

Fitness International, LLC

Club Specific COVID-19 Prevention Plan

The following documents the COVID-19 Prevention Plan for your club location. You are receiving a copy and it is being posted on our COVID-19 intranet page to help make sure you understand the protocols we are putting in place to make our clubs a safe place to work and to work out. Please make sure you are familiar with this information and know that you can turn to it as an important resource at your club at any time.

Local Health Official Contact Information for Your Area

CITY SPORTS CLUBS

<u>Phone Number</u>	<u>After Hours</u>	
Alameda County	510.267.3250	925.422.7595
Berkeley	510.981.5300	510.981.5911
Contra Costa County	925.313.6740	925.646.2441
San Francisco	415.554.2830	415.748.8000
Santa Clara County	408.885.4214	
Sonoma County	707.565.4566	

LA FITNESS CLUBS

Long Beach	562.570.4636	
Los Angeles County	213.240.7941	
Orange County	714.834.8196	
Pasadena	626.744.6115	626.744.6043
Riverside County	951.385.5107	
San Bernardino County	800.722.4794	909.356.3805
San Diego County	619.692.8520	
Ventura County	805.981.5201	

A. Designation of Responsibilities

The administrator of our Plan is the Vice President of Human Resources, Mindy Stokesberry, who will be working with the internal COVID-19 Task Force at Fitness International.

Club employees with questions or concerns regarding the Plan, or safety at the club, should inform their club manager, who should work together with their VP or DOM, along with HR, to address any club concerns or issues.

The General Manager and Operations Manager at each club should serve as a point person, working with the PTD, DOM's and VP's to help make sure cleaning and social distancing protocols are being taught and followed at each club. Additionally, an incident report should be filed for any cases of employees being confirmed to have contracted the virus or to have been meaningfully exposed to the virus (defined as contact with an individual believed to have the virus within 6 feet and for at least 10 – 30 minutes).

All club managers are responsible for setting an example by following our safety protocols at all times, as well as making sure their staff follow these protocols.

Responsibilities of All Employees

In order to minimize the spread of COVID-19 in our workplace, everyone must play his or her part. The Company has instituted various housekeeping, social distancing, and other best practices as recommended by OSHA, the CDC, and other agencies to protect against COVID-19. All employees are expected to follow these protocols and to be knowledgeable of this Plan.

In addition, employees are expected to report to their manager or supervisor if they are experiencing signs or symptoms of COVID-19, as described below.

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Note, other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **do not go to work**. Call your supervisor and healthcare provider right away and socially isolate as best you can.

B. Training On COVID-19

The Company will provide training on the following topics:

- Information on COVID-19 and how to prevent it from spreading.
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines). Note, handwashing should also be done at the beginning and end of each shift (while on the clock), after using the restroom, prior to and after mealtimes and after touching your mask.
- The importance of social distancing (minimum 6 feet) both at work and off work time.
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with or have close contact with, has been diagnosed with COVID-19, which includes self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- Proper use of face coverings, including:
 - Face coverings do not necessarily protect the wearer, but can help protect people near the wearer, so all employees should wear a mask in the club. Face coverings do not replace the need for physical distancing and frequent handwashing.
 - Employees should wash or sanitize hands before and after using or adjusting face coverings.
 - Avoid touching the eyes, nose and mouth.

C. Exposure Level Identification and Risk Assessment

Our reopening plan is designed to provide social distancing and we do not want anyone to be performing their job within six feet of other members or employees (note the Social Distancing protocols implemented in Section C).

The Company has evaluated the workplace and has designated the following areas as having a potential increased risk of infection from COVID-19. These areas will have the following additional precautions taken:

- Club locker rooms/Bathrooms; every other sink should be out of use, maintain social distancing.
- Front desk area shall be limited generally to one employee at a time; member check-ins shall be contactless.
- Work stations shall be assigned to one person at a time and shall be cleaned at the beginning and end of each employee's shift at that workstation.
- Common areas will be cleaned frequently, have hand sanitizers available and we will be encouraging frequent hand washing.
- Gym Equipment has been moved or closed to maximize social distancing and should be cleaned between users.
- Face masks and gloves will be provided by the Company at no cost to employees.
- Kids Klub, sauna, racquetball, and basketball courts will initially be closed.
- Group Fitness Rooms will be marked to provide social distancing between participants and capacity will be limited.
- Personal Training will be altered so that instruction is provided from at least six feet away to eliminate touching.
- Employees and members will be screened and encouraged to stay at home if ill or experiencing symptoms.

D. Workplace Preventative Measures

We have adopted a number of important measures for good hygiene and infection control practices for the initial phase of reopening our clubs, which may be updated over time based on guidance. These measures include:

- Training on and promotion of frequent and thorough hand washing, staying home if sick, social distancing, use of face masks and respiratory etiquette.
- Provision of tissues and trash receptacles for everyone in the club.
- Social distancing policies and strategies to maintain separation of at least 6 feet, including those items listed below.
- Discouragement of workers from using other workers' phones, desks, offices, or other work tools and equipment.
- Provision for decontamination/cleaning between use for shared equipment.
- Maintaining and improving regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment and other elements of the work environment.
- Using cleaning chemicals that are EPA-approved against emerging viral pathogens.
- Screening of employees and members upon entering the club and informing members ahead of time that a mask is required and the social distancing expectations in our club.

