

COVID-19 Preparedness Plan for Franklin Athletic Club

Franklin Athletic Club is committed to providing a safe and healthy environment for all of our employees, members and guests. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 Pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our employees, members and guests. Only through this cooperative effort can we establish and maintain the safety and health of our employees and workplaces.

Our employees are our most important asset. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. Members of our own team were involved in the process of developing this plan to address all the specific needs and concerns of our valued team members.

Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Michigan Occupational Safety and Health (MiOSHA) guidelines, federal OSHA standards related to COVID-19 and Executive Orders from the State of Michigan as well as Oakland County guidelines.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. **Franklin Athletic Club** managers and supervisors have our full support in enforcing the provisions of this policy

Highlights of the Preparedness Plan:

- A. Coronavirus Overview
- B. Return to Work Plan
- C. Employee Communication Plan
- D. Employee Exposure Determination and Exposure Control Plan
- E. Workplace Safety Protocols
- F. Social Distancing Protocols
- G. COVID-19 Exposure Plan
- H. Employee Responsibilities and Rights
- I. Member/Guest Safety Protocols
- J. COVID-19 Supervisor Role

A. Coronavirus Overview

1. What is COVID-19?

- Coronaviruses are a family of viruses that can cause illness in people. Coronaviruses circulate among animals, including camels, cattle, cats and bats.
- SARS-CoV-2 (the virus that causes COVID 19) is thought to have jumped species from animals to begin infecting humans in late 2019.
- Other corona viruses have caused other outbreaks--Severe Acute Respiratory Illness (SARS) and Middle East Respiratory Syndrome (MERS)
- COVID 19 causes mild to severe respiratory illness
- Typical symptoms include fever (over 100.4 degrees F), cough, shortness of breath, and possibly loss of taste or smell.
- Symptoms begin 2-14 days after becoming infected.
- Some people may not exhibit any symptoms after being infected --this is called being asymptomatic.

2. How is it spread?

- Person to person: exposure to droplets from someone who is infected. Infected people are considered contagious TWO days before they show symptoms and are MOST contagious the first day they show symptoms.
- Contaminated Surfaces: touching contaminated surfaces and then touching your face, nose or mouth can also cause someone to become infected.

It is important to know that asymptomatic people (those that do NOT show symptoms) can also spread the virus.

Please visit:

<https://www.cdc.gov/coronavirus/2019-ncov/>

www.michigan.gov/coronavirus

or call Michigan's COVID 19 Hotline at 888-535-6136 for more information.

B. Return to Work

1. When can I return? We are waiting on notification from the State of Michigan on when we can reopen. Some employees may be asked to report to work sooner or to work remotely from home in order to prepare for our reopening.
2. Process to determine if individuals are safe to return to work: All employees will be required to self-certify that they are not currently sick or showing any signs/symptoms of COVID-19 in the 3 days prior to returning to work. All employees must certify that they have not been recently exposed to a known COVID 19 patient for at least 14 days prior to returning to the workplace.
3. Protocols are in place to address employee logistical challenges
 - a. Lack of transportation due to COVID-19
 - b. Taking care of ill family member who has COVID-19
 - c. Employee is under quarantine or isolation due to COVID-19
 - d. Lack of childcare because of school or daycare closure due to COVID-19
4. FFCRA

C. Employee Communication Plan

1. All FAC employees will receive a copy of this COVID-19 Preparedness Plan and must agree to be in compliance with it before returning to work.
2. We will continually monitor federal, state and local public health communications about COVID-19 regulations, guidance and recommendations. Franklin Athletic Club will notify and update each employee with any changes or modifications to our COVID 19 Preparedness Plan.
3. All employees will receive proper training and education regarding the plan before returning to work or upon their return to the workplace.
4. Employees can contact _____ with any questions or concerns regarding the Return to Work plan.
5. All employees will notify their supervisor or _____ if they feel sick or show ANY signs or symptoms of COVID 19 (see section A). Employees must also give notification if they have come in contact with someone who is known to have been diagnosed with COVID 19 or suspected of having COVID 19.
6. All employees will self certify before EVERY shift that they are not sick, have not been sick and have not been in contact with anyone who has been sick or tested positive for COVID19.
7. All employees will certify that they have not travelled internationally or outside of Michigan in the last 14 days, with the exception of travelling from a home location outside of Michigan.
8. All employees will notify the Company's management immediately if diagnosed with COVID-19 by a health care professional and disclose to management all employees they worked within 6 feet of on site for more than 10 minutes within the previous 48 hours of experiencing signs/symptoms of COVID-19 (CDC guideline)
9. The Company will display signs on access points outside the premises and throughout the workplace notifying employees and visitors of respiratory etiquette, to maintain social distance and to wear appropriate PPE at all times, and post Oakland County Emergency Order 2020-10 at the entrance of the facility and to the members of the public by all reasonable means available.

D. Employee Exposure Determination and Exposure Control Plan

1. Exposure Determination

According to the Occupational Safety and Health Administration (OSHA), worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, may depend on the industry type and the need for contact within 6 feet of people known to have, or suspected of having, COVID-19. OSHA has divided job tasks into four risk exposure levels as shown below.



