

Saratoga County Reopening Advisory Group Minutes
August 21, 2020 – 12:30 p.m.

Vice Chairman Shimkus called the meeting to order and welcomed all in attendance in person and on the phone.

A handout was distributed regarding Gyms and Fitness Centers Reopening Plan. The handout comprised of a press release, draft inspection checklist, and letter to Supervisors. Mrs. Duncan gave an overview of the media release and the inspection checklist. The media release includes the steps that need to be taken in order to get approval for reopening. Checklist of what the application must include and links to the necessary forms. Mrs. Duncan said that the checklist encompasses everything that is listed within the guidance regarding physical distancing, gatherings in enclosed spaces, on site activity, movement & commerce , PPE/hygiene cleaning and disinfection, and documentation. At the bottom of the checklist there is an area for the owner/manager to sign that the checklist has been completed, and also a checklist for Public Health that the affirmation of guidance was completed, documentation of HVAC filtration has been reviewed and that the facility has been reviewed to be in compliance with the NYSDOH Guidance and that the facility appears today to meet the minimum standards. The letter to Supervisors is requesting assistance and a collaboration between the County, Cities, Towns and Villages to aid in inspecting the gyms/fitness centers in their jurisdiction.

A discussion took place regarding the HVAC filtration documentation and what is acceptable as documentation. Mr. Dake said that the guidance says that it needs to be documented by an HVAC professional and this could be problematic. Mr. Kinowski said that the cost for additional employees assigned to Health Departments for this task could be reimbursable. Mrs. Duncan said that we need to keep track of all of the time and effort with regard to this to submit for reimbursement back to the State. Mrs. Duncan said that the guidance from the State is very specific as to what the HVAC rating needs to be and certified by. Mr. Hellwig said that he has already sent an email to the Control Room and some of the State representatives asking them to extend the September 2nd guideline, at the very least to the end of the month, because we should not be placing the businesses in a position to have to delay their reopening as a result of the bureaucracy that is tied to this. Mr. Dake said that any assistance that the inspector can provide to get the person in compliance might save a second trip, help with items such as how to place floor markings etc. may save an hour in going back for a second inspection. Mr. Dake suggested adding this as part of the letter to Supervisors. Mr. Shimkus said that an email was sent out to all of the fitness facilities in their data base letting them know that this meeting was taking place, and called out the HVAC component as being a critical component that the facilities would need to figure out on their end. Mrs. Duncan said that there are some other points to note. Mrs. Duncan said that the guidance states that if the facility is unable to meet the filtration rating, there are things that can be done to increase the ventilation. There are other options, the guidance needs to be carefully read through and ensure they are taking every opportunity to do something different to make it work for them. Mr. Shimkus asked if questions regarding other options could be sent to the gyms@saratogacountyny.gov email address. Mrs. Duncan said that another call is currently going on with the New York State Association of County Health Officials as the full service Health Departments are trying to do what they can to provide some additional information including any

other checklists they may have or questions that are being asked. Ms. Medick is currently participating in that call. Additionally the Environmental District Office, although they are not doing the inspecting, they have more experts that can provide assistance to perhaps answer the questions. Mr. Pemrick suggested that wording or information regarding alternative HVAC requirements be placed on the inspection checklist. Mrs. Duncan said that it's imperative that the interim guidance for gyms and fitness centers be read in its entirety.

Mrs. Duncan said that the HVAC filtration, or alternatives, documentation was going to be received into their office and the Emergency Preparedness Coordinator would be in charge of looking it over. She has an OSHA background and feels confident enough to look through and find out answers on questions that may arise. This information will be included in the letter to Supervisors that the Public Health Department will take care of the HVAC portion of the inspection checklist, and that the inspectors don't have to worry about that particular part.

It was decided that the letter to Supervisors, press release and checklist be modified as discussed and sent out without the need for the Advisory Group to meet again to review the changes. Mr. Hellwig suggested that the documentation be uploaded not only to the reopening website, but also to the Public Health page on the website.* The email address will be monitored by Public Health Nursing.

Mr. Zurlo gave a brief enforcement/complaints update. From August 4th to 18th, there were 75 Pause complaints, which is down approximately 50 from the previous period. $\frac{3}{4}$ of the complaints are regarding people not wearing masks. Other complaints include those who have traveled out of state and not quarantining, social distancing and large parties.

