

**CAC Employee and  
Member Operational  
Plan for Phase 1.5  
& Phase 2  
Covid-19 reopening**

This text is intended to be a living document subject to change based on direction from the State or federal government, and includes three sections, a general overview, guidelines for employees and guidelines for members/guests. The purpose of the plan is to define operating procedures for Phase 1.5 & Phase 2 of Washington State's reopening plan and will also serve as CAC's state-mandated exposure control, mitigation, and recovery plan. Please read and review all three sections thoroughly, regardless of your status as an employee, member, or guest.

### **Section 1; Overview:**

Phase 1.5 allows 1:1 Personal training, private tennis lessons and Singles court play. Phase 2.0 allows for the addition of small group training and classes. For CAC facilities with tennis courts, court reservations and private lessons are also allowed. In combination with Group Ex and Fitness, CAC will also operate small group training throughout the day on a predetermined schedule and allow PT sessions to take place as well. Classes will be scheduled in Compete and signups will take place online for classes, training sessions will be scheduled directly between trainer and client. Tennis courts and lessons will follow the same model, and court reservations will be available in the ACE court booking system. It is possible that multiple classes/sessions take place at the same time, but no specific space will exceed the 5 participant/1 instructor mandate. Overlapping PT sessions are also allowed. The cost for classes will be \$20+ tax, and PT sessions will be charged and rendered as normal. No Club dues will be charged during Phase 1.5 & Phase 2 of operations so we may require payment at the time of service. Be prepared to pay with CC, Check or CA at time of check in.

The Club's Covid-19 safety plan includes a number of specific and general practices. Social distancing of 6' should be maintained whenever possible between employees and members. Regular hand washing should take place as well as use of hand sanitizer. As mentioned, programming and classes will be staggered, and total occupancy of the facility will not exceed 30% of maximum occupancy. Adequate cleaning and disinfecting supplies will be on site, including wipes, soaps, disposable gloves, masks etc. A thorough cleaning and sanitization of the Club will occur after hours as well as throughout the operating day. Equipment used during classes or training will be sanitized immediately by the attending staff member. Entrance to the Club will be through the Front Door only, unless other access is required due to disability. Use of ventilation, including fans and HVAC units, is recommended by the State Department of Health, and will be fully operational during Phase 1.5 & Phase 2 programming. Towel service will not be provided. Drinking fountains will not be available; however water bottle fill stations will be available. A supervisor or the Club General Manager will be onsite whenever Phase 1.5 & Phase 2 programming takes place, and will serve as the on-site specific COVID-19 Monitor. That person will be familiar with this document as well as trained in steps to take in any Covid-19 related situation.

Club areas and facilities that will NOT be available in Phase 1.5 & Phase 2 operations include:

- Hot tubs
- Steam room
- Sauna
- Locker room will only be available for restroom and hand washing. No shower or locker usage allowed.

- Kids Club
- Massage
- Towel service/Café and juice bar/coffee service
- Gymnasium and gym activities such as pickleball or open play for non-class or client purposes
- Other areas of the Club not used in the course of a class or training are also off limits to general use.

If, during the course of Phase 1.5 & Phase 2 programming, CAC is made aware of a person with a confirmed case of Covid-19 having attended the facility the Club will be closed and sanitized thoroughly over a 48 hour period. Using class logs and training schedules from Compete, CAC will contact all persons who have accessed the facility during and after a confirmed case is reported. CAC will take any additional steps recommended or required by a governing authority in this scenario. When relaying information related to possible exposure CAC will not identify any specific persons per ADA confidentiality requirements.

