equipment.
- Remove unnecessary furniture to free up more space. Chairs and tables can be stacked and roped off or removed to promote distancing. Consider leaving a small number of chairs accessible in case participants need to rest.
- Designate areas for fitness activities and for the flow of participants so that physical distances are maintained. Create designated areas based on function, and use tape on the floor to define these areas. For example, use tape to define hallways in a weight room and separate stretching areas from areas for movement (such as heaving rope and tire-flipping zone).
- Consider creating one-way flow with separate entrances and exits for areas like fitness rooms and gymnasiums.

Physical distancing for high-intensity indoor activities

The highest risk is posed by high-intensity indoor activities, including fitness classes (for example, treadmills, elliptical, spin class, dance, hot yoga, boot camp). Consider maintaining physical distancing for these activities, especially if there are a large number of people using your facility who are exempt from proof of vaccination requirements (for example, children).

Increase ventilation

Wherever possible, activities should be re-located to outdoor settings.

The risk of COVID-19 transmission is higher in enclosed and crowded spaces. You should ensure that air-handling (HVAC) systems are maintained according to the manufacturer's instructions and consider standards, such as those from the CSA and American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE).

Additional steps you can take are:

- use portable air cleaners
- keep windows and doors open as much as possible, including in colder weather
- adjust HVAC systems to increase the amount of fresh air and reduce recirculation
- continue ventilation and air exchange after regular business hours
- use available outdoor space whenever possible (for example, for meetings, breaks, participant interactions such as curbside pick-up)
- consider going beyond minimum standards if possible.

If fans are needed for temperature control, direct them upwards, away from people. High-powered fans may result in greater dispersion of droplets. Consider further reducing room capacity and class sizes to maintain room temperature at manageable levels without the use of high-powered fans.

Cheering, shouting, and singing

Cheering loudly, shouting, and singing are high-risk activities.

- Music should be avoided or kept at a low volume to avoid the need to shout.

- Participants should not sing along to music.
- Workers, including fitness instructors and coaches, may be provided with microphones to reduce the need for shouting.
- Spectators should be discouraged from shouting and cheering loudly.

Cleaning and disinfection

Maintain the fitness centre in a sanitary condition. In general, daily cleaning is a good place to start but adjust based on level of use. This is not a COVID-specific item and is more related to routine cleaning. For example, cleaning may be more important to prevent skin conditions than COVID-19. Focus cleaning on high traffic areas and frequently touched surfaces and objects (for example, door handles and light switches).

Clean and disinfect equipment between participants.

For more information, consult Public Health Ontario’s fact sheet [Cleaning and Disinfection for Public Settings](#).

Encourage participants to bring their own clean equipment when possible. If equipment is rented, operators should clean and disinfect between uses.

Working with vulnerable participants and children

- Consideration should be given to how to accommodate vulnerable participants such as seniors, people with disabilities, people with compromised immune systems, and children who are too young to be vaccinated against COVID-19. Examples include physical distancing, reducing capacity limits, offering virtual methods of engagement, and dedicating certain rooms or times of day for vulnerable participants.
- At the beginning of high-intensity group physical activities, workers may issue a reminder that there may be increased risk of transmission in these settings. Group reminders are important because many health conditions are invisible.

Site-specific Considerations

Lockers and change rooms

Encourage participants to minimize time spent in locker rooms.

Group classes

- Physical distancing is no longer required for group classes. However, it is recommended to conduct group classes in an area that is large enough for participants to maintain physical distancing, if they prefer to do so.
- Consider holding outdoor classes to increase ventilation and to make it possible for participants to be physically-distanced, if they prefer to do so.
- For high-intensity group classes, see the information under the heading “Additional precautions for high-intensity activities” in this document.

Indoor tracks

- Walkers and runners should travel in the same direction on the track.
- Encourage outdoor walking and running wherever possible.
- Since the standard indoor track lane is 1.22 meters wide, consider limiting use to every second lane if there are a large number of participants who are exempt from proof of vaccination requirements (for example, children).

Water facilities

Swimming pools and whirlpool spas must notify the Timiskaming Health Unit of their intention to open and can only open with written approval from the Acting Medical Officer of Health or from a public health inspector.

These additional public health measures should be used during water activities:

- Masks should **not** be worn in the pool and water facilities.
- Consider keeping physical distancing in place if there are a large number of people using your facility who are exempt from proof of vaccination requirements, for example during swim lessons and aquatic activities for children.

Additional Resource: [Guide to Reopening Pools and Waterfronts \(Lifesaving Society\)](#)

Safety Measures for Workers

This information should be used to develop safe practices for all workers at your facility. This includes staff, volunteers, officiants, coaches, trainers, contractors, vendors, and delivery drivers.