Mr. Shimkus gave a quick update on the Mask UP Saratoga initiative. Mr. Shimkus said that the City of Saratoga Springs is releasing today, signage has been created which is very Saratoga Springs centric and not really something that can be used County wide. When the social media promotion is released after Labor Day, the County can help out with videos etc. reminding people that they should be masking up.

Mr. Shimkus said that he emailed an update regarding the advertising campaign on Wednesday. A more in depth review can be provided at a later date.

Mr. Rose gave a brief update on the website. They will be updating the website with the Gyms and Fitness center reopening documents asap. Total views on the website are almost 41K to date.

Mr. Shimkus said that both the Board of Supervisors and the Saratoga Springs City Council recently unanimously approved resolutions in support of the reopening of Saratoga Casino. Mr. Hellwig said that that the control room has no control over the reopening of the Casino but it is an ongoing effort.

The next meeting was scheduled for Thursday September 3, 2020 at 3pm.

The meeting was adjourned.

Respectfully submitted,

Therese Connolly
Deputy Clerk of the Board

* The updated documents are attached to these minutes.

Saratoga County



Public Health

Prevent. Promote. Protect

SARATOGA COUNTY PUBLIC HEALTH SERVICES
PAUL E. LENT PUBLIC SAFETY FACILITY
6012 County Farm Road, Ballston Spa, NY 12020-2251
Telephone: (518) 584-7460 Fax: (518) 583-1202
www.saratogacountyny.gov/departments/publichealth/

August 21, 2020

Dear Supervisor,

As you may be aware, Saratoga County Public Health Services has been charged with performing inspections of gyms/fitness centers in order to safely reopen. Recently, guidance has been released by New York State (NYS) that ask these businesses to implement safety precautions to keep their staff and patrons safe and healthy during this pandemic. We estimate that there will be 500 plus businesses that will need their safety plans reviewed and inspections performed at their facilities.

Throughout this pandemic you have asked numerous times how you can assist us; we are now in need of your assistance. We are proposing a collaboration between the County and Cities, Towns and Villages. We are requesting the use of your staff to help us inspect all the gyms/fitness centers in your jurisdiction. Your staff would not need experience as an inspector. They will be receiving training from us as to what is mandated for these facilities to operate safely. We will be available for questions and guidance as these inspections are conducted.

Any help from your staff or advice you can offer would be appreciated as we complete this endeavor. You may direct your questions, and offers of assistance to Lori Prock, Emergency Preparedness Coordinator at lprock@saratogacountyny.gov.

Thank you for your consideration in this matter.

Sincerely,

Cathy Medick, RN, BSN, Interim PH.D

Cathy Medick, RN, BSN, Interim Public Health Director
Director of Patient Services
Acting Early Intervention Official

CATHY MEDICK, RN, BSN
ACTING DIRECTOR OF PUBLIC HEALTH
DIRECTOR OF PATIENT SERVICES
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ERIN MURRAY, SPHN
PREVENTION

MARY RICKARD
FISCAL MANAGER

PRISCILLA WHEELER, SPHN
QUALITY ASSURANCE/PREVENTION

KERRY WHITE
EI PROGRAM MANAGER

LORI PROCK
EMERGENCY PREPAREDNESS
COORDINATOR

Our vision: A healthy Saratoga County where everyone and every community thrives today and into the future.



SARATOGA COUNTY GYMS & FITNESS CENTERS,

The State of New York is allowing the re-opening of indoor activities at gyms and fitness centers on Monday, August 24th, subject to a mandatory inspection of your facility by Saratoga County Public Health Services and/or its designees.

This applies to: All fitness activities and facilities that wish to operate indoors, including but not limited to: standalone, hotel, residential, and office gyms and fitness centers; gyms and fitness centers in higher education institutions; yoga/pilates/barre studios; boxing/kickboxing gyms; fitness boot camps; CrossFit or other plyometric boxes; and other group fitness classes (e.g., spin, rowing, dancing).

All gyms/fitness centers wishing to re-open indoor activities **must apply** to schedule the county inspection that your facility will need to stay open.

