



TOPGUN

All Stars

INFECTIOUS DISEASE RESPONSE HANDBOOK

REV. 5.15.20



CARE



CLEAN



COMPLIANCE

This handbook has been created by compiling data from OSHA, the CDC, and other industry and fitness pandemic workplace safety guidelines pertaining to coronavirus and other infectious diseases. This guidance creates no new legal obligations but compliance is highly recommended. It contains recent recommendations as well as descriptions of mandatory safety and health standards. The recommendations are advisory in nature, informational in content, and are intended to assist Top Gun All Stars in providing the **safest** possible training facility for staff, athletes and families.

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Top Gun Operating Parameters

- Any athlete or staff member that feels sick or has a sick family member should stay home. There will be absolutely no penalty for missing practices due to fever of the athlete or anyone in the athlete's household.
- Each athlete may wear a mask when outside traveling to and from the practice floor from their vehicles.
- Please, do not touch your face. If you have an itch or have to remove sweat, try to use your forearm.
- Only athletes are allowed outside of vehicles at Top Gun. Parents please don't congregate outside the facility. No siblings or friends (even if on other teams), parents, or non-working coaches will be allowed in the gym except during practice or class time.
- Personal hand sanitizer, water bottle, car keys, phones, and masks are the only personal items allowed in the facility. These items must be placed in a zip lock bag. All other items need to be left at home or in your vehicle.
- Top Gun will utilize a separate door for entrance and exit. Parents, please be aware that your athletes will be released from a different door when you pick them up.
- Upon entrance, athletes will line up on a marked space by the front door to wait for the check-in process; they will adhere to strict social distancing guidelines of at least 6 ft.
- Upon arrival and before entering building, athlete will need to sanitize hands. Athlete temperature will be taken with an infrared thermometer (no touch) by one identified staff member who will employ PPE to prevent potential exposure. The **Centers for Disease Control and Prevention** considers a reading of 100.4 degrees Fahrenheit a fever. While an actual temperature reading is the best diagnostic tool for fevers, the CDC also says it considers a fever to be present when a person feels hot to the touch or has previously reported feeling feverish.

- We will be utilizing a limited amount of tumbling equipment and it will be disinfected after each use. All Tumbler traks, mats, and the pits are off limits until further notice. Please ensure you do not touch anything in the gym, including walls, mats, doors, etc.
- Entrances and exits - the front and side doors will always remain open during business hours to avoid touching door knobs.
- All office operations are closed to walk-ins and payments or other business must be done online or over the phone.
- Bathrooms are available for emergency situations and must be cleaned by staff with the correct EPA - approved disinfectant between breaks. Everyone should wash hands before and after use of the restroom.
- Staff will also have their temperature taken each work day, prior to entry into the building.
- Surfaces, entry ways, and mats will be sanitized between each session with the appropriate EPA approved cleaner.
- Staff will adhere to strict social distancing guidelines at all times and wear masks during Phase 1.
- No spotting of tumbling or stunting until further notice while we adhere to social distancing guidelines.

OSHA & CDC Guidelines

While there is no company rulebook for a pandemic, the Occupational Safety and Health Administration has issued several sets of recommendations for dealing with Covid-19 in recent weeks. To follow these guidelines, Top Gun is doing the following:

- Prohibiting athletes and staff from using others' phones, desks, offices, or other equipment;

- We have installed high-efficiency air filters and are opening doors to increase ventilation. We have large fans running at all times to encourage air movement.
- We have implemented our plan for immediately isolating employees or athletes who become sick in our locations;
- We are replacing face-to-face conversations, internally as well as those with customers, clients, and vendors with phone calls, zoom calls or other forms of communication as much as possible.
- We are establishing a system that reduces the total number of staff and athletes in a facility at a given time.

Cleaning and Disinfection

There is much to learn about the novel coronavirus (SARS-CoV-2) that causes coronavirus disease 2019 (COVID-19). Based on what is currently known about the virus and about similar coronaviruses that cause SARS and MERS, spread from person-to-person happens most frequently among close contacts (within about 6 feet). This type of transmission occurs via respiratory droplets, but disease transmission via infectious aerosols is currently uncertain. Transmission of SARS-CoV-2 to persons from surfaces contaminated with the virus has not been documented.

