



TOURNAMENT CAPITAL STRENGTH & CONDITIONING, INC.

COVID-19 SAFETY PLAN | UPDATED 2020-04-15

Abstract

The purpose of this document is to develop and communicate a plan for TCSC that integrates best practices relating to COVID-19 risk mitigation.

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INTRODUCTION

The purpose of this document is to develop and communicate a plan for Tournament Capital Strength & Conditioning Inc. ("TCSC") that integrates best practices relating to COVID-19 risk mitigation.

This is a living document that will evolve over time as direction from provincial health officials shifts, community hazard levels relating to the prevalence/incidence of the virus change and better practices evolve.

This document will also serve to inform and educate our staff, contractors, membership, and potential clientele about the steps we are taking to reduce the risk of participating in our programs.

The plan draws from safe workplace requirements directed by WorkSafe BC and includes industry specific guidance as communicated by Interior Health, as well as the BC Centre for Disease Control.

This plan is an integration of the COVID-19 Safety Plan required by the Government of BC, WorkSafeBC and the Interior Health.

This TCSC COVID-19 Workplace Safety Plan covers the following areas:

- Risk Assessment
- Mitigation Measures Relating to Identified Risks
- Associated Policies for Clientele
- Associated Policies for Workers
- Update Policies/Procedures as directed by new/updated Health Orders

RISK ASSESSMENT

CONGREGATIONS, CLOSE PROXIMTY AND SURFACES

WHERE DO PEOPLE CONGREGATE?

- Front Entryway
- Equipment Room
- Hallway
- Staors

WHAT JOBS/PROCESSES REQUIRE WORKERS TO COME INTO CLOSE PROXIMITY WITH CO-WORKERS OR OTHER MEMBERS OF THE PUBLIC?

- Coaches/Trainers (Employees and Sub-Contractors)
 - At times – and depending on the ability level – certain exercises can require a “spotter” to ensure the physical safety of the participants (handstand holds etc.)
 - Walking or passing by ongoing exercise activity
 - Waling or passing by patrons in hallway or entryway
 - As of November 16th 2020, *All TCSC Coaches/Trainers are required to wear a mask while instructing.

WHAT TOOLS AND/OR EQUIPMENT DO PEOPLE COME INTO CONTACT WITH, IN THE COURSE OF THEIR WORK?

- Coaches/Trainers (Employees and Sub-Contractors)
 - Exercise equipment (weights, machines, pull-bars etc.)
 - Timer/TV Remote
 - Computer Keyboards
 - Whiteboards
 - Pens
 - Customer Service Staff

- Exercise equipment (weights, machines, pull-bars etc.)
- Computers
- Computer Keyboards
- Cell Phone
- Apparel Inventory
- Participants
- Exercise equipment (weights, machines, pull-bars etc.)

WHAT SURFACES ARE TOUCHES OFTEN, SUCH AS DOORKNOS, ELEVATOR BUTTONS, LIGHT SWITCHES AND SHARED TOOLS?

- Doorknobs
- Light Switches
- Walls
- Benches
- Counters
- Pens
- Markers
- Spray Bottles
- Washrooms

MEASURES TO MITIGATE RISK

FIRST LEVEL PROTECTION – LIMIT THE NUMBER OF PEOPLE AT THE WORKPLACE AND ENSURE PHYSICAL DISTANCING WHENEVER POSSIBLE

THE FOLLOWING MEASURES HAVE BEEN DEVELOPED TO ENSURE THAT MEMBERS ARE ABLE TO PARTICIPATE IN A SECURE ENVIRONMENT WHERE PHYSICAL DISTANCING, PERSONAL HYGIENE AND SAFE SOCIAL INTERACTION ARE ENFORCED.

