

Dear Colleagues,

If you exhibit any of the following symptoms, we are asking you to self-report and not attend work:

- Cough
- Shortness of breath
- With or without a fever

If you show any of the above signs, we are requiring you to stay home from work a minimum of 14 days and be cleared by a doctor before you return.

We are also requesting all employees self-report all out-of-country travel. You can do so by emailing **manager name**. We are requesting this information to safeguard the members and our staff. It is a precautionary measure as we are continuing to monitor the outbreak's progress. Depending upon what occurs in our country in the near future, you may be asked to self-report in-country out of state travel as well.

We also ask all employees to follow these steps to prevent all respiratory illnesses:

- Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.
- If possible, stay home from work, school, and errands when you are sick. You will help prevent others from catching your illness.
- Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.
- Clean your hands. Washing your hands often will help protect you from germs.
- Avoid touching your eyes, nose, or mouth. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.
- Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.

The following precautionary measures are being taken by **gym name** to ensure we are doing all we can to prevent the spread of respiratory illnesses:

- Disinfecting high touch areas (examples: doorknobs, desks, tables, chairs, weights, etc.)
- Utilizing registered disinfectant cleaners

Please utilize the cdc for more resources and information.

If you have any questions, please email

We hope for this to be over as soon as you do!

Thank you for support!

GYM OWNER NAME