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GYMNASIUM AND HEALTH SPA GENERAL OPERATIONS INFECTION REDUCTION PROCEDURES

Compiled by: Food Consulting Services	Approved by:
Date effective: 17 APRIL 2020	Signed:

1. Scope

This document has been compiled with the focus on general direct cross contamination infection reduction in mind using very strict protocols in a variety of gymnasium and health spa type environments.

2. Staff responsible

- 2.1. All cleaners
- 2.2. Management
- 2.3. Front of house staff
- 2.4. Instructors/treatment staff
- 2.5. Health spa and Gymnasium staff
- 2.6. Maintenance staff

3. Equipment needed

- 3.1. Correctly diluted multi-purpose cleaner
- 3.2. Correctly diluted QAC Sanitiser
- 3.3. Correctly diluted Chlorine-based sanitiser
- 3.4. Correctly diluted fast drying or alcohol based sanitiser
- 3.5. Correctly labelled spray bottles
- 3.6. Hand washing soap
- 3.7. Hand sanitisers
- 3.8. Alcohol sanitiser wipes
- 3.9. Cleaning cloths
- 3.10. Toilet cleaning equipment
- 3.11. Laundry handling and cleaning equipment
- 3.12. Face masks
- 3.13. Protective gloves
- 3.14. Protective goggles
- 3.15. Medical thermometer

4. Method

- 4.1. Set out below

'QUALITY ASSURANCE IS BUSINESS INSURANCE'

INCORPORATING: MICROBIOLOGICAL LABORATORY SERVICES
DIRECTORS: G. LAWRENCE, S. RIMMELL
TESTS PERFORMED AT: FCS; 55 LOURENS DRIVE, HALFWAY HOUSE, MIDRAND, 1685, SOUTH AFRICA

5. Records required

5.1. Staff hygiene check lists

1. General area cleaning, Frequent Touch items, Cash and Staff management:

- 1.1. When using a dual-purpose chemical such as a QAC based detergent/disinfectant:
 - 1.1.1. When performing opening and closing cleaning procedures the surface must be fully cleaned first with the detergent/disinfectant and a separate cleaning cloth before sanitising. If this is
 - 1.1.2. If at any point there is any soiling or loose residue on the surfaces, the surface must be fully cleaned first with the detergent/disinfectant and a separate cleaning cloth before sanitising.
 - 1.1.3. For sanitising and minor residue removal, spray the detergent/disinfectant onto the surface
 - 1.1.4. Allow a 5 minute contact time
 - 1.1.5. Wipe with a clean cloth. A new cloth should be provided for each shift and must be kept in a clean condition.
 - 1.1.6. Allow to air dry
 - 1.1.7. If the surface is visibly clean and one is only performing during operation wipe downs, then skip steps 1.1.1 and 1.1.2
- 1.2. When using single purpose chemicals (dedicated detergent and separate dedicated sanitiser):
 - 1.2.1. When performing opening and closing cleaning procedures the surface must be fully cleaned first with the detergent and a separate cleaning cloth before sanitising.
 - 1.2.2. If at any point there is any soiling or loose residue on the surface, the surface must be fully cleaned first with the detergent and a separate cleaning cloth before sanitising.
 - 1.2.3. For sanitising and minor residue removal, spray the QAC, Alcohol, or bleach (liquid chlorine) based disinfectant onto the surface
 - 1.2.4. Allow a 5 minute contact time
 - 1.2.5. Wipe with a separate clean cloth. A new cloth should be provided for each shift and must be kept in a clean condition.
 - 1.2.6. Allow to air dry
 - 1.2.7. If the surface is visibly clean and one is only performing during operation wipe downs, then skip steps 1.2.1 and 1.2.2
- 1.3. Clean all direct contact areas very regularly, a schedule should be used for this and checked regularly. Full deep cleaning and sanitising must occur after operation has ceased, full sanitising must occur before operation commences and at least every hour during operation if not used (see frequent Touch procedures in 1.4 below):
 - 1.3.1. Elevator buttons, railings and handles
 - 1.3.2. Door handles and push plates
 - 1.3.3. Balustrades, escalator rails and general railings
 - 1.3.4. Chairs, seats, tables
 - 1.3.5. Check in desk, proximity railings, general use desks
 - 1.3.6. Trolleys
 - 1.3.7. Common areas Toilets (see room bathroom cleaning procedures, 4.0 below)