To make that happen, Saratoga County is announcing the following application process:

1. Your application must include:
 - a. Contact information for your facility, including owner/operator/manager's name, safety monitor's name, facility address and phone number.
 - b. Proof that you have read and affirmed the New York State Department of Health's Interim Guidance for Gyms & Fitness Centers. The required form can be found at: [https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Gyms and Fitness Centers Detailed Guidelines .pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Gyms%20and%20Fitness%20Centers%20Detailed%20Guidelines_.pdf). After this form is completed, the screen will indicate that NYS received your submission. Take a screenshot and attach it or print the screen and scan as an attachment.
 - c. Completed business reopening plan located here: [https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS BusinessReopeningSafetyPlanTemplate.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS%20BusinessReopeningSafetyPlanTemplate.pdf)
 - d. Completed Saratoga County Inspection Checklist: [Gym & Fitness Center Re-opening Inspection Checklist](#)

The above information should be emailed to: gyms@saratogacountyny.gov

2. **When we receive your application and verify that it is complete, we will contact you to schedule an inspection.**
3. Your inspection will include a site visit by county personnel who will complete an inspection checklist, that you will be provided a copy of this checklist before inspection. You will need to provide the inspector with a copy of your written Safety plan and signed affirmation forms attesting to your compliance with specific requirements outlined in the New York State Department of Health's Interim Guidance for Gyms & Fitness Centers. These forms are located in the link above
4. A successful inspection means you're cleared by Saratoga County to stay open, as long as New York State keeps your industry open. Be advised that the State is considering this a "pilot phase" to monitor compliance of owners/operators of gyms and fitness centers with all guidance and to assess the public health conditions associated with gyms and fitness centers reopening, including changes in COVID-19 transmission.

Our vision: A healthy Saratoga County where everyone and every community thrives today and into the future.

SARATOGA COUNTY GYM/FITNESS CENTER INSPECTION CHECKLIST (v2 8-21-2020)

Gym Name:		Gym Address:	
Gym Phone #:		Name of Safety Monitor:	
Owner/Manager:			
<p>Directions: Complete the following checklist by initialing next to each requirement indicating completion. Include documentation that HVAC system meets filtration requirements or alternative requirements per https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Gyms_and_Fitness_Centers_Detailed_Guidelines.pdf see page 9-10; When Completed please e-mail this checklist & HVAC documentation to gyms@saratogacountyny.gov</p>			
Physical Distancing	Owner/ Manager Initials	County Inspection Verification	COMMENTS
Capacity of gym limited to no more than 33% including employees Posted Capacity: _____ Changed to: _____			
Classes & spaces scheduled class size of 33%			
Signage posted that face coverings must be worn at all times			
Health Screening Process in place (Paper/Electronic)			
Sign-in upon entry (Name/Address/Phone #), records maintained for 28 days			
Six feet distance maintained at all times between people & equipment locations			
DOH COVID-19 Signage Posted			
Gatherings in Enclosed Spaces			
Practices in place to ensure social distancing in small areas (such as bathrooms and locker rooms)			
Communal showers closed			
On Site Activity			
Rules and regulations reviewed for Classes/Group Activities/Staff			
The following, if applicable, are closed: Whirlpools, Saunas, Steam Rooms, Communal Showers, Common Seating Areas within facility, Water Fountains, Self-Serve Bars & Samplers.			
Policy in place for pickups & deliveries			
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SARATOGA COUNTY GYM/FITNESS CENTER INSPECTION CHECKLIST (v2 8-21-2020)

Movement & Commerce			
Markings in place to reduce bi-directional traffic flow			
PPE/Hygiene Cleaning & Disinfection	Owner/ Manager Initials	County Inspection Verification	COMMENTS
Hand sanitizing stations available (with at least 60% alcohol)			
PPE for patrons & staff			
Cleaning & disinfection logs			
Locker rooms/restrooms cleaned every 2 hours			
Staff & patrons observed wearing masks			
Equipment cleaned between each use?			
Documentation			
Site Safety Monitor identified			
Safety Plan complete & available on site			
HVAC Filtration Certification			
Alternative HVAC Requirement			
Initial if alternative HVAC requirement (Non-MERV-13) are in place or document N/A			

Name/Title of Person Completing this Form: _____ Date: _____

Public Health Use Only:

- Affirmation of guidance completed
- Documentation of HVAC filtration received and reviewed
- Saratoga County Public Health Services has reviewed this facility in compliance with the interim NYSDOH Guidance for Gyms and Fitness Centers during the COVID19 Public Health Emergency and this facility appears today to meet the minimum standards. YES / NO

Inspected by: _____ Date/Time: _____

Inspection Received By: _____ Date/Time: _____