Workplace safety training

Train workers in your facility's COVID-19 policies and procedures so that they are prepared to lead by example and enforce requirements. Train workers in [proper PPE](#), [safely putting on and taking off a mask](#), how to clean or dispose of single-use masks appropriately, [handwashing](#), and [respiratory etiquette](#). Training should be held online if possible or in small groups with physical distancing measures in place.

Create a vaccination policy for workers

Coaches, officiants, volunteers, spectators, and participants are required to show proof of vaccination or medical exemption to enter an area where organized sports are played and/or practiced indoors. However, this requirement does not cover all workers.

The Timiskaming Health Unit has recommended, in the strongest possible terms, that all local employers institute a workplace COVID-19 vaccination policy for their business or organization. This is not an instruction issued under the Reopening Ontario Act and instituting a COVID-19 vaccination policy is voluntary. Vaccination policies will help protect workplaces from shutting down in the event of an outbreak, prevent workers from getting sick, and encourage more people to get vaccinated.

The following resources have been created to help employers put vaccination policies in place:

- [Timiskaming Health Unit's COVID-19 vaccine policy support package for employers](#)
- [Workplace vaccination policy webpage](#)

Prepare workers to enforce proof of vaccination requirements

Your business is responsible for confirming the vaccination status of people entering your establishment. You should assign a worker to ask people entering for the required documents (proof of vaccination and ID that includes date of birth). Provide workers with the [Proof of vaccination support packet for workplaces](#). This document has been created to prepare workers to check vaccination status and answer participants' questions.

PPE: Masks and eye protection

- Workers may be required to wear appropriate PPE based on their level of risk, as outlined [here](#).
- In addition to masks and eye protection, workers may be required to wear other PPE depending on the task being performed (for example, cleaning or providing first aid or resuscitation).
- Since workers may come within 2 meters of vulnerable participants, for example to assist unvaccinated children or participants with mobility needs in moving throughout the facility, workers should use extra vigilance with PPE.
- If a participant requires first aid, ask a family member to attend to them when possible. If this is not possible and first aid is provided by a worker, wear gloves and use extra vigilance with PPE.

Workspaces and staffing shifts

- It is recommended but not required that workers who are able to work from home do so.
- Rearrange workspaces to enable physical distancing, and assign workers to their own dedicated work areas.
- Consider scheduling the same workers to work together for all shifts (cohorting).

Reduce risk in break and lunch rooms

- Stagger start times for breaks and lunches to limit in-person interaction.
- Rearrange rooms to enable physical distancing. Open up extra space for workers to use for breaks and meals to limit the number of people in these spaces.

Violence and harassment

- If anyone has complaints about COVID-19 policies, direct them to talk to management. Resources concerning complaints and questions about proof of vaccination requirements are found in the [Proof of vaccination support package for workplaces](#).
- Establish a violence and harassment policy that outlines how workers can report issues and how the issues will be addressed. In the event of harassment or threats of violence, instruct workers and management to contact law enforcement.
- Management should retain a record of all incidences of violence or harassment and should report to the authorities as necessary.

Mental health and wellbeing

- Strive to create an atmosphere in which workers are comfortable discussing the issues that prevent them from being productive at work. Provide information on mental health resources to workers.
- Provide information on available leaves related to COVID-19, including the paid infectious disease emergency leave and unpaid infectious disease emergency leave.

Additional information for all workers

Consider supporting your workers with information to help them stay safe outside the workplace as well (for example, while commuting and on days off).

Additional information for remote workers

Provide remote workers with information on how to set up an ergonomic home office. Workers should notify their supervisor if they have any concerns about their home office, such as ergonomic or safety concerns. Virtual ergonomic assessments with an ergonomist should be available for workers if requested. Regular communication and team meetings should be scheduled with remote workers.

Additional information for fitness coaches and trainers

Consider maintaining physical distancing except when required for training (for example, spotters during weight training) if there are participants, coaches, and/or trainers who are exempt from proof of vaccination requirements (for example, children).

Additional information regarding contractors, vendors, and delivery drivers

Communicate public health measures to other people visiting your facility, for example contractors, vendors, and delivery drivers. These individuals must follow public health measures at your facility, such as wearing a mask and using hand sanitizer before entering.

