



**DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESERVE COMMAND**

17 February 2021

MEMORANDUM FOR ALL 934TH AIR RESERVE STATION PERSONNEL

FROM: 934 AW/CC

SUBJECT: Fitness Center New Operating Guidance

1. This guidance follows the Centers for Disease Control (CDC) and Minnesota Public Health guidelines, Minnesota Executive Order 21-01 (MEO 21-01) and collaborative professional judgement from the Emergency Operations Center. It is published to mitigate the potential respiratory and contact risk related to the Coronavirus (COVID-19) and to ensure the safety of all personnel who use the base Fitness Center.

2. Hours of Operation. The Fitness Center will be staffed Monday-Friday from 0800-1600. These hours are subject to change due to staffing or updated state, regional and local guidance. The 24/7 access will only be given to those who complete additional COVID-19 training. Users are still required to make reservations IAW MEO 21-01. Reservations will start on the hour and are 50-minutes long. The last ten minutes allow for proper social distancing and sanitation of equipment by user and staff. If users want to extend their workout and space is available, they can do so, but must receive prior approval from staff. During duty hours, if reservations are not made, users will not be authorized access. During off-duty hours, if reservations are not made and users continue to access the building, their access card will be revoked by staff on the next duty day. Reservations can be made online at <https://www.picktime.com/934Fit> or by calling the Fitness Center at 612-713-1GYM (1496) up to 48-hours in advance during duty hours.

3. Fitness Center Users. The Fitness Center will limit building occupancy to 25% of areas being used for a total of 24 users (excluding staff) within the facility. Therefore, the maximum occupancy for each area is as follows:

- a. Cardio/weight equipment area: 10
- b. Cardio equipment on basketball court: 12
- c. Group fitness room: 2

All personnel are required to wear a face covering while in the facility, but can remove their mask while working out on cardio equipment or lifting weights. Once done, the mask must be properly placed back on.

4. Social Distancing Standards. Research shows COVID-19 is spread through respiratory droplets not through sweat droplets. Respiratory droplets that travel a distance of six-feet under normal circumstances have been shown to travel further while exercising. All personnel will maintain a minimum nine-foot distance from others while in the facility using cardio equipment, weight machines and benches in accordance with (IAW) MEO 21-01. During duty hours, Fitness Center staff will ensure equipment is maintained at required distances and will enforce social distancing

at all time. Users accessing facility during off-duty will adhere to requirements or lose their 24/7 access.

5. Users who consistently disregard social distancing and face covering requirements will be directed to leave the facility and may be subject to disciplinary action and/or debarment from the facility.

6. Equipment Disinfecting. Signs are posted on or near each piece of equipment describing proper disinfecting procedures IAW CDC guidelines. Users must follow these requirements before and after each equipment use. Additionally, staff will periodically disinfect equipment not in use. Users are also encouraged to wash their hands before and after workout sessions.

7. The following will not be available until further notice:

- a. Organized classes (e.g., spin, yoga, etc.)
- b. Racquetball courts.
- c. Water fountains. Personnel are encouraged to bring their own water source but water and Gatorade will be sold at the front desk.
- d. Equipment or towels. Users are required to bring their own.
- e. Basketball court – ½ will be used for cardio equipment, ½ will be utilized for running, practicing shuttle run and stretching.

8. Restrooms will be available for use, however, locker rooms will be limited to two users at a time. Users must go to the front desk during normal operations to see if space is available to shower and change clothes. Lockers will not be available at this time. Once a user is finished using the shower, they must rotate the sign on the shower door showing it needs to be sanitized. Showers will not be used until disinfected. After hours, users must ensure only two users at a time in the locker rooms and if all showers have been used and are dirty, they will not be able to use the showers.

9. Disinfecting Common Areas. Base contractors from Tasks Unlimited will continue to clean areas using CDC standards during their normal schedule. Staff will augment the schedule by cleaning and disinfecting periodically throughout the day during duty hours.

10. Changes to this memorandum may be made based on updated guidance received from the Air Force or new Minnesota Executive Orders.

12. My point of contact for this memorandum is Ms. Ronna Puck, 934 FSS/FSVS, at 612-713-1GYM (1496) or [ronna.puck@us.af.mil](mailto:ronna.puck@us.af.mil).

CHRISTOPHER T. LAY, Colonel, USAF  
Commander