Our screening procedures for early identification shall, among other things, include:

- Temperature checks:
 - Everyone (employees, members, vendors, visitors) will have their temperature checked before they enter the club. If any individual's temperature is equal to or greater than 100.4 °F, they will not be permitted entry. Those who are sick will be asked to seek medical attention and follow quarantine requirements.
- Observation:
 - Anyone who appears to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at the club or who becomes sick while at the club during the day should immediately be separated from other employees, customers, and visitors and sent home.
- Self-Reporting/Screening:
 - Employees are being asked online to identify themselves and not remain at or come into work if they begin to have symptoms (i.e., fever, cough, or shortness of breath).

Additionally, we have provided a special sick pay fund for employees who need to stay at home when they have signs of the illness, have possibly been exposed, such as when other household members are sick, or when required by a health care provider to isolate or quarantine themselves. Workers Compensation and special city sick leave benefits may be available as well.

Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions have been implemented, and employees in need of such accommodations should call HR regarding personal leave or potential leave under the Family Medical Leave Act (FMLA).

Social Distancing Measures

Social distancing of six feet will be implemented and maintained between employees, members and visitors in the workplace. To ensure better social distancing we have:

- Scheduled staff to avoid having any social distancing difficulties in common areas, such as the front desk and sales areas.
- Marked off areas in group fitness classes to ensure social distancing among the members and in relation to the instructor.
- Altered our processes for personal training and personal training assessments to avoid touching and promote at least 6 feet of distance between trainer and client.
- Altered our sales processes to include social distancing during tours, using partitions at the sales desk, and continuing to make online sign-up available.
- Eliminated group staff in-person training meetings.
- Posted social distancing reminders for visitors.
- Created training videos for employees.
- Created a welcome back video for members introducing our new policies, including social distancing.
- Created a contactless check-in process for members entering the club.
- Required members to wear face coverings into the club.
- Temporarily closed or repurposed certain areas, such as the basketball court, Kids' Klub, saunas and spa.
- Moved or closed certain equipment to allow for better spacing.
- Closed a number of lockers to ensure social distancing between those using the locker room.
- Limited the use of desks, the front desk area and office equipment to one person, with required cleaning/disinfecting before and after use at the workstation by that employee.
- Limited club occupancy.
- Continued (and will continue) to encourage members to use credit/debit cards instead of cash.
- Continued (and will continue) to remind members & employees to social distance through posters/postings, written information and oral reminders at the club.

Furthermore, to ensure our employees comply with face covering requirements while working in our clubs, we have:

1. Informed employees verbally and in an instructional video of the requirement to wear facemasks while in our clubs.
2. Procured and distributed cloth face masks for all employees, which have been provided at the Company's expense.
3. A plan to distribute additional face masks as the need arises (i.e. in the event of loss or damage).

Cleaning, disinfection and ventilation

We have added to our regular housekeeping practices to provide additional cleaning and disinfecting of work surfaces, equipment and restrooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, handrails and credit card readers. Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use, with gloves provided to employees for use when cleaning.

To ensure proper cleaning and decontamination of the workspace, we have:

1. Instructed employees to frequently wash their hands for at least 20 seconds with soap and water throughout the day, including with postings and regular announced reminders.
2. Created new cleaning procedures throughout the club, which involve more frequent cleaning (especially in high traffic areas) and more staff involved in cleaning.
3. Provided training and color-coded zones to maximize efficiency and accountability for our employees' involvement in maintaining the cleanliness of our clubs.
4. Implemented procedures for the club to be cleaned after hours on a nightly basis, as well as consistently throughout the day.

We will also be constantly working with our HVAC staff to provide appropriate ventilation and filters. This will include examining ways to bring fresh air into the club by increasing and maximizing the outdoor air-percentage to increase dilution of contaminants and eliminate or reduce recirculation.

E. Spread Prevention

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting employees, members, visitors, and others at our clubs.

An employee (or member) who tests positive for COVID-19 will be directed to self-quarantine away from the club.

- Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care provider.
- Employees who test positive and are symptom free may return to work after being quarantined for the period recommended by the then current CDC guidelines.
- Employees who have come into close contact with a confirmed-positive COVID-19 individual (co-worker or otherwise), will be directed to self-quarantine for 14 days from the last date of close contact with the carrier. Close contact is defined as less than six feet for a prolonged period.

Contact Tracing

- If the Company learns that an employee has tested positive, the Company will conduct an investigation into co-workers or members who may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with the carrier.
- HR will contact local health department officials as appropriate.
- If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and self-quarantine for 14 days from the last date of close contact with the carrier.