Reporting a case

If a worker lets you know that they have tested positive for COVID-19 and there is a possibility it could be related to the workplace, report the case within four days to:

- (Required) The Timiskaming Health Unit. Call 705-647-4305 ext. 7.
- (Required) [The Ministry of Labour, Training and Skills Development](#) – email MLTSDocillness.notices@ontario.ca (Use subject 'Attention: Director')
- (Recommended) The workplace's joint health and safety committee
- (Recommended) The worker's trade union

Report to the Workplace Safety and Insurance Board (WSIB) within three days ([WSIB.ca/report](https://www.wsib.ca/report)) if a worker either:

- Notifies the workplace that they have tested positive for COVID-19 and there is a possibility it could be related to the workplace.
- Is injured while working either at the workplace or at home.

Return to Sport Safety Plan Template for Fitness Facilities during COVID-19

November 4, 2021

To return to organized sport and recreation, fitness facilities will need to adapt their way of delivering programming. It is important to protect everyone using your facility from the spread of COVID-19. This includes, but is not limited to, staff, participants, volunteers, officiants, sports association members, coaches, trainers, spectators, parents or guardians of youth, contractors, vendors, and delivery drivers.

The facility must prepare a safety plan to reduce the risk of transmission of COVID-19. This template has been developed to support you in creating your plan.

The final plan is required to be publicly available, for instance, posted on your website or on a bulletin board at your facility. The safety plan should be shared with workers, volunteers, coaches, trainers, spectators, participants, and the parents or guardians of youth. Share the safety plan on easily accessible platforms such as your website, social media page, newsletter, or registration materials.

The following documents should be consulted as you develop your safety plan:

- Current [government of Ontario restrictions](#)
- Safety plan: [Safety plan builder](#), [guide](#), and [checklist](#)
- [Public Health Ontario COVID-19 Guidance for Youth Sports](#)
- [Guidance and template safety plan for fitness facilities during COVID-19](#) (this document)
- [Guidance and template safety plan for sports associations during COVID-19](#)
- [Return to sport and recreation guidance for participants and spectators during COVID-19](#)
- Relevant [national](#) and [provincial](#) sport organizations

NOTE: THU does not approve safety plans. However, you can contact THU at 1-866-747-4305 for support with developing your plan.

Preparing for Success

Cooperating for a safe return to sport and recreation

- Relevant sport or physical activity guidance documents have been consulted, including those from public health, the Government of Ontario, and provincial or national sport organization (see list above).

Proof of vaccination

- The poster [Proof of vaccination required](#) is visibly-located at entrances.
- Are there additional ways that proof of vaccination requirements are communicated to people entering our facility (for example, email correspondence, included in facility safety plan)?

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- A plan is in place for verifying proof of vaccination at entrances. Our plan is

Safety plan

- The COVID-19 safety plan is publicly available, for example on the facility’s website or on a bulletin board in a public area.
 - Sports associations that use our facility have prepared a COVID-19 safety plan.
 - Consideration:** How often is the facility’s safety plan reviewed (for example, weekly, bi-weekly, monthly)?
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- Consideration:** How often are sports association that use our facility required to update their safety plan (for example, monthly)?
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- Consideration:** How is the safety plan evaluated (for example, checking that new safety measures don’t create new hazards, maintaining record of actionable feedback and steps taken to address issues, collaborating with workers on solutions, consulting our health and safety committee about safety plan and measures)?
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Capacity limits

- Planned capacity aligns with non-COVID related capacity limits.
 - If our facility would like to continue to reduce capacity in order to enable physical distancing, we have put the following measures in place (for example, smaller classes, establishing limits on the number of spectators)?
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Attendance list for contact tracing

- We keep track of contact names and phone number of anyone entering our facility. This includes names, phone numbers, and schedules of workers (staff, volunteers, officiants, coaches, trainers, contractors, vendors, delivery drivers) and name, phone numbers, and time of attendance for all participants and spectators. This information will be used to provide to the public health unit in the event that someone who was in our facility contracts COVID-19.
- We use the following process to track names and phone numbers of people entering our facility:

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- All contact records are kept for a minimum of one month.

Communication

- The [Return to sport and recreation guidance for participants and spectators during COVID-19](#) has been shared with spectators, participants, and the parents or guardians of youth.
- The [Guidance and template safety plan for sports associations during COVID-19](#) has been shared with sports associations.
- The safety plan and other relevant documents (including updates to existing documents) have been shared with everyone entering our facility through the following communication channels:

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- Required signage is posted in indoor locations (see list of requirements [here](#)).
 - Reminders about the following public health measures are in place (for example, physical distancing, capacity limits, screening, wearing masks, hand hygiene, safety protocols during breaks for workers):

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- Reminders about public health measures are issued in the following ways (for example, verbal reminders, signage):

Screening for COVID-19

- A [screening poster](#) is visibly-located at all entrances.
- Consideration:** How will we ensure that participants have been actively screened and that people with symptoms stay home? (Resource: [COVID-19 customer screening tool](#))

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- Consideration:** How will we ensure that workers (staff, volunteers, officiants, coaches, trainers, contractors, vendors, delivery drivers) have been screened and that people with symptoms stay home? (Resource: [COVID-19 worker and employee screening tool](#))
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- Additional screening is in place for unvaccinated workers (for example, rapid antigen testing or at-home self-testing)? How often are workers required to test (for example, weekly)?

