
REOPENING CONSIDERATIONS

SAFELY OPERATING THROUGH
COVID-19

United States Parkour Association

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INTRODUCTION

The power of the COVID-19 pandemic has transformed our lives, businesses, and communities. As local governments are beginning to signal new guidance and ease restrictions, parkour gyms and organizations need to begin planning now on how to reopen successfully and safely. The reality of COVID-19 for community and business leaders will require a concentrated and quick effort for reopening.

Upon permitted operation, you will be adjusting to a “new normal” for potentially an indefinite period of time. As you learn to respond to these changing stages, you will need to establish gym protocols, sanitation practices, and community guidelines for interactions.

Please note that you should follow your local authority on their published guidelines. Regulations vary state-by-state. There is a lot to get done and hopefully this guide will help outline critical things to consider as you plan to reopen.

COVID-19 is an ongoing crisis with new information being published every day. If you have any new recommendations of additional best practices, please email us at contact@uspk.org.



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PLAN

CREATE YOUR RISK MANAGEMENT PLAN

Complete a Comprehensive Review

Check all operational activities that occur and plan accordingly. When a space becomes reoccupied and work resumes, you must remain vigilant and quick to respond to the unexpected. Both the organization and its members should remain aware of protocols and return to a “response-mode” in the event of a confirmed exposure or change occurs.

Review Your Organization’s Insurance

The volatility and health concerns from the COVID-19 pandemic are having business leaders take a closer look at their organization’s insurance. Before taking action, review your coverage on business, staff, or public liability.

Plan To Handle Contamination

Are you prepared for a suspected case? Collaborate with staff and public health to ensure your organization has a plan for reporting, contact tracing, and for both short-term or extended closures in the event of a confirmed COVID case.

ESTABLISH ENHANCED NEW SANITATION PROTOCOLS

Stock up on the Essentials

With the high demand for sanitation products, it is important to stock up before opening and regularly replenish your supply. Consider the following checklist for supplies to keep on hand:

Y/N	Item
	Toilet Paper
	Hand Soap
	Disinfectant Wipes
	Face Masks
	Sanitation Gloves
	Infrared / No-touch Thermometer

Y/N	Item
	Paper Towels
	Hand Sanitizer
	Disinfectant Spray
	Cleaning Supplies
	Tape (To designate appropriate zoning)
	Other:

ESTABLISH ENHANCED NEW SANITATION PROTOCOLS

Overnight Deep Cleaning

Decrease the likelihood of spread by developing a thorough and comprehensive cleaning system that is performed during non-public or low traffic hours.

More Cleaning Stations + Disinfectant Wipes for Students

Designate spaces, equipment, and sanitation products for students, families, and staff to use throughout the space to decrease foot traffic and touch

Water Fountains

Be sure to follow any recommended manufacturing guidelines on cleaning water fountains and features to ensure its safe for use. Suspend usages of water fountains or for refill use only.

Air Filtration and Quality

Heating, ventilation, and air conditioning (HVAC) systems can be a part of an overall risk mitigation strategy but are not often regarded as a solution by itself. HEPA filters are an optional solution that can be portable or directly installed. For filters to have any impact on infectious disease transmission, filters must be properly installed and maintained to treat the recirculated air.

ESTABLISH SOCIAL DISTANCING PROTOCOLS

Scheduling & Size

Consider adding more classes to your schedule with a decreased class size, and adding more time in between classes to allow for a less congested transition in your locker rooms, front-desk area, and waiting room.

Individualizing Classes

Design classes and programs to be more individualized. Avoid physical interactions or games and activities that require the shared use of small equipment such as balls.

Encourage Outdoor Learning

Get outside for more space and a breath of fresh air. Choose spaces wisely - areas of low foot-traffic and low touch-zones. Employees and students should still use best disease prevention and safety practices.

Discourage Waiting

Waiting rooms for parents can also be a risk. Have masks and sanitizer on hand, and encourage parents to drop off and come back for their students instead of staying around to watch.

