

Sweet Serenity

YOGA AND WELLNESS



Sweet Serenity Yoga and Wellness Inc
8330 112th Street Delta, BC V4C 6A2

***The Sweet Serenity Yoga and Wellness Inc. Standard
Going Beyond Regulations To Ensure Our Students Everyday Safety***

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Letter From Sweet Serenity Yoga and Wellness Inc.:

The last few months will be recorded in history as one of the most chaotic times of our generation. But, you don't need me to share that because you have lived its effects first hand.

In the coming weeks, our studio will be able to slowly and surely reopen it's doors, welcoming our students and team members to a semblance of normalcy in their practice at our studio.

The manual that you are reading is the work of our team members advised by our attorneys, so that we may reopen our doors with a sense of confidence and knowledge that we have done all we can to ensure the safety and security of everyone who enters our studio.

This is a living document. We will continue to update it as the health authority provides new regulations and policies, and as we begin to understand the new normal.

We are celebrating the future with you, whatever that may look like.

With Grit and Gratitude,

Jenine Lehfedt

Disclaimer:

The information contained in this manual is representative of the standards set forth by the CDC, OSHA, HIPPA, and the Federal Government. While we have reviewed and taken reasonable efforts to include information from and numerous provincial and local authorities, this data will be reviewed regularly and updated for our studio as new regulations and information are made available.

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***The Sweet Serenity Yoga and Wellness Inc. Standard
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Part 1: Health Protocol

Covid-19 Symptoms and Self-Monitoring:

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

People with these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell

Screening students: Students are required to stop at the front entrance and assess whether they or anyone they are living with is sick. Do they have any of the above symptoms? Any student who answers ‘yes’ to the questions about will not be permitted to enter the facility, and it is recommended that anyone with symptoms of Covid-19 call 811 for guidance.

All team members and students must [self-monitor](#) for these symptoms. If you have any of these symptoms, immediately call us at (604)603-9642 or email to info@sweetserenityyoga.com, and please let us know so we may early cancel your class reservation and place your pass on hold where necessary.

Personal Protective Equipment (PPE):

Team members are required to wear face coverings and socks when working. The studio will provide reusable/washable masks for all team members. Instructors will also be required to wear face coverings and socks until the start of their class, at which time they may place their mat at the center of the studio and remove their mask and socks.

Students may wear a face mask if desired. Additionally, this studio requires that no bare feet walk in the common areas and requires the use of socks until you are on your mat. Washable/reusable masks and Barre socks are available for purchase in the studio if you wish to wear grippy socks during your practice.

Employee Temperature Checks:

Employers have an obligation to provide a safe workplace for employees. Thermal testing and screening questions are reasonable methods to protect a workplace from a potential outbreak of COVID-19. So long as employees consent to being tested, the test results are not recorded, and the tests are conducted safely and respectfully, any potential privacy concerns are, in our view, minimal and justifiable. All employees must perform a [self-assessment](#) prior to leaving for work.

All team members shall enter through a single point of entry where a mandatory temperature check will be taken. Temperature checks will be provided by a team member wearing gloves and a mask. If you are the sole team member present, enter the facility, place gloves on, and a mask, remove the contactless thermometer from the *2nd drawer of the filing cabinet next to the front desk.

Upon confirmation of a temperature that is less than 38' degrees Celsius, complete the temperature log, including name, date, and notating that temperature was taken. Do not record your temperature or the temperatures of anyone else as this is confidential health data. You can locate the temperature log binder by front desk under the mirror.

If you are providing off-site work, you are required to self-temperature check prior to going to work. Before going to work, email your name, date, and that temperature was taken to info@sweetserenityyoga.com.

If a temperature is greater than 38' degrees, wait 5 minutes to re-check the temperature of the team member. If that temperature remains greater than 38' degrees, the team member will be discretely asked to leave the facility and to seek medical advice from their primary care provider.

Employees and students with temperatures at or above 38°C (100.4°F), or who answer “yes” to any of the screening questions, should be advised to return home, self-isolate, and call their regular doctor or local public health authority to discuss their symptoms, treatment options, quarantine requirements, and for an assessment regarding the next steps.

CFIA Directions on Contactless Thermometers:

The CFIA has issued the following instructions for the use of Contactless Thermometers. You can find the original document from the FDA [HERE](#).

Proper Use of NCITs:

The person using the device should strictly follow the manufacturer's guidelines and instructions of use for the specific NCIT device being used. The manufacturer's use instructions typically include the following information and recommendations for proper use:

Preparing the Environment and NCIT:

The use environment may impact the performance of the NCIT. Instructions will typically include recommendations for optimal use, such as the following:

- Use in a draft-free space and out of the direct sun or near radiant heat sources.

- Determine if conditions are optimal for use. Typically, the environmental temperature should be between 16-40 °C (60.8-104 °F) and relative humidity below 85 percent.
- Place the NCIT in the testing environment or room for 10-30 minutes before use to allow the NCIT to adjust to the environment.

Cleaning Between Uses:

To clean NCITs between uses, follow the instructions in the Cleaning and Disinfecting section of the product instructions. Most NCITs should never be immersed in water or other liquids.

Preparing the Person to be Evaluated:

In preparation for taking a temperature measurement with an NCIT, the person using the NCIT should typically ensure that

- The test area of the forehead is clean, dry, and not blocked during measurement.
- The person's body temperature or temperature at the forehead test area has not been increased or decreased by wearing excessive clothing or head covers (for example: headbands, bandanas) or by using facial cleansing products (for example: cosmetic wipes).

Using the NCIT:

As previously noted, the person using the device should strictly follow the manufacturer's guidelines and instructions for use for the specific NCIT being used. In particular, the following are typical instructions for NCIT usage.

- Hold the NCIT sensing area *perpendicular* to the forehead and instruct the person to remain stationary during measurement(s). (See Figure 1)
- The distance between the NCIT and forehead is specific to each NCIT. Consult the manufacturer's instructions for correct measurement distances.
- Do not touch the sensing area of the NCIT and keep the sensor clean and dry.



Figure 1: Correct Use – Forehead unobstructed and NCIT perpendicular to the forehead and used at a distance identified in the manufacturer's instructions.



Figure 2: Incorrect Use – Not perpendicular to the forehead



Figure 3: Incorrect Use – Forehead exposed to direct sunlight outdoors

Should a Team Member become symptomatic:

If you begin to experience symptoms after arrival or during the workday, immediately separate yourself from students and other team members. You will be discreetly directed to leave work and seek medical advice from your primary care provider.

If you are the sole worker present with students and begin to experience symptoms, call or text Jenine immediately at (604)928-9041. When the last student leaves, post the sign noting of an unexpected closure. Jenine will update our billing and scheduling software, and if possible, provide a substitute and ensure that students are taken care of if this occurs during class.

If you do not feel well or are concerned you may have been exposed to Covid-19, we encourage you to stay home and immediately contact Jenine.

All team members who show symptoms may not re-enter the studio until at least 72 hours have passed since the resolution of fever without the use of fever-reducing medications, and improvement in respiratory symptoms such as shortness of breath or cough, and at least 7 days have passed since symptoms began.

Should a Student become symptomatic:

If a student shows any symptoms of Covid-19 or tests positive for Covid-19 within 14 days of attending the studio, the student must immediately contact the owner at info@sweetserenityyogga.com.

The owner will review whom the student has had contact with at the studio in the previous 14 days leading up to going into isolation from the studio. This will include all students and team members that the student has had close contact with (close contact being within 6 feet for at least 5 minutes) as well as what areas of the studio and equipment the student had touched or been in.

Contact Tracing for Symptomatic People:

The owner will review whom the team member/student has had contact with at the studio in the previous 14 days leading up to going into isolation from the studio. This will include all students and team members that the team member/student has had close contact with (close contact being within 6 feet for at least 5 minutes) as well as what areas of the studio and equipment the team member had touched or been in.

Anyone who has been in close contact (per the above definition) with an affected team member or student who tests positive for Covid-19 within their isolation period, will be notified via email and a phone call. Per the Fraser Health Authority guidelines, they should remain in isolation for 14 days and self-monitor for symptoms. Please seek medical attention should you develop any symptoms. In our communication, we have recommended they contact their physician regardless of advice.

When notifying people who have had close contact with an affected team member or student, the identity and condition of the team member/student will not be shared to protect anonymity.

When providing Contact Tracing, you will complete the Isolation, and Contact Tracing Log found [HERE](#). This simple log tracks any isolating individuals, and if they've tested positive, you will complete a Contact Tracing log below their name.

The Notification Email will state:

Subject: Possible Exposure to Covid-19

Dear [Name],

These are not easy times, and we appreciate your trust and support during this. We want to ensure your safety and the greater community's health. We have obviously taken the utmost caution to prevent any exposure even if someone tested positive thanks to spatial and social distancing and PPE. [Customize previous]

We have received notice that a person who was at our studio on [Date] has tested positive for Covid-19. Per the CDC guidelines, we recommend you seek medical attention should you become symptomatic and discuss with your physician if you should remain in isolation for up to 14 days.

We will be reaching out via phone as well. Should you have any questions, you may reach me at [INSERT Contact].

[Name]

The Notification Phone Call Script is:

Hi [Name]. This is [insert name here] from Sweet Serenity Yoga and Wellness Inc. I am calling because we have had a person who was at our studio on [date] test positive for Covid-19. Because you were there at the same time, we are providing notification. We have obviously taken the utmost caution to prevent any exposure even if someone tested positive thanks to spatial and social distancing and PPE. If you feel symptomatic, please reach out to your physician. We are incredibly hopeful that all the measures we have put into place mean that this phone call will be nothing more than a phone call.

Hygiene Protocol:

Everyone must implement good hygiene and infection control practices. These include:

- Frequently wash hands: Students will be instructed to wash their hands for at least 20 seconds with soap and water at the beginning of their session and after using the restroom. Team members are instructed to wash their hands for at least 20 seconds with soap and water regularly throughout the day. Always wash your hands at the beginning and end of your shift, before meals and after using the restroom.
- Avoid touching your face.
- Use respiratory etiquette: Cover your mouth and nose when coughing and sneezing with a sleeve or tissue. Wash your hands following coughing and sneezing and dispose of the tissues in the trash. Avoid touching your face when coughing and sneezing. This etiquette will be

demonstrated on [signage](#) and supported by making tissues and touch-free trash receptacles available to all employees and students. The studio will provide hand sanitizer stations throughout to further assist in this.

- Do not handle anyone's belongings that are not your own, including phones and personal equipment.

Part 2: Sanitation Protocol:

Cleaning Protocols:

As with any virus, sanitation is key to ensuring the safety of everyone in the studio.

Disinfection Time:

Every class or session time will have a 30 minute cleaning time allotted to it prior to the next sessions. The first five minutes will be devoted to students providing individual disinfection of their equipment. Upon class completion, students will have a maximum of 5 minutes to exit the space. At which time, the front door will be locked, and the team will spray the space with disinfectant (per the disinfectant's instructions, allowing the disinfectant to sit), paying extra attention to high touch points and sanitizing the bathroom. Students will be admitted to the studio 5 to 10 minutes before the next session starts. Please be advised that students will need to line up out front of the studio on social distancing decals and will be admitted to the practice space one by one.

Sanitation Log:

You know those lovely logs you see in Target bathrooms? They're there for a good reason, and it's not just quality control. We want a clear record of your team's action to keep our studio safe, sound, and healthy. We do that by consistent sanitation log records. If this seems a bit crazy, well we are in crazy times. But, we have set this log to be a checklist and log all in one. In the off-chance we were ever to encounter someone who stated we hadn't operated safely, we will have a complete record. Access the Sanitation Log [HERE](#).

Hard and Soft Surfaces:

- All high touch areas, including light switches, door handles, railings, countertops, etc.... will be frequently disinfected and cleaned throughout the day.
- All computers, tablets, touchscreen devices, phones, stereo equipment, keyboards, and remote controls will be sanitized after each use with alcohol-based wipes. Allow the device to dry completely before the next use.

Common Spaces:

- All common areas are required to be wiped down after each use with provided disinfecting products. Select common areas may be closed and unavailable for use (behind the front desk)
- The seated waiting area has been rearranged and will no longer be a "waiting area" until further notice.
- Restrooms have been equipped with touchless soap dispensers and recyclable disposable paper towels.

- Team members will inform customers that bathrooms must be wiped down after each use using alcohol wipes. Restrooms should be wiped down following each use when possible. In between sessions, restrooms should be wiped down with the provided EPA-approved disinfectant product
- In between each session, all equipment used by the instructor will be disinfected. We have chosen cleaning products based on recommendations from the CFIA and EPA. 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
- When the session ends, students and staff will use the sanitation supplies provided within their practice space. Cleaning supplies will not be shared. The student will clean their equipment and leave the studio one at a time.
- Our water cooler will be closed and no longer be available for tea or water refills. Please bring your own full water bottle to class. And sadly, there will be no more candy dish.
- This disinfectant spray will be provided at each client's personal mat space

Cleaning Logs:

Team Members must keep sanitation logs of all cleaning performed. The log is located at the front desk under the mirror.

Additional Equipment and Prop Cleaning:

The studio will no longer provide mats or props for students to borrow. Students may purchase props from the front desk but may not leave them at the studio.

For further clarification, the CFIA states: "Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection. Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. EPA-approved disinfectants are an important part of reducing the risk of exposure to COVID-19."

Deep Cleaning

A commercial cleaning service will be coming through the studio prior to re-opening, and we will also have professional cleaners coming through the studio several times a week after that.

If a team member or student is diagnosed with Covid-19, the studio will be shut down for a minimum of 36 hours, and a complete deep clean of the entire space will be performed. The space will be ventilated for 24 hours prior to deep clean per the CFIA's guidelines.

Cleaning Products:

After consulting with experts on sanitization and virologists, we are primarily recommending products currently on the [EPA's List N of Disinfectants proven against Covid-19](#).

These disinfectants range dramatically in the application, clean up, and the required protective gear needed to apply them. We also want to ensure the safety of our instructors, managers, and housekeepers, who may be utilizing these products. Safe, non-toxic and disinfecting were key to all our choices.

Sweet Serenity Yoga and Wellness Inc. will not be held responsible and is unable to guarantee that any of these products will not cause damage to any mats or props.

Our #1 choice for Cleaning Supplies:

1. [Benefect Decon 30](#): This disinfectant is the only Food Grade disinfectant on our list and does not need to be rinsed off after application.

[Application and Usage Guidelines](#): This is one of the few disinfectants approved for spraying.

[Distributor List](#) (Canada)

Part 3: Spatial Protocol:

Our studio will observe strict spatial regulation to ensure close contact (contact of less than 6') is limited. At least one team member will always be present when Sweet Serenity Yoga and Wellness is open for business; maintaining strict physical distancing at all times, and staff will ensure the disinfection of key areas.

Our studio will be allowed a specific number of people at any given time based on provincial and local health guidelines. This will be based on:

- Using 53.8 sq ft of unencumbered floor space per person, the maximum number of people allowed in the studio to support physical distancing is 9 students and up to 3 team members for a total of 10 people on-premises.
- All students must be pre-registered for classes as we can no longer accept walk-ins.

Upon Entry to Studio:

Students congregating prior to their session starting. You will find a sign for the front door asking students to maintain social distancing, as well as decals on the ground, indicating 6ft social distancing recommended spacing. You are welcome to wait on one of these circles or in your car until such time as we can open the front door and allow students in while maintaining social distancing protocols.

Within Communal and Waiting Areas:

- We have rearranged the front desk area to accommodate social distancing
- We have removed any shared items such as the sign-in tablet, water cooler/tea, candy bowl, books, and this to avoid any sort of cross-contamination.
- Students will check-in at the front desk for contactless check-in.
- We have placed markers every 2 meters at the entrance to provide students with the visible cues that encourage physical distancing .
- Teachers will no longer have hands-on adjustments.
- We have chosen to allow the bathroom to remain open.

Within the Bathroom:

Limited to single-use and should be wiped down after each use

Within the Classroom

Our studio will observe strict spatial regulation to ensure close contact (contact of less than 6') is limited. At least one team member will always be present when Sweet Serenity Yoga and Wellness is open for business; maintaining strict physical distancing at all times, and staff will ensure the disinfection of key areas.

- Limited class size: we are only allowed a maximum of 9 students per class.
- Each student is responsible for bringing their own mat and props and cleaning them upon arrival and completion of the class.
- Students are encouraged to arrive for yoga no earlier than 10 minutes prior to class and to exit the facility without unnecessary delay.
- Only students who have pre-scheduled appointments or classes will be allowed to enter the facility.
- Based on Capacity Constraint – Students will enter through a single entrance, one at a time. Each available spot is clearly marked on the floor along the mirrored walls with green tape of an 8x8ft square. Please align your mat at the center of your square sticking out from the mirror towards the center of the room. Mats must be at a minimum distance of six feet apart from mat edge to mat edge.
- Cubbies are available. Spaces to wait for cubbies will be marked.
- Students will be required to remain on their yoga mat at all times during the class period. When entering and exiting the studio, students will file out from the front to the back in an orderly manner to maintain physical distancing
- No hands-on cue will be used during the session. All cues will be verbal or visual. The instructor, teacher, or trainer will maintain a 6' or greater distance from the student.
- When the session ends, students will use the sanitation supplies provided within their practice space. Cleaning supplies will not be shared. The student will clean their equipment and leave the studio one at a time.
- Everyone should practice social distancing by deliberately increasing the space between each other to greater than 6'.

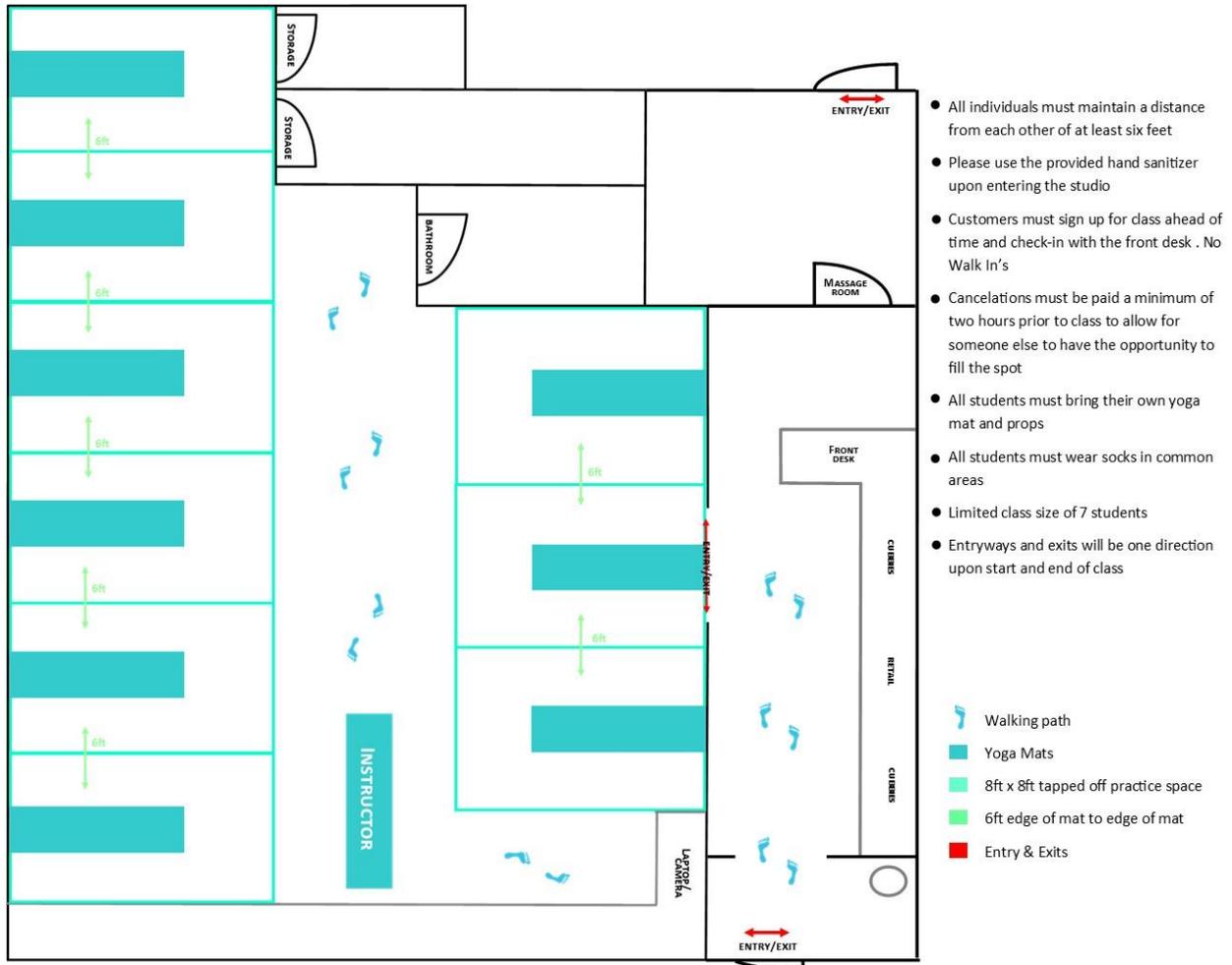
Within the Retail Space:

Whenever possible, use Contactless forms of payment for passes and retail:

We offer a variety of retail products and encourage a safe checkout.

- All yoga props are purchasable online for self-checkout [HERE](#) or for purchase in-studio with Debit/Credit cards (the Pos machine will be cleaned after every use)
- Reduced front desk time as much as possible. All pass purchases should be made online, and cash will no longer be accepted as a form of payment. Students are encouraged to pre-purchase passes and store their credit card information in our online studio management software for all future purchases. Any necessary interactions at the front desk or within the studio will be within social distance guidelines and payment will only taken via contactless means (tap)

Studio Diagram:



Part 4: Social distancing protocol:

The studio will observe strict social distancing protocol to ensure close contact (contact of more than 6 feet apart, or about 2 arm's length) is limited.

Concise protocols list:

While we've always prided ourselves on a very clean studio, we will be taking additional steps to ensure our cleanliness and sanitation is at its highest level, and we'd love your cooperation as we do our best to make SSW as safe as possible. SSW is committed to providing a safe workspace for our team and clients. With that in mind, we have built this Studio Safety Protocol due to the Covid-19 pandemic. As our business re-opens to the public, we want to ensure not only the safety of our team but the safety of the greater community that every person entering our studio will encounter. Every team member is expected to take part in implementing and complying with these measures.

- **Keep your distance** – please enter one at a time, leaving plenty of space between students and ensuring a minimum distance of 6ft. We have placed markers every 2 meters at the entrance to provide students with the visible cues that encourage physical distancing.

- **One point of entry.** Only one person is allowed in a door at the time. If you need to wait, please wait 6' apart outside on the markers until someone has entered and completed their check-in.
- **Masks and socks** are now required in all of the common areas through the studio. If you are wearing a cloth mask, please ensure that it is clean and washed on a regular basis. Please remember to put your mask on prior to entering our facility and keep it on until you are settled either on your yoga mat or in a treatment room
- **Using hand sanitizer upon entering and exiting.** We currently have hand sanitizer dispensers located throughout the studio, but clients and instructors will be obligated to clean their hands immediately upon entering AND exiting the studio.
- **Limiting the number of people in the studio at any one time.** We are a small boutique fitness studio, so we will practice different arrangements to see what is viable and use tape to mark out mat placement. In-studio class sizes will be reduced by more than *half* to a maximum of 9 students to comply with safe social distancing.
- **Contactless Check-In.** We will have members check-in with the front desk instead of using the iPad to reduce the spread of germs. Front desk staff is to maintain a distance of 6 feet (2 meters; 2 arms length) from members as they enter and exit the studio. No physical touch greetings with members such as hugs, high fives, or handshakes are to be made.
- **Students will enter the studio room one at a time.**
- **Safety bubble.** We have tapped off 8ft by 8ft spaces along the mirrors to indicate each student's safety bubble. Please place your mat at the center of the square and point it out from the mirror towards the center of the room.
- **Must be pre-registered.** (no drop-ins) Upon re-opening, all class reservations will be mandatory for all classes due to limited occupancy and social distancing.
- **Cancelations** must be made a minimum of two hours prior to a class to allow for someone else to have the opportunity to fill the spot, or a \$10 cancelation fee will be charged.
- **Studio considerations:**
 - Only students who have pre-scheduled classes will be allowed to enter the facility. We will be restricting class sizes to ensure that there are 6 feet of separation between members. A maximum of 9 members will be allowed inside the studio at one time and up to 3 team members
 - Aside from allowing enough space between clients, we would encourage a 'no-contact' environment, there will no longer be a waiting area (the front entry area will be in a new configuration) - the front door will be locked in-between classes for clean-up and to ensure that that all students have left before the next class begins to filter in
 - **Reduced front desk time as much as possible.** All pass purchases should be made online, and cash will no longer be accepted as a form of payment. Students are encouraged to pre-purchase passes and store their credit card information in our online studio management software for all future purchases. Any necessary interactions at the front desk or within the studio will be within social distance guidelines, and payment only accepted via contactless means (tap).
 - **Social Distancing Among Team Members.** Team members will maintain 6 feet apart when possible and wear mandatory masks at all times. There will be no more than 3 team members inside the studio at a time.

- **Extra time between sessions.** Our studio schedule will be adapted to allow more time in between sessions so that staff can thoroughly disinfect all touchpoints. We expect this to schedule ample time - 30 minutes between classes to ensure clean-up time and so that proper social distancing requirements between classes can be met.
 - **All studio inquiries** will be managed by email only. If, at any time, you feel unsure of the new protocols, feel free to ask our staff about the proper procedures. We will also post signs in specific areas to help guide you through the new process.
- **Bring your own yoga mat and props:** Upon re-opening, for our student's health and safety (under new regulations), we will require that students bring their own mats and props to class. We will be facilitating a pre-order of our existing studio equipment to enable students to purchase their own props for use, as this will be the best option for safety (a decision based on risk tolerance to prevent the possible spread of germs on props). As much as we are saddened to see them go, we know that the props are going to loving homes :)
- **Our water cooler will be closed** and no longer be available for tea or water refills. Please bring your own full water bottle to class. And sadly, there will be no more candy dish.
- Instructors will announce distancing guidelines at the beginning of each class while reminding members to wipe down equipment before AND after use and to use hand sanitizer before and after class:
 - Elimination of non-essential physical contact and shared touched surfaces
 - Increase the use of verbal cueing or demonstrating, no more hands-on physical cues. All cues will be verbal or visual. The instructor and team members will maintain at a 6' or greater distance from the student
- **Disinfecting** - We've invested in Up-Leveled Cleaning Protocols: High contact areas of the studios will be disinfected after each class by using a professional-grade disinfectant.
 - When the session ends, a staff member will distribute cleaning supplies. Cleaning supplies will not be shared. The student will clean their equipment and leave one at a time from the studio.
 - Spray down your mat and props with the one-step EPA approved food-grade disinfectant, Decon30, which kills over 99.99% of bacteria in just 30 seconds! No need for wiping!
 - The bathroom and all high-touch points will be sanitized between classes
 - Hand sanitizer will be available for use throughout the studio
 - Professional cleaners will be in the studio daily
- **A ZERO-TOLERANCE SICK POLICY** - Anyone exhibiting symptoms of any infectious illness will not be permitted in the studio. If a student or instructor presents with ANY cold symptoms (cough, sneezing, general malaise), they will be refused entry and sent home. This is clearly to protect all of YOU and US! Covid-19 is still a threat and will be a part of our lives for the foreseeable future, so we need to do whatever it takes to protect ourselves and others!
 - Students and team members will continuously self-monitor for any symptoms (fever with either cough or sore throat, or muscle aches) they may experience and will, therefore, quarantine for the mandatory 14 days in the event they are ill.
- A copy of our full Covid-19 Protocol Policies is available in studio and online at www.sweetserrenityyoga.com

Part 5: Student Protocol:

- **Passes:** Members may continue to use their punch pass or membership for virtual and in-studio classes. Alternatively, we have virtual-only passes available:
 - [First Time Guest – FREE Virtual Drop-in](#)
 - [Virtual Drop-in](#)
 - [2-week Unlimited Virtual Pass](#)
 - [1 Month Virtual Drop-in](#)
 - [3 Month Virtual Drop-in](#)

Documents for Students To Sign Before Returning:

There are two additional documents and training manuals a Student must sign:

1. [Studio Safety Protocol Plan](#)
2. [Student Waiver](#) this waiver is to be emailed to each student with the link to PDFFiller.

Acknowledgement

I acknowledge I have received a copy of the COVID-19 Reopening Guide. I will read and follow all policies and procedures contained within the plan.

Date: _____ Name (please print name clearly) : _____

Signed: _____

Part 6: Team Protocol:

Post-Covid-19 Team Model:

Training Processes, Procedures, and Manuals for Staff:

All team members will be given a copy of this manual and will be required to acknowledge they have received, read, signed it, and will implement the protocol into place.

Documents for Team Members To Sign Before Returning:

There are two documents/training manuals a Team Member should sign:

1. Studio Safety Protocol Manual Covid-19
2. Team Member Sanitation Training Manual: You will find a signature page within this document. We want to ensure no one says that “they didn’t see it after the fact”.

Team Members will strictly follow the protocol laid out within this plan and complete all logs included within this document.

Team Member Sanitization Training Manual

Sweet Serenity Yoga and Wellness is committed to providing a safe workspace for our team and students. With that in mind, we've built this Studio Safety Protocol due to the Covid-19 pandemic. As our business re-opens to the public, we want to ensure not only the safety of our team but the safety of the greater community that every person entering our studio will come into contact with. Every team member is expected to take part in implementing and complying with these measures.

Our team members are the lynchpin of our business, and we are incredibly serious about protecting the health of every one of them. We have built our Studio Safety Protocol Plan with experts, including concerns our team has brought before us so that they may feel completely comfortable working in our studio.

Our Studio Safety Protocol follows the CFIA, provincial and local health guidelines, federal center for occupational Health and Safety standards, and PIPEDA in relation to Covid-19.

Team member protocols when opening:

- Limit the number of students to 9 at one time and up to 3 staff members.
- Any team member who is considered vulnerable or high risk may be assigned duties/tasks that minimize their contact with customers and other employees.
- All team members will be screened upon entry of the studio each day.
 - All team member's temperature will be taken upon arrival with a contactless thermometer.
 - Team members with a temperature of 38' and above will not be permitted into the studio and will be asked to go home.
 - Standard COVID-19 screening questions will be asked/reviewed with team members weekly.
 - Have you been in close contact with a confirmed case of COVID-19?
 - Are you experiencing cough, shortness of breath, or sore throat?
 - Have you had a fever above 100.4 in the past 48 hours?
 - Have you had a new loss of taste or smell?
 - Have you had vomiting or diarrhea in the last 24 hours?
 - Any team member who exhibits symptoms of COVID-19 will be asked to leave the premises immediately and seek medical and/or COVID-19 testing (if applicable).
- It is recommended that team members assess their symptoms on a regular basis using this COVID-19 assessment resource: <https://www.humandx.org/covid-19/assessment>.
- Non-medical grade cloth face coverings and socks are to be worn by front desk team members at all times when inside the studio/facility. Instructors must wear masks and socks until they are safely on their mats at the start of their class.
 - Masks are optional for students
- Hand sanitizer stations will be placed in all common areas within the facility.
- Practice recommended social distancing at all times, to the best of your ability - "further is safer."

