



# Internal Procedures Regarding COVID-19

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In order to protect the health and safety of Palouse Empire Gymnastics, GymKids and their families, as well as participants and their families, we have implemented a procedure in the event that a an employee, member of the employee's household, or gym participant tests positive for COVID-19, as well as certain other procedures regarding COVID-19.

The purpose of this document is to provide a general procedure for Palouse Empire Gymnastics, GymKids to follow. These procedures are subject to the guidance proved by state health departments, the Centers for Disease Control (CDC), Occupational Safety and Health Administration (OSHA) and other agencies. As the situation with COVID-19 continues to change and the guidance from these agencies can shift with little to no notice, Palouse Empire Gymnastics and GymKids reserves the right to adjust these procedures, with or without amending these written procedures.

## Taking Temperatures of Employees

The temperature of each employee will be taken before arrival to work. If this indicates an employee has a temperature over 99.5 degrees Fahrenheit, then the employee should stay home if displaying and/or reporting any of the following symptoms: cough, shortness of breath, difficulty breathing, chills, muscle pain, headache, sore throat, and new loss of taste or smell.

Employees with a fever can return to work when:

- He or she has had no fever for at least three days without taking medication to reduce fever during that time; **AND**
- Any respiratory symptoms (cough and shortness of breath) have improved for at least three days; **AND**
- At least seven days have passed since symptoms began.

The employee may return to work earlier if a doctor confirms the cause of the employee's fever or other symptoms is not COVID-19 and provides a written release for the employee to return to work. If the employee tests positive for COVID-19 after being sent home, contact Management.

## Employee Tests Positive for COVID-19:

The employee should stay home from work and notify their manager immediately.

### 1. Management Will Contact the Employee:

Obtain detailed information by asking the employee the following questions:

- a. What date did your symptoms begin?
- b. Did you attend any meetings/activities 14 days prior to symptoms beginning up through your last day at work? If so, who attended those meetings/activities?
- c. To the best of your recollection, what employees and participants have you been in close contact (within 6 feet) with during the 14 days prior to your symptoms starting? Please provide specific names is possible.

- d. To the best of your recollection, what areas of your work building did you access within the 14-day window before your symptoms appeared (gym areas, office rooms, printers, which restroom do you use, which building doors did they use).
- e. Did you visit any Palouse Empire Gymnastics or GymKids buildings other than your work location in the 14 days prior to your symptoms starting? If so, what areas were you in? Were you at any specific employee's desk/work area? What doors did you use to access the building?
- f. Do you use equipment that is also used by others? (gym equipment, any computers, etc.)

During the conversation, Management will also inform the employee that:

- Per current CDC guidelines, they must stay home from work until the following have occurred:
  - For employees who experienced symptoms **and** tested positive:
    - It has been a minimum of 3 days (72 hours) since “recovery,” defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath): **and** at least 7 days have passed since symptoms first appeared **OR**
    - The employee has received a negative follow-up COVID-19 test (contingent on availability of tests).
  - For employees who had no symptoms **but** tested positive:
    - It has been 10 days since their positive test and have had no subsequent symptoms.
- The employee must contact Management prior to your return to work.
- Palouse Empire Gymnastics and GymKids will notify potentially exposed employees and participants (identified in questions b & c) immediately.
- Management will reassure the infected employee that every effort will be made to protect their identity. They will not be identified by name as part of the notification process. The message to the potentially exposed employees will be that they may have come into contact with someone at work who has tested positive for COVID-19 and as a precaution, we request they quarantine at home for 14 days.

2. Immediately close off areas identified where the employee identified as having worked.

- See sections 4 and 8 for guidance on disinfection.

3. Communicate with Infected Employee's Manager:

- What workspaces/equipment are located near the infected employee? How far away are those workspaces/equipment from each other?
- Has the manager had close contact with the employee in the previous 14-day period?

4. Contact the Applicable State Department of Health

Palouse Empire Gymnastics and GymKids may not be required to contact any agencies, it is recommended to contact the applicable state department of health for guidance on necessary steps based on the agency's assessment of the situation. Prior to contacting this

- department, we must have the answers to questions a through f above. Any guidance given by the department should be taken in to account when implementing this policy.
- If we cannot promptly reach someone immediately at the department of health, we may consider skipping this and moving forward with notifying identified employees, and we should begin deep disinfection of identified areas within the building(s).