- We have established and posted an occupancy limit for our premises and we have implemented measures to keep workers and others at least 2 meters apart, wherever possible
- Occupancy limit is posted in our member management software (ZenPlanner).
- Our workout space occupancy is limited to 14 participants and one coach. Patrons must start on their designated zone quickly after entry into our main workout area. Patrons are expected to maintain 2 meters from staff and one another when exercise activities commence.
- Entry is by appointment only, and participants must register for an available spot using the ZenPlanner app prior to entry.
- Patrons that arrive early for a class are asked to wait outside in their cars or outside or in our upstairs waiting area until there is space on the Main Workout Area
- All persons must do their best to maintain a 6-foot (aka 2 meters) distance from other and staff
- Patrons are given access to daily workouts via our "SugarWOD" app and have the ability to workout from home, or receive personally programmed home workouts via our "TrueCoach" app

MEASURES TO MITIGATE RISK

SECOND LEVEL PROTECTION – BARRIERS AND PARTITIONS

THE USE OF BARRIERS WAS ASSESSED BUT WAS DEEMED NOT PRACTICABLE DUE TO COSTS, THE NATURE OF THE ACTIVITY, THE SIZE OF THE SPACE (25' CEILINGS), AND LIKELY DAMAGE FROM EQUIPMENT SUCH AS BARBELLS.

MEASURES TO MITIGATE RISK

THIRD LEVEL PROTECTION – RULES AND GUIDELINES

WE HAVE IDENTIFIED RULES AND GUIDELINES FOR HOW PATRONS SHOULD CONDUCT THEMSELVES. WE HAVE CLEARLY COMMUNICATED THESE RULES AND GUIDELINES THROUGH A COMBINATION OF EMAIL COMMUNICATION, VERBAL REMINDERS, DIGITAL DOCUMENTS AND SIGNAGE.

- Entry, exit and movement policy
 - Any patron that arrives early and the previous timeslot has not finished/cleared out, we ask that you please wait in your car, or wait the upstairs area until the main workout area floor space clears out. Social distancing decals are in place.
 - All patrons are expected to maintain a 2 meter distance from one another and staff as much as possible.
- Hand washing/sanitation requirements
 - Patrons are required to sanitize their hands on the way into the building and wipe down ALL equipment after use.
- Daily health assessment/sick policy (see below)
 - Patrons are expected to follow posted signage and acknowledge a digital signature document that they are required to sign
- Occupancy limits (as outlined in the physical distancing section)
 - Occupancy Limitations on timeslots are posted on our ZenPlanner app. We have placed limitations in each of our classes to ensure there's sufficient space to allow patrons to remain two metres from one another.
- Sanitation practices

- All patrons are required to wipe down all their equipment and touchpoints when their timeslot finishes.
- Staff sanitation guidelines are outlined later in this document.

ALL PATRONS AND STAFF ARE REQUIRED TO GIVE AN ELECTRONIC SIGNATURE BELOW A DOCUMENT THAT READS AS BELOW:

As Tournament Capital Strength & Conditioning Inc. (TCSC) continues to follow guidance from Interior Health the orders/recommendations from the Provincial Health Officer.

Signing this document signifies that you have read, acknowledge, and will follow the guidelines below.

1. *Symptoms?*
 - a. *If you have any symptoms (coughing, fever, sore throat or difficulty breathing), DO NOT reserve a spot in a class and do not enter our facility*
2. *Occupancy limitations*
 - a. *We have placed limitations in each of our classes to ensure there's sufficient space to allow patrons to remain two metres from one another. Please respect others' space and bleed your workout area throughout the gym, outside and/or upstairs when necessary depending on the nature of the workout*
 - b. *Please assist our staff by giving us sufficient time to clean and disinfect equipment and other surfaces frequently*
3. *Signage*
 - a. *Please follow our COVID-19 signage, including:*
 - i. *Do Not Enter If You Are Sick Or Required to Self-Isolate*
 - ii. *Physical Distancing Poster*
 - iii. *Hygiene Poster*
4. *Sanitation/Disinfectant*
 - a. *Patrons are required to sanitize their hands on the way into the building and wipe down ALL equipment after use.*
5. *Physical Distancing & Congregating*
 - a. *We encourage you to conduct their workout and exit the facility without unnecessary delay. Sharing of equipment is not permitted.*

MEASURES TO MITIGATE RISK

IMPLEMENT EFFECTIVE CLEANING AND HYGIENE PRACTICES

AS DIRECTED BY WORKSAFE BC – WE ACKNOWLEDGE THAT WE NEED TO SPECIFY WHO IS RESPONSIBLE FOR CLEANING, THE CLEANING SCHEDULE, AND WHAT THE CLEANING PROTOCOLS WILL INCLUDE (E.G., WHICH SURFACES, TOOLS, EQUIPMENT, AND MACHINES).

- Rags, spray bottles with government approved cleaning solution is provided to each member.
 - Our cleaning solution – provided by CleanUe facility service is EP 50 which is an accelerated peroxide.
 - We have purchased dozens of durable spray bottles and they are filled/mixed with our cleaning solution throughout each day.
- Frequently touched surfaces such as door knobs, light switches, benches, counters, pens, whiteboard markers, walls, whiteboards, clipboards and floors are sanitized throughout the day.
- Ownership and Customer Service staff are responsible for carrying out frequently touched surface cleaning throughout the day.
- Members are required to sanitize their gym equipment and areas after each use.
- Members are no longer permitted to touch items that they are not assigned to including the check-in computer and music system.
- Members are not permitted to share equipment.
- Members are required to sanitize or wash their hand upon entry into the building.
- Hand sanitizer is supplied at our Sanitation Station in the front entry and we have two different sinks to wash hands available. Hand washing guidelines signage is posted nearby.
- Members are encouraged to use hygienic liquid chalk while working out.

WE HAVE A PROFESSIONAL CLEANING COMPANY THAT DOES THOROUGH CLEANING OF THE ENTIRE FACILITY THROUGHOUT EACH WEEK. OUR CONTRACT WITH OUR PROFESSIONAL CLEANING COMPANY (CLEANUE FACILITY SERVICES) INCLUDES THE FOLLOWING CHECKLIST:

ENTRANCE / OFFICE/ STORAGE / HALLWAYS CLEANING COMPANY CHECKLIST

1. All desk tops will be thoroughly wiped down making sure to remove all hand marks, smudges, drink rings, etc. Flat surfaces will be thoroughly wiped down with disinfectant
2. All carpeted or drop rugged areas will be thoroughly vacuumed with special attention to the corners, edges, and under all furnishings if possible.
3. All hard surface floors will be dust mopped then damp mopped with a neutral cleaner.
4. All trash receptacles will be emptied and thoroughly wiped down (as required).
5. Liners replaced and then trash removed to designated area.
6. All Entrance doors glass interior and exterior will be thoroughly spot cleaned to remove hand marks, smudges, etc..
7. Door handles will be thoroughly wiped down with disinfectant to ensure no spread of germs.
8. All Light switches will be thoroughly wiped down with disinfectant to ensure no spread of germs.
9. All ledges and sills will be thoroughly wiped down to ensure no dust build up.
10. Vertical and horizontal dusting will be completed to ensure no dust build up.
11. All office walls will be spot washed to remove all hand marks, smudges, etc.
12. All door kick plates and push plates will be cleaned and polished to a high shine.
13. All telephone receivers will be thoroughly wiped down with disinfectant to ensure no spread of germs.
14. Spot clean partitions, lockers (in/out), walls, doors, shoe cubes, chairs

WASHROOM CLEANING COMPANY CHECKLIST

1. All bathroom supplies will be replenished, including toilet paper, paper towel, hand soap, etc.
2. Thoroughly clean and disinfect all hand towel dispensers, soap dispensers, etc.
3. Thoroughly clean and polish all mirrors (frames and facings) and bright work.

