

## SP21 Wellness Clinic Re-Opening Health & Safety Plan Center for Health Sciences 302

**Site Safety Monitor:** Frank Micale, Director

Ensures continuous compliance with all aspects of the site safety plan.

**Central Point of Contact (for college employees):** Katie Sack, Human Resources, email [humanresources@ithaca.edu](mailto:humanresources@ithaca.edu). Point of contact for the Wellness Clinic is the same point of contact for the College and receives and attests to having reviewed all screening questionnaires, is the party to inform if employees are experiencing COVID-19 related symptoms, and will receive notifications of positive cases and initiate the respective cleaning and disinfection procedures.

**Central Point of Contact (for college students, including student employees):** Hammond Health Center, call 274-3177 or email [healthcenter@ithaca.edu](mailto:healthcenter@ithaca.edu). Point of contact for student employees and student patrons of the Wellness Clinic is the same point of contact for the College and receives and attests to having reviewed all screening questionnaires, is the party to inform if students are experiencing COVID-19 related symptoms, and will receive notifications of positive cases and initiate the respective cleaning and disinfection procedures.

**Mandates given by the college, NYS, CDC as well as recommendations from national organizations (such as ACSM) will be followed and updates will be made to our health/safety plan as warranted due to changing circumstances.**

### I. People

#### A. Physical Distancing –

- Maximum occupancy in all workout areas, which includes Wellness Clinic staff and clients, will be reduced to the lesser of 33% or the State's social gathering limit for the region. Maximum occupancy in all other areas will be reduced to ensure 6 ft. physical distancing or the State's social gathering limit for the region.

Room	Total Square Footage	Normal Occupancy		SP21 Re-Opening Occupancy	
		50 gross/pp	20 gross/pp	6 ft distancing	NYS 33% Guidelines
Exercise Area (302A)	2893	57			18
Aerobics (302A)	1089	21			6
<b>Total Exercise Area &amp; Aerobics</b>	3982	78			24
Clinic Reception (302) - Lobby	334	6		3	
Counseling (302 B) - Jen & Joe office	135	2		1	
Clinic Check In (302C) - behind desk	119	2		2	
Resource Room (302C) - classroom	388		19	7	
Staff Office (302 D) - break room	122	2		2	
Examination Room (302 E)	124	2		2	
Clinic Evaluation (302 F)- testing room	444	8		4	
Women's Locker Room Total	519	10		5	
Men's Locker Room Total	519	10		5	

- Patrons and employees will be asked to have their Ithaca College ID and must check-in and check-out of the facility via the Fusion Fitness Management Software. Fusion is capable of tracking capacity and will not grant further access once our specified limit for an area or the overall facility has been reached.
- 6 ft. distance between individuals ensured at all times, unless safety of the core activity requires a shorter distance; the core activity does NOT apply to exercise activity, which must always allow for at least 6 ft. of distance between individuals.
- Patrons will be directed immediately into space utilizing within facility – locker room, group exercise room, fitness floor, or for appointments with employees (fitness eval, GXT, orientations, etc.) – resource room or clinic evaluation room. Only three individuals permitted in clinic reception area.

#### Workstation Modification

- Front Desk
  - Fusion fitness management software at front desk computers
  - Plexiglass barriers are positioned in front of 2 separate staff workstations
  - Only 1 staff member will work behind front desk
- Fitness Desk
  - Fusion fitness management software at fitness desk computer
  - Plexiglass barrier is positioned in front of staff workstation
  - Only 1 staff member behind fitness desk, any additional staff members stand on fitness floor keeping 6 ft. distance from others

#### Equipment & Facility Use Modifications – to ensure 6 ft. distancing

- Locker Room (includes restroom & showers) access limited to 5 people to ensure 6 ft. distancing
  - No locker or basket rentals. Day-use lockers only. Clients bring own lock.
  - Lockers will be assigned allowing for 6 ft (5 lockers) separation when client checks in and checked off when client leaves. Staff will record usage and subsequent disinfection by staff after each use.
  - Clients will sign up for individual shower and report when finished. Staff will record usage and subsequent disinfection by staff after each use.
  - Middle toilet stall, shower stall, and sink will be closed via signage and barrier tape to ensure 6 ft. separation.
- Cardiovascular Equipment – limited usage
  - 6ft distancing of users- use of only every other cardio piece permitted. (~12 pieces of cardio available)
  - Cardio equipment must be reserved before use and is limited to 30 minutes per piece of equipment when others are waiting.
  - Signage posted on cardio equipment not to be used.
- Resistance Equipment – limited usage
  - 6 ft distancing (~6-8 clients in resistance area)
  - Use of only every other cybex selectorized equipment (1 piece of equipment between users to ensure 6 ft. distancing).
  - Designated 6 ft workout boxes for dumbbell area & rig
  - Only 1 person in each of the two power racks and Cybex pulley units
  - Free weight exercises requiring a spotter will be discouraged and use of support rails required where feasible. If spotting exercises occur they will be conducted in the least amount of time possible by an employee or a member of the lifters household (i.e. no lingering or socializing).
- Aerobics Room – access limited to 33% - 6 people
  - 6 ft. distancing - designated 6 ft. workout boxes for instructor and patrons with a minimum of 6 ft. between boxes
  - Classes offered in person, remote, or both.
- Throughout Facility
  - Lobby seating closed.

- Require clients to use only one piece of equipment at a time (i.e., no circuits or “super setting”) to ensure distancing and machines are cleaned after use.
- Client will leave all cleaned equipment used in their designated workout area for staff to put away.

## **B. Gatherings In Enclosed Spaces**

- In-Person employee gatherings will be limited (e.g. staff meetings, staff break room-office). Meetings and trainings will be conducted remotely to the greatest extent possible, but if not possible meetings will be held in open, well-ventilated space where room capacity is not exceeded and individuals can maintain six feet of physical distance between one another. Practices to maintain adequate physical distancing in small spaces (e.g. locker rooms) are outlined in Section IA. Physical Distancing. Locker room max occupancy will be posted, monitored, and restricted by front desk employees. Max occupancy in other rooms throughout facility will be posted, monitored, and ensured by WC employees.
- Employee density will be reduced and counted in overall facility/room capacity. Professional employee schedules will be staggered with only one present at Fitness Floor workstation unless need arises on the fitness floor and occupancy remains at 33% or less. Staffing only 1 student at both Front Desk and Fitness Floor during open hours and 1 student per client for Orientations, Fitness Evaluations, and Exercise Programming Training sessions.

## **C. On-Site Activity (not already covered in Section IA above)**

- We passed Tompkins County health department inspection on Friday, January 15<sup>th</sup>, 2021.
- We will deliver our services remotely/hybrid as much as possible to meet the needs of the clients and student learning.
- Tracking & Limiting Occupancy
  - Patrons limited to only current IC faculty, staff, and grad students approved to access campus (thus undergoing required testing & daily health screening) and willing and able to wear acceptable face covering. Community members including retirees, spouses, and guests are not permitted.
  - Reservations will be required for fitness center usage (90-minute time slot) and all programs and services including group exercise classes. Reservations can be made online through Fusion fitness management software or over the phone (must talk to staff member) first come, first served.
- Client COVID-19 conduct agreement required to access facility/services in addition to standard WC liability waiver.
- Clients directed to use hand sanitizer when entering and exiting facility and if touching eyes, nose, mouth at any time during workout or sessions.
- No client towel/laundry service– no sweat or shower towels available for use.
- Water fountain used to fill up water bottles only, no drinking from fountain (as noted by signage)
- Participants bring own and ideally labeled (post signage- bring your own....)
  - Mask
  - Towel – Sweat & Shower
  - Filled water bottle
  - Lock for locker
  - Yoga mat
  - Other fitness equipment
- Employees constantly monitor and report counts by area and ensure patrons and equipment are properly distanced 6 ft. at all times.
- Higher risk activities where physical contact cannot be continuously avoided (e.g., martial arts, boxing) are prohibited. Activities requiring hands-on adjustments are discouraged (e.g., personal training, yoga, Pilates), unless necessary to mitigate a health or safety risk.
- “Personal Training” employees and patrons:
  - Wear face coverings at all times.

- Maintain 6 ft. distance to maximum extent possible, with occasional, brief contact kept to less than 10 minutes that may be closer than six feet to address a health or safety risk (e.g., demonstrate exercise correct form or posture). Close contact must be conducted in least amount of time possible (i.e., no lingering or socializing).
- Will not share personal items (e.g., towels).
- Clean & disinfect any shared equipment in between use (e.g., demonstrations).
- Group Exercise Classes
  - Limited to 33% capacity and 6 ft distancing - designated 6 ft workout boxes with a minimum of 6 ft. between boxes
  - Classes offered in person, remote, or both.
  - Initially classes will be limited to low – moderate intensity. No higher risk activities where physical contact can't be avoided (e.g. boxing or martial arts) will be offered.
  - Offer outdoor physically distanced classes when feasible and weather permitting.
  - No shared equipment during GE classes.
- Fitness Evaluation & Graded Exercise Testing (GXT) Procedures
  - Employees conducting fitness evaluations and GXT's will wear face coverings, their own face shield, and gloves.
  - Employees will disinfect equipment, change gloves, and wash hands after/between clients.
  - Employees will maintain 6 ft. distance to the maximum extent possible.
  - For GXT's -
    - A high efficiency HEPA filter will be used to disinfect the testing environment (per recommendation when the testing room is windowless or not a negative pressure room).
    - For each client a new PreVent facemask and expired air filter (filter 99.98% particulates) will be used to substantially reduce aerosolization of client expired air, and they will be disposed after use.
    - Metabolic cart umbilicus will be changed for each participant tested on the same day, and disinfected as appropriate, so that each umbilicus has at least 2 hours of "rest" time before being used again.
    - Test time will be increased by 30 minutes to allow for thorough cleaning and disinfecting, in accordance with section IIC, between clients.
- Employee procedure for blood pressure, heart rate, and O2 saturation measurements on fitness floor:
  - Wear face coverings (if client is breathing heavily following exertion, a face shield and/or goggles will be worn by the employee in addition to a face covering).
  - Maintain maximum amount of distance possible from client at all times.
  - Maintain 6 ft. distance to the maximum extent possible.
  - Disinfect equipment after/between clients.
- Measures will be taken to reduce interpersonal contact and congregation, through the following methods:
  - Limiting in-person presence to only those employees who are necessary.
  - Adjusting workplace hours – distinct facility open hours & employee shifts that are separated from next shift by at least 30 minutes.
  - Encouraging use of outdoor spaces, where possible.
  - Reducing on-site workforce to minimum to accommodate physical distancing guidelines.
  - Shift designing wherever possible (e.g. A/B teams).
  - Reminding patrons to plan their workout routines ahead of time to reduce lingering.
  - Implementing sign-up policies so patrons can work out during consistent, specific times to encourage cohorting.
  - Banning use of shared equipment without proper cleaning and disinfection between use.
- Hours of operation will be reduced to enable enhanced cleaning procedures, per DOH guidance, "COVID-19: General Guidance for Cleaning and Disinfecting for Non-Healthcare Settings."

## D. Movement & Commerce

- Measures will be taken to reduce bi-directional traffic using one-way floor signage in narrow hallway (locker room hallway) and in aisles between gym equipment (cybex upper body selectorized area, two main walkways (behind cardio, free weight area). Walking on left in lobby & hallway to locker rooms.
- Signage and distance markers denoting spaces of six feet posted in all commonly used areas and any areas in which lines are formed or people may congregate.
  - Main lobby front desk – 1<sup>st</sup> computer, hallway outside of Wellness Clinic
  - Locker rooms – sinks/toilets
- Entrance & Exit- Main Door (only viable entrance & exit)
  - Entrance/Exit Main Door propped for touchless entry
  - Check In- Fusion software- Front Desk (immediately to left)
    - Client scans ID or staff manually checks client in
  - Check Out- Fusion software- Fitness Desk or Front Desk
    - Fitness Desk if client will be immediately leaving facility from fitness floor
      - Client scans ID or staff manually checks client out if no ID.
    - Front Desk if client will be using locker room or otherwise remaining in or using another area of clinic
      - Client scans ID or staff manually checks client out if no ID. Clients will be entering facility by appointment only and there will be markings on floor for direction and spacing to avoid interference.
- Patrons queued outside while still maintaining physical distance through floor “wait here” signage.
- Lobby waiting area will be marked for 1 person to stand in front of desk. Otherwise, clients will be directed to wait in other rooms throughout facility ensuring adherence to 6ft. distancing.
- Pick-ups and deliveries will be done through main entrance/exit (no other viable option).
- Delivery personnel are required to wear face coverings.
- Contractors/vendors are required to [register as visitors](#) and wear face coverings and complete the Daily Health Screening.
- Employees must perform hand hygiene before and after transferring a load of merchandise from delivery personnel (e.g. perform hand hygiene before starting to load items; and once all items have been loaded, finish by performing hand hygiene again).
- Touchless check-in will be utilized via ID scanner and confirming verbally that Daily Health Screening was completed through plexiglass barrier. The handling of cash, credit cards, ID cards, and mobile devices will be minimized to the extent possible.

## II. Places

### A. Air Handling Systems

- HVAC system filtration meets the highest rated filtration compatible with the currently installed filter rack and air handling systems, at a minimum MERV-13, or industry equivalent or greater (e.g., HEPA), as applicable, and as certified and documented by a certified HVAC technician, professional, or company, ASHRAE-certified professional, certified retro-commissioning professional, or New York licensed professional building engineer.

### B. Protective Equipment

- Employees, clients, vendors and contractors, and delivery personnel will only be permitted entry into Wellness Clinic if they wear an acceptable face covering at all times. Acceptable face coverings include, but are not limited to, cloth-based face coverings and disposable masks appropriate for exercise that cover both the mouth and nose. Bandanas, buffs, and gaiters are not acceptable face coverings for use in gyms and fitness centers and IC also does not permit face shields alone.
- All individuals, including employees and patrons, wear face coverings at all times, with the following exceptions:
  - Individuals may be permitted to temporarily remove face coverings while eating or drinking, so long as they maintain 6 ft. of distance from others. Patrons only permitted to drink. Employees must eat alone and in designated spaces.

- Face coverings should not be worn in aquatic settings (i.e. individual shower).
- All employees will be provided with 2 acceptable face coverings and employees conducting fitness evaluations and GXT's will also be supplied with a face shield they will clean and store at the Wellness Clinic. Face coverings and shields will be supplied at no cost to the employee. An adequate supply of face coverings, masks, shields, and other required PPE will be available in case of need for replacement, or should a patron be in need (limited to patron personal mask becoming compromised during workout).
- Employees are allowed to use their own acceptable face coverings but are not required to supply their own face coverings.
- Sharing of face coverings will be prohibited. Employees and patrons will be advised to regularly clean or replace their face coverings after use and if they become wet or soiled, in accordance with CDC guidance.
- Employees will be trained on how to adequately don, doff, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings.
- Employees conducting fitness evaluations and GXT's will wear face coverings, their own face shield, and gloves. Staff will disinfect equipment, change gloves, and wash hands after/between clients.

### **C. Hygiene, Cleaning, and Disinfection**

- Adhere to hygiene, cleaning, and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH), including "Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19"; and the "STOP THE SPREAD" poster, as applicable. Maintain logs on site that document date, time, and scope of cleaning and disinfection.
  - Daily logs will be used to track frequency, time, and which equipment is disinfected.
  - Masks & gloves required to be worn by employees when cleaning.
- Provide and maintain hand hygiene stations throughout the gym or fitness center, including handwashing with soap, running warm water, and disposable paper towels as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible, and in common areas (e.g., entrances, exits, next to workout stations).
  - 6 handwashing stations are available throughout the facility (2 in each locker room, 1 in examination room (302E), and 1 in clinic evaluation room (302F).
  - Free-standing hand sanitizer station in center of fitness floor.
  - 4 wall-mounted hand sanitizers throughout the facility and additional pump hand sanitizer at entrance/exit and front desk workstation.
- Signage placed near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water; hand sanitizer is not effective on visibly soiled hands.
- Receptacles placed in each room, at each employee workstation, and in multiple locations throughout the Wellness Clinic for disposal of soiled items, including PPE.
- Patrons will be encouraged to bring their own equipment (e.g., towels, yoga mats, hand weights), to the extent possible.
- CDC Guidance will be followed for laundering cleaning towels (client towels will not be provided at this time), which includes:
  - Items will be laundered in hot water with detergent and bleach (following manufacturers' instructions, warmest water setting, and drying completely).
  - Wear disposable gloves when handling dirty laundry.
  - Do not shake dirty laundry.
  - Clean and disinfect laundry hampers.
  - Remove gloves, and wash hands immediately after handling dirty laundry.
- Conduct regular cleaning and disinfection of the Wellness Clinic and more frequent cleaning and disinfection for high risk areas used by many individuals and for frequently touched surfaces. Cleaning and disinfection will be rigorous, ongoing, and occur frequently throughout hours of operation and whenever needed referring to DOH's Guidance for Cleaning and Disinfection of Public & Private Facilities for COVID-19" for detailed instructions.

- Employees will ensure that shared equipment and machines are cleaned and disinfected by employees or patrons between every use (e.g., pens, fitness equipment, blood pressure cuffs, pulse oximeters, etc.).
- Appropriate cleaning and disinfection supplies will be provided for shared and frequently touched surfaces. Employees and patrons will be required to use these supplies, following manufacturers' instructions, before (if necessary) and after use of these surfaces, followed by hand hygiene.
  - To clean and disinfect work surfaces, equipment, and facility WC employees will be using:
    - EPA N-list Oxivir TB in spray bottles and wipes, which requires contact/kill time of 1 minute and does not require use of PPE.
    - EPA N-List Sani-Cloth Plus Germicidal Disposable Cloth (at least until our current stock is gone) which requires contact/kill time of 3 minutes and PPE is not required under normal use conditions.
    - EPA N-List GS Neutral Disinfectant Cleaner 103, which requires contact/kill time of 10 minutes and does not require use of PPE.
    - EPA N-List Clorox Germicidal Bleach 1:9 dilution which requires contact/kill time of 3 minutes and PPE is required.
  - To clean and disinfect surfaces and equipment before and/or after use clients will use EPA N-list Oxivir TB wipes.
  - "For staff use" Oxivir TB spray bottles will be at fitness & front desk (total- at least 5 bottles)
  - "For client use" Oxivir TB wipe tubs (total- 6 tubs)
    - In Fitness Area: front wall cardio, center of fitness floor, FW area (back wall)
    - In Group Exercise room
    - In Men's & Women's locker rooms
  - According to chosen cleaning product MSDS sheets these products and the act of cleaning with them will not pose safety hazards or degrade material or equipment.
  - Sufficient employees will be available to "wipe down" (i.e., clean and disinfect) equipment between users, but patrons will also be required to "wipe down" equipment after each use.
- Facility employees cleaning & disinfecting M-F with an EPA-approved disinfectant.
  - Nightly- Fitness equipment with EPA N-List Vital Oxide applied via electrostatic sprayer, which requires contact/kill time of 10 minutes and does not require use of PPE.
  - Nightly - Locker room toilets, sinks, showers, lockers, and benches and all high touch points.
  - Nightly- Facility high-touch points
  - Between 1:30-4pm (after morning and lunchtime open hours) – Locker Room, includes restrooms
- Wellness Clinic employees cleaning & disinfecting
  - Entire facility (including locker and restrooms) and equipment at all times excluding facilities employee scheduled cleaning. WC employees understand must clean surfaces (to remove debris) thoroughly before disinfecting for disinfection to be effective.
  - Locker rooms and restrooms will be cleaned and disinfected at least after every 2 hours of use by WC employees or facilities.
  - Showers disinfected by employees after each use.
  - Scheduled down times throughout the day to allow for a thorough cleaning of work surfaces, equipment, and locker room focusing on touch points (e.g. displays, handles, pads, screens). Will clear and close facility for at least 30 minutes for thorough cleaning (including locker room) at least 3x/day after each 90-minute open hours (e.g., post morning, afternoon, and evening open hours). These scheduled downtimes will be posted on the website and with signage so that patrons can plan accordingly.
  - Employee sharing of objects and touching of shared surfaces will be discouraged. If employees must contact shared objects or frequently touched surfaces they are required to wear gloves (trade-appropriate or medical) or sanitize or wash their hands before and after contact. Staff will clean workstation at end of their shift or between staff members as needed.

- Clients must agree to clean equipment after use with EPA N-list Oxivir TB wipes.
- Remove (or not allow use of) equipment that can't be easily sanitized.
- “Extra” loose equipment removed and stored to minimize surfaces needing to be disinfected regularly.
- The Office of Facilities complies with CDC guidelines on “Cleaning and Disinfecting Your Facility” if a positive case is identified. This includes temporarily closing areas used by a positive case and completing a thorough cleaning with an EPA-approved disinfectant.
- Shared food and beverages among employees is prohibited (e.g., self-serve meals and beverages), employees will be encouraged to bring food from home, and adequate space for employees to observe physical distancing while eating will be reserved. Whenever possible, employees will be encouraged to eat before or after work hours (i.e. shifts will be short, 2-hour blocks for most student employees).

#### **D. Phased Re-opening**

- Re-opening activities will be phased in to allow for operational issues to be resolved before production or work activities return to normal levels. Number of hours, employees, and patrons served when first reopening will be limited to provide operations with the ability to adjust to the changes.
  - Initial week Wellness Clinic fitness floor will be open and select group exercise classes scheduled, but additional patron services will be limited (e.g., orientation and exercise program training appointments and fitness evaluations). GXT’s will be delayed for at least several weeks after opening.

#### **E. Communications Plan**

- We affirm our review, understanding, and implementation of the state issued industry guidelines.
- Routine communication with and training of employees will occur via facility signage, email, Sakai, and/or remote meetings as much as possible and practical. Employees will be trained on all procedures, correct PPE use, cleaning & disinfecting, etc.
- Communication with patrons will occur via facility signage, email, client conduct agreement, and the Wellness Clinic website.
- Individuals will be required to adhere to CDC and DOH guidance regarding the use of PPE, specifically face coverings, through verbal communication and signage.
- Signage consistent with DOH’s “COVID-19 signage” will be posted inside throughout and outside of the Wellness Clinic reminding employees and patrons to adhere to proper hygiene, physical distancing rules, appropriate use of PPE (including cleaning & replacing face coverings if wet or soiled), and cleaning & disinfecting protocols.
  - Stay home if they are feeling sick.
  - Cover their nose and mouth with a face covering at all times, except while eating, drinking or in aquatic setting (e.g., pool, individual shower).
  - Quarantine if they have recently been in a noncontiguous state, pursuant to the New York State Travel Advisory.
  - Properly store, clean and, when necessary, discard PPE.
  - Adhere to physical distancing instructions.
  - Report symptoms of or exposure to COVID-19, and how they should do so.
  - Follow hand hygiene and cleaning and disinfection guidelines.
  - Follow appropriate respiratory hygiene and cough etiquette.
  - Wipe down equipment with disinfectant wipes before and after usage.
- Additional signage will include: traffic flow; hand sanitizer; water fountain- filling station only; DO NOT use cardio signage; physical distancing signage for every other cardio machine and cybex selectorized machine, staying within taped markings in free weight and group exercise room; room max occupancy; sign-up for shower use at front desk; signage closing middle toilet stall, sink, and shower in locker rooms; signage closing lockers not for use.



### III. Processes

#### A. Screening and Testing

- NYS guidelines for screening will be followed including:
  - Verbal confirmation of mandatory remote completion of college daily health screening and clearance to access campus for patrons, employees, and contractors & vendors (<https://ecm.ithaca.edu/wf/visitor.php>) before entry. Plexiglass barrier will separate individuals when confirming proof of screening.
  - Individuals who are not cleared to access campus based on their responses to the Daily Health Screening may not proceed to campus and will not be allowed to enter the facility.
  - Clients who begin to experience symptoms while in the Wellness Clinic must leave campus immediately and contact a medical provider.
  - Employees are required to immediately disclose to WC Supervisor on duty if they begin to experience symptoms. These individuals must leave campus and contact a medical provider.
  - Employees may return to work after released from public health-ordered quarantine or isolation by the local health department. Employees must report these release dates to Katie Sack in Human Resources and student employees must report this release date to Hammond Health Center.
  - Central point of contact responsible for receiving and attesting to having reviewed all screening questionnaires, the party to inform if employees or students are experiencing COVID-19 related symptoms, and will receive notifications from individuals of positive cases and initiate the respective cleaning and disinfection procedures is Katie Sack in Human Resources for employees and Hammond Health Center for students and student employees.
  - Frank Micale, Wellness Clinic Director, is the site safety monitor whose responsibilities include continuous compliance with all aspects of the site safety plan.
  - Log/Record will be maintained (manual as need, Fusion member management, & SubItUp employee software) of every person, including employees, clients, and where practicable, contractors and vendors, who may have had close or proximate contact with other individuals at the workplace or area; excluding deliveries that are performed with appropriate PPE or through contactless means. Manually recorded log/record will include each person's full name, address, and phone number. The Fusion and SubItUp log/record will include person's name and time in facility and Fusion & College HR system will contain all contact information, including each person's full name, address, and phone number.
  - Aforementioned sign-in data will be maintained for a period of 28 days and provided to state and local health department upon request.

#### B. Tracing and Tracking

- Either the Human Resources or Hammond Health Center contact tracer will notify the local health department immediately upon being informed of any positive COVID-19 test result by an individual (employee or student) at the Wellness Clinic.
- In the case of an individual testing positive, Wellness Clinic employees will cooperate with the state and local health department as required to trace all contacts in the Wellness Clinic and notify state and local health department of all individuals who entered the Wellness Clinic dating back 48 hours before the individual first experienced COVID-19 symptoms or tested positive, whichever is earlier. Confidentiality will be maintained as required by federal and state law and regulations.
- Employees who are alerted that they are a close contact of a positive case and must quarantine, must notify their supervisor and Katie Sack in Human Resources. Student employees must notify their supervisor and Hammond Health Center.
- Safety plans will be conspicuously posted on bulletin board in WC lobby and on WC website.