5. Connect with Managers of Each Identified Employee (from questions b & c):

- Potentially notify managers of each identified employee (from questions b & c above) if requiring employee who was in close contact to quarantine.
- In the rare event that teleworking is possible, management will work with the employee to implement this arrangement.

6. Notify the Potential Exposed Employees:

- Management will connect individually with the employees identified in questions b & c above (likely by phone in order to minimize contact with potentially infected employees).
- *Management will not identify the infected employee by name.*
- Management will inform the employee of the following:
  - An employee who has been physically present in the workplace has tested positive for COVID-19, and you may have personally come into contact with this individual. Out of caution, Palouse Empire Gymnastics and GymKids requests that you stay home from work for a minimum of 14 calendar days. Please quickly gather what you need and leave for home and avoid contact with other employees in the process. Management has notified your manager of your quarantine. We would encourage you to self-quarantine from any other places during that 14 days. Please contact Management at the end of the 14-day period before coming back to work. If you do not develop any symptoms by the end of the 14 days, you may be able to return to work at that time.
  - You are not required to use PTO during your quarantine but can apply for unemployment insurance through the state.
  - If you begin to experience symptoms while you are quarantined, please contact us immediately after seeking appropriate medical help.
  - You may want to reach out to your healthcare provider to see if there are any additional steps, they recommend you to take at this time.
  - We would like to remind you that *discrimination or harassment against individuals that are suspected to have tested positive for, or been exposed to, coronavirus, is strictly prohibited. Due to the sensitivity of this matter, we request that you not engage in conversation or speculation about who may have tested positive. Employees who engage in this behavior may be subject to disciplinary action up to and including termination.*

7. Communication to Other PEG and GymKids Employees:

Send out a communication on behalf of the team to notify other non-affected employees.

8. Disinfection:

- Follow guidance provided by state department of health and CDC.

- Isolate potentially infected area where employee **regularly** works until disinfection is completed.
- Wait 24 hours before disinfecting if possible, to minimize exposure of disinfection crew to droplets.
- Disinfect affected area per CDC disinfecting guidelines.
  - Use a disinfectant solution with at least 70% alcohol
  - Check to ensure product is not past its expiration date
  - Cleaning staff required to wear PPE
- Once disinfection is complete, the area can once again be used.

## **Employee's Family Member Test Positive**

The employee should stay home and notify their manager immediately.

In the event that a member of an employee's household tests positive, we will follow these procedures:

- Employee should notify Management immediately.
- Management will inform the employee not to come in to work and to quarantine at home for 14 days.
- Management will instruct the employee to work with their manager in the rare event that working from home is a possibility.
- If the employee is unable to work from home, Management will provide the employee with other options or unemployment information.
- Management will ask the employee when the member of their household first experienced their symptoms.
- Management will ask the employee questions b-f in section 1 above.
- Management will instruct the employee to contact us at the end of the 14-day quarantine period. If they have not experienced any symptoms, they will likely be allowed to return to work.
- Management will follow Step 4 above.
- Other steps above may also be taken depending on the guidance provided from Step 4.

## **Gym Participant Tests Positive for COVID-19:**

If a participant in any gym activities learns that he/she has tested positive for COVID-19, the participant or, if a child, the participant's parent, should notify their coach or a manager as soon as possible.

### **1. Management Will Contact the Participant/Parent:**

Obtain detailed information by asking the participant/parent the following questions:

- a. What date did the symptoms begin?
- b. Did you/the participant attend any activities 14 days prior to symptoms beginning up through your last day at the gym? If so, do you recall other participants/attendees at those activities?
- c. To the best of your recollection, what participants and employees have you/the participant been in close contact (within 6 feet) with during the 14 days prior to your symptoms starting? Please provide specific names if possible.

- d. To the best of your recollection, what areas of the building did you/the participant access within the 14-day window before symptoms appeared (gym areas, office rooms, printers, which restroom do you use, which building doors did they use).
- e. Did you/the participant visit any Palouse Empire Gymnastics or GymKids buildings in the 14 days prior to your symptoms starting? If so, what areas were you in? Were you at any specific area? What doors did you use to access the building?
- f. What equipment do you use that is also used by others?

