



**LOS ANGELES  
ATHLETIC  
CLUB**

**EST.**

**1880**

COVID-19 RE-OPENING PRINCIPLES

431 WEST SEVENTH ST.  
LOS ANGELES, CA 90014  
*LAAC.COM*

## STATEMENT FROM CLUB PRESIDENT

Dear Valued Member,

The Los Angeles Athletic Club at its core is dedicated to health and to taking care of people. The safety of our members and employees is our number one priority. Now as we work to reopen our club, we want to ensure members that our clubhouse will be cleaner and safer than ever before.

To meet the new health and safety challenges and expectations presented by COVID-19, we will follow all recommendations from the Centers for Disease Control (CDC) on sanitation and disinfection guidance as well as guidelines put forth by local government and the industry trade organizations for each aspect of our club. We also are focused on thoughtful and comprehensive plans to ensure proper social distancing, and extensively researching and implementing additional safety measures, while pledging transparency to our members.

This initiative represents a new level of focus and transparency on cleanliness. Our club has always had rigorous standards for cleaning and safety. We are enhancing these standards to boost Member confidence and doing so in accordance with guidance issued by public health authorities.

We want to open club facilities and programs as quickly as possible, however we will be following government guidelines as to when we can make various facilities in the club available to members. Please be patient as we know you are anxious to use the club as much and as soon as possible. Again your safety is our primary concern.

We look forward to welcoming members back to the Club in as safe a way as possible.



Steve Hathaway



## EMPLOYEE & MEMBER HEALTH



### TEMPERATURE CHECKS

---

All members and employees will have their temperature checked upon club entry by use of a handheld proximity thermometer operated by a club employee at either the 7th Street or Olive Street entrance. Anyone with a temperature equal to or greater than 100.4°F will not be permitted entry into the club. They will be asked to seek medical attention and to follow quarantine requirements. HR will be notified if an employee is not allowed to enter. At the Mercury Court receiving entrance no one will be allowed to enter past the receiving office marked clearly with floor tape without a prior appointment.



### PHYSICAL DISTANCING

---

All members and staff are required to maintain a minimum of 6ft. of separation from other people at all times. Members and staff should move carefully through the club to ensure proper distancing and be prepared to have to wait in areas of the club where movement is normally unrestricted. Because of the large size of many of the spaces within the club our physical distancing standard will most often be 10ft. This will create an additional margin of safety.



### CLEANING PRODUCTS & PROTOCOLS

---

LAAC uses cleaning products and protocols which meet or exceed CDC and OSHA guidelines. The disinfectants being used are listed on the EPA List and meet the criteria for use against SARS-CoV-2, the virus that causes COVID-19, and are effective against viruses, bacteria and other airborne and bloodborne pathogens. The frequency of cleaning and disinfecting has been increased in all public spaces with an emphasis on frequent contact surfaces. Disinfection policies and protocols are described in more detail by location.



### WASHING & HAND SANITIZER

---

Cleaning your hands is essential to ensuring safe use of the club. CDC guidelines<sup>1</sup> shall govern the duty of employees and members to engage in frequent hand washing and use of hand sanitizer, especially after any group interaction or touching high use surfaces. Floor standing hand sanitizer stations will be located in the lobby area of each floor. Bottles of hand sanitizer will be located at all check in desks and employee desks. All hand sanitizers will include no less than 60% alcohol content<sup>2</sup>. Employees are to wash their hands every 30 minutes, or more often as necessary.

1. <https://www.cdc.gov/handwashing/when-how-handwashing.html>

2. <https://www.cdc.gov/handwashing/show-me-the-science-hand-sanitizer.html>





## FRONT OF THE HOUSE SIGNAGE

---

Key waiting points will be marked with an “X” using floor tape and stickers. Movement lanes in confined areas will also be indicated by floor tape. Important notifications and reminders will be posted on wall signage and floor standing sign posts. All employees and members are to follow these signs and floor markings as best as they can.



## BACK OF THE HOUSE SIGNAGE

---

Floor tape will mark waiting points at key locations within the club. Wall and floor standing signs will act as reminders for hygiene and other rule reminders including proper way to wear, handle and dispose masks and face coverings, use gloves (where appropriate), wash hands, and avoid touching their face.



## HEALTH CONCERN REPORTING & STAY AT HOME

---

All employees have been given instructions and guidelines on how to report people who show or discuss having symptoms of COVID-19, including cough, fever, shortness of breath, chills, complaining of a new loss of taste or smell, repeated shaking with chills muscle pain, headache, sore throat or other known symptoms. Employees and Members are instructed to stay home if they do not feel well and to follow DPH guidance for self isolation if applicable. “Toughing it out” and entering the club sick is considered a shameful act and can put other people at risk. Pay special attention to mild symptoms even if it is just a runny nose or nasal congestion, err on the side of caution and stay home. COVID-19 Testing is becoming more widespread, everyone experiencing symptoms is encouraged to get tested.



## CASE NOTIFICATION

---

If LAAC is notified of a presumed case of COVID-19 at the Club, we will work with the LA Department of Health to follow proper protocol procedures.



# LAAC EMPLOYEE RESPONSIBILITIES

THE LOS ANGELES ATHLETIC CLUB  
IS DEVOTED TO THE LIFELONG PURSUIT OF  
HEALTH-GIVING AMUSEMENTS



# EMPLOYEE RESPONSIBILITIES

---

## COMMUNICATING WITH EMPLOYEES

Management will continue to call and check in with employees on furlough. Until employees are “reactivated,” Human Resources will be the main point of contact. It is important that employees have a current phone number and email address on file with the HR Department to ensure they receive important communications.

## HAND WASHING

CDC, CAL/OSHA Guidelines will be the basis for employee handwashing procedures. Washing hands with soap and water every 30 minutes for 20 seconds and after any of the following activities: removing or putting on gloves and face masks, using the restroom, sneezing, touching the face, blowing the nose, cleaning, sweeping, mopping, smoking, eating, drinking, entering and leaving the club, going on break and before or after starting a shift.

## COVID-19 TRAINING

All employees will receive training on COVID-19 safety and disinfection procedures. Key aspects of training will include all items on the Cal/OSHA COVID-19 General Checklist Dine-In<sup>3</sup> including: self screening, symptoms to look for, medical support, hand washing, importance of physical distancing, face coverings and information on leave benefits and workers comp. The Hotel, F&B, Athletics and Cleaning departments will receive more comprehensive department specific training.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

Appropriate PPE will be worn by all employees based on their job duties and in adherence with state or local regulations. Training on how to properly use and dispose of all PPE will be mandatory. Every employee entering the club will be required to wear a mask to enter. Gloves will be provided to employees whose responsibilities require them.

## MEETINGS & TIMEKEEPING

Department meetings will take place in large rooms on the 4th floor like the Victory Ballroom where physical distancing can be maintained. Special attention will need to be paid to the floor marking near the time clock to ensure proper distancing. Hand sanitizer will be required to be used before and after timeclock use.

## EMPLOYEE RESTROOMS & BREAK AREAS

Back of house restrooms will be sanitized at least once every four hours. Food will be served in boxes at the entrance to the 2nd Floor Kitchen. Disposable packaging and plastic flatware and plates will be used. Breaks are staggered to ensure 6 ft. between employees can be maintained in break rooms at all times. Employees are prohibited from eating or drinking anywhere inside the workplace other than designated break rooms to assure that masks are worn consistently and correctly.

## CASE REPORTING PROCEDURES

Any employee who is not feeling well is required to stay home. Employees are instructed to notify a manager or HR if they notice a coworker or member displaying or complaining of cough, fever, shortness of breath, chills, a new loss of taste or smell, repeated shaking with chills, muscle pain, headache, sore throat or other known symptoms of COVID-19.

3. <https://covid19.ca.gov/pdf/checklist-dine-in-restaurants.pdf>







## LAAC MEMBER RESPONSIBILITIES

THE LOS ANGELES ATHLETIC CLUB  
IS DEVOTED TO THE LIFELONG PURSUIT OF  
HEALTH-GIVING AMUSEMENTS



# MEMBER RESPONSIBILITIES

---

## **MASKS**

All members are required to wear a mask to enter the Club. A mask should be worn during their entire use of the Club as each specific activity allows. This applies to all adults and children over the age of 2 yrs. (Only individuals with chronic respiratory conditions or other medical conditions that make use of a mask hazardous are exempt from this requirement).

## **CHILDREN**

Members arriving with children must ensure that their children stay next to a parent, avoid touching any other person or any item that doesn't belong to them and are masked if over the age of 2.

## **ABIDE BY ALL RULES**

All members will be given and are required to read the Key Rules document and abide by all rules. Members who are not able to abide by the Key Rules will be asked to leave.

## **MAINTAIN MEMBERSHIP**

Maintaining a membership card in working condition is important to speed up entrances. A membership card is required in food and beverage outlets.

## **MATS AND TOWELS**

Members are required to bring their own yoga and stretching mats, small workout items like stretching bands, blocks and workout towel. Additional items may be required as notified.

## **PARKING**

All members are strongly encouraged to register their car license plate with ABM Parking. This will ensure a touchless entry and exit.

## **PARKING GARAGE STAIRS**

Stairs will be encouraged to use in the parking garage.

## **MEMBER CHECK-IN**

Members will swipe their own cards at check-in until notified otherwise. Member guests will not be permitted to use the athletic facilities.

## **CLUB ELEVATORS**

Elevator use will be available if stair use is not possible. No more than two people will be allowed at one time.

## **CLUB STAIRWAYS**

Stairs will be designated one way only throughout the club. Members will be required to use stairs within the fitness floors when physically possible.