- Team members who handle money, cards, or use a keypad, must use hand sanitizer immediately after each use.
- Before and after eating at the studio, all team members are required to wash hands with soap and water and/or use an alcohol-based hand sanitizer.

The following items are to be completed by team members between each session/class:

- Team members are required to disinfect all pieces of their equipment and surrounding areas immediately following the end of every class/session.
- Team members are required to wash their hands with soap and water for 20 seconds right before and after each session/class. Using hand sanitizer is also recommended.
- All computers, tablets, touchscreen devices, keyboards, and remote controls will be sanitized after each use, and in between sessions with alcohol-based wipes. Devices must dry completely before they can be used again.
- All common areas (i.e., lobby, front desk, bathrooms, studio spaces, etc.) are required to be wiped down after each use with provided EPA-approved disinfecting products.
- Restrooms should be wiped down with disinfectant following each use when possible.
- After every cell phone use, team member must disinfect their phone and immediately wash their hands with soap and hot water.

Overseeing student sanitation:

Before entering the studio for their first class or session, students will be required to sign a Studio Safety Protocol Plan. This will include many of the details included here.

They will also sign an updated Waiver that includes language on Covid-19

- If a student shows any symptoms of Covid-19 or tests positive for Covid-19 within 14 days of attending the studio, the student should immediately contact the owner at info@sweetserenityyoga.com.
- Jenine will review whom the student has had contact with at the studio in the previous 14 days leading up to going into isolation from the studio. This will include all students and team members that the student has had close contact with (close contact being within 6 feet for at least 5 minutes) as well as what areas of the studio and equipment the student had touched or been in.
- If you have been in close contact (per the above definition) with an affected student who tests positive for Covid-19 within their isolation period, you will be notified via email and a phone call. Per the CFIA guidelines, remain in isolation for 14 days and self-monitor for symptoms. Seek medical attention should you develop any symptoms
- We are implementing policies to protect all team member's and student's health details and conditions. When notifying people who have had close contact with an affected team member/student, the identity and condition of the student will not be shared
- All students who show symptoms may not re-enter the studio until at least 72 hours have passed since the resolution of fever without the use of fever-reducing medications, and improvement in respiratory symptoms such as shortness of breath or cough, and at least 7 days have passed since symptoms began

- All students should practice social distancing by deliberately increasing the physical space between you and other people to at least six feet wherever possible

Team member protocols when closing:

- All high contact areas, including light switches, door handles, railings, countertops, etc.... should be wiped down with the provided EPA-approved disinfectant product.
- All computers, tablets, touchscreen devices, keyboards, and remote controls will be sanitized after each use, and in between sessions with alcohol-based wipes. Device must dry completely before it can be used again.
- All common areas (i.e., lobby, front desk, bathrooms, studio spaces, etc.) are required to be wiped down after each use with provided EPA-approved disinfecting products.
- Restrooms should be wiped down following each use when possible. In between sessions, restrooms should be wiped down with the provided EPA-approved disinfectant product.
- After leaving the premises, use hand sanitizer. When you get home, wash your hands with soap and water for at least 20 seconds.

In addition to the sanitization practices between each session, team members should be aware of the following:

- Team members will be required to maintain a sanitization log with the date, team member name, and checklist of all spaces that were sanitized by the team member.
- Team members will inform customers that bathrooms must be wiped down after each use using alcohol wipes.
- If a team member is diagnosed with COVID-19, the studio will be shut down for 24 hours to properly ventilate and disinfect the space. The team member will not be allowed to return to work until a doctor has cleared them.

Cleaning Log:

You will find a link to our cleaning log [HERE](#) for print out. You agree to complete this cleaning log when all sessions are performed.

Acknowledgment

I acknowledge I have received a copy of the COVID-19 Sanitization Manual. I will read and follow all policies and procedures contained within the plan.

Date: _____ Name (please print name clearly) : _____

Signed: _____