

Checklist for Fitness Facilities & Studios

This checklist is one of several resources intended to support fitness facilities and studios (e.g., gyms, fitness, yoga and dance studios) to reduce the spread of COVID-19 by implementing public health measures. It is to be used in conjunction with other public health directives. Please review [Ontario Regulation 364/20](#) and [A Framework for Reopening our Province: Stage 3](#) for more information on Stage 3.

Please also review the Government of Ontario's [Guidance for facilities for sports and recreational fitness activities during COVID-19](#).

Visit wdgpublichealth.ca for ongoing updates and links to additional resources.

Wellington-Dufferin-Guelph is unable to review individual policies and protocols. These are not legal documents.

Screening

Considerations	Details
What is your screening process for staff and patrons?	<ul style="list-style-type: none"> <input type="checkbox"/> Inform staff and patrons of your policies restricting people from the facility who screen positive on a COVID-19 screening tool <input type="checkbox"/> Ensure patrons/staff have completed a COVID-19 screening tool (or the Ontario COVID-19 online self-assessment tool) prior to entry into your facility <input type="checkbox"/> Place signs near entrances informing patrons not to enter facility if they have symptoms, travelled outside Canada in the past 14 days, or been in contact with someone with who is sick or confirmed COVID-19 without PPE

Physical Distancing

Considerations	Details
How will you ensure that the appropriate number of staff & patrons are in your establishment at any given time?	<ul style="list-style-type: none"> <input type="checkbox"/> Calculate and adhere to the maximum number of patrons & staff that can be in your facility/room(s) at any one time in order to maintain distance of 2 metres (6 feet) between each individual <ul style="list-style-type: none"> <input type="checkbox"/> The total number of people permitted in a class or organized program/activity at any one time cannot exceed 50 people indoors or 100 people outdoors

	<ul style="list-style-type: none"> <input type="checkbox"/> The total number of people permitted to be at the facility in areas containing weights or exercise machines at any one time cannot exceed 50 people indoors or 100 people outdoors <input type="checkbox"/> The total number of people permitted to be spectators at the facility at any one time cannot exceed 50 people indoors or 100 people outdoors <input type="checkbox"/> The limit of 50 people per room does not apply to amenities that are not subject to gathering limits, such as swimming pools, tennis courts, food establishments, and shooting ranges <input type="checkbox"/> Staff who are working do not count towards gathering limits <input type="checkbox"/> Establish and post occupancy limits for each area of your facility including locker rooms, showers, and washrooms. Limit locker use to ensure physical distancing. <input type="checkbox"/> Guideline for space requirement is one person for every 4 square meters (43 square feet) of space <input type="checkbox"/> For gyms, consider a booking system with set duration work out periods. <input type="checkbox"/> Ensure patrons adhere to the times of their booking or class and there is adequate time in between bookings/classes to prevent overlap. <input type="checkbox"/> Saunas and steam rooms must remain closed <input type="checkbox"/> Businesses unable to reopen in Stage 3 or are experiencing challenges with restrictions can work with the government on a reopening plan at Ontario.ca/reopen.
<p>How you will ensure that patrons/staff in your facility maintain 2 metres (6 feet) distance from each other at all times?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Manage how and where people can travel through your facility by using indicators on the floor, signs, and/or blocking areas off <input type="checkbox"/> Mark spaces on the floor where people can stand at the front desk with intervals of 2 metres (6 feet) for patrons to line up. If physical distance cannot be maintained, barriers such as plexiglass may be used. <input type="checkbox"/> Encourage use of contactless payment methods such as online registration or debit/credit card machines with tap function.

	<ul style="list-style-type: none"> <input type="checkbox"/> Limit the use of waiting/viewing areas. Ensure spacing between chairs is at least 2 metres (6 feet). Encourage parents/spectators to wait outside. <input type="checkbox"/> Ensure fitness equipment is spaced appropriately to allow 2 metres (6 feet) distance between and around people. Consider greater distancing for aerobic fitness equipment where high exertion is common (e.g., treadmills, spin bikes, etc.) <input type="checkbox"/> Discourage activities that necessitate close contact between people (e.g., needing “spotters”, activities that require a partner). Coaching/instructional sessions should be conducted in a manner that avoids close contact as much as possible. <input type="checkbox"/> Use signs throughout the facility to remind people about physical distancing guidelines
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Multiple Rooms

