

COVID-19 POLICIES AND PROCEDURES

Physical Distancing Policies:

Studios will post our physical distancing guidelines.

Clients will enter the studio and follow a one-way traffic flow to a separate exit. An appointed individual (Studio Manager or AM/PM lead) will oversee the exit of clients and indicate when the next group of clients can enter.

Distancing markers will be placed in the lobby or front desk area to ensure clients maintain 6ft (2m) of distance between them while waiting for their sessions to begin.

Studios will implement a plexiglass barrier to separate the front desk service area from clients.

Clients will be asked to arrive exactly for their start time and no earlier. Clients will be advised to arrive already changed in their athletic gear prior to their session.

Clients waiting for their session start time outside of the studio or the studio's building are encouraged if possible while maintaining a clear sidewalk or hallway, depending on the studio's physical options.

Change rooms will be closed. They are to only be used for bathroom purposes during the training hour.

The training floor will be arranged in training pods separating clients from each other as well as coaches by 6ft (2m). There will be no shared spaces or equipment.

Studio capacity will be temporarily reduced to be able to safely accommodate clients and coaches using the appropriate distancing. The maximum number of occupants will correlate to the number of training pods created.

Staffroom work/eating spaces will also be spaced 6ft (2m) apart.

Staggered lunch hours should be imposed to reduce the number of staff in the space at one time.

In studio Group Training Services are temporarily suspended until further notice, as it goes against social distancing protocols.

Cleaning and Disinfecting Policies:

The training hour will be reduced to 50 minutes to allow for 10 minutes of sanitization and disinfection prior to the next training hour.

All staff are to increase the use of disinfecting stations and wear cap shields while in the studio or interacting with clients.



Disinfection stations will be placed prior entering the training floor and at each training station. Clients are asked to disinfect their hands prior to entering the training floor.

Studios will post documentation in the studio outlining:

- Hand washing protocols, in the bathrooms and in the staff room as per BCCDC
- A cleaning log for high touch items (door handles, front desk area, keyboards, phones, bathrooms) indicating frequency and sanitization

Studios will reduce the clutter of potentially contagious surfaces and objects at the front desk, equipment exposed on the training floor as well as bathroom amenity items. Difficult to clean equipment (Airex pads, foam items, etc..) should be removed from the training floor entirely.

All studios will use only approved cleaning methods for all surfaces and equipment. Cleaning products and methods used must be certified by Health Canada or the British Columbia Ministry of Health.

For further details, and for a list of approved disinfectants and hand sanitizers:

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19.html>

Towels should be collected off from the towel bin at the exit and from the training floor after every training hour and laundered and dried on the highest heat setting possible. Ensure items are thoroughly dried. The same procedure should be followed for any fabric/clothing items.

Health and Safety Policies:

The use of refillable water bottles will be suspended in-studio until further notice.

All “at risk” clients are encouraged to continue to use IF Direct in favor of in-studio training, including those who are older adults, or who are affected by:

- Heart disease
- Lung disease
- High Blood Pressure
- Diabetes
- Cancer
- Immuno-compromising condition

All staff working in the studio will complete and sign a simple one-time health check declaration form that states that they agree not to come to work if:

- They have any symptoms of COVID-19, including fever, cough, shortness of breath; or
- They have been in contact with COVID-19; or
- They have travelled recently and are currently subject to a 14-day period of self-isolation.

All staff will have a pre-shift health check in the form of mandatory temperature checks. All instances of a coach or client reporting feeling unwell will be logged for future reference if needed for contact tracing purposes.



All clients will complete a one-time health check declaration that states that they agree not to come to the studio if:

- They have any symptoms of COVID-19, including fever, cough, shortness of breath; or
- They have been in contact with COVID-19; or
- They have travelled recently and are currently subject to a 14-day period of self-isolation.

Any client feeling unwell will be asked to stay home, and the no-show fee will be waived. Studios will post a sign on the entry doors to inform clients that anyone with symptoms of COVID-19 can be turned away. All staff have the right to refuse service to a client, should they display signs of illness.

All contractors, service providers etc. visiting a studio will be asked to fill out a health check declaration form.

Uniform Policy Modifications

- Cap shields are a mandatory part of the IF uniform until further notice
- Coaches are to change into their full IF uniforms (shirt, bottoms and hat) only once they have arrived in the studio to limit external exposure.
- Coaches are to wash their hands prior to donning their disinfected cap shield.
- Coaches are to change out of their full IF uniform prior to leaving the studio and remove them in a bag.
- Coaches are to wash their full IF uniform daily following the BCCDC guidelines.
- Cap shields are to be disinfected after use with disinfectant wipes and stored in the employee's locker. They are not to leave the premises.