- Our cancellation policy has been adjusted to allow for participants to cancel or reschedule without penalty if they develop symptoms.

Public Health Measures at the Facility

Arrival and reception

- The following measures are in place for participant arrival (for example, requesting that participants arrive no more than 5 minutes before their booking and leave once they have finished their workout, staggering arrivals and departures to reduce crowding, limiting physical contact by using contactless payment):

- We have medical masks available to give to people entering if needed.

Hand hygiene

- Considerations:** How will we ensure that everyone entering our facility practices good hand hygiene?

- Handwashing facilities are available at the following locations:

Follow face mask requirements

- We have developed a face mask policy about when to use masks. Our policy complies with [provincial requirements](#).
- A [mask required poster](#) is visibly-located at all entrances.
- We have the following additional masking reminders in place (for example, verbal reminders, signage in workout rooms that participants must put on their mask when they finish using a machine):

Consider maintaining a 2-meter physical distance

- Considerations:** We have considered the number of people entering our facility who are exempt from proof of vaccination requirements (for example, children), and any settings at our facility where there may be a large number of unvaccinated people (for example, swim lessons) in determining whether, when, and where in our facility physical distancing will remain in place.

- Physical activity is conducted in an area that is large enough for participants to maintain physical distancing, if they prefer to do so, in the following areas (for example, workout areas, fitness classes):

- How have activities been modified or adapted to allow for physical distancing?

- How have we changed the physical space to enable physical distancing? For example, adjusted traffic flow, floor markings, physical barriers, and removing furniture or machines to allow more space between people.

- How have we communicated with spectators, participants, and the parents or guardians of youth about physical distancing measures they can take (consider reception area, locker rooms, coaching activities, room layout, one-way traffic flow)?

- Physical distancing is in place for these high-intensity activities (for example, treadmills, elliptical, spin class, dance, hot yoga, boot camp):

Ventilation

- Activities are conducted outdoors when possible.

- If activities are indoors, what steps have been taken to improve ventilation (for example, opening windows, bringing in an HVAC engineer to assess air quality and ventilation, running ventilation systems continuously, identifying poorly-ventilated areas and making changes, appropriately using fans)?
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Cheering, shouting, and singing

- How have we reduced the likelihood that cheering loudly, shouting, and singing will occur? (For example, prohibiting spectators from cheering loudly, reducing music volumes to decrease likelihood for yelling over music and/or singing along, providing fitness instructors and coaches with microphones):
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Cleaning and disinfection

- What steps are in place to keep the facility, shared equipment, and commonly-touched surfaces clean (for example, offering a worker training in selecting and safely using cleaning products and PPE required for cleaning, developing a reference document with cleaning procedures and schedules)?
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- Rental equipment is cleaned and disinfected between uses.

Working with vulnerable participants and children

- What steps are in place to protect vulnerable participants such as seniors, people with disabilities, people with compromised immune systems, and children who are too young to be vaccinated against COVID-19?
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Site-specific Considerations

Lockers and change rooms

- Participants are encouraged to minimize time spent in locker rooms.

Group classes

- Classes are held in an area that is large enough for participants to maintain physical distancing, if they prefer to do so. Participants who choose to do so will have enough space to physical distance in these classes/areas of the facility:
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- Group classes are held outdoors when possible. The following groups classes are held outdoors:
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Indoor tracks

- The following measures are in place on the indoor track (for example, runners and walkers travel in the same direction, outdoor walking and running is encouraged when possible, use is limited to every second lane):
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Water facilities

- Swimming pools and whirlpool spas have notified the Timiskaming Health Unit of their intention to open and have received written approval from the Acting Medical Officer of Health or from a public health inspector.
 - Masks are **not** worn in the pool and water facilities.
 - Physical distancing is in place if there are a large number of people using the facility who are exempt from proof of vaccination requirements, for example during swim lessons and aquatic activities for children.
 - The following measures are in place to encourage physical distancing:
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Safety Measures for Workers