ESTABLISH SOCIAL DISTANCING PROTOCOLS

Update Restroom and Locker Room Policies

Consider allowing one person in restrooms, locker rooms, or any other small rooms at a time to reduce the likelihood of spread. Place trash cans near door exits. Clean and disinfect regularly touched surfaces, such as door knobs or handles, before, throughout, and after operations.

Additional Signage

Displaying public announcements and updated information will provide clear instruction and guidance for your employees and students to regard. These small reminders demonstrate the importance of safety.

Zoning Space

Mark out zones and spaces for individual movement practice and cool down.

CHECK WITH CONTRACTORS, VENDORS, AND ORGANIZATIONAL PARTNERS

- Check with landlords and tenants on any special considerations, protocols, and actions being taken during the COVID-19 pandemic. Is your landlord providing sanitation services for exterior or entrances to your business? Will your tenants or sub-leases require special measures?
- Limit the times for vendors to be in buildings and during operational hours. Establish a sanitation process that stages for vendors to safely work and follows after they leave the premises.
- Communicate with contractors the new protocols that have been established by your organization from sanitation measures to social distancing.

CHECK LOCAL, STATE, AND FEDERAL RESTRICTIONS TO ENSURE COMPLIANCE

At all levels of government, there are restrictions in place in regards to gatherings and operations. Pay close attention to your local landscape as it changes, and update your staff, community, and protocols actively.

Some state departments are requiring employers to screen their employees and visitors for COVID-19 with a questionnaire before the start of work. We encourage you to check with your local government to request documentation and guidance for any health screenings.

Additionally, if you choose to open early in defiance of state-mandated closures, your insurance company will likely not cover you.

PREPARE

RE-DESIGN YOUR CHECK-IN

Review your Check-in Process

Review your Check-in Process Reduce any chance for crowding at the front lobby or guest waiting zones. Eliminate physical contact as much as possible. If you use a check-in app, have a single staff member operating your front desk. If you utilize self-check in, wipe down the screens after every check-in. If you typically have students lining up to check in, mark out 6ft distances for waiting.

Update Your Waiver

With uncertainty surrounding the coronavirus situation, many businesses are relaxing membership restrictions and policies to give students more peace of mind. Flexible policies on cancellations, freezes, or extensions have been temporarily applied. Consider what you can expand to address the concerns of your community.





GET YOUR EQUIPMENT BACK

If you rented out or lent equipment to your clients during closure, reach out a week before and request they promptly drop off each piece of equipment. Request your clients clean the equipment before returning. Set 'equipment drop off' times and make sure to thoroughly sanitize all equipment returned.



PREPARE FOR ANOTHER CLOSURE

There is no certainty that when you open, you will be open for good. There are many prediction models out there suggesting a resurgence of COVID-19, leading to some states re-closing down certain businesses. Gyms are particularly high-risk spaces, with high levels of touch, interaction, and sweat.

ADDITIONAL CONSIDERATIONS

STUDENT SAFETY?

Will you require students to wear masks? Are they provided by your organization or will they be responsible for their own? Rebranding face-masks as “ninja masks” to make kids feel like stealthy ninjas can both improve their experience at the gym and motivate them to use masks appropriately outside of it!

AT-RISK POPULATIONS?

Will you offer a special time slot for at-risk individuals (seniors, members with respiratory issues)? Can one-on-one coaching be provided?

RE-ENROLLMENT?

What is your strategy for attracting new members again and re-enrolling those who cancelled?

EDUCATE

PREPARE YOUR STAFF & STUDENTS

The more information you provide your employees and students, the better equipped they will be to handle this new challenge together. Before opening, make sure to communicate to your community that:

- ***The health and safety of your staff and students is the highest priority.***
- **All staff and students should engage in self-monitoring** for signs and symptoms of COVID-19. It is better to be safe than sorry. If you haven't already, update your sick policy to encourage people to take off time if they are feeling sick.
- **Wear proper personal protective equipment** such as a face mask or gloves and ensure clients do the same, depending on federal and state mandates. At the very least, consider having your front desk wear masks.
- **Wash hands before and after class** and regularly throughout the day.
- **Disinfect every surface of loose equipment and their components** used during a session. Limit the use of loose equipment.