IF Towel Service Procedure Modifications

- Employees don gloves prior to handling soiled towels.
- Towels are collected at the end of every hour.
- Towels are washed in hot water, with detergent and 3/4c of bleach for regular loads, 1 and 1/4c for large loads.
- Gloves are removed and hands washed following hand washing guidelines.
- The empty towel bin is disinfected with disinfectant wipes.
- Towels are placed in the dryer on the highest temperature setting.
- The countertop is disinfected and allowed to dry prior to rolling the towel.
- Hands are washed before handling clean towels.

Consultation Modifications:

- All consultations shall be performed virtually until further notice
- All new clients must sign a health declaration prior to their session/studio tour.

Studio Modifications:

Doors: All studio doors will be propped open (when possible) to reduce the contact of door handles (entrance door, staffroom door, change room doors, exit door) and encourage airflow.



Water Coolers: All water coolers to be taped off with signage. Disposable water bottles should be lined up at the front desk by the FDA prior to the start of every hour for clients to take as they enter the training floor. Clients can bring their own bottle but will not have the ability to refill it.

Training Floor:

- Clearly marked one-way walking paths will be placed on the floor using approved yellow tape for clients to follow as they move to their designated training station.
- The studio will be split up into training stations or pods that are 6 feet (or more) away from each other and allow the coach to maintain 6 feet of distance from the clients. Training equipment will be rearranged to accommodate every component of the hour within this pod: cardiovascular, resistance, movement training etc.
- Bulky/less multifunctional equipment should be moved or placed in storage.
- Sanitizing station at each coach's station with:
 - Sanitizing liquid (auto-dispenser or wipes)
 - Disinfectant solution (Bleach solutions, quaternary ammonium (QUAT) or peroxide)
 - Paper towels (no reusable rags)
 - Small garbage bin

Exit: A clearly marked taped pathway will designate where clients can exit the premises safely. Towel collection will be relocated to the exit with a sign indicating the new location.

Laundry Bins: Bins in the changerooms and on the training floor will be taped off. Towel collection will be relocated to the exit with a sign indicating the new location.



Amendment #1: Access to Shower Facilities

All shower stalls are to be blocked off for usage until June 29,2020.

All studios must apply to Head Office for approval should they wish to consider reopening their shower stalls.

All shower reopening plans must adhere to the following protocols:

Occupancy limit

- Determine your occupancy limit based on physical distancing in the space.
- Clients will be asked to reserve their shower time prior to their session so that capacity can be closely monitored. Determine what the Studio's procedure and means of registration will be.
- We suggest showers be available from the end of the session at 10min to the hour until 15 minutes past the hour. This allows for a 35-minute window to sanitize and disinfect.
- Please note that the change rooms will still be closed to clients wanting to change before their session to tightly control capacity of the space. Clients are still asked to come to the Studio ready in athletic gear at the start of the training hour

Physical Distancing

- We suggest numbering the changing spaces/benches and attaching them to a corresponding shower. Use tape or other markers to the client's specific area allowing for 2m (6 feet) of distancing.
- Consider how will the clients move around in the space while distancing
- Consider how the clients should exit the studio. We suggest using the front entryway as we want to avoid more traffic on the training floor during the sessions.
- Clients beginning their training session are asked to bring their personal items into the training pod with them to avoid a 2-way flow of traffic into the change room with the clients from the previous hour.

Health and Safety

- All shared amenity items are still prohibited from change rooms. Please ensure the clients bring what they need from home.
- Consider supplying disposable masks in the change room as this is the only time clients are unchaperoned in the Studio and staff reminders to maintain distancing cannot be made.
- Consider how to integrate towel collection from the change rooms into the current protocol

Sanitizing and Disinfecting

- Determine the cleaning protocol from the changing area and showers. This should include:
 - A cleaning log (Head Office will provide) posted in each change room.
 - The products that are to be used and where they will be stored. Please note all products must be approved by the BCCDC.
 - Identify the high touch areas
 - The personnel that will be tasked with cleaning and disinfecting and their schedule (coaches, FDA etc..).
- It is mandatory that all employees wear their cap shields or a mask as well as gloves to clean this area.
- Detail how the cleaning implements will be disinfected between uses.