4. Thoroughly clean and disinfect all sink bowls and countertop areas.
5. All vertical and horizontal dusting will be completed to ensure no dust build up.
6. Wipe down bathroom entry door (both sides) and polish door bright work to ensure no spread of germs.
7. All other walls will be spot washed to remove hand marks, smudges, etc.
8. All toilets will be thoroughly cleaned and disinfected inside and out as well as bright work polished.
9. All hard surface floors will be dust mopped then damp mopped with a disinfectant cleaner to ensure no bacteria build up or foul smells.
10. All trash receptacles will be emptied and thoroughly wiped down (as required).
11. Liners replaced and then trash removed to designated area.
12. Shower wall tiles cleaned with heavy-duty shower cleaner and scrub brush to help prevent bacteria, Fungus or foul smells to build up.
13. Clean debris from floors and drains

WORKOUT AREA CLEANING COMPANY CHECKLIST

1. Vacuum/sweep all carpeted, rubber and hardwood floor to be thoroughly vacuumed with special attention to the corners and edges.
2. Mop rubber floor with neutral cleaner using multiwash floor machine which prevents lint and tracking.
3. Disinfect touch points (hand and Seating) on equipment. Spot clean any smudges fingerprint on supporting frames.
4. Spot clean windows, walls, doors, mirrors.
5. All ledges and sills will be thoroughly wiped down to ensure no dust build up.
6. Vertical and horizontal dusting will be completed to ensure no dust build up.
7. All Fitness Centre walls will be spot washed to remove all hand marks, smudges, etc.
8. All door kick plates and push plates will be cleaned and polished to a high shine.
9. Detail equipment top to bottom (arm height) assuring no dust is trapped in and around frames and weights.

OUR WORKPLACE POLICIES ENSURE THAT WORKERS AND OTHERS SHOWING SYMPTOMS OF COVID-19 ARE PROHIBITED FROM THE WORKPLACE:

- Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headaches.
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived outside of Canada must self-isolate for 14 days and monitor for symptoms.
- We have a “coverage” policy in place for our instructors (employees and contractors):
 - This message was emailed to TCSC instructors on June 21st, 2020 and remains in place as a policy:
 - *If you have any COVID-like symptoms, please do not come to the gym to coach or work out. No exceptions. We will cover things for you, as always use the link below if you need coverage:*
<https://www.tcstrength.com/staff.html>
 - *If at any point the COVID situation makes you uncomfortable to coach and/or work out, please let me know. You can take as long of a break as you need and you will have a spot waiting for you upon your return. Just throwing it out there.*
 - This message was sent to TCSC instructors on November 21st, 2020 as a reminder:
 - *If you have any COVID-like symptoms, please do not come to the gym to coach or work out. No exceptions. We will cover things for you, as always use the link below if you need coverage:*
<https://www.tcstrength.com/staff.html>
 - *If at any point the COVID situation makes you uncomfortable to coach and/or work out, please let me know. You can take as long of a break as you need and you will have a spot waiting for you upon your return.*

- We have posted signage (adapted from WorkSafe BC / GovBC templates) at the main entrance and in other areas of the gym for physical distancing, hand sanitation, “do not enter with symptoms” and mask wearing. All workers and customers are expected to follow these.
- Workers are expected to contact owner Kent Aitchison directly if they have health and safety concerns.
- When resolving serious safety issues, we will consult a health and safety representative.

2 METER POLICY

- All workers/instructors are reminder that according to the BC Centre for Disease Control ([Direct Link](#)), a high-risk close contact is defined as a person who:
 - Provided direct care for the case, including healthcare workers, family members or other caregivers, or who had other similar close physical contact (e.g., intimate partner) without consistent and appropriate use of personal protective equipment, OR
 - **lived with or otherwise had close face to face contact (within 2 metres) with a probable or confirmed case for more than 15 minutes (may be cumulative, i.e., multiple interactions) up to 48 hours prior to symptom onset, OR**
 - had direct contact with infectious body fluids of a probable or confirmed case (e.g., was coughed or sneezed on) while not wearing recommended PPE, OR
 - has been identified by the local MHO as a possible contact
- TCSC’s policy for staff/instructors is to keep the bold text above in mind when interacting in the gym. Our advice is that coach’s keep a “PVC Pipe’s distance” away from customers while coaching, reducing their risk of contraction and reducing the likelihood that they will be contacted by Interior Health during contact tracing. TCSC Instructors were reminded of this specific detail via email on November 1st 2020.

