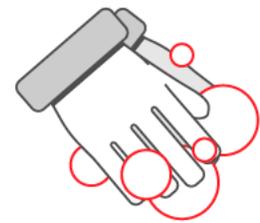
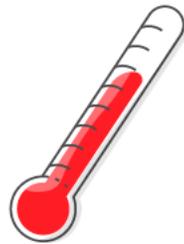
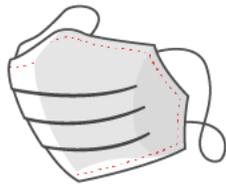


RETURN TO WORK



ACTION PLAN

Capital District Sport and Fitness, LLC



1

**CAPACITY, SOCIAL DISTANCING,
SANITATION, AIR FLOW**

2

EMPLOYEE & MEMBER SCREENING

3

TRUST & TRANSPARENCY

RETURN TO WORK ACTION PLAN

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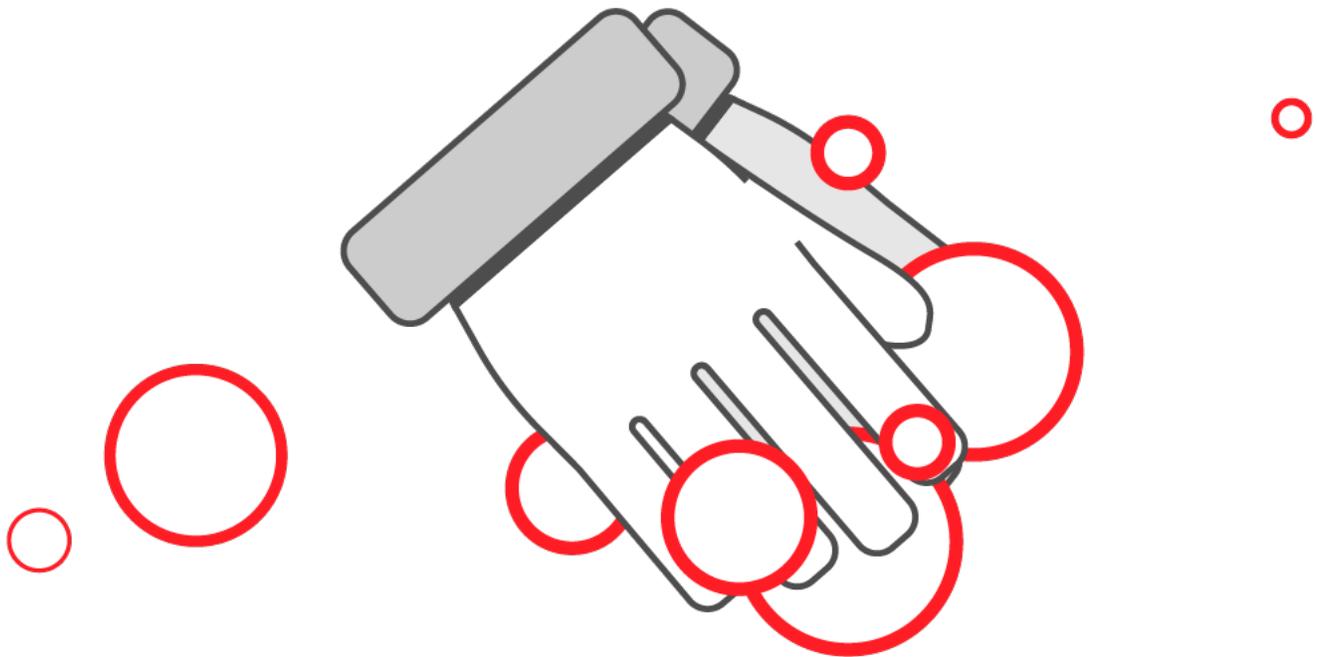
RETURN TO WORK ACTION PLAN

Introduction

At Capital District Sport and Fitness, LLC, it has always been our priority to keep our employees, members and their families healthy, especially in the midst of the COVID-19 pandemic. As such, we will abide by governmental guidelines when possible as we strive to balance public health concerns with your experience and training, along with the needs of our business. This return to work action plan details how we plan to reopen our business and still keep all of our employees and members safe to every extent possible. This plan, which pulls from Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance, highlights the responsibilities of employees and members, and outlines the steps Capital District Sport and Fitness is taking to address COVID-19.

