



# Varsity Shop Training Center - COVID-19 Procedures

As we navigate a return to the training services you have learned to trust at the Varsity Shop Training Center (VSTC), the health and safety of our members and staff remains paramount. In a continued effort to provide the best experience possible for our members, we want to ensure you are aware of our procedures for mitigating the spread of the novel coronavirus, COVID-19. Below you will find our daily protocol for staff, our enhanced cleaning and sanitation efforts, and member expectations. These procedures are designed to keep everyone safe and healthy, while ensuring the ability to continue our services in a productive and efficient manner.

## Staff Procedures

Each VSTC staff member will be required to adhere to all elements of our COVID-19 Preparedness & Response Plan. These new standard operating procedures include, but are not limited to, the following:

- Fill out and sign the daily admittance form to ensure health and exposure are in line with CDC recommendations.
- Wash hands between each lesson, at a minimum, as well as maintain appropriate social distancing of at least six (6) feet from all other individuals.
- Maintain appropriate personal protective equipment (PPE), to include face coverings, which will be utilized as appropriate.
- A notification and containment protocol has been put in place should a staff member become sick or have symptoms related to COVID-19.

## Cleaning and Disinfecting

While we feel confident in our previous cleaning protocol and have always emphasized maintaining a clean environment for our members, we have taken steps to improve upon our protocols to best mitigate the spread of COVID-19. Both high traffic and high contact areas will have increased cleaning frequency. We have also increased our turf disinfecting procedure, as well as upgraded our efforts in sanitizing equipment after each use. Lastly, hand sanitizer and cleaning supplies will be readily available throughout our facilities.

## Member Procedures

The continued health and safety of our members and employees is a team effort. We look forward to continuing our high level of member service and hope to work with you as it relates to these new health and safety procedures at the VSTC. As such, we are asking our members to adhere to the following procedures:

- All lessons will be drop-off only, when possible. Members will be asked to check in at our admittance desk and wait in a designated area for your instruction to begin.
- Each member will be required to sign one-time COVID-19 waiver form. If under 18, a parent must sign the form.
- A short daily admittance form/questionnaire will need to be filled out each time a member comes to the facility. This form will be available both electronically and as a hard copy.
- Members must wash their hands upon arrival into the facility; hand sanitizer will be available.
- Members are expected to have proper personal protective equipment (PPE), which includes bring your own face covering (i.e., mask).
- Members will enter through the main door and exit through the side door to help limit overlapping traffic.
- Markings of six (6) feet will be placed on the floor to help ensure proper CDC social distancing guidelines, which all members must adhere to while in the facility.