

# COVID-19 Preparedness Plan for Yoga 4 You

*Drafted: June 8, 2020 Updated: July 20, 2020*

Yoga 4 You is committed to providing a safe and healthy workplace for our staff and clients. To ensure we have a safe & healthy studio, we have developed the following plan in response to the COVID-19 Pandemic. All staff are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our studio and community which requires cooperation from our staff and clients.

Only through this cooperative effort can we establish and maintain the safety and health of our staff, studio and clients. All Y4Y Staff are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Yoga 4 You Staff have our full support in enforcing the provisions of this policy. We have involved our staff in this process by sharing our initial plan with staff, addressing their concerns and integrating staff suggestions into this plan. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health(MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan
- communications and instructions for customers

## **Screening and policies for employees exhibiting signs and symptoms of COVID-19**

Instructors have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

- Self-check temperature prior to coming in to teach or record a class
- Stay home and contact management immediately if they are experiencing any symptoms of COVID-19.

Y4Y has implemented policies that promote instructors staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

- If any of the above listed circumstances apply, the instructor will have the option to teach virtually from home if they desire, or have another instructor sub their classes if they are unable or unwilling to teach.

Y4Y has also implemented a policy for informing staff & students if they have been exposed to a person with COVID-19 at the studio and requiring them to quarantine for the required amount of time.

- If a student or staff member has been diagnosed with COVID-19, Y4Y management will alert anyone who was in the class attended/taught by the infected person that they may have been exposed. We will also alert any clients who attended classes after that student/staff member was in studio prior to an extensive cleaning being done. The names of staff/student infected will not be shared with students or staff to protect their privacy.
- A full studio disinfection will take place as soon as a report of a diagnosed student/staff member is determined. No further classes will take place until the studio has been completely disinfected.

## **Handwashing**

Basic infection prevention measures are being implemented at the studio at all times. Staff are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout their shift, but especially at the beginning and end of their shift and after using the toilet. All studio clients will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are on the fireplace in the lobby and in each studio so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

## **Respiratory etiquette: Cover your cough or sneeze**

Staff, clients and visitors are asked to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all staff and students.

7/20/20 Update: Per Governor Walz's executive order 20-81 issued today, effective 7/22/20 all staff and students are required to wear a face covering when entering and leaving the studio or when 6 ft of social distancing cannot be maintained. Masks may be removed during class when students are set up in their socially distanced locations. Instructors must wear masks when setting up but may remove them once positioned on their mat for class. Per the order masks are not required *"When participating in indoor physical exercise—such as in a gym or fitness center—where the level of exertion makes wearing a face covering difficult, as long as social distancing can be maintained at all times."* Masks are not required for outdoor classes as long as students can maintain social distancing. If social distancing cannot be maintained in a class for whatever reason, masks must be worn.

## **Social distancing**

Social distancing of six feet will be implemented and maintained between staff and clients in the studio through the following controls:

- Studio capacity is limited to 25% in our Moon studio (8 ppl). Studio floors are marked with red dots to indicate spots where students can lay their mats to guarantee social distancing.
- Sun studio & the Meditation room are temporarily closed to classes. Sun studio will temporarily be used for filming classes only until capacity is increased—at which point floors will be marked to maintain a minimum of 36 square feet per person.
- Classes limited to minimize lobby traffic.
- Classes scheduled 30 minutes apart to minimize lobby traffic and allow staff time to disinfect prior to next class.
- No in studio purchases can be made. Clients can pay in studio only if they have a card on file. No cash or checks will be accepted.
- Clients must register prior to coming to class so they do not need to sign in at the desk.
- Students have been directed to bring minimal items into the studio and place them apart from other students belongings in the cubbies provided
- Students will then be directed to move into the studio so as to avoid coming in close contact with other arriving students and to keep from groups forming in the lobby.
- Students have been requested to wear masks upon entering and leaving the studio.
- No hands on will be conducted until further notice.
- Instructor will remain on their mat for the duration of the practice.

## **Cleaning, disinfection, and ventilation**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of studios, restrooms, lobby, front desk, stereo equipment and front door. Here is our cleaning plan for studio:

- Studio floors, restrooms, lobby & commonly used surfaces (e.g. cubbies, front door) will be cleaned and disinfected 6 days a week by management.
- After each class, the class instructor will:
  - disinfect ipad, mic, stereo & keyboard/mouse at front desk with a UVC light
  - disinfect studio door handles, bathroom door, front door and bathroom faucet handles with approved sanitizer provided via Cintas
  - Disinfect any studio mats used and leave out.

- Disinfect any props used and leave out to be placed in rotation
- Any props used will be used in rotation so once used, will be placed in meditation room under a sign indicating the day used. Those props will not be used again for at least 4 days.

The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, ventilation systems are being properly used and maintained.

- HVAC repair staff performed routine maintenance on both HVAC units used by studio on 6/8/20 to ensure they are functioning at highest performance and working effectively. Filters were replaced and tested.
- Studio doors will be left open whenever possible to ensure maximum airflow in studio
- Certain high intensity classes will be conducted outside.
- Hot classes are being put on hold until such time as is deemed safe.

## **Communications and training**

This COVID-19 Preparedness Plan was communicated via email to all staff on 6/10/20. A hard copy was also distributed to each staff person upon attending an individual training conducted by Y4Y management. Additional communication and training will be ongoing as new instructors begin teaching, as new staff is hired or as instructions regarding safety around the Pandemic change.