While we will implement various protocols to ensure your safety, it's up to you to execute on these protocols while at the facility. By releasing this return to work action plan, Capital District Sport and Fitness hopes to clearly communicate our plans moving forward, highlight workplace protocols in place to protect your safety and establish a level of comfort for all of our employees and members as we reopen and operate during the COVID-19 Pandemic.

We understand that every employee and member's situation is different and encourage those with specific risks or concerns to reach out to us to discuss alternate arrangements, should they be necessary.



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Timeline

Due to the evolving nature of the COVID-19 pandemic, creating an exact timeline for resuming “normal” operations is not feasible. Capital District Sport and Fitness will continue to monitor applicable state and local guidance and determine changes to this protocol as new information is made available during this fluid situation.

1. Capacity

We’ll be decreasing our max capacity by 70% upon reopening. Instead of allowing up to 15 members in our facility at once our new max capacity will be between 4-6 members (2:1 or 3:1 member: coach ratio). This will allow for social distancing to occur in our 3,000 square foot space while members are working out. (750 sq. ft. per member)

2. Social Distancing

Members and staff will be encouraged to remain at least 6 ft. of distance between each other. There is signage in the facility reminding everyone of this policy. We’re fortunate to have outdoor space available at our facility and we’ll be making use of that as much as possible to allow members to workout outdoors to promote social distancing to an even larger extent. Face coverings will also be mandatory when inside the facility and mandatory outside when within 6 ft. of distance between other individuals for the foreseeable future. This is subject to change based on NYS and CDC guidelines.

3. Sanitation

We’ve always taken pride in keeping our facility clean and spotless and given recent events we’ve added increased cleaning protocols to our facility for our staff and members.

3A. All staff is required to wash hands upon entering the facility and will implement best-practices during their shift for hand hygiene. Including, but not limited to disinfecting equipment or other objects after touching it, washing hands after touching equipment or other objects in the gym, and enforcing sanitation protocol to members at the facility.

3B. Every member will be required to wash their hands upon entering the facility. All workouts at our facility are broken down into four sections (warm-up, speed/power, strength training, conditioning) and each member will select their equipment for the section that he/she’s on and complete that section. No one else is permitted to use that equipment until it’s been cleaned with disinfectant spray and put away by its prior user/staff upon completing that section of their workout. We’ll be programming for each member to ensure the area of the gym and equipment they’re using will promote social distancing. Each member will also have the option to have their workout program written, so that they’re the only person at the facility to touch their equipment during their training session. Staff will also be spraying individual workout stations with 3M Quat Disinfectant after each usage and doing a full facility clean at lunch and end of each day. Bathrooms will be cleaned every two hours by the coach who’s on staff.

3C. There are three sinks (2 bathroom, 1 utility) in our 3,000 sq. ft. facility for hand washing with contactless soap and paper towel dispensers. We also have four contactless hand sanitizer stations. Each member will also receive their own Purell Professional Disinfectant Spray Bottle and disposable towels for their use only during their training session. They’ll disinfect that bottle after completing their workout and place it in its proper location for the next members use.

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3D. The two enter/exit doors to the facility can be used hands free. The water fountain at the facility is also a contactless water bottle filler.

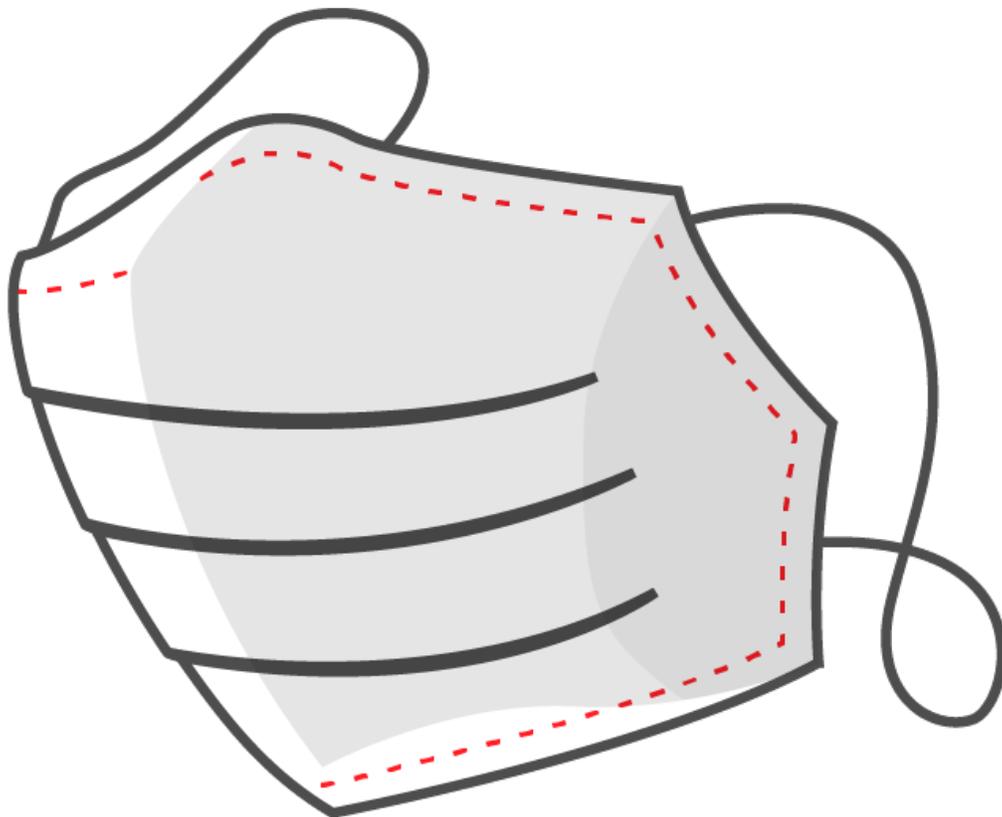
4. Air Flow

We'll be running our ERV System daily to facilitate air flow and exchange at our facility. We also have three 30" oscillating fans that will be running and two large garage doors that will be open as much as possible to aid in air flow. Our ERV System will be running with a MERV filter and we also have a standing HEPA filter located in the front of the facility.

Considerations

It's important to note that these protocols are subject to change based on state and local guidance, and the pandemic itself. Should an employee or member test positive for COVID-19 after the facility reopens, our plan may change in an effort to protect our employees and members. In addition, if cases of COVID-19 spike again in our state or in our local area, we will consider whether to remain open or close.

We recognize that each individual will need to make a personal decision as to when he or she is comfortable returning to the facility on individual circumstances. Please reach out to use to discuss your personal situation.



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Workplace Protocols to Follow When Returning to Work

Capital District Sport and Fitness has implemented various workplace protocols designed to preserve the health and safety of our employees and members as they return to work. This section further explains these protocols. For additional information, please reach out to any of our staff.

Employee Screening, Exposure and Confirmed Illness Protocols

Keeping employees and members safe is our priority. To accomplish this task, we have created various procedures for screening employees and members who return to the facility, dealing with exposure to COVID-19, responding to a confirmed case of COVID-19 and reporting transparency.

Employee Screening Protocols

The Equal Employment Opportunity Commission permits employers to measure employees' body temperatures before allowing them to enter the worksite. Any employee screening will be implemented on a nondiscriminatory basis, and all information gleaned should be treated as confidential medical information—specifically, the identity of workers exhibiting a fever or other COVID-19 symptoms should only be shared with members of company management with a true need to know.

Capital District Sport and Fitness employees may be asked to confirm the status of their health as part of working at the facility. The company reserves the right to implement a screening protocol for symptoms, such as temperature checks or signed certifications, at any point. Results will be tracked separately from any personnel records and will be kept confidential. This protocol will commonly be implemented upon initial opening of the facility and as a response to a confirmed diagnosis. Employees unwilling to complete a screening will be required to work remotely.

Member Screening Protocols

Members will be sent a questionnaire via email and/or text message after signing up for a class or an appointment. The questionnaire will allow us to know if someone has been around another individual who has tested COVID-19 positive or is experiencing symptoms themselves. If answered "Yes" any question on questionnaire they'll be required to cancel their session (no sessions will be lost due to answering "Yes" on this questionnaire). Temperature checks will also be required for every member using a non-contact infrared forehead thermometer. If temperature is above 100.4 degrees F (38 degrees C) or above member will be required to cancel their training session for that day (no sessions will be lost due to canceled session from high temperature).

