

**Health Officer Directive No. 2020-31 (Exhibit B)**  
**Health and Safety Plan** (issued 9/14/2020)**Checklist**

Each Indoor Gym or Fitness Center must complete, post onsite, and follow this Health and Safety Plan.

Check off all items below that apply and list other required information.

*Business/Entity name:*

*Contact name:*

*Facility Address:*

*Email / telephone:*

*(You may contact the person listed above with any questions or comments about this plan.)*

- Prepared and posted onsite and online the Social Distancing Protocol (see Appendix A of the Shelter in Place Health Order, posted at [www.sfdph.org/healthorders](http://www.sfdph.org/healthorders))
- Designated a COVID-19 staff liaison to be the single point of contact at each site for questions or concerns around practices, protocols, or potential exposure. This person will also serve as a liaison to SFDPH. Name: \_\_\_\_\_
- Trained staff on health and safety practices that must be followed.
- Personnel screened prior to entering the facility every day. See [www.sfcddcp.org/screening-handout](http://www.sfcddcp.org/screening-handout).
- Completed any required adjustments and plans (including layout of the business, posted signage, and developing compliance monitoring plans) to ensure proper physical distancing and maintenance of 10% capacity limits. Please note **six feet** is the **minimum distance** that is required **between everyone** in the facility, and **12 feet** is required around anyone performing activities that increase breathing rate or intensity.
- Completed any necessary adjustments to the business to clarify unpermitted spaces and activities, including (1) posting signage of unpermitted activities and spaces and (2) removing, taping off, or blocking unpermitted spaces. See Guidance for Indoor Gyms and Fitness Centers available at [www.sfcddcp.org/businesses](http://www.sfcddcp.org/businesses) for a complete list of unpermitted spaces and activities.
- Review <https://www.sfcddcp.org/COVID-ventilation> and implement all appropriate ventilation best practices in the facility.
- Plumbing is functioning and, if the facility was dormant, then the pipes are flushed.
- Require patrons to wear a Face Covering at all times except when hydrating with normal breathing intensity. Personnel are required to wear Face Coverings according to the [Face Covering Health Order No. C19-12c](#).
- Posted signage regarding face covering as described in the “Face Covering” section of the Guidance for Indoor Gyms and Fitness Centers available at [www.sfcddcp.org/businesses](http://www.sfcddcp.org/businesses)
- Trained Personnel in the requirements of the Health Officer Directive 2020-31 and attached DPH guidance and this Health and Safety Plan (HSP), including their obligation to monitor patron compliance with Face Covering requirements.
- Ensure daily COVID-19 symptom self-verifications are completed for all Personnel as required by the Social Distancing Protocol. Ensure that all Patrons complete COVID-19 screening before entering the gym or fitness center space. Anyone who answers “yes” to a screening question must be prevented from entry.

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- Provide hand washing stations or hand sanitizer at convenient locations throughout the gym or fitness center space.
- Implement all sanitization requirements as described in the Guidance for Indoor Gyms and Fitness Centers available at [www.sfcddp.org/businesses](http://www.sfcddp.org/businesses), including requirement that patrons clean equipment before and after use.
- Personnel and patrons have access to cleaning supplies so that they can clean surfaces as required.
- High touch surfaces in common areas are cleaned and disinfected routinely throughout the day.
- Posted signage reminding patrons of their obligations to disinfect equipment before and after use, wash or sanitize hands before and after use of equipment, stay home if they have any symptoms, maintain physical distance, wear a Face Covering, and wash or sanitize hands frequently.

### **Additional Measures:**