

YMCA of Middle Tennessee Safety Protocol – Membership Facilities

1. Every staff member must have his/her temperature taken upon arrival and anyone with a temp over 100.4+ will be sent home immediately.
2. Every staff reporting for work will be screened for COVID-19 symptoms by asking the following questions:
 - a. Have you been in close contact with a confirmed case of COVID-19?
 - b. Are you experiencing a cough, shortness of breath or sore throat?
 - c. Have you had a fever in the last 48 hours?
 - d. Have you had new loss of taste or smell?
 - e. Have you had vomiting or diarrhea in the last 24 hours?
3. Staff who display any symptoms of illness may not enter the building and staff who become ill / begin displaying symptoms of illness during work will be sent home.
4. Staff who were sent home - or not able to work their shift - because they were waiting on COVID-19 test results, were ill or displaying symptoms of illness, may not return to work until they submit a statement to their Regional HR Director from their attending health care provider. The statement must verify that the employee's continued attendance poses no risk to the health of the employee, other employees or members and is in compliance with Tennessee Department of Health and CDC guidelines.
5. Staff are required to wear a mask at all times during their shifts. Staff will be provided a mask or can bring their own to wear.
6. Staff are present on site 30 minutes prior to facility opening to sanitize high traffic areas and ensure seating and equipment are situated to support proper social distancing.
7. Staff are not allowed to use alternate entrances.
8. Staff personal belongings will be stored away from the main spaces in a designated spot and kept separate from other staff's personal belongings.
9. Closing staff will remain at the site for 30 minutes after the center closes to make sure all spaces are disinfected and ready for the next day.
10. BE VISIBLE Members love to see any cleaning or disinfecting that you are doing.
11. Be very specific in communicating your cleaning and disinfecting expectations.
12. Rotations occur throughout the day and all staff will wash hands frequently during the day.
13. Ensure staff have wipes, towels and Virex and are using the products properly THIS IS VERY IMPORTANT.
14. Clean all wellness equipment with Virex 256 disinfectant cleaner at a minimum of every two hours.
15. Replace blue cleaning towels frequently and wash on the highest heat setting. Do not use paper towels to clean equipment - they will soak up the disinfectant.
16. Spray Virex on all hard surfaces throughout the day, make this part of your schedule or assign it to a staff member or day porter.

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17. Continue to wipe down all door handles with disinfectant wipes or Virex at a minimum of every two hours.
18. Clean and disinfect countertops, lockers, handrails, doorknobs, elevator buttons, computers, etc. at a minimum of every two hours.
19. Ensure the afterhours cleaning crew has everything needed as far as products and supplies.
20. Ensure all COVID-19 related signage is in place.
21. Verify that all disinfecting supplies are in place and restock where needed.
22. Members who are sick / displaying symptoms will not be allowed into the facility.
23. Member temperature is taken upon check-in. If anyone has a temp over 100.4, they will not be allowed enter. Thermometers will be accessible in the front desk area.
24. Every member entering the facility will be screened for COVID-19 symptoms by responding to the following questions:
 - a. Have you been in close contact with a confirmed case of COVID-19?
 - b. Are you experiencing a cough, shortness of breath or sore throat?
 - c. Have you had a fever in the last 48 hours?
 - d. Have you had new loss of taste or smell?
 - e. Have you had vomiting or diarrhea in the last 24 hours?
25. Members will be asked to use hand sanitizer upon entry.
26. Members will self-scan into the facility. Staff will not handle membership cards or cell phones.
27. A greeter will be stationed at the front desk to answer any questions while practicing social distancing.
28. Members will not be able to store any personal items at the welcome center.
29. Members will be required to clean wellness machines before and after their workout.
30. If a member refuses to have their temperature taken, does not practice social distancing or fails to clean equipment they will be asked to leave the facility. That member may not be allowed to come back.