Transmission of coronavirus generally occurs through respiratory droplets. Current evidence suggests that SARS-CoV-2 may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings. It is unknown how long the air inside a room occupied by someone

with confirmed COVID-19 remains potentially infectious. Facilities will need to consider factors such as the size of the room and the ventilation system design (including flow-rate [air changes per hour] and location of supply and exhaust vents) when deciding how long to close off rooms or areas used by ill persons before beginning disinfection. Taking measures to improve ventilation in an area or room where someone was ill or suspected to be ill with COVID-19 will help shorten the time it takes respiratory droplets to be removed from the air.

Purpose

This guidance provides recommendations on the cleaning and disinfection of rooms or areas occupied by those with suspected or with confirmed COVID-19. It is aimed at limiting the survival of SARS-CoV-2 in key environments. These recommendations will be updated as additional information becomes available.

- Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
- Disinfecting works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility

- Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.

- Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls) used by the ill persons, focusing especially on frequently touched surfaces.
- If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary per the CDC.

How to Clean and Disinfect Hard (Non-porous) surfaces

If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. For disinfection, most common EPA-registered household disinfectants should be effective. Products that are EPA-approved for use against the virus that causes COVID-19 will be used. We will follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc. Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. We will follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. We will check to ensure the product is not past its expiration date. We will never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

- Prepare a bleach solution by mixing:
5 tablespoons (1/3 cup) bleach per gallon of water
or 4 teaspoons bleach per quart of water

Soft (Porous) Surfaces

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.

- If the items can be laundered, launder items in accordance with the manufacturer’s instructions using the warmest appropriate water setting for the items and then dry items completely.

Electronics

- For electronics such as tablets, touch screens, keyboards, remote controls, remove visible contamination if present.
- Follow the manufacturer’s instructions for all cleaning and disinfection products.
- Consider use of wipeable covers for electronics.
- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

Linens, Clothing, and Other Items That Go in the Laundry

- In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.
- Wash items as appropriate in accordance with the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people’s items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

Personal Protective Equipment (PPE) and Hand Hygiene

The risk of exposure to cleaning staff is inherently low. Cleaning staff should wear disposable gloves and gowns (as needed) for tasks in the cleaning process, including handling trash.

- If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to wash hands after removing gloves.
- If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry.
- Gloves should be removed after cleaning a room or area occupied by ill persons. Wash hands immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor. **Cleaning staff and others should clean hands often**, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for **20 seconds**. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water. Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands. Additional key times to clean hands include:
 - After blowing one's nose, coughing, or sneezing
 - After using the restroom
 - Before eating or preparing food
 - After contact with animals or pets
 - Before and after providing routine care for another person who needs assistance such as a child

About COVID-19 - Symptoms

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

How COVID-19 Spreads

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people. The virus is thought to spread mainly from person- to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads. People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads. Although the United States has implemented public health measures to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur.

The CDC website provides the latest information about COVID-19 transmission: www.cdc.gov/coronavirus/2019-ncov/about/transmission.html

Steps to Reduce Risk of Exposure to SARS-CoV-2

Workers' individual risk factors (e.g., older age; presence of chronic medical conditions, including immunocompromising conditions; pregnancy).

- Controls necessary to address those risks.
- Follow federal, state & local recommendations regarding development of contingency plans for situations that may arise as a result of outbreaks, such as:
- The need for social distancing, staggered work shifts, downsizing operations, delivering services remotely, and other exposure-reducing measures.
- Options for conducting essential operations with a reduced workforce, including cross-training workers across different jobs in order to continue operations or deliver surge services.

Plans should also consider and address the other steps that employers can take to reduce the risk of worker exposure to SARS-CoV-2 in their workplace, described in the sections below.

