

Cortland County Family YMCA Fitness Center Reopening Plan 9/8/2020

Since its founding in 1868, the Cortland County Family YMCA has proven itself to be a trusted community-based organization with an ability to adapt to the changing needs of the people it serves. This reopening plan demonstrates how the YMCA remains steadfast in its mission to prioritize the health and well-being of members, staff, and the Central New York community, while taking into account guidelines and recommendations from the CDC and state and local governments. We will monitor announcements from the Cortland County Department of Health to ensure all practices prioritize the health and safety of our staff, members and community

CONDITIONS FOR REOPENING YMCA FACILITIES:

External Factors

- Central New York meets criteria set forth by New York State officials
- Local health departments give permission to operate pools and open facilities

Internal Factors

- Staff are trained and prepared to operate under new operating guidelines
- Equipment and spaces are ready to support physical/social distance
- Cleaning and sanitizing operating procedures are in place and adequate supplies are available to properly execute
- Adequate PPE supplies are available for staff

Our initial reopening period reintroduces our community to utilizing the YMCA under new COVID-19 restrictions. The YMCA will implement social or physical distancing practices in all operations by controlling the number of members allowed in the facility, re-arranging physical areas and fitness equipment, and assigning trained staff to monitor and enforce all social distancing protocol and policies.

More detailed information may be found in the Reopening Summary in the table below.

CONTACT INFORMATION

For questions or concerns regarding the Cortland County Family YMCA's reopening plan, contact:

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	People	Facility	Activities and Programs	COVID Transmission Prevention Measures Summary
Reopening Summary	<p>All staff thoroughly trained on COVID-19 transmission prevention and new cleaning protocols prior to working in facilities</p> <p>Facility usage for members only</p> <ul style="list-style-type: none"> • Self-scan upon entry (staff will not handle cards, or any other person’s belongings) • Guests are not allowed to use facilities <p>All people entering facility, including staff, vendors, and members, will:</p> <ul style="list-style-type: none"> • Be asked to wash and/or sanitize hands upon entry and exit • A basic health screening check will be given to every individual upon entering the building <p>All staff are required to have their temperatures taken prior to shift. Staff with a temp of 100.4 or more will be denied access</p> <p>Capacity will be controlled throughout the building (not to exceed 33% occupancy) Staff and members are required to wear face masks at all times (except when swimming) Any staff, members, and vendors who are unwilling to comply with the Y’s COVID-19 transmission prevention measure will be asked to leave the facility immediately</p>	<p>Entire facility cleaned and disinfected prior to after closing each day</p> <p>All equipment will be cleaned with Hi-Con disinfectant throughout the day (minimum of every hour) and before opening and after closing</p> <ul style="list-style-type: none"> • Members are asked to use the provided cleaning supplies to clean equipment before and after each use <p>Public entry doors and public counters cleaned a minimum of every hour with Hi-Con disinfectant</p> <p>Stair handrails cleaned a minimum of every hour with Hi-Con disinfectant</p> <p>Copy rooms, breakrooms and kitchen appliances (vending machines, microwaves and refrigerators) cleaned a minimum of every hour with Hi-Con disinfectant</p> <p>Light switches cleaned a minimum of every hour with Hi-Con disinfectant</p> <p>Employee workspaces cleaned a minimum of every hour with Hi-Con disinfectant</p> <p>Areas, open with restrictions:</p> <ul style="list-style-type: none"> • Cardio and strength areas open with significant restrictions on capacity and activities • Gym open for group exercise classes and low risk youth activity, with limited class sizes and schedule • Locker rooms and showers with spacing requirements • Indoor pool <p>Closed areas:</p> <ul style="list-style-type: none"> • Lobby areas - all lobby furniture removed • All group exercise rooms • Steam rooms, saunas, whirlpools • Child watch • Rock wall and outdoor playgrounds • Services not provided: coffee/tea, workout mats, pool accessories. 	<p>UPON OPENING:</p> <p>Head Start Lap Swim Swim Team Dance Karate (no contact) Gymnastics No child watch</p> <p>OPEN ON A DATE TO BE DETERMINED:</p> <p>Swim lessons Child watch Group Exercise Ping Pong Basketball</p>	<ul style="list-style-type: none"> • Distancing: 6 feet of separation at all times • Acrylic barriers installed in Welcome Center • Hand sanitizer placed throughout the building • Facility and equipment thoroughly cleaned and disinfected daily with HiCon disinfectant cleaner (after closing each day and throughout the day) • Members asked to clean any equipment before and after each use • Staff will be available to clean and disinfect equipment in between uses • Cleaning and disinfection supplies made available to members • Spacing markers on floors to keep everyone at least 6ft apart • Equipment spaced to maintain appropriate social distance • Limit facility/area capacity to 33% occupancy • Members, vendors, and staff will wash/sanitize hands upon entry and exit • All staff and members required to wear masks at all times (except when swimming) • Members’ and staff personal belongings stored in designated areas only (no personal belongings may be left out in the open) • Only bottle filling available (water fountains closed) • (when open)Classes are by appointment/reservation only; maximum class capacity capped at number of people that can adhere to the 6-foot distancing rules, but in no case more than 33% of the typical class size; classes scheduled to allow additional time or cleaning and disinfection in between each session • Temperature checks of all staff upon entry • Proper air filtration systems implemented • Any individual who displays any symptom of an illness may not enter the building