- 1.4. Frequent Touch areas, an extension of direct contact areas . Full deep cleaning and sanitising must occur after operation has ceased, full sanitising must occur before operation commences and at least every hour during operation:
 - 1.4.1. ADDITIONALLY free access sanitiser stations should be installed at or very near these items and signage should be posted up to request all persons to apply the sanitiser to their hands before use and then handle these items while their hands are still wet with the sanitiser, after which they can rub the sanitiser until dry
 - 1.4.2. Free access alcohol/fast drying sanitiser must be supplied in toilets' common areas and cubicles. Signage should be placed up with this sanitiser requesting all persons to sanitise their hands before using anything and to use the items while their hands are wet with sanitiser. Persons should also be prompted to spray all surfaces with the supplied sanitiser
 - 1.4.3. Alcohol sanitiser wipes should be used to wipe electronics Frequent Touch surfaces
 - 1.4.4. These items include all items that are touched very frequently by many different persons including staff, clients, customers, and such. These include but are not limited to:
 - 1.4.4.1. Entrance door handles, latches and touch plates
 - 1.4.4.2. Common area fridge handles
 - 1.4.4.3. POS and credit card machines
 - 1.4.4.4. Toilet door handles, latches and touch plates
 - 1.4.4.5. Common use equipment, such as weights and the like
 - 1.4.5. **PLEASE NOTE:** The use of cash is strongly advised against. The nature of cash notes makes them prone to harbouring infectious particles and it is impractical to sanitise all notes and coins individually.
 - 1.4.6. It is recommended that a mobile electronic payment facility is used. This facility should be sanitised before and after each use if it needs to be handled by the customer. Mobile phone QR scanning apps would be the best option
 - 1.4.7. If cash absolutely must be accepted, a cash handling system must be used, preferably at dedicated cash handling tills, where the following system can be followed by staff and customers:
 - 1.4.7.1. Hand sanitiser used before handling cash
 - 1.4.7.2. Cash should be placed on a sanitised tray (alcohol/fast drying sanitiser)
 - 1.4.7.3. Cash should be sprayed with sanitiser (alcohol/fast drying sanitiser)
 - 1.4.7.4. Cash can be handed over from the tray
 - 1.4.7.5. Hands should be sanitised after handling the cash
 - 1.4.8. In the BOH cash handling areas the staff must follow a very strict and regular hand cleaning and sanitising regime and a cash sanitising regime.

1.5. FOH Staff, ALL STAFF:

- 1.5.1. Increase staff hand washing and sanitising, especially after cleaning and handling of guest matters
- 1.5.2. Ensure there is a staff hygiene and illness screening first thing in the day and keep all staff separate during the check. It is recommended that a temperature check is added to the screening check This must be done at the beginning of every shift using a No Contact Medical Infrared Forehead Thermometer
- 1.5.3. Avoid staff congregating. Manage staff change areas to ensure there are not too many staff in the area at any one time. Rotational use of the area is recommended.
- 1.5.4. Give staff a form of mouth-and-nose cover (face mask) to prevent outward cross contamination from staff that may be asymptomatic
- 1.5.5. Distribute hand sanitisers throughout the common areas for free access and use
- 1.5.6. The existing supervisors must be tasked with monitoring the major areas to ensure cleaning and sanitising happens regularly
- 1.5.7. Ensure a positive case action plan is compiled and that the relevant staff are trained in the action plan procedure

2. General areas management:

- 2.1. Install a free access hand sanitising station at the entrance to the reception area.
This must be well sign posted
- 2.2. FOH staff must strongly encourage ALL clients to sanitise their hands. Parents should be requested to assist their children in sanitising their hands
- 2.3. Reduce accumulation of clients anywhere in the check in area. Strongly encourage that only one person in a party checks the party in
- 2.4. If needed, clients must be in a queue where they must be 2m apart. Put markings on the floors and use guide rails or queue markers to enable easy management of this
- 2.5. Clients must be requested not to wander around the lobby and must try not to touch anything unnecessarily
- 2.6. Clients and staff must visibly be seen to sanitise their hands before and after touching pens, credit cards, POS machines, credit card machines, passports, wallets, reservation forms, etc. Free access sanitiser should be placed at the check in desk
- 2.7. Ideally a see through screen should be installed at each check in desk to create a physical barrier. If this is not possible, have a proximity barrier placed at the check in desk to keep the clients as far away from the staff as possible.
- 2.8. It is advised that check in staff and direct guest interaction staff are supplied with a form of mouth-and-nose cover (face mask)
- 2.9. All attempt should be made to use "minimal contact procedures", such as no need to sign or handle forms, prepaying for bookings, presenting of ID documents to save with the booking. The latter could be verified from a distance
- 2.10. NO direct contact between the clients and the staff at all
- 2.11. Clients should be requested to have some form of mouth-and-nose cover (face mask) to eliminate as much out-going contaminant as possible. You may need to provide disposable units
- 2.12. Clients should be requested to bring their own personal use possessions for exercise sessions, such as towels, mats, gloves, water bottles
- 2.13. Clients should be requested to bring their own drinking water for exercise sessions.
NOTE: Water dispensers should ideally not be used. If they are to be used, they should be sanitised before and after every use.
- 2.14. Clients should handle their own possessions