COVID-19 Exposure and Confirmed Illness Protocol

Employees and members who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and self-quarantine. When self-quarantining, employees should:

- Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available.
- Not allow visitors.
- Wear a face mask when around other individuals.
- Avoid sharing household items, including drinking cups, eating utensils, towels and bedding.

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- Clean high-touch surfaces daily.
- Continue monitoring their symptoms, calling their health care provider if their condition worsens.

Notably, employees and members who are symptomatic or who have tested positive should not return to work until the conditions outlined in the table on the next page are met:

Return to Work Considerations	
Employee was symptomatic but was not tested for COVID-19.	Employee was tested for COVID-19.
<p>The employee/member may return to facility if:</p> <ul style="list-style-type: none"> • They have not had a fever for at least 72 hours and have not used fever-reducing medication during that time. • Coughs and other symptoms have improved. • Seven days have passed since they first experienced symptoms. 	<p>The employee/member may return to facility if:</p> <ul style="list-style-type: none"> • They no longer have a fever. • Coughs and other symptoms have improved. • They have received two negative COVID-19 tests in a row.

When an employee or member tests positive for COVID-19, deep-cleaning procedures will be triggered. Furthermore, employees who have been in close contact with an individual who has tested positive for COVID-19 will be instructed to self-quarantine.

Reporting Transparency Protocol

Any Capital District Sport and Fitness employee or member who experiences COVID-19 symptoms or has tested positive for COVID-19 must notify CDSF staff as soon as practicable. The employee or member will be asked to assist with contact tracing. This information will be tracked separately from personnel records, and names will not be released. Depending on the circumstances, Capital District Sport and Fitness will notify impacted employees and members if there is a confirmed case of COVID-19 in the workplace. Capital District Sport and Fitness may elect to close the facility for a period up to 72 hours following a confirmed case to allow for natural deactivation of the virus.

Additional Social Distancing Protocol

Employees and members should follow social distancing best practices while at CDSF facilities, including but not limited to the lobby, gym floor, common areas and office spaces. Specifically, employees and members are asked to:

- Stay 6 feet away from others when working, working out, or on break. Where a minimum distance cannot be maintained, engineering or administrative controls will be in place.

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- Avoid job tasks that require face-to-face work with others when possible.
- Avoid contact with others whenever possible (e.g., handshakes).
- Avoid touching surfaces that may have been touched by others when possible.
- Distance themselves from anyone who appears to be sick.
- Avoid gathering when entering and exiting the facility. Employees should also only enter and exit designated areas.
- Follow any posted signage regarding COVID-19 social distancing practices.
- Disinfect their workspace and equipment often.
- Avoid touching their face.
- Avoid nonessential gatherings.
- Stagger lunches to limit the number of individuals in the break room or cafeteria.
- Mask mandatory indoors at all times.

CDSF may extend our social distancing guidelines as we learn new information. Please monitor your email and adhere to any additional guidance as it is provided.

Employee and Member Health and Safety Protocols

The success of our return to work action plan relies on how well our employees and members follow social distancing and health and safety protocols. As such, the following protocols have been implemented to ensure your health and safety. Please bring any concerns regarding the following protocols to a CDSF staff member immediately.

General Employee Health and Hygiene

Practicing good hygiene is essential to prevent the spread of COVID-19. Do your part by practicing good hygiene at work and at home:

- Regularly wash your hands for at least 20 seconds throughout the day with warm water and soap, specifically before eating.
- Cover coughs and sneezes.
- Avoid touching your eyes, nose and mouth.

To help employees and members remain healthy, Capital District Sport and Fitness has hand sanitizer and disinfecting products available throughout the facility. We have limited amounts of these supplies and will continue to restock as we are able. It is suggested that employees and members wash their hands more frequently than normal. Additionally, we'll be implementing our full sanitation protocol 2x per day by staff which includes but is not limited to disinfecting all surfaces touched by members and staff, eg. equipment, door handles, bathrooms, furniture, etc.

