

FREERUN

Guidelines for Operating in a Covid-19 Environment - Members PHASE 1

VERSION 2.1

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INTRODUCTION

At Free Run Incorporated, the health of our staffs and customers is important to us. We created these guidelines to outline the actions that FreeRun is taking to ensure the wellbeing of everyone in our place of business and community. These guidelines are informed and driven by solutions and recommendations to the unique environment of an exercise setting, operating within a COVID-19 environment. Our protocols and practices are designed to meet all government general principles and guidelines to operating in the current pandemic.

This document will be regularly updated to reflect all legislative/regulatory changes as set forth by local, provincial, and federal governments, as well as industry specific best practices. Such changes will be implemented and communicated in a timely manner to staffs, and customers where deemed appropriate. A current printed copy of this document will always be available and found in the main office and reception area of our facility.

Should you have any questions, recommendations, or concerns, please contact Lena Gallagher at 905-812-5240 or Lena.Gallagher@freeruninc.com.

1. CONTAINMENT AND CONTACT TRACING

Free Run Incorporated will always ensure physical distancing of 2 meters (6 feet) for both our members and staff at our business.

1.1. Limited occupancy:

As per government guidelines, the total number of individuals of the public permitted to be at the facility at any one time is limited to the number that can maintain a physical distance of at least 2 metres from other individuals in the facility, and in any event cannot exceed 50 individuals. This number does not include staff.

As such, Free Run Incorporated will limit the number of individuals allowed in our premises, at any given time, including staff, to be no more than 30, until further notice.

The number of individuals allowed into the facility at any one time will be limited to:

- Ensure there's sufficient space to allow members and staff to remain 2 metres from one another
- Prevent large gatherings
- Allow staff sufficient time to clean equipment and other surfaces frequently

The following physical distancing measures will be in place:

- Members and staff will not congregate in groups.
- Members and staff will avoid common greetings, such as handshakes, fist pumps, etc.
- Members may partake in their activity while maintaining physical distancing requirements.
- Workout spaces are pre-defined and clearly marked to accommodate and allow for the 2 meter spacing regulation.
- Access to the changerooms is limited and members may use the changerooms to access and use the hand basin and W/C's.
- The use of showers, lockers and benches is permitted with the following restrictions:
 - Only 2 showers will be available for use per changeroom
 - Masks must be worn at all times in the changerooms and may only be removed when a member is in their shower, with the shower curtain drawn
 - A member using a shower will have a maximum time of 25 minutes to use the change rooms, to allow enough time for staff to disinfect and dry off the changerooms prior to the next time slot.

- Only 6 lockers will be made available for use in each changeroom, on a first come first serve basis
- If a member wishes to use a locker, the member is to make this request to the staff member administering the pre-screening protocol
- The staff member will assign a numbered locker (1-6) to the member for their use
- Items such as hair dryers are still unavailable until further notice.
- Towel service will resume as of September 2020.
- The use of chalk (including personal supply) is not permitted until further notice.
- At least one staff member will always be present in the main gym areas during open hours to monitor adherence to and maintain physical distancing protocols.

1.2. Controlled access:

Upon opening, Free Run Incorporated has modified the schedule to accommodate a mixture of **Class** times and **Open Gym** times. The details of which are:

- Members will need to pre-register and book their time slot using the new FreeRun Gym app.
- Each time slot is 60 min, comprising 55 min to complete a workout and 5 min to allow members to sanitize their equipment.
- A 30 min time gap has been scheduled between each time slot to allow sufficient time for members to arrive/leave before the next group of members arrive/leave for the next time slot.
- Each time slot will either have a type of Class or Open Gym type scheduled
- Classes:
 - Class type options include Stamina, Strength, Obstacle, Ninja and Mobility.
 - Class sizes vary depending on the area they are in and the type of equipment needed for that class, and is as follows:
 - Stamina, Strength, Mobility – max 9 members per class
 - Ninja & Obstacle – max 4 members per class
- Open Gym:
 - These are time slots in which members complete their own workout-outs (i.e. they are NOT instructor led)
 - Open Gym options include 3 types of bookable slots, namely:
 - “Open Gym – Ninja/OCR”: a max of 4 individuals will be allowed to use the area encompassing the Truss, Dojo, and Obstacles.
 - “Open Gym (No Rack)”: a max of 4 individuals can book this time slot and is best suitable for those who wish to complete a workout that does **not** require the use of a rack
 - “Open Gym (Rack)”: a max of 4 individuals can book this time slot and is best suitable for those who wish to complete a workout that does require the use of a rack.
 - Open Gym time slots have a maximum of 12 members allowed during these times. This number is divided as follows:
 - a max of 8 members may use the functional floor in the workout space designated to them upon arrival
 - a max of 3 members may use the Ninja Truss and Obstacle area during their time slot. This is to ensure social distancing protocols in an area that typically allows a lot of movement throughout the space.
 - If a member has booked a time slot for “Open Gym – Ninja/OCR”, they may not use the functional floor during their workout.

- If a member has booked a time slot for an Open Workout (with or without the use of a rack), they may not use the Ninja Truss and Obstacle area during their workout.
- The use of the Campus Board, Warp Wall, and turf areas have limited use and members are asked to discuss their needs in these regards with staff members.
- If a member has not signed up via the app, they may not be allowed inside of the facility.
- If a member is late to their booked time slot, access may be denied by staff.
- If a member does not show up to a class they have reserved, point 13 of the Free Run Incorporated Membership Agreement will be in full effect and enforced. The point states:
 - *Classes: Members are required to reserve, subject to availability, their participation in a class based on the order of registration. If a class is not full, a Member may join in at any time. If a Member reserves a spot in a class and fails to show up for the class and/or does not cancel attendance at the class with at least 2 hours prior notice to Free Run, the Member may be required by Free Run to pay a no-show fee of \$5 for each such class that he/she does not attend or does not provide adequate notice of non-attendance.*
- Upon arrival, members are asked to remain outside until/unless a Free Run staff member signals to them that they may enter the Free Run facility.
- Members must leave all non-essential belongings in their car, bringing in only items such as car keys, a filled water bottle and workout towel. When a member is in their allocated workout space, they may put their belongings in the red crate made available to them in that space.
- Members are not required to change shoes at this time and until further notice.
- Staff will mark members as arrived to avoid members having to scan in with their Free Run key tag as required by our usual process.
- Only current and active members will be permitted to visit and use the Free Run Gym facility. Visitors with day passes, Free Week passes, or complimentary visit passes are only permitted by pre-arrangement, with a maximum of 2 visitors per day/week.
- As part of Free Run's pre-screening measures, members will be asked a series of questions before entering the main gym area. (see Appendix A for Screening Questionnaire)
- If/When entry is permitted by a staff member, each member will be directed to their allocated workout space, which is clearly numbered and marked out with floor markings.
- Once members are in their allocated workout space or area, they are to remain in that space. For those who are attending a Class, the instructor will join you on the functional floor and begin the warmup. For those members who are in the Ninja Truss and Obstacle area, they may begin their workout as soon as they wish.
- Members are to limit their movement to their workout space and refrain from leaving their allocated space as much as possible.
- At least one instructor will always be available in the main gym area to assist members with equipment needs during their workout (e.g. a member needs to exchange dumbbells). This is to ensure that movement outside the designated workout space is limited as much as possible.

1.3. Use of Personal Protective Equipment:

- The guidelines for the use of masks, gloves, and any other personal protective equipment worn by members will be implemented according to government guidelines.
- We recommend that members use masks upon entry and only remove them once in their allocated workout spot.
- Members may choose to wear or not wear a mask *during* their workout and do so at their own discretion.
- Members must wear a mask when entering the changerooms.
- Please click [HERE](#) for further information regarding the current by-law in effect in the City of Mississauga for the use of face masks.