3. Spa changerooms and common use areas:

- 3.1. Clients and staff must observe all personal hygiene procedures and sanitising protocols in the bathrooms and common use areas
- 3.2. Free access sanitisers should be made available
- 3.3. It is recommended that dedicated staff be made available to each changeroom and common use area to ensure consistent cleaning and sanitising is implemented for:
 - 3.3.1. Showers
 - 3.3.2. Vanity areas
 - 3.3.3. Changing areas
 - 3.3.4. Drinking water dispensers
 - 3.3.5. Saunas
 - 3.3.6. Hydro rooms
 - 3.3.7. Steam rooms
 - 3.3.8. Cleaning of bathrooms should be followed as per point 4.0 below
 - 3.3.9. These areas should be cleaned and sanitised after every use
 - 3.3.10. It is **highly** recommended that the use of common use soaking pools is ceased as the cross contamination control thereof is extremely challenging to keep up to date
- 3.4. Spa treatment rooms and Gymnasium common areas:
 - 3.4.1. Give staff a form of mouth-and-nose cover (face mask) to prevent outward cross contamination from staff that may be asymptomatic
 - 3.4.2. Staff and clients must clean and sanitise their hands fully after each treatment and session
 - 3.4.3. Staff and clients must sanitise their hands before each treatment or exercise commences
 - 3.4.4. All contact areas should be cleaned and sanitised after each client and sanitised again just before the next:
 - 3.4.4.1. Door handles, door contact areas
 - 3.4.4.2. Treatment bed surfaces
 - 3.4.4.3. Surfaces of all equipment (Gymnasium equipment cleaned every hour and sanitised after each use and cleaning)
 - 3.4.4.4. Chairs, table surfaces
 - 3.4.4.5. Consumable containers
 - 3.4.4.6. Sinks and hand wash areas
 - 3.4.4.7. Direct contact treatment equipment
 - 3.4.5. Treatment bed covers, towels, disposable equipment covers and hand towels may only be used for one treatment and must be changed after each treatment:
 - 3.4.5.1. Do not allow to touch your face and uniforms
 - 3.4.5.2. Remove all: pillow cases (Very high risk), mattress liner, fitted sheet, flat sheet, towels, towels from the bathrooms
 - 3.4.6. Bundle them up on the bed and put them into a bag or container
 - 3.4.7. Place the bag in a trolley
 - 3.4.8. Sanitise your hands and arms afterwards
 - 3.4.9. Wash in a machine using the correct detergents and sanitising chemicals
 - 3.4.10. Wash the collection bag at the same time
 - 3.4.11. While the wash is running, clean and sanitise the outside of the machine and the transport trolley

4. Bathroom areas (DO THIS LAST):

4.1. For cleaning procedures, use the procedures detailed in point 1.1 and 1.2 above.

4.2. Toilet bowl inner, or Sluice cleaning:

4.2.1. Flush (stand back, turn head away, breath out to avoid aerosol)

4.2.2. Clean with brush

4.2.3. Apply chemical with sanitising properties and allow a 5 minute contact time

4.2.4. Flush again

4.2.5. Clean rim as for point 4.2 or 4.3 above using toilet bowl inner cloth and bucket

4.3. SEGREGATED (colour coded) cleaning equipment must be used for the:

4.3.1. Toilet outside and hand contact areas (bowl outside, folding seat, cistern, flush)

4.3.2. Sluice area of toilet (rim and inside bowl)

4.3.3. Bathroom/bath/shower general areas

4.3.4. Each area must have a cloth and bucket TO BE KEPT SEPARATE

4.3.5. The sluice area must also have a toilet brush as above

4.4. Be sure nothing splashes up onto your uniform

4.5. Clean and sanitise hands and arms afterwards

4.6. Take buckets to housekeeping for rotation

4.7. Again Clean and sanitise hands and arms afterwards

4.8. NOTE: It would be best to have a rotation of buckets and cloths that can be cleaned in between rooms to prevent room to room cross contamination.

End