Considerations	Details
How will you ensure you are meeting safety protocols if you have or create additional rooms in your facility?	<ul style="list-style-type: none"> <input type="checkbox"/> Large areas, such as weight rooms, gymnasiums and sports courts, can be subdivided into separate rooms by a non-permeable barrier to allow each room to have a capacity of 50 patrons at any one time <input type="checkbox"/> Patrons should be restricted to one sport or fitness room/area for the duration of their scheduled activity <input type="checkbox"/> If you have multiple programs activities occurring at the same time, have staggered entry and exit times to limit cross over between patrons in common areas
How will you ensure that partitions between areas meet safety protocols?	<ul style="list-style-type: none"> <input type="checkbox"/> Height and width of partition should reflect the room dimensions and the ability to effectively physically separate groups (i.e., floor to ceiling). The height of the partition should be above the breathing zone of individuals to prevent the spread of droplets expired by patrons. <input type="checkbox"/> Ensure partition does not interfere with ventilation and airflow and meets fire code regulations <input type="checkbox"/> Ensure partitions can be easily and routinely cleaned and disinfected between uses. There should be no physical contact with the partition

	<ul style="list-style-type: none"> <input type="checkbox"/> If ceiling fans are present, the location of the fans should take into consideration the air blowing from fans to prevent droplets blowing from one person to another within or between the partitioned sections <input type="checkbox"/> Ensure partitions are secured appropriately, following fire and building code requirements to allow for easy evacuation from the building in case of emergency <input type="checkbox"/> Ensure patrons stay within their area/room for the duration of their program/activity and minimize cross over into other areas/rooms
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Face Coverings (Section 22 Class Order)

Considerations	Details
<p>How will you ensure that face coverings are worn by patrons/staff when required?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that staff and patrons are aware of the rules regarding the Section 22 Class Order <input type="checkbox"/> Review the Frequently Asked Questions in regards to face coverings <input type="checkbox"/> Staff and patrons must wear face masks while in most areas of the facility including reception area, equipment room, exercise classroom, common areas, or any other areas accessible to the public. <input type="checkbox"/> Staff and patrons do not need to wear face coverings when in a pool/spa area or in showers/change room <input type="checkbox"/> Patrons may also remove face coverings while exercising or participating in an activity that requires physical exertion <input type="checkbox"/> Staff or patrons may be exempt from wearing a face covering if: <ul style="list-style-type: none"> <input type="checkbox"/> They are under the age of 2 years; or a child under the age of 5 years either chronologically or developmentally and he or she refuses to wear a face covering and cannot be persuaded to do so by their caregiver <input type="checkbox"/> Wearing a face covering would inhibit their ability to breathe in any way <input type="checkbox"/> For any other medical reason, they cannot safely wear a face covering such as, but not limited to, respiratory disease, cognitive difficulties or difficulties in hearing or processing information

	<ul style="list-style-type: none"> <input type="checkbox"/> The obligation to provide reasonable accommodation under the Ontario Human Rights Code requires exemption from this requirement <input type="checkbox"/> Train staff on the proper way to wear and care for face coverings <input type="checkbox"/> Post signs at entrances and inside your facility to remind patrons about wearing face coverings
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Hand Hygiene & Respiratory Etiquette

Considerations	Details
How will you ensure that patrons & staff adhere to proper hand hygiene protocols and respiratory etiquette?	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure staff and patrons are aware of proper handwashing and respiratory etiquette (e.g., sneezing or coughing into the crook of your elbow) and post signs throughout your facility <input type="checkbox"/> Have alcohol-based hand sanitizer (60-90% alcohol) available at all entrances and exits as per the Section 22 Class Order <input type="checkbox"/> Have hand sanitizing stations available throughout your facility <input type="checkbox"/> Ask staff & patrons to wash/sanitize hands after touching any shared item (e.g., debit/credit cards, fitness equipment) <input type="checkbox"/> Instruct patrons to wash their hands before and after a workout/class and to use hand sanitizer when transitioning between pieces of equipment <input type="checkbox"/> Remove any unnecessary shared items (e.g., magazines, phone chargers, etc.)