After careful consideration, we have determined that all of our employees' exposure will fall under the lower risk or medium risk levels.

a. Lower Risk: These jobs do not require contact with people known to be or suspected of being infected with coronavirus. No frequent extended contact with the general public (within 6 feet without barrier or proper PPE). Minimal close contact with co-workers.

b. Medium Risk: These jobs are in areas where there is potential community transmission. Workers may have contact with the general public.

2. Exposure Control Plan

We will follow the CDC, OSHA and state guidelines in creating our exposure control plan. We will continually assess our employees' level of exposure and eliminate any potential hazards as needed, replace the hazard as needed, isolate the people from the hazard as needed, change the way people work to avoid the hazard as needed, and protect the worker with appropriate PPE as needed, per OSHA recommendations.

Administrative and Engineering Controls will be continually monitored and updated appropriately.

Engineering Controls: Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

Engineering controls for SARS-CoV-2 include:

- Installing high-efficiency air filters.
- Increasing ventilation rates in the work environment.
- Installing physical barriers

Administrative Controls

Administrative controls require action by the worker or employer. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard. Examples of administrative controls for SARS-CoV-2 include:

- Encouraging sick workers to stay at home.
- Establishing alternating work days, staggering shift start times, or class start times for members that reduce the total number of people in a facility at a given time, allowing them to maintain distance from one another.
- Developing emergency communications plans, including a forum for answering workers' concerns and internet-based communications if possible
- Providing workers with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE).
- Training workers who need to use protecting clothing and equipment how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties. Training material will be easy to understand and available in the appropriate language and literacy

E. Workplace Safety Protocols

1. **Taking Temperatures:** We will now screen all staff and members upon arrival at entry way to check for raised temperatures or evidence of symptoms.
2. **Daily Self Reporting-** All staff will be required to complete a daily report to self certify they are not sick and have not been exposed to COVID-19 before the start of every assigned shift.
3. **Personal Protection Equipment (PPE):** We will provide protective face coverings for all staff members to wear when working. Masks **MUST** be worn in all common areas such as hallways, restrooms, locker rooms, etc, and anywhere that 6 feet of separation is not possible. All staff will be required to have training on proper use of PPE. We will also provide disposable gowns, face shields and gloves to all employees who need said equipment to complete their work assignment.
4. **Enhanced Health Practices:** We've strengthened our existing cleanliness and hygiene practices (including more frequent and longer hand washing; cleaning and sanitizing surfaces and items in club.) Staff will be required to wash hands and the start of each shift and any time hands are soiled.
5. **Disinfecting-** Hand sanitizer stations will be available around the club and at each entrance to prevent the spread of germs.
6. **Disinfectant spray or towels/wipes will be available:** All desks and workstations will have proper disinfecting products available. We ask that you wipe areas every hour, or more often as needed. In the event that staff is unable to locate disinfectant they will alert management at once.
7. **Cleaning/Disinfecting:** Our housekeeping staff will be properly trained on effectively cleaning and disinfecting the club. They will use products approved by the EPA and will provide routine cleaning and disinfection of all areas.

If you have a medical condition that does not allow you to follow the safety protocols set forth by Franklin Athletic Club, please notify _____ . We will make every attempt to provide reasonable

accommodations upon your request. Any medical information provided will be kept confidential.

F. Social Distancing Plan

1. All staff will remain six feet away from other staff members and members/guests when they are able to do so. If the proper distancing is not possible staff will wear protective Personal Protection Equipment (PPE).
2. Physical Barriers: Barriers such as curtains, tables, plexi glass and temporary barriers will be placed throughout the club as needed to provide extra protection.
3. Shared Workspaces: We will try to limit the amount of shared workspaces to allow for minimum of 6 feet of separation. For any areas where this is not possible, employees will wear appropriate PPE such as a mask, as recommended by the CDC and OSHA.
4. Common Areas: seating areas in common areas (i.e., restaurant, hallways) will be properly spaced to provide at least 6 feet of separation. Employees, members and guest will be required to wear a mask or face covering in all other common areas (hallways, bathrooms, locker rooms, etc).
5. We will post appropriate marker and signs indicating proper social distancing in areas where employees/members/guests may gather.
6. When appropriate, we can stagger shift start times and start times of camps and classes for to limit the number of people entering the building at the same time.
7. When appropriate, we can schedule the same people for the same shifts to limit the number of potential contacts.

G. COVID-19 Exposure Plan

1. All employees, members and guests will be informed and encouraged to self-monitor for signs and symptoms of COVID 19. Employees will be required to self-certify before every shift that they have not had any symptoms, have not tested positive for COVID 19, if they have been exposed to anyone who has been infected with COVID 19, or travelled anywhere that has a COVID 19 outbreak.
2. All employees, members and guests will have a temperature screening upon entering the building. Anyone with a fever over 100.4 degrees F will not be allowed entry.
3. If any employee, member or guest is showing signs/symptoms of COVID 19 (I.e., cough, fever, respiratory issues, etc) they will be asked to leave the building and will not be able to return until they are either cleared by a physician and are no longer showing signs/symptoms of illness, or have followed CDC guidelines for isolation/quarantine. For more information:
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

Franklin Athletic Club will follow a five (5) step plan if an employee, member or guest is suspected of having COVID 19 or has tested positive for COVID 19.