PARTICIPANT MANAGEMENT POLICIES

- Coaches must adhere to our posted timeslots to give participants ample time to clean up and clear out. 5-10min buffer periods have been built into our online schedule for clarity.
- If participants arrive early and the previous class has not finished/cleared out, coaches must ask them to wait outside in their car or wait the upstairs area until the main workout area floor space clears out. Social distancing decals are in place in the upstairs area.
- Coaches must encourage participants to clean up and leave as quickly as possible when each time session ends.
- Coaches must encourage participants to wear masks while they move around the facility and/or are not engaging in physical exercise.
- Coaches must encourage participants to socially distance from other participants.

WORKER/INSTRUCTOR MASK POLICY

- When coaching, working and/or in when in common areas, all workers/instructors must wear a mask. No exceptions.
- Workers are asked to review WorkSafeBC's "How to use a mask" ... [LINK HERE](#)

AIR FLOW POLICIES

- TCSC will consciously cycle heating the building and opening the bay door wide open – regardless of outdoor temperature. The bay door will be cracked as much as possible to enhance ventilation.
 - As posted on [WorkSafeBC](#):
 - *Reduce air recirculation and increase the outdoor air intake as much as possible while maintaining comfortable indoor temperature and humidity.*
 - Also, TCSC ownership has spoken with a ventilation experts to provide guidance on airborne contaminant removal. Specifically, we have received some advice

from The City of Kamloops on how they are looking at the aquatic facilities and how a swimming pools' standard ventilation efficiencies provide a very optimal environment for contaminant removal. TCSC ownership has been told that TCSC's high ceilings and ability to open a large bay door to outside are huge advantages compared to "regular" buildings that serve most retail businesses – and homes.

- Extra ventilation equipment and a bump in the heating bill are a small price to pay if it reduces that chance of an outbreak.
- High powered fan will only be turned on to catalyze ventilation when the bay door is open and will not be turned on during any workout activity. We will redirect our high powered fan to enhance airflow downward from our ceiling.
 - As posted on [WorkSafeBC](#):
 - *If portable fans or air conditioning units are used, they should be set up to avoid blowing air directly from one person's breathing zone to other occupants of a room. Horizontal cross breezes should be avoided. Rather, set up devices so that air flow moves downward from the ceiling.*

CLEANING POLICIES/CHECKLIST

Customer Service Staff are expected to assist ownership and contracted cleaning services with non-stop cleaning checklists to an exceptional standard. Ownership and staff will constantly check on the tasks below while working:

1. Members are responsible for cleaning their own equipment, but staff will ensure that all equipment/workout touch points are properly wiped down and put away.
2. All flat surfaces (counters etc.) will be thoroughly wiped down with disinfectant
3. Workout floors should be spot a neutral cleaner – remove all debris and fingerprints in between workouts sessions.
4. All Entrance doors glass interior and exterior spot cleaned to remove hand marks, smudges, germs etc..
5. Door handles will be thoroughly wiped down with disinfectant to ensure no spread of germs.

6. All Light switches will be thoroughly wiped down with disinfectant to ensure no spread of germs.
7. Gym cell phone will be wiped down with disinfectant to ensure no spread of germs.
8. Spot clean partitions, walls, doors, shoe cubes, chairs with disinfectant
9. Thoroughly clean and disinfect all hand towel dispensers, soap dispensers, etc.
10. Thoroughly clean and disinfect all sink bowls and countertop areas.
11. Wipe down bathroom entry door (both sides) and polish door bright work to ensure no spread of germs.
12. All walls and rig components will be spot washed to remove hand marks, smudges, germs etc.