Amendment #2: FST Service Reintegration

All **IF** Studios can consider offering Fascial Stretch Therapy services as of June 29, 2020.

Physical Distancing

FST services can be booked if the Studio's designated client capacity is not exceeded.

Clients will be asked to arrive exactly for the start time of the class and no earlier. Clients will be advised to arrive already changed in their athletic gear prior to the session.

Clients will enter and exit the Studio based on the current processes in place.

Health and Safety

Change rooms and shower facilities will be closed to FST users. They are to only be used for washroom purposes.

The FST practitioner will be required to have a pre-shift health check in the form of mandatory temperature check.

Clients will have a temperature check prior to entering the training floor

Clients are asked to disinfect their hands prior to the FST session and don a mask. Masks will be provided by the Studio if the client does not have one.

The FST practitioner will disinfect their hands prior to the session and wear a mask for the duration of the session.

Clients are asked to limit the personal effects brought with them. Any items (such as keys, phones etc..) must be brought into the FST session with them.

Should the FST practitioner require the assistance of a strap, it should be the vinyl covered straps available through Stretch to Win which are easily cleaned and disinfected.

Sanitizing and Disinfecting

The FST session will be reduced to 50 minutes to allow for 10 minutes of sanitization and disinfection.

The FST practitioner will wear their mask while thoroughly wiping down the FST table and associated equipment with BCCDC approved disinfectant.



Amendment #3-Group Classes

All **IF** Studios can consider offering modified circuit class services as of June 29, 2020.

INDOOR CIRCUIT CLASS POLICIES AND PROCEDURES

Physical Distancing

Circuit class capacity will be temporarily reduced to be able to safely accommodate clients and the coach using the appropriate distancing. The maximum number of participants in the class will correlate to the number of training pods on the training floor. This will be unique to each Studio layout.

Clients will register the day prior to the class to reserve their space. Registration is on a first come, first serve basis. It is up to the discretion of each individual studio to determine the means of registration.

Studios will implement a “no touch” payment system. All registrations will be processed via credit card or e-transfer to hold a spot in the class. There will be no refunds should the client “no show” the class.

Clients will be asked to arrive exactly for the start time of the class and no earlier. Clients will be advised to arrive already changed in their athletic gear prior to the class.

Clients will enter the Studio based on the current processes in place.

Clients will be dismissed in a cascading exit to maintain distancing and avoid a bottleneck at the door.

There will be no shared spaces or equipment during the class. Each pod should be set up with everything the client will require for the 1-hour class.

Health and Safety

Change rooms and shower facilities will be closed to the participants of the class. They are to only be used for washroom purposes.

Employees will have a pre-shift health check in the form of mandatory temperature check.

Employees will be required to wear their cap shield for the duration of the class

Clients will have a temperature check prior to entering the training floor

Clients are asked to disinfect their hands prior to entering the training floor.

Clients are asked to limit the personal effects brought with them. Any items (such as keys, phones etc..) must be brought in the training pod with them.



Towels will be collected immediately following the class and laundered as per our established policies.

Sanitizing and Disinfecting

There must be a 1-hour cleaning period after each circuit class to properly sanitize all training pods and equipment. Studios will adjust their schedule accordingly to accommodate this.

All studio high touch surfaces will be disinfected following the class.

It is mandatory that all employees wear their cap shields or a mask as well as gloves to clean these areas.

OUTDOOR CIRCUIT CLASS POLICIES AND PROCEDURES

Outdoor circuit classes are to follow the policies and procedures mentioned above with the following modifications:

Physical Distancing

There will be a maximum number of 12 clients per class allowed to ensure that distancing and behaviours can be closely monitored.

Pre-registration and prepayment will be required to reserve a spot in the class.

12 training pods will always need to be visibly marked allowing for 2m (6ft) of distance between clients and employees (consider using cones or other easily cleaned items).

It will be the responsibility of the employee to ensure that individuals external to the class maintain proper distancing from the group.

Health and Safety

Employees must provide mandatory temperature checks on the clients prior to the outdoor session.

Employees must provide hand sanitizer for clients to use before and after the session.

There will be no shared equipment. Minimal equipment is recommended for ease of cleaning.

Clients are asked to bring their own towel to avoid excessive handling and transport of used laundry items by the employee.

Sanitizing and Disinfecting

Employees must bring all appropriate cleaning/disinfecting equipment. All equipment is to be wiped down prior to transport back to the Studio.



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