## **Section 2; Employees:**

- All employees will need to wear face coverings at all times while working in the Club, including during the course of teaching a class. Per OSHA requirements, if wearing a face covering impedes an instructor's ability to breathe or instruct the class, it can be removed as long as social distancing can take place.
- All employees will be required to have their temperature checked and recorded immediately upon arriving for a class or client; a forehead scanner will be available at the Front Desk for self-check if another staff member is unavailable. Employees with a temperature of 100.4\* or higher will not be allowed to work and will need to exit the facility and contact their supervisor or the Club's GM immediately.
- Employees will be required to wash hands and use sanitizer upon arriving at work, after teaching or training, and regularly throughout their shift.
- Employees will be required to confirm none of the following symptoms exist before every class or client:
  - 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?
  - Have you had a loss of taste or smell?
  - Have you had vomiting or diarrhea in the last 24 hours?
- If, during the course of teaching/instructing a staff member feels ill, they must leave the facility immediately and report to their supervisor or the GM. The areas the staff member accessed in the Club will be sanitized immediately.
- Before any class or training session staff will be required to conduct a safety briefing detailing best practices and policies in place that relate to Covid-19.
- Training clients and class participants should be directed to bring their own water bottle and towel before the session takes place whenever possible.

- An emphasis on cleaning accessed areas and equipment, maintaining social distancing, as well as using proper PPE and utilizing general best practices should be met at all times by all employees on site.

### **Section 3; Members:**

- Members will be required to sign up for all available classes on-line using the “member area” tab of columbiaathletic.com. Members can access their Compete Member Portal by entering their username and password. To register, use your member ID found on your membership card for both the username and password requirements. For help in setting up your account, email plcmem@columbiaathletic.com. Members will schedule personal training appointments directly with their trainer, for questions contact Club Manager Sue Dowling at sued@columbiaathletic.com.
- Tennis courts for open play can be booked on the CAC ACE tennis booking portal. A court fee will be assessed for all court bookings and standard restrictions exist for booking courts.
- Members can sign up for classes taking place at any point during Phase 2 of operations but should be aware class sizes will not exceed 5 participants and will be filled on a first come-first served basis. While the class schedule will be set before Phase 2 opening, CAC will take all steps possible to accommodate member access, including adding additional classes, as long that access follows all state guidelines.
- Members will not have access to certain areas of the Club and will be required to bring their own water bottle and towel if desired. Workout attire should be worn to the facility as locker rooms will only be available for restroom and hand washing use.
- For aquatic participants, please note that showers are not available in Phase 1.5 & Phase 2, and participants should plan accordingly, coming to the facility in their suit and bringing a towel or robe to wear home.
- Members will need to sign a waiver (attached) before attending a class or training session. Waiver can be brought to the facility or filled out onsite.
- Members should practice social distancing and will be required to wash and sanitize their hands upon arriving at the facility.
- Members can only access the facility through the front door and will be greeted by the class instructor or trainer in the lobby area. Before, during, and after a class or training session members will be required to maintain social distance between each other at all possible times.
- Members will be required to follow all posted directions as well as direction from staff regarding facility access and requirements.
- Members are encouraged to wear face coverings/masks while participating in classes and training sessions, but they are not required.
- Per the State directive, members 65 years of age and older are encouraged to use extreme caution in deciding to access the facility and participate in programming. Additionally, members who are immunocompromised are encouraged to continue the stay home, stay healthy initiative.
- Members who are sick, or have been sick within 48 hours of accessing the facility are required to stay home.
- A 24 hour cancellation policy is in effect for all classes and training sessions.



**Waiver of Consent for Columbia Athletic Club Phase 1.5 & Phase 2 programming**

By signing this waiver, I agree to obey all posted signage and staff direction as it regards to Covid-19 mitigation and control. I also acknowledge that I have read the operational plan for Phase 1.5 & Phase 2 and fully understand CAC policies, guidelines, and best practices as they relate to Covid-19.

I acknowledge that I am not currently sick, nor will I attend any CAC facility or take part in any CAC programming during any coronavirus phased reopening if I had any of the following symptoms in the previous 48 hours:

- Fever, shortness of breath, sore throat
- Vomiting or diarrhea
- Loss of taste or smell

I also acknowledge that I have not been in contact with anyone with a suspected or confirmed case of Covid-19 in the last 14 days, nor have I been directed by medical personnel to quarantine or avoid public contact in the last 14 days.

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Sign/Date

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Print Name