FOLLOWING CHECKLIST ITEMS FROM THIS GUIDELINE:

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/indoor-exercise-requirements.pdf>

- Case Finding and Contact Tracing
 - All of our contacts are traced using our Member Management Software
- Staffing
 - Staff is on site at all time for our structured and unstructured workouts to ensure adherence
- Ventilation
 - Bay door will be open as much as possible... Other HVAC systems are working
- Signage and relevant floor markings are still in place
- Cleaning and disinfection procedures are still in place – including
- Masks
- Masks must be worn at all times including while exercising
 - People who are unable to wear a mask due to a health condition or a physical, cognitive or mental impairment, and people who are unable to put on or remove a mask without the assistance of another person are exempt from mask requirements.
 - People who are unable to wear a mask must maintain at least 3m distance at all times when in the facility

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THROUGH THE [GOVERNMENT OF BC WEBSITE](#), WE WERE FOUND THAT ON DECEMBER 2, 2020, THE PROVINCIAL HEALTH OFFICER (PHO) [ISSUED AN ORDER](#) THAT PLACES RESTRICTIONS ON GYMS AND FITNESS STUDIOS THAT DELIVER GROUP FITNESS CLASSES. WE HAVE REVIEWED AND ARE ABIDING BY THIS ORDER – USING LANGUAGE DIRECTLY FROM THE ORDER:

- A person may permit a place, other than a private residence or vacation accommodation, to be used for, or may provide, indoor group low intensity fitness activity if the following conditions are met:
 - A) I have posted guidelines for indoor group low intensity fitness activities on my website;
 - This full document is available at www.tcstrength.com
 - B) the person who provides or hosts the indoor group low intensity fitness activity or developed an updated COVID-19 safety plan in accordance with my guidelines; and
 - This full document outlines our safety plan and adjustments
 - C) the COVID-19 safety plan has been posted in a place easily visible to participants.
 - This full document is available online and is printed/available at our facility

ACCORDING TO THIS ORDER, "GROUP LOW INTENSITY FITNESS ACTIVITY" MEANS A GROUP FITNESS ACTIVITY WHICH DOES NOT CAUSE A SUSTAINED AND ACCELERATED RATE OF BREATHING OR INVOLVE CLOSE CONTACT WITH ANOTHER PERSON.

- We are making the following adjustments to our class programming to adhere to the "group low intensity fitness activity":
 - We will be modifying our programming to reduce the and rate of respiratory rates and sustained elevated respiratory rates that was inherent of some of our traditional classes.
 - We will Increase the percentage of strength, skill and lifting work vs. "conditioning" work
 - Longer rest/recovery periods – both active and passive – will be staples in our programs
 - Lower RPE recommendations for all workouts (steady, moderate, paced etc.)
 - Workouts will be modified even more than usual to ensure physical distancing can be maintained.

- **We will continue to operate our regular Youth Program:**
 - *A person may permit a place, other than a private residence or vacation accommodation, to be used for, or may organize or host, a support group meeting, a meal provided without charge to people in need, a wedding, baptism or funeral, a program for children or youth or sport for children or youth subject to the provisions of this Part.*
- **We will follow guidelines listed in the December 2nd Order:**
 - A person may permit a place, other than a private residence or vacation accommodation, to be used for, or may provide, sport for children or youth if the following conditions are met:
 - a. participants maintain a physical distance of three meters from one another and do not engage in handshaking, high fives, hugging or similar behavior;
 - b. the focus is on activities that have a low risk of COVID-19 virus transmission;
 - c. there are no spectators unless the presence of a spectator is necessary in order to provide care to a child or youth.

FUTURE PLANS

THIS IS A LIVING DOCUMENT THAT WILL EVOLVE OVER TIME AS DIRECTION FROM PROVINCIAL HEALTH OFFICIALS SHIFTS, COMMUNITY HAZARD LEVELS RELATING TO THE PREVALENCE/INCIDENCE OF THE VIRUS CHANGE AND BETTER PRACTICES EVOLVE.

CHANGES WILL BE UPDATED IN THIS DOCUMENT, EMAILED TO APPLICABLE WORKERS/PATRONS AND THE MOST RECENT VERSION OF THIS DOCUMENT WILL BE MADE AVAILABLE ON OUR WEBSITE (WWW.TCSTRENGTH.COM).