



COVID-19 Policies and Procedures Manual

June 2020

## I. SAFETY PLAN / SAFETY TRAINING / SYMPTOM SCREENING

*Basic tenets of coach/staff and boxer expectations and gym operation adjustments in relation to COVID-19*

- Class sizes will be restricted to number provided by Governor Inslee’s directive per Phase 2 (five or less, excluding the coach) and Phase 3 (TBD).
- All coaches/staff will wear mask or facial coverings while in the gym. Arcaro Boxing will provide masks, though as long they meet health standards outlined by King County, one’s personal mask may be brought from home own as well.<sup>1</sup> (see PPE Utilization)
- Coaches/staff and boxers must maintain six-foot distance between each other at all times.
  - It is the coach/staff and boxer’s responsibility to monitor distancing though if necessary, coaches/staff will remind boxers of social distancing requirements.
- All coaches/staff must wash hands frequently, encouraging boxers to wash hands before and after class.
- All boxers will sanitize common their work areas before and after each class (i.e. heavy bags, surrounding floor, mats, etc.).
- Coaches/staff will monitor to ensure members are properly sanitizing their equipment before and after each class (as described above). Additionally, coaches/staff are responsible for sanitizing common areas or high-touch surfaces (i.e. doorknobs, handrails, counters, screens, seating, etc.).
- Towels are for single use only and will be placed directly into laundry basket following each use.
- Doors and windows will be kept open where possible and fans utilized to improve ventilation.
- All coaches/staff and boxers will self-screen for signs/symptoms of COVID-19 at the start of each shift or class by reviewing the provided symptom checklist (see below). Sick coaches/staff or boxers will be asked to go home immediately.
  - Have you been in close contact with a confirmed case of COVID-19?
  - Are you experiencing a cough, shortness of breath, or sore throat?
  - Have you had a fever in the last 48 hours?<sup>2</sup>
  - Have you had a loss of taste or smell?
  - Have you had vomiting or diarrhea in the last 24 hours?
- If a coach/staff reports feeling sick and goes home, the area where the person worked will be immediately disinfected.
- Coaches/staff will log and record their responses to screening questions prior to their shift.

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<sup>1</sup> Further information on King County’s ‘Summary of Directive to wear face coverings’ can be found here: <https://www.kingcounty.gov/depts/health/covid-19/care/masks/summary.aspx>

<sup>2</sup> Per CDC guidelines, a fever is defined as 100.4 degrees or higher

- A coach/staff will assume or be designated the role of site-specific COVID-19 Supervisor at the start of each shift or class as to monitor and enforce the COVID-19 job site safety plan.
- Coaches/staff will conduct a safety briefing for boxers at the beginning of each class to re-emphasize the protective measures for everyone to include maintaining social distancing and sanitation protocols.
- All coaches/staff will inform Head Coach and owner, Tricia Arcaro Turton (206.250.3655) if they or they become aware of a boxer being exposed to or has tested positive for COVID-19.

## II. SAFETY AND SOCIAL DISTANCING PRACTICES

- Social distancing guidelines of at least six feet of separation must be maintained by every person in the gym at all times to the greatest extent possible.
- Members will wait in their cars/vehicles or six feet from the front door (outside) until the coach/staff has propped the front door opening, signaling entrance of the reserved members are permitted.
- Boxers are required to bring their own water bottles. Water fountain use shall be restricted to water bottle filling stations only. Congregating at water bottle filling stations shall be limited.
- Boxers will use the online reservation system to sign up for a class. A single coaches/staff will sign boxers in for their class (i.e. iPads) and all screens will be wiped once this designated person has completed the sign in process.
- There will be no loitering in common areas (i.e. cubbies, heavy bags, or water fountains, etc.) before or after class within the gym during Phase 2 or Phase 3.
- Classes will be separated by a minimum of 30 minutes to ensure adequate time to sanitize and transition between classes to avoid cross-contamination or exposure among coaches/staff, boxers.

## III. EXPOSURE RESPONSE AND POST-EXPOSURE INCIDENT RECOVERY PLAN

- If it has been **more than 7 days** since the person who is suspected/confirmed positive for COVID-19 visited or used the gym, additional cleaning and disinfection is not necessary.
- If it has been **less than 7 days** since the person who is suspected/confirmed positive for COVID-19 visited or used the gym:
  - Immediately cancel classes or gym openings.
  - Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
  - Following the sanitation and location disinfection procedures listed below, all workout areas, bathrooms, common areas, shared electronic equipment (i.e. iPads, keyboards,

stereos) used by the ill persons, shall be cleaned and disinfected, focusing especially on frequently touched surfaces.

*Employer response if a coach/staff (“employee”) is suspected/confirmed to be positive for COVID-19:*

- **Employees who have been sick with or without COVID-19:** Do not require a doctor’s note. Doctors may be very busy and not able to provide this in a timely way.
- **Employees who show signs of COVID-19 (fever, cough, or trouble breathing):** Place them in an area away from others. Ask them to wear a facemask. Notify your local health department right away. They will tell you what to do.
- **What to do if an employee has COVID-19:** Keep this information confidential, per the Americans with Disabilities Act (ADA). Inform close contacts of the sick employee that they may have been close to someone with COVID-19. Direct employees to the Department of Health webpage for further assistance and screening information.
- **Employees who have someone in their home with COVID-19 should:** Notify their employer. Stay home and avoid public places for 14 days. Keep track of their health for fever, cough, and trouble breathing for 14 days after the last day they were in contact with the sick person.

#### **IV. SANITATION AND LOCATION DISINFECTION PROCEDURES**

##### ***Hard (Non-porous) Surfaces***

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective.
  - Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer’s instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Bleach solutions will be effective for disinfection up to 24 hours.
    - Prepare a bleach solution by mixing:
      - 5 tablespoons (1/3 cup) bleach per gallon of water or
      - 4 teaspoons bleach per quart of water

##### ***Soft (Porous) Surfaces***

- For soft (porous) surfaces such as carpeted floor, rugs, and/or boxing ring, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
  - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
  - Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19 external icon and that are suitable for porous surfaces

### ***Electronics***

- For electronics such as iPads, touch screens, keyboards, stereos, and remote controls, remove visible contamination if present.
  - Follow the manufacturer's instructions for all cleaning and disinfection products.
  - Consider use of wipeable covers for electronics.
  - If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

### ***Linens, clothing, and other laundered items***

- In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

***Frequently Asked Question:*** What is "routine cleaning?" How frequently should facilities be cleaned to reduce the potential spread of COVID-19?

- **Answer:** Routine cleaning is the everyday cleaning practices that businesses and communities normally use to maintain a healthy environment. Surfaces frequently touched by multiple people, such as door handles, bathroom surfaces, and handrails, should be cleaned with soap and water or another detergent at least daily when facilities are in use. More frequent cleaning and disinfection may be required based on level of use. For example, certain surfaces and objects in public spaces, such as shopping carts and point of sale keypads, should be cleaned and disinfected before each use. Cleaning *removes* dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs, but it reduces the number of germs on a surface.

## **V. PERSONAL PROTECTIVE EQUIPMENT (PPE) UTILIZATION AND HYGIENE**

- All coaches/staff are expected to wear a mask or facial covering while in the gym, including while coaching classes. Masks and facial coverings must cover the mouth and nose to effectively prevent bodily particles from being disseminated into common areas.
- **The risk of exposure to cleaning staff<sup>3</sup> is inherently low. Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
  - Gloves and gowns should be compatible with the disinfectant products being used.
  - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
  - If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry.
- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.
- Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
  - Additional key times to clean hands include:
    - After blowing one’s nose, coughing, or sneezing.
    - After using the restroom.
    - Before eating or preparing food.
    - After contact with animals or pets.
    - Before and after providing routine care for another person who needs assistance such as a child.

## **VI. EMPLOYEE-SPECIFIC:**

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<sup>3</sup> “Cleaning Staff” includes coaches/staff

- Coaches/staff may refuse to perform unsafe work, including hazards created by COVID-19. There will be no adverse action taken against any coach/staff who has engaged in safety-protected activities under the law if their work refusal meets certain requirements.
- All coaches/staff have the right to choose to remove themselves from a worksite because they do not believe it is safe to work due to the risk of COVID-19 exposure. If they so choose, they may have access to certain leave or unemployment benefits. Additional information is available at <https://www.lni.wa.gov/agency/outreach/paid-sick-leave-and-coronavirus-covid-19-common-questions>

### ***Where can I get good information about COVID-19?***

Sharing correct information is the best thing we can do to keep the wrong information from getting out. Check the Department of Health's website at [www.doh.wa.gov/coronavirus](http://www.doh.wa.gov/coronavirus) or the Center for Disease Control and Prevention's (CDC) website at [www.cdc.gov/coronavirus/forupdatesonCOVID-19](http://www.cdc.gov/coronavirus/forupdatesonCOVID-19).

You can also call Washington's call center at 1-800-525-0127 and press #. The call center will answer questions about what is happening in our state or how the virus is spread. If you do not speak English, tell them you need an interpreter.