Cleaning & Disinfection

Considerations	Details
How will you ensure that there is enhanced cleaning and disinfection of your facility and any equipment that is being used?	<ul style="list-style-type: none"> <input type="checkbox"/> Frequent cleaning and disinfection of all areas of your facility should take place especially on commonly touched areas/surfaces using disinfectants approved by Health Canada <ul style="list-style-type: none"> <input type="checkbox"/> Follow guidance for public washrooms

	<ul style="list-style-type: none"> <input type="checkbox"/> All equipment should be cleaned and disinfected between uses <input type="checkbox"/> Establish and post clear procedures requiring patrons to wipe down equipment before and after use <input type="checkbox"/> Provide adequate supplies <input type="checkbox"/> Encourage patrons to bring their own equipment when feasible (e.g., mats, resistance bands) <input type="checkbox"/> Consider keeping all non-stationary equipment (e.g., mats, resistance bands, skipping ropes, etc.) in one area to facilitate cleaning and disinfecting in-between uses. Station an employee to wipe down equipment after each use before being put back into circulation. <input type="checkbox"/> Limit water fountain use to filling water bottles only <input type="checkbox"/> Consider suspending towel services
<p>How will you ensure there is proper ventilation throughout your facility?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure ventilation systems are operational and appropriate for the activities practiced within <input type="checkbox"/> Avoid stagnant air conditions. Bring in fresh air by maximizing the outdoor air ratio of the heating, venting and air conditioning (HVAC) system settings or by opening windows <input type="checkbox"/> Avoid recirculation of air as much as possible <input type="checkbox"/> Limit the blowing of air across people and surfaces. The use of fans should be limited as they blow people's exhaled droplets to others. <ul style="list-style-type: none"> <input type="checkbox"/> High ceiling fans (e.g., 25 feet up in a gym) are less of a concern than fans on low ceilings <input type="checkbox"/> Pedestal fans or high-powered fans on/near the floor should not be used

Fitness Classes

Considerations	Details
<p>What are some additional considerations needed for in-person fitness classes?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Provide markings on the floor to indicate where each participant should remain throughout the class <input type="checkbox"/> Consider physical distance greater than 2 metres (6 feet) in all directions for fitness activities with high intensity (e.g., rapid inhalation, deep exhalation) and/or range of movement (e.g., dance, medicine ball or kettlebell)

	<p>exercises)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Instructors consider the use of microphones to support physical distancing and reduce the need for shouting or walking around. Individual microphones should be assigned to each instructor or sanitized between uses. <input type="checkbox"/> Instructors who cannot wear a face covering should have a transparent, non-permeable barrier between themselves and patrons <input type="checkbox"/> Patrons should not be permitted to sing along to the music or shout back at the instructor <input type="checkbox"/> Consider expanding online fitness classes to reduce the number of in-person activities <input type="checkbox"/> Schedule enough time in between classes to allow for cleaning and disinfecting
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Attendance Policies

Considerations	Details
<p>What attendance policies do you have to ensure the safety of your staff/patrons?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Remind staff about the importance of reporting illness to their supervisor/manager <ul style="list-style-type: none"> <input type="checkbox"/> If a staff becomes sick while at work, they should go home immediately and self-isolate <input type="checkbox"/> Staff experiencing symptoms can call Telehealth, their health care provider, or go to an assessment centre for testing <input type="checkbox"/> Establish criteria for staff to return to work after illness <input type="checkbox"/> For more information on what to do if an employee becomes ill or tests positive for COVID-19, please review the COVID-19 Guidance for Reopening Businesses (WDGPH) <input type="checkbox"/> Consider allowing patrons to cancel or reschedule their appointments/class without penalty should they become ill

<p>What are you doing to support contact tracing, if needed?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Maintain a record of staff schedules to support contact tracing, if needed <input type="checkbox"/> Maintain a record of patrons/spectators who enter your facility (name, phone number/email, date and time) <input type="checkbox"/> Records should be kept for at least 30 days <input type="checkbox"/> Providing contact information is voluntary and can only be used for contact tracing. <input type="checkbox"/> Ensure to follow applicable privacy laws as they apply to your business
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- Please note that all gyms – **including those that are operating 24 hours** – are required to ensure that the business or organization operates in accordance with all applicable laws, including provisions related to capacity restrictions, physical distancing and cleaning and disinfection.

Additional Resources

[A Framework for Reopening our Province – Stage 3](#)

[Reopening Ontario: Frequently asked questions about Stage 3](#)

[Guidance for facilities for sports and recreational fitness activities during COVID-19](#) (ON)

[COVID-19 Guidance for Reopening Businesses](#) (WDGPH)

[COVID-19 Checklist for Reopening Businesses & Workplaces](#) (WDGPH)

[COVID-19 Guidance for Public Washrooms](#) (WDGPH)

[COVID-19 and Workplace Health and Safety](#) (Ontario Government)

[Signs & Posters](#)

References

Work Safe BC, Gyms and fitness centres: Protocols for returning to operation.

[Accessed: July 15, 2020]. Available at: <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/gyms-and-fitness-centres>