

**fitsteps<sup>®</sup>**  
for life

**GUIDE TO REOPENING**

The COVID-19 pandemic has fundamentally transformed our lives, businesses, and communities. Yet, our mission remains unchanged.

While distancing may be a part of our new normal, wellness and connection remain more important than ever. We recognize that having a safe place to boost immune systems as well as mental and physical health through medical exercise is vital to overall health.

The current health crisis has greatly impacted our operations, but it has also presented us with an opportunity to learn, reflect, improve, and most certainly get stronger. It undoubtedly strengthened our commitment to good health--for immunity, longevity, and especially our FitSteps family.

Since we closed our centers last year, we've been hard at work to establish a new normal for the FitSteps for Life program along with reinforcing and improving our safe and sanitary environment. As both staff members and patients are welcomed back upon re-opening, the safety and well-being of ALL is our highest priority.

We are pleased to present our guide to a safe re-opening. Please review the following pages to familiarize yourself with these new procedures. We will need everyone's participation and it will be everyone's duty to maintain these standards at all times to protect the well-being of our communities. We can't wait to see you back in the centers soon!

Health and Blessings,



Jennifer Selman  
Executive Director

# ENHANCED STANDARDS

TO KEEP OUR EMPLOYEES, VOLUNTEERS, AND PATIENTS SAFE AND WELL

## EDUCATION AND COMMUNICATION

- Staff and volunteer training
- Daily health screening for all staff, volunteers, and patients
- Updated Patient Agreement
- CDC and safety reminders posted throughout the centers
- Literature provided on ways to stay well to both staff, volunteers, and patients

## EXERCISE SOCIAL DISTANCING

- Abbreviated hours of operation
- Limited capacity for center use and class sizes
- Assigned equipment to allow for more space
- Signage reminding patients to keep six feet apart throughout the centers
- Implemented reservation system



Scan QR code with smart phone camera or visit <https://fitstepsforlife.org/reopening-resources/> to reserve your times.

## ENHANCED SAFETY MEASURES

- Touchless check-in
- Employees, patients, and volunteers required to wear face masks
- Cleaned and sanitized all day by patients, volunteers, and staff
- Additional sanitation stations
- Enhanced products and technology
- 15 min cleaning breaks after every 30 mins of center use

# COVID-19 PROTOCOLS

FitSteps for Life implemented COVID-19 protocols to protect our patients, staff members, volunteers, and all of our community, especially those most at risk. As we navigate through the re-opening of our centers, there will be new systems and processes in place. Amenities and programming will vary by center and be consistent with the guidelines required by the state of Texas, as well as recommendations from state and national professional organizations and our medical advisory committee. The following pages outline these new processes and guidelines.

You should not come to a center if in the last 14 days you have:

- Had any symptoms of a cold or respiratory infection or confirmed diagnosis of COVID-19
- Had any fever, cough, or unexplained shortness of breath
- Been in contact with anyone who has tested positive with COVID-19
- Traveled outside of the United States

# EMPLOYEE PROTECTIVE MEASURES

Employees are required to:

- Perform temperature, symptom, and screening checks before each shift.
- Wear a KN95 face mask to securely cover nose and mouth before entering the center, and at all times while in the center.
- Use hand sanitizer that is available near employee workspaces.
- Stay home if ill, have related symptoms, or any COVID-19 contacts.
- Disinfect their workspace in the beginning of their shift and continuously clean the workspace throughout the day.
- Follow the six feet social distancing requirements.
- Wear gloves while cleaning.