Implement Basic Infection Prevention Measures

For most employers, protecting workers will depend on emphasizing basic infection prevention measures. As appropriate, all employers should implement good hygiene and infection control practices, including:

- Promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.
- Encourage workers to stay home if they are sick.

- Encourage respiratory etiquette, including covering coughs and sneezes.
- Provide customers and the public with tissues and trash receptacles.
- Employers should explore whether they can establish policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies.
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. When choosing cleaning chemicals, employers should consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).

Facility Staff Flexibilities and Protections

- Sick employees are to stay home.
- Sick leave policies are flexible and consistent with public health guidance.
- If an employee has a sick family member, we maintain flexible policies that permit them to stay home to care for the sick family member. See CDC's Interim Guidance for Preventing the Spread of COVID-19 in Homes and Residential Communities: www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html.

- We continue to provide adequate, usable, and appropriate training, education, and informational material about business-essential job functions and worker health and safety, including proper hygiene practices and the use of any workplace controls (including PPE).

Implement Workplace Controls

Occupational safety and health professionals use a framework called the “hierarchy of controls” to select ways of controlling workplace hazards. In other words, the best way to control a hazard is to systematically remove it from the workplace, rather than relying on workers to reduce their exposure.

During a COVID-19 outbreak, when it may not be possible to eliminate the hazard, the most effective protection measures are (listed from most effective to least effective): engineering controls, administrative controls, safe work practices (a type of administrative control), and PPE.

Engineering Controls

Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement. Engineering controls for SARS-CoV-2 include:

- Installing high-efficiency air filters.
- Increasing ventilation rates in the work environment.
- Installing physical barriers as needed.
- Removing knob-style door handles and replacing, where possible, with mechanisms to allow opening without hands (kick plates, ADA compliant door opening hooks, etc)

Personal Protective Equipment (PPE)

While engineering and administrative controls are considered more effective in minimizing exposure to SARS-CoV-2, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.

Building & Staff Protocols

Ventilation Controls - Appropriate air-handling systems are installed and maintained in each of our facilities with increased airflow while athletes and staff are in buildings. See "Guidelines for Environmental Infection Control in Healthcare Facilities" for more recommendations on air handling systems at:

www.d.gov/mmwr/preview/mmwrhtml/rr5210a1.htm

Water Controls -To prevent the risk of Legionella in water after any location being closed for more than 7 days, we are implementing the following reopening protocol.

- Water heater is properly maintained and the temperature is correctly set.
- Manufacturer recommendations will be followed draining the water heater after a prolonged period – 7 days- of disuse. All maintenance activities are carried out according to the manufacturer’s instructions or by professionals.
- Water heater is set to at least 120°F. Higher temperatures can further reduce the risk of Legionella growth, but ensure that you take measures to prevent scalding if you water heater is set to >130°F
- Flush hot and cold water through all points of use (e.g., showers, sink faucets). Flushing may need to occur in segments (e.g., floors or individual rooms) due to facility size and water pressure. The purpose of building flushing is

to replace all water inside building piping with fresh water. Flush until the hot water reaches its maximum temperature.

- All water fountains will be closed for use during Phase 1 and longer as needed. Touchless water fountains will remain operational.

Coaching and Administrative Staff - will follow existing guidelines and facility standards of practice.

- Our policies that reduce exposure, required hand washing, taking of temperatures before entering the building, social distancing, limits to items on-site, and additional precautions will be thoroughly enforced.
- Immediately report symptoms of fever or respiratory illness to the closest staff member. Staff will immediately make contact with owner and identify next steps.
- All staff will have their temperatures taken to check for fever upon entering Top Gun each day.
- All staff will be provided with job-specific education and training on preventing transmission of COVID-19, including initial and routine/refresher training.
- We ensure that psychological and behavioral support is available to address employee stress.
- Cleaning staff will wear new gloves and other PPE as needed. We have allocated a buffer between classes, lessons, or practices to accommodate this new intermittent cleaning procedure. The used equipment, doors, door handles, bathrooms, and other high traffic areas will be cleaned between each session.