In addition, employees and members are mandated to wear face coverings when inside the facility and when physical distancing of 6 feet or more cannot be guaranteed outside. Employees can provide their

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own face coverings in accordance with CDC guidelines. PPE will also be made available by CDSF. It is mandatory that employees and members wear face coverings when entering and exiting the building and when using common areas such as bathrooms, kitchens and the lobby. CDSF will maintain a small inventory of disposable masks and gloves as a backup to employee and member-provided PPE. Inventory quantities will be regularly tracked and documented but cannot be guaranteed.

Finally, employees and members who are feeling sick are asked to stay home from the facility. Employees and members who have symptoms of acute respiratory illness, should immediately seek medical attention and follow the guidance of a health care provider. Employees and members with symptoms are required to work remotely or take PTO. Employees who have been diagnosed with or are aware they've been directly exposed to COVID-19 should notify Mike Sirani.

Employee and Member Mental Health Considerations

CDSF understands that the COVID-19 pandemic has increased stress levels of employees and individuals across the country. We want to prioritize our employees' and members' mental health during these uncertain times. As such, we have made every effort to ensure that the facility is safe for employees and members to return to work and are ready to discuss personal situations. Managers are aware of mental health considerations during this transition. Employees and members with concerns regarding their mental health should request additional resources.

Cleaning and Disinfecting Protocol

Employees and members should do their part to help keep the facility as clean as possible by cleaning and disinfecting their workstations and surfaces they commonly use. Employees and members should also avoid using others' workstations and equipment. Additionally, whenever an employee or member uses a common piece of equipment it should be wiped down prior to and following use. Proper cleaning and disinfecting supplies will be provided by CDSF. Employees and members should wash their hands with water and soap for at least 20 seconds after cleaning or sanitizing a surface.

CDSF staff will also be cleaning the common areas and other frequently touched surfaces throughout the day. The frequency of this cleaning may change depending on the situation.

Facility Procedures

In addition to the guidance outlined above, CDSF has implemented the following workplace procedures to be followed until social distancing guidelines are lifted:

- **Deliveries**- CDSF will set up contactless drop zones for all deliveries, including mail and packages. An assigned contact or contacts will process mail and packages at least three times per week, utilizing gloves. Employees ordering food delivery service will need to instruct drivers to utilize drop off zones for contactless delivery.
- **Visitors**—Until further notice, all nonessential visitors excluding staff and members are prohibited and any interviews should be conducted virtually. For business-critical visits (e.g., material deliveries).
- **Catering services**— Employees will be responsible for bringing their own food and beverage, preferably in a temperature-controlled bag. It is recommended that all dishware be taken home nightly for cleaning in a dishwasher. The company will avoid catering events that allow for cross-contamination. Food that is brought in from outside is required to have packaging thoroughly cleaned with disinfectant before being placed on facility surfaces.

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At-Risk Population

We'll have two hours per day available for older and at-risk populations if they feel more comfortable training in an empty facility

(6am and 1pm) on Monday-Friday and 7am and 4pm on Saturday.

Please contact a CDSF staff member if you'd like to take advantage of these hours.

Online Access

For members who don't feel comfortable coming to the facility or prefer to decrease their frequency we have an Online Portal that will give them access to workout programs, nutrition coaching, live and on demand classes, and a community forum to stay in communication with our staff and other members while training from home. . In the case of a government mandated shutdown of CDSF's physical location your Membership fees will continue to process as scheduled and you'll be given access to CDSF's Online Portal equivalent to your Membership. Membership fees are subject to change.

Conclusion

CDSF looks forward to the future of our employees and members returning to work. The COVID-19 pandemic has created uncertain times and resulted in unprecedented workplace changes. As communicated throughout this return to work action plan, we are prioritizing the health of our employees every step of the way as we consider reopening our business's doors.

We will execute on our plan cautiously, following applicable state and local guidance as much as possible. We also understand that each employee's needs and situations will be different as our doors begin to reopen. Employees should discuss any concerns they have about returning to work as it relates to their personal health or situation with their manager or supervisor.

Finally, we ask that employees and members are patient and understanding of the fact that the COVID-19 pandemic may require our return to work plans to change. Employees and members will be given as much notice as possible in the event of an unforeseen setback or facility closure.

Employees and members should direct questions regarding the content of this action plan to Mike Sirani. Furthermore, while the strategies highlighted in this document can protect workers from COVID-19, it's important to follow CDC guidance at all times. For more information, click [here](#).