1. Isolate/Quarantine Confirmed Employees

The infected employee will remain at home until released by a physician or public health official. If a medical note releasing the employee is unavailable, we will follow the CDC guidelines on when an employee may discontinue **self-isolation**.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

2. Address And Isolate Employees Working Near An Infected Co-Worker

We will ask infected employees to identify all individuals they were in close proximity to (within six feet) for a prolonged period of time (10 minutes or more to 30 minutes or more depending upon particular circumstances, such as how close the employees worked and whether they shared a workspace, office, equipment or other items) with them during the 48-hour period before the onset of symptoms. We will send home all employees who worked closely with the infected employee for 14 days under **CDC Guidance** to ensure the infection does

not spread. While quarantined, those employees should self-monitor for symptoms, avoid contact with high-risk individuals, and seek medical attention if symptoms develop.

3. Clean and Disinfect Your Workplace

After a confirmed COVID-19 case, we will follow the [CDC guidelines](#) for cleaning and disinfecting the workplace. Our cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill person, focusing especially on frequently touched surfaces.

4. Notify All Employees

Following a confirmed COVID-19 case, and as recommended by the CDC, we will notify all employees within 24 hours of a possible exposure. We are not required to identify the person who has become ill, unless the employee has signed an authorization to disclose their diagnosis.

5. We will also be required to notify the Health Department if anyone tests positive for COVID 19.

H. Employee Rights and Responsibilities

1. We expect every employee to read and understand this packet of information before returning to work.

2. Upon return to work, all employees have the responsibility to:

- avoid close contact with others (6 feet minimum when possible)
- use appropriate face covers or masks (cover BOTH nose and mouth)
- practice good personal hygiene (frequent hand washing for at least 20 seconds and hand sanitizer as needed)
- cover your mouth/face when sneezing or coughing (use tissue, napkin or arm)
- maintain a clean work station free of unnecessary clutter and disinfect as instructed
- Wipe down common surfaces after each use (faucets, microwave keypads, chair backs, tabletops, shared equipment, tools, etc.).

3. Other employees expectations are:

- Employees will limit personal belongs to one 12x12 tote or bag per shift.
- All personal property such as : coats, bags, sweaters, etc., will be kept in adesignated enclosed areas as determined by supervisor.
- All drinks must be kept in a disposable container with lid to limit germ exposure.
- All staff lunches must be stored appropriately in enclosed containers.
- Employees that work directly with young children or directly with clients will have access to disposable smocks to protect clothing from being soiled.

3. Employees have the right to:

- Raise a safety or health concern with their employer or MiOSHA
- File a complaint with MiOSHA
- Have access to the MIOSHA requirements upon request to the Covid-19 Supervisor or General Manager.
- Have access to proper hygiene protocol by postings at all hand washing sinks and by all hand sanitizing stations.

4. Employers cannot retaliate against an employee for:

- Complaining about safety or health condition in the workplace
- Refusing to do an allegedly imminently dangerous task/job

Employees need to understand that the COVID 19 policies can change with little or no notice based on CDC, MIOSHA and State and Local ordinances.

Employee Resources:

<https://michigan.gov/MIOSHA>

<https://michigan.gov/coronavirus>

<https://cdc.gov/Coronavirus>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html>

Call the COVID-19 Hotline at 888-535-6136

8 a.m. to 5 p.m., Monday - Friday

I. Member and Guest Protocols

1. Members only with the exception of camps
2. Touch free check in and update contact information
3. Upon entry to the club, all members and guests must submit to a temperature check and certify to be COVID-19 symptom free and without exposure to others exhibiting COVID-19 symptoms before entering the building. Signage will be placed at the entryway explaining this.
4. While at Franklin Athletic Club, all members and guests must maintain six-foot social distancing and wear a mask in common areas. Visitors may wear their own mask and other PPE. We will provide a mask to those who do not have one.

J. FAC COVID-19 Supervisor

Per MIOSHA – Franklin Athletic club will have a COVID-19 Supervisor on staff at all times when employees are present in the building.

Supervisor Responsibilities:

- Oversee temperature and self-reporting operations.
- Determine using CDA guidelines if employees are healthy enough and meet guidelines to work. The decision of the Covid-19 supervisor is final.
- Notify General Manager of positive Covid-19 test.
- Properly file temperature and self-reporting forms per shift.
- Ensure social distancing protocol is being followed.
- Ensure all disinfecting stations have proper equipment per shift
- Ensure there is enough PPE available for staff.
- Report the need to reorder PPE to Maintenance Supervisor and General Manger at least 5 days proper to use.
- Answer all questions regarding Covid-19 policy.
- Any other request as mentioned by the General Manger or Covid response team.