Workplace safety training

- Workers are trained in the facility's COVID-19 policies and procedures so that they are prepared to lead by example and enforce requirements.
 - Workers have been trained in the following topics (check all that apply):
 - PPE
 - Safely putting on and taking off a mask
 - How to clean or dispose of single-use masks appropriately
 - Physical distancing
 - Handwashing
 - Respiratory etiquette
 - Consideration:** How have workers been trained in COVID-19 policies and procedures, including PPE?
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- The following safety measures are used at training sessions (for example, online training, physical distancing, proof of vaccination):
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Create a vaccination policy for workers

- A vaccination policy for workers has been created. This policy requires workers to provide proof of vaccination. Workers who do not provide this proof must (check all that apply):
 - Provide proof of a medical exemption OR
 - Complete a vaccination education course, with a signed declaration stating that they have reviewed and understood the content AND
 - Have serial asymptomatic rapid antigen screening in conjunction with proof of a medical exemption or a vaccination education course.
 - Proof of vaccination for workers will be verified using the following process:
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Prepare workers to enforce proof of vaccination requirements

- Workers have been trained to verify proof of vaccination and exemptions (Resource: [Proof of vaccination support packet for workplaces](#))
 - How have workers been trained in enforcing proof of vaccination requirements?
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PPE: Masks and eye protection

- We have developed a policy for PPE that requires workers to wear appropriate PPE based on their level of risk, as outlined [here](#).
 - Additional PPE requirements are in place depending on the task being performed (for example, cleaning or providing first aid or resuscitation).
 - What checks and reminders are in place to ensure that workers wear PPE correctly? What steps are in place to ensure that workers wear proper PPE when they are near unmasked or improperly masked people?
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Workplaces and staffing shifts

- The following options are in place for workers who are able to work from home:

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- Physical distancing is promoted between workers in the following ways (for example, workspaces have been rearranged to enable physical distancing, workers have been assigned to their own dedicated work areas):
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- The same workers are scheduled to work together for all shifts (placed in cohorts).

Reduce risk in break and lunch rooms

- The following measures are in place to reduce risk in break and lunch rooms (for example, start times, breaks and lunches are staggered to limit in-person interaction, lunchroom/breakroom has been rearranged to enable physical distancing, extra space has been opened for workers to use for breaks and meals to limit the number of people in these spaces):
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Violence and harassment

- A violence and harassment policy has been established, which outlines how workers can report issues and how the issues will be addressed.
- If anyone has complaints about COVID-19 policies, they will be directed to talk to management.
- Management will retain a record of all incidences of violence or harassment and will report to the authorities as necessary.

Mental health and wellbeing

- We strive to create an atmosphere in which workers are comfortable discussing the issues that prevent them from being productive at work.
- We provide information on mental health resources to our workers.
- We have provided information on available leaves related to COVID-19, including the paid infectious disease emergency leave and unpaid infectious disease emergency leave.

Additional information for all workers

- We support our workers with information to help them stay safe outside the workplace (for example, while commuting and on days off).

Additional information for remote workers

- Information has been provided to remote workers on how to set up an ergonomic home office.
- Virtual ergonomic assessments with an ergonomist are available for workers if requested.

- Workers have been instructed to notify their supervisor if they have any concerns about their home office, such as ergonomic or safety concerns.

Additional information for fitness coaches and trainers

- Considerations:** We have considered whether there are participants, coaches, and/or trainers who are exempt from proof of vaccination requirements (for example, children) in determining whether physical distancing will remain in place.
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- The following measures are in place to encourage physical distancing:
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Additional information regarding contractors, vendors, and delivery drivers

- Public health measures are communicated to other people visiting our facility, for example contractors, vendors, and delivery drivers in the following ways:
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- People visiting our facility, for example contractors, vendors, and delivery drivers are required to do the following (for example, wear a mask, use hand sanitizer before entering, maintain a physical distance of at least two meters):
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Reporting a case

- If a worker notifies the workplace that they have tested positive for COVID-19 and there is a possibility it could be related to the workplace, we report the case within four days to: (check all that apply)
 - (Required) [The Timiskaming Health Unit](#). Call 705-647-4305 ext. 7.
 - (Required) [The Ministry of Labour, Training and Skills Development](#) – email MLTSDoccillness.notices@ontario.ca (Use subject 'Attention: Director')
 - (Recommended) The workplace’s joint health and safety committee
 - (Recommended) The worker’s trade union
- We report to the Workplace Safety and Insurance Board (WSIB) within three days (WSIB.ca/report) if a worker either:
 - Notifies us that they have tested positive for COVID-19 and there is a possibility it could be related to the workplace
 - Is injured while working either at the workplace or at home.

Other

- Are any extra measures in place? Use this space to include any additional adaptations or measures not already outlined above.