# PATIENT PROTECTIVE MEASURES

- COVID-19 symptom and screening checks will be performed before entering the center. Access to the center will be granted based on these screening measures.
- A volunteer or Exercise Specialist will verify each patient's temperature upon arrival. Readings outside of normal parameters will indicate further screening.
- As recommended by the state for any public place or business, "if you are sick, stay home. If you have an abnormal temperature, stay home. If someone in your household is sick, stay home. If you have allergies and cannot control sneezing, stay home."
- Patients are required to wear a surgical face mask to securely cover nose and mouth at all times before entering the facility, throughout the visit, and upon exiting the facility.
- Patients should wash or sanitize their hands before entering the center or immediately upon entry.
- Additional hand sanitizer stations are available throughout the center.
- When walking throughout the center, maintain six feet social distance.
- Personal belonging storage will be unavailable. Keep purses and bags near you on the exercise floor.
- Clean each piece of equipment before and after each use.

# CLEANLINESS AND SANITATION

In the aftermath of the pandemic, keeping equipment clean and well-maintained is more important than ever before. A strong cleaning regime is nothing new, but after COVID-19, everyone will have a heightened awareness of hygiene. Therefore, we must make sure this strong regimen is in place across all centers. Staff will have to regularly monitor and implement cleaning guidelines. It is critical that every patient, staff member, and volunteer play their part!

## Check-in/Reception Area:

- Ensure that entrances and exits are accessible without the need to touch common areas.
- All patients must wear a surgical face mask on arrival, while exercising, and at all times while in the center.
- All patients must have temperature taken.
- All patients must answer COVID-19 questionnaire.
- Make notices easily visible and provide sanitation stations.
- Promote the use of hand sanitizer before entering the center.
- Create systems that ensure the right distances between staff and patients.
- Ask for the respect of social distancing and avoid the forming of groups.
- All patients must be on the daily schedule.

## EQUIPMENT AND MACHINES

- Assign patients every other machine to maintain six feet social distance .
- Place signage around all equipment and machines requesting patients to sanitize before and after each use.
- Innovation continues in spite of COVID-19 with the introduction of new equipment on a trial basis.

## CLEANING AND SANITATION

- Sanitize and clean all the areas of the center on a continuous and daily basis.
- Sanitize and clean the equipment continuously throughout the day.
- Check that dispensers, wipes, sanitizer stations, etc. are stocked.
- Enhanced after-hours cleaning and disinfecting.

## SOCIAL DISTANCING

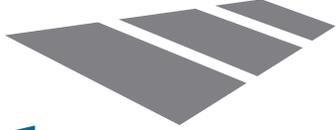
- Capacity restrictions implemented.
- Equipment limitations to encourage social distancing.
- Extra signs and space markings throughout the centers reminding patients to keep six feet apart

# EXERCISE SPECIALIST REQUIREMENTS

- If you don't feel well, stay at home and let your doctor and your manager both know.
- Respect the hygienic precautions currently in force.
- Wear a KN95 face mask at all times.
- Maintain six feet of distance from patients whenever possible.
- Do not share work tools and accessories if they have not first been sanitized.
- Use hand sanitizer after every exchange that is not touchless.
- Ensure hand and equipment sanitizer stations remain stocked and ready for use.
- Maintain touchless interactions with patients during all sessions where possible.
- Give gentle reminders to patients to wipe down equipment before and after use.

# CONFIRMED CASE OF COVID-19... NOW WHAT?

- If you are aware of a staff member or patient that has tested positive for COVID-19, reach out to your Clinical Manager immediately.
- If a patient or staff member is confirmed for COVID-19, they should quarantine for 14 days and all individuals with potential exposure will be notified. The Medical Director will be informed.
- If you are well, but have a person with COVID-19 at home, please notify your Clinical Manager before coming to the center. Do not return to the center until they are well and you have been asymptomatic for 14 days.



# fitsteps<sup>®</sup> for life

Since 2001, FitSteps for Life has focused on changing the standard of care for cancer and other chronic illnesses by providing what we feel is the gold standard in medical exercise. We firmly believe in the power of a healthy body and benefits of regular exercise, both mentally and physically.

Our commitment to those we serve has never wavered, and we will continue to bring that same level of commitment during these challenging times. As we navigate through the re-opening of our centers, there will be some changes and new policies to expect. We appreciate your help and understanding as we work through this time together. If you have a specific concern, please call the main office at 903-561-0149.