Expanded Plan Components

1. MAINTAIN HEALTHY BUSINESS OPERATIONS (STAFFING PROTOCOLS)

- CEO will be the workplace safety coordinator in each facility responsible for COVID-19 issues and their impact at the workplace.
- Sick leave policies are flexible and consistent with public health guidance.
- Staff have access to Employee Assistance Program (EAP) resources and community resources as needed.
- We will be prepared to change our business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize existing customers, or temporarily suspend some of our operations if needed).
- We will ensure staff social distancing protocols are in place, which means avoiding large gatherings and maintaining distance. For our staff, this may include:
 - Implementing flexible worksites (e.g., telework)
 - Implementing flexible work hours (e.g., staggered shifts)
 - Increasing physical space between employees at the worksite
 - Increasing physical space between employees and members
 - Downsizing operations (ie. hours of operation and number of programs)
 - Delivering services remotely (video, or web)
 - Offering programs outdoors and/or in different spaces

2. PREPARE STAFF AND PREVENT/REDUCE SPREAD OF INFECTION

- We will communicate steps taken to create a safe working environment and reduce anxiety of returning to work
- Monitor staff to reduce transmission, including:
 - Watching for symptoms of COVID-19 infection - People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19: Cough, fever, shortness of breath or difficulty breathing

Sending staff home who experience these conditions and encourage testing.

Actively encouraging staff to notify their supervisor and stay home if they have symptoms (i.e., fever, cough, or shortness of breath). Sick staff should follow CDC-recommended steps. Staff should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.

Staff who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow

CDC recommended precautions. If a staff member is confirmed to have COVID-19 infection, the Y will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality. The Y will: Instruct fellow staff about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure; Note the time the staff began to feel ill and the time they were separated from the remaining staff; Instruct the staff to call and ensure their safe arrival at home; Instruct the staff to call their physician for further instructions.

WE WILL ESTABLISH STAFF TRAINING ABOUT HOW THEY CAN REDUCE THE SPREAD OF COVID-19:

Follow the policies and procedures of our staff related to illness, cleaning and disinfecting, and work meetings.

Stay home if staff are sick, except to get medical care. Learn what to do if they are sick.

Inform supervisor if they have a sick family member at home with COVID-19. Learn what to do if someone in their house is sick.

Wash hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.

Cover mouth and nose with a tissue when they cough or sneeze or use the inside of elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds.

Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface.

Avoid using other staff's phones, desks, offices, or other work tools and equipment

If necessary, clean and disinfect them before and after use.