2. CLEANING AND SANITISATION

Free Run Incorporated has developed cleaning protocols to ensure that all common areas are cleaned and disinfected frequently throughout the day. Health and Safety is a responsibility that belongs to everyone in the workplace.

Should you have any questions, recommendations, or concerns, please contact Lena Gallagher at 905-812-5240 or Lena.Gallagher@freeruninc.com.

The following cleaning and disinfection procedures are in place at this location:

- Cleaning kits (red milk crates), comprising of disinfectant spray and paper towels will be provided for each workout space, as well as conveniently located throughout the facility in multiple locations.
- Members will be required to sanitise any/all the equipment they use during their workout session, using the cleaning kits provided.
- Hard to clean equipment such as foam rollers, yoga blocks, straps, ropes, sandbags, etc. will be removed from usage until further notice.
- Chalk buckets have been removed until further notice.
- Shared equipment, such as boxing gloves and straps, will be removed until further notice.
- Staff will perform routine and regular sanitisation of high touch items and areas in between every workout time slot. Additional time has been allocated between workout sessions to accommodate sufficient cleaning between time slots.
- Staff cleaning the workout spaces and facility will be trained in and will follow the safe and proper use of all cleaning and disinfection products, as outlined in the manufacturer's instructions.
- Free Run Incorporated will ensure that all necessary supplies are available, as appropriate, such as hot/cold running water, liquid soap, paper towels and garbage bins, minimum 60% alcohol-based hand sanitizer, cleaning, and disinfecting supplies.
- Free Run Incorporated will provide staff with personal protection equipment, including but not limited to non-medical masks, face shields, and disposable gloves.
- Free Run Incorporated's chosen professional cleaning partners, Stratus Building Solutions (Mississauga), will perform additional facility cleans throughout each week. In addition to the standard clean, Stratus Building Solutions (Mississauga) will also perform a sanitation and disinfection service using electric and electrostatic chemical dispersal system once per week.
- A cleaning log will be completed and kept current by all staff and will be made available upon request.

APPENDIX A

COVID-19 SCREENING QUESTIONS		
	NO	YES
1. Do you have any of the following new or worsening symptoms or signs?		
3. New or worsening cough?		
4. Shortness of breath?		
5. Sore throat?		
6. Runny nose, sneezing or nasal congestion (in absence of underlying reasons for symptoms such as seasonal allergies and postnasal drip)?		
7. Fever?		
8. Chills?		
9. Headache?		
2. Have you travelled outside of Canada or had close contact with anyone that has travelled outside of Canada in the past 14 days?		
3. Have you had close contact with anyone with respiratory illness or a confirmed or probable case of COVID-19?		

If answer is NO to question 3, screening is COMPLETE.

If answer is YES to question 3, go to question 4.

4. Did you wear the required and/or recommended PPE according to the type of visit/duties you were performing (e.g., gloves, masks, gowns, etc.) when you had close contact with a suspected or confirmed case of COVID-19?		
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If the individual passes screening questions 1 to 5 (as per results section below) then TAKE TEMPERATURE.

A fever is a temperature of 37.8 celcius or greater.

Results of Screening Questions:

- If the individual answers NO to all questions from 1 through 3 and they do not have a fever, they have passed and can enter.
- If the individual answers YES to any question from 1 through 3, they have not passed and cannot enter.
- If the individual answers YES to question 3 and YES to question 4, and they do not have a fever, they have passed and can enter. They should be reminded to self-monitor for symptoms and inform Free Run of any changes immediately.
- If the individual answers YES to question 3 and NO to question 4, they have not passed screening and cannot enter. They should go home to self-isolate immediately. Staff are to inform their manager/immediate supervisor of this occurrence. The individual should be told to contact a primary care provider, local public health unit or Telehealth to discuss their symptoms and/or exposure and seek advice on testing.