During the conversation, Management will also inform the participant/parent that:

- Per current CDC guidelines, they must not participate in any activities at the gym until the following have occurred:
    - For participant who experienced symptoms and tested positive:
      - It has been a minimum of 3 days (72 hours) since “recovery,” defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath): **and** at least 7 days have passed since symptoms first appeared.
      - OR**
      - The participant has received a negative follow-up COVID-19 test (contingent on availability of tests).
    - For participants who had no symptoms but tested positive:
      - It has been 10 days since their positive test and have had no subsequent symptoms.
  - The participant must contact Management prior to their return to the gym.
  - Palouse Empire Gymnastics and GymKids will notify potentially exposed participants and employees (identified in questions b & c) immediately.
  - Management will reassure the infected participant or his/her parent that every effort will be made to protect their identity. They will not be identified by name as part of the notification process. The message to the potentially exposed individuals will be that they may have come into contact with someone at the gym who has tested positive for COVID-19.
2. Immediately close off areas identified where the parent/participant identified as having been present.
    - See sections below for guidance on disinfection.
  3. Communicate with Infected Participant’s Coach:
    - What equipment did the infected participant use?
    - Has the coach had close contact with the employee in the previous 14-day period?
  4. Contact the Applicable State Department of Health
    - Palouse Empire Gymnastics and GymKids may not be required to contact any agencies, it is recommended to contact the applicable state department of health for guidance on necessary steps based on the agency’s assessment of the situation. Prior to contacting this department, we must have the answers to questions a through f above. Any guidance given by the department should be taken in to account when implementing this policy.

- If we cannot promptly reach someone immediately at the department of health, we may consider skipping this and moving forward with notifying identified participants/employees, and we should begin deep disinfection of identified areas within the building(s).

5. Notify the Potential Exposed Employees and Participants:

- Management will connect individually with the employees and participants (or their parents) identified in questions b & c above (likely by phone in order to minimize contact with potentially infected individuals).
- *Management will not identify the infected participant by name.*
- Management will inform participants (or their parents) of the following:
  - A participant who has been physically present in the gym has tested positive for COVID-19, and you may have personally come into contact with this individual.
  - We ask that you not participate in activities at the gym for a minimum of 14 calendar days.
  - Please contact Management at the end of the 14-day period before coming back to the gym. If the participant does not develop any symptoms by the end of the 14 days, you may be able to return at that time.
  - If the participant begins to experience symptoms while you are quarantined, please contact us as soon as possible.
  - You may want to reach out to your healthcare provider to see if there are any additional steps they recommend you/the affected participant to take.
- Management will inform employee(s) of the following:
  - A participant who has been physically present in the gym has tested positive for COVID-19, and you may have personally come into contact with this individual. Out of caution, Palouse Empire Gymnastics and GymKids requests that you stay home from work for a minimum of 14 calendar days. Please quickly gather what you need and leave for home and avoid contact with other employees in the process. Management has notified your manager of your quarantine. We would encourage you to self-quarantine from any other places during that 14 days. Please contact Management at the end of the 14-day period before coming back to work. If you do not develop any symptoms by the end of the 14 days, you may be able to return to work at that time.
  - You are not required to use PTO during your quarantine but can apply for unemployment insurance through the state.
  - If you begin to experience symptoms while you are quarantined, please contact us immediately after seeking appropriate medical help.
  - You may want to reach out to your healthcare provider to see if there are any additional steps, they recommend you to take at this time.
  - We would like to remind you that *discrimination or harassment against individuals that are suspected to have tested positive for, or been exposed to, coronavirus, is strictly prohibited. Due to the sensitivity of this matter, we request that you not engage in conversation or speculation about who may have tested positive. Employees who engage in this behavior may be subject to disciplinary action up to and including termination.*

6. Communication to Other Palouse Empire Gymnastics and GymKids Employees:  
Send out a communication on behalf of the team to notify other non-affected employees.

7. Disinfection:

- Follow guidance provided by state department of health and CDC.
- Isolate potentially infected area where participant was regularly present until disinfection is completed.
- Wait 24 hours before disinfecting if possible, to minimize exposure of disinfection crew to droplets.
- Disinfect affected area per CDC disinfecting guidelines.
  - Use a disinfectant solution with at least 70% alcohol
  - Check to ensure product is not past its expiration date
  - Cleaning staff required to wear PPE
- Once disinfection is complete, the area can once again be used.

**Employee Acknowledgment**

I acknowledge that I have reviewed the Internal Procedures Regarding COVID-19 and been provided other information regarding measures and precautions Palouse Empire Gymnastics and GymKids is taking regarding COVID-19. I acknowledge that it will be impossible for management to supervise every employee's actions throughout the day but that, if I have concerns about these procedures, adhering to these procedures, or have reason to believe that adequate precautions are not being taken, I will report these concerns to Mark and Lynne Kindelspire.

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_