HOLD A TEAM MEETING

One week before you plan to reopen, schedule a team meeting. Perhaps you've furloughed or laid off employees. If you haven't already, when will you bring them back and in what capacity? What will they be doing in the week(s) leading up to reopening? If a staffer isn't comfortable returning, don't force them. This is a difficult time for everyone.

Use this meeting to reconnect, as well as to walk everyone through all new health and safety protocols you are establishing for your facility.

Have weekly check-ins to make sure these protocols are being followed and if there is anywhere needing improvement.

Remind your staff that if they feel sick at all, they need to stay home.

UPDATE YOUR WEBSITE

Update Your Homepage Landing

Include an opening date, a link to your new Rules & Cleaning page, and highlight any major changes to your schedule and operations.

New Page: Rules & Cleaning

Create a new page that lists out any new rules, policies, and protocols for students and staff, including what you will do in case of contamination. This page should detail how you will communicate with your clients as well as expectations for behavior.

Update Your Schedule

Make sure it reflects new class sizes, encourages students to transition quickly between classes, and points them to your new Rule & Cleaning Protocols Page.

Additional Updates

Many parkour gyms and organizations have moved to online platforms to continue their services. From Facebook, YouTube, to Zoom, those students may be expecting continued remote classes. Will you be extending any services that were offered during the recent #stayhome?

COMMUNICATE WITH YOUR COMMUNITY

Send a Welcome Back Email

Don't wait to send an email or make a social media announcement a day or so before you reopen. Keep in touch with your students throughout closure and give your students a chance to update their schedule by announcing at least a week out. Make sure to include:

- Dates of reopening
- Schedule modifications
- Post-coronavirus / welcome-back promotions
- Key health and safety protocols with links

Perform a 3-4 Week Check-In

Check in with any students you haven't seen back after opening up 3-4 weeks.

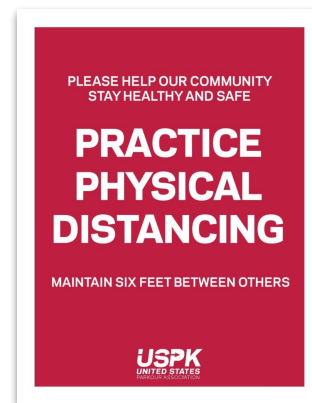
CREATE A CLEAR COMMUNICATION LINE

Establish how information gets out to and from management, staff, volunteers, and members and their families. With many different mediums and sources, it's easy to be overwhelmed and looked over. "Re-educate" parents about where to expect information to come from.



CREATE & POST SIGNAGE

Create and post new signage with safety and health guidelines, including cleaning practices. Visit www.USPK.org for free, printable, coronavirus signage templates.



ADDITIONAL RESOURCES

ADDITIONAL RESOURCES

USPK COVID-19 Signage Templates

[Practice Physical Distancing](#)

[Hand Sanitizer Station](#)

[Wash Your Hands](#)

Centers for Disease Control and Prevention

[Businesses and Workplaces - Plan, Prepare, and Respond](#)

World Health Organization

[Getting Your Workplace Ready for COVID-19](#)

Occupational Safety and Health Administration (OSHA)

[Guidances on Preparing Workplaces for COVID-19](#)

National Parks & Recreation Association

[Keeping a Safe Social Distance in Parks and on Trails During the COVID-19 Pandemic](#) By Richard J. Dolesh and Allison Colman | Posted on March 16, 2020

ADDITIONAL RESOURCES

USPK COVID-19 Resources

[Resources for Coaches, Staff, and Employers](#)

[Safety Recommendations for Gyms and Practitioners](#)



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