



## OUR HEALTHY BUZZ

# A SMART CHECKLIST FOR SUCCESS

**Our Mission is to provide awareness and compliance to keep staff/members safe and healthy**

## STAFF of HIVE MUSKOKA



### STAFF

- Attend regular ongoing training sessions on how to properly disinfect Hive Muskoka and equipment, manage our members on how to maintain proper physical distancing, how to spot unusual Member or Staff symptoms relating to illness, how and when to wear PPE, and follow the 5 at the Hive
- Assigned Staff to walk through the entire facility every hour with Daily Cleaning Schedule to ensure cleaning requirements are met
- Fill-out and sign form\* regarding current health status, upon arrival to the club/studio for their shift
- Ensure all safety protocols are in space for classes and personal training sessions they oversee



### CHECK-INS

- Ensure temperature checks and hand sanitizer use prior to/ upon entering the club/studio via touchless thermometers. Individuals with a body temperature greater than 100.4 °F (38 °C) will be not be permitted entry into Hive Muskoka
- Scanless check-in using club/studio App to eliminate the need to scan Member barcodes at check-in. PENDING SEPT 2020
- Mandate capacity protocols for when capacity of 50 has been reached. Decide if and how 'Walk-In' will be permitted and/or managed.
- Place post signs at all business entrances to notify Members that they must not enter if they have symptoms of COVID-19. Signs will be posted throughout to ensure Members are aware of the two metre (6 ft.) physical distancing requirements, enhanced sanitation procedures (including reminders for Members to wipe equipment with disinfectant after each use), and any other instructions and limitations, as applicable.

## MEMBERS MANAGEMENT



### MEMBERS

- Fill-out and sign form\* regarding current health status immediately upon arrival at lobby desk/verified /greeted by staff member.
- Agree to all required procedures and protocols before and during their visit, making sure they follow the guidelines effectively.
- Use hand sanitizer when entering the club/studio and frequently throughout their visit, and having a mask at hand to use if needed
- Use cloths on equipment before and after use in addition to Hive Muskoka cleaning protocols.

*\* Members and Staff should be asked the following questions when they arrive:*

1. Do you have any of the following symptoms: fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue or loss of appetite.
2. Are you, or anyone you are living with, either sick, self-isolating, or quarantined?
3. Any Member who answers 'yes' to the questions above, should not be permitted to enter Hive Muskoka.. It is recommended that anyone with symptoms of COVID-19 call their local health line for guidance.

# HIVE MUSKOKA SPACE MANAGEMENT



## CLEANING AND SANITATION

- Use of appropriate disinfectants confirmed to be effective by Health Canada.( **VITAL OXIDE**)
- Close club/studio for 30 minutes after every 120 minutes of Member activity to reset and clean.
- Disinfect doorknobs, handles, rails, light switches, sanitizing stations, lockers, bathrooms, sinks, toilets, benches, locker keys, the front desk, keyboards, computers, phones, and Instructor equipment (microphone/stereo) by using the Fogger.



## PERSONAL TRAINING

- Ensure Members and Personal Trainers always remain Safe six.
- Designate spaces exclusive for Personal Trainers where they can train their clients.
- Minimize touching surfaces or equipment during training sessions. E.g. spotting, picking up equipment for client.
- Personal Trainers and Members will be asked to follow all Hive Muskoka policies/protocols.
- Allow 15 minutes between training sessions for disinfecting surfaces and all equipment



## CHANGEROOMS

- Designate available lockers to maintain physical distancing. Restrooms and sinks will also be designated to allow for physical distancing.
- Scheduled rotation for lockers so that they are not used back to back by Members; disinfect in-between uses.
- Encourage Members to arrive at the club/studio in workout clothes, and to avoid using locker rooms on site altogether. However, when locker rooms are used, a disinfectant spray with cloths is available for Members.



## MERCHANDISE/ SUPPLEMENTS

- Eliminate touching or trying on of items before purchasing.
- Schedule cleaning and disinfecting of all shared surfaces every 30 minutes.
- Gloves and masks are required for all Staff members.
- Indicate with floor markers where Members can stand in line for purchase and pickup.
- Hive Muskoka is cash free



## STAFF

- All Staff to be trained on how to properly disinfect the club/studio and equipment, as well as manage Members on how to maintain proper physical distance, wear PPE as needed, disinfect before and after any use of equipment, and follow the rules.
- Provide additional training to spot unusual Member or Staff symptoms relating to illness according to Health Canada guidelines, and to report it immediately to Fyonna
- Create Daily Cleaning Schedule (for Staff & Members), and assign Staff member to walk the entire facility every hour to ensure cleaning requirements are met.
- Hire additional cleaning staff and have sufficient cleaning products available.



## STUDIO SPACES

- Limit the number of Staff members permitted behind the front desk area at a time.
- Adjust operating hours to allow for thorough cleaning and disinfecting.
- Install directional arrows and signage throughout the club/studio, and entrance to ensure Members and Staff can maintain physical distancing of safe six
- Reduce, remove, or relocate equipment where necessary to allow for physical distancing guidelines to be adhered to.
- Provide hand sanitizer stations for Members and Staff throughout the facility, and encourage their use. Replenish continually to promote their importance/value in eliminating the spread.



## GROUP MOVEMENT SPACES

- Map out studio floors and equipment to ensure Members remain (6 ft.) apart during a class.
- Install additional signs directing Members on how to disinfect equipment before and after use, and to keep a safe physical distance from others.
- Install a pre-reservation system for Fitness Members to sign in for their class beforehand. Only those who pre-registered can be admitted to class.
- Open spaces 10 minutes before class start times. Members will be asked to follow all club/studio policies and protocols.
- Studios to be closed and unavailable for 15 minutes between group fitness classes for disinfecting surfaces and all equipment.