

Body Zone Sports and Wellness Complex COVID-19 Policy For Employees

Our corporate policy includes the measures we are actively taking to mitigate the spread of COVID-19. Please follow all rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

Body Zone's COVID-19 policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible.

The COVID-19 policy applies to all of our employees who physically work in the building. We strongly recommend everyone read through this policy to ensure that all employees collectively and uniformly respond to this challenge.

We have outlined the required actions employees should take to protect themselves, co-workers, members and guests from a potential corona virus infection.

General hygiene rules:

Practicing good hygiene at work and at home is essential to prevent the spread of COVID-19

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Cover coughs and sneezes with a tissue or use the inside of your elbow.
- Throw used tissues away and immediately wash your hands with soap and water for at least 20 seconds.
- If soap and water are not readily available, clean your hands with hand sanitizer.

Employee Screening Protocol:

All employees reporting to work will be screened for respiratory symptoms and have their body temperature taken as a precautionary measure to reduce the spread of COVID-19. Each employee will be screened privately by a Guest Service staff member using a touchless forehead/temporal artery thermometer. Employee's temperature and answers to the respiratory questions will be documented and those records will be maintained as a private and confidential medical record. The identity of an employee exhibiting a fever or other COVID-19 symptoms will only be shared with appropriate Body Zone management team members.

Cloth face covers-masks:

All employees will wear cloth face cover provided by the employer. The face cover is meant to protect yourself and others who may be sick.



Social Distancing:

Keeping distance from others is especially important for people who may be at a higher risk of getting sick. Face masks are not a substitute for social distancing.

- Stay at least 6 feet between yourself and others.
- Avoid face-to-face work with others when possible.
- Avoid contact with others when possible (handshakes, hug etc.)
- Avoid touching surfaces that may have been touched by others when possible.
- Avoid contact with others that may appear to be sick.
- Avoid gatherings when entering and exiting the building. Enter and exit at designated areas.
- Clean and disinfect your work area often.

Sick Leave:

- If you have cold symptoms, such as coughing/sneezing (not allergy related) fever/ or shortness of breath contact your supervisor and request to stay home.
- If you are feeling ill, but you are able to work, you can request to work from home.
- If you have recently been exposed to someone with confirmed COVID-19 or an impacted area you will be required to stay home for 14 days. You may return to work after quarantine and doctor approves return to work.
- If you're a parent and you have to stay at home with your children, you may request to work from home. Follow up with your supervisor to make arrangements and set expectations.
- If you need to provide care to a family member infected by COVID-19, you may request to work from home. You will only be permitted to return to work 14 calendar days after your family member has fully recovered, provided that you are asymptomatic or you have a doctor's note confirming you do not have the virus.
- Employees may be asked to use personal time or FMLA/FFCRA. Employees should notify HR.

Employee exposure to a confirmed case of COVID-19 while at work:

- All areas where the person with a confirmed case of COVID-19 visited will be closed off
- After 24 hours, those areas will be appropriately cleaned and disinfected
- Employees who were in close contact (within 6 feet for ten minutes or more) from the period 48 hours before symptom onset to the time at which patient is isolated will be identified and appropriately notified
 - Any employee who is identified as being in close contact with the COVID-19 positive employee and remains asymptomatic will adhere to practices set out by CDC
 - Any employee who is identified as being in close contact with the COVID-19 positive employee and becomes ill will be required to quarantine at home for 14 days and may return to work with Doctor's approval.

The COVID-19 pandemic has added additional challenges to everyone. We understand the increased stress levels so we have made every effort to ensure Body Zone Sports and Wellness Complex is safe for employees to return to work.