Practice social distancing

3. MAINTAIN A HEALTHY ENVIRONMENT (FOR STAFF AND MEMBERS)

- Capacity will be limited to 33% of the maximum occupancy for fitness-related areas of the facility (wellness floor, studios, track, one gym, pools). Adjusted capacities for members are listed in the table and will be monitored via front desk staff:

Fitness Center Capacity: 24

- Health screening required of all members and employees for entry to facility. Entry to the facility will be denied if they have:

- Knowingly been in close contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19;

- tested positive for COVID-19 through a diagnostic test in the past 14 days;

- experienced any symptoms of COVID-19 in the past 14 days; or

- traveled within a state with significant community spread of COVID-19 for longer than 24 hours within the past 14 days.

- Facility access is limited only to members, and RecDesk will be used to track entry and exit times as each member enters and exits our facility. A sign-in log will be used to track vendors and other visitors.

- All staff and members are required to wear face masks at all times (except while swimming or showering). Per NY State, bandanas, buffs, and gaiters are not acceptable face coverings. For individuals who are unable to medically tolerate an acceptable face covering, they must wear a face shield at all times. However, the CDC "does not currently recommend use of face shields as a [sufficient] substitute for masks."

- Encourage and support hand hygiene for employees, members, and visitors, including:
 - Providing soap and water in rest rooms.

- Ensuring that adequate supplies are maintained.

- Placing hand sanitizers in multiple locations to encourage hand hygiene.

- Placing posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen.

- Discouraging handshakes and encouraging use of other non-contact methods of greeting.

- Installation of plexiglass “sneeze guards” at the Welcome Desk to protect staff and member.
- Direct staff and members to follow the coughing and sneezing etiquette and clean hands protocols as established by the CDC and County Health Department.
- Increase outside air ventilation from 10%-20%, upgrade to the highest-compatible filters possible (MERV-13 or MERV-11)
- Disinfect the surfaces constantly
 - Hourly cleaning (minimum) for general surfaces including doorknobs, railings, counters, etc.

Cleaning of fitness equipment between each use. Members will be asked to be responsible to clean before and after use. Employees will be available to assist with and ensure cleaning occurs.

No use of showers permitted at this time

PERFORMING ROUTINE ENVIRONMENTAL CLEANING AND DISINFECTION:

- Our Y will routinely clean and disinfect all frequently touched surfaces throughout the facility, such as workstations, keyboards, telephones, handrails, and doorknobs. If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, we will use commercial cleaning equipment, approved hand wipes and sanitary spray with washable micro fiber clothes.
- Follow the manufacturer’s instructions for all cleaning and disinfection products.
- Discourage staff from using other workers’ phones, desks, offices, or other work tools and equipment. If necessary, clean and disinfect them before and after use.
- Provide cleaning and disinfected supplies in the locker rooms and bathrooms so that commonly used surfaces (doorknobs, countertops, sinks, handles, etc.) can be wiped down by members and staff before each use. All products will meet EPA’s criteria for use against SARS-Cov-2, the cause of COVID-19, and are appropriate for the surface.

PERFORM ENHANCED CLEANING AND DISINFECTION AFTER PERSONS SUSPECTED/CONFIRMED TO HAVE COVID-19 HAVE BEEN IN THE FACILITY:

- If a member or employee is suspected or confirmed to have COVID-19, we will follow the CDC cleaning and disinfection recommendations and follow guidance from the DOH, as well as contact tracing protocols.

4. EXERCISE/PROGRAM PROTOCOLS

- Registration is required for all group exercise classes and lap swimming.
- Limited strength and cardio equipment will be available with appropriate spacing in accordance with CDC and DOH guidelines.
- Lingering or socializing around exercise equipment is not permitted.
- Spotting must be conducted by a relative or employee within the least amount of time possible
- Group exercise classes offered only with distancing requirements maintained and no person-to-person physical contact.
- Basketball courts and other areas where sports where physical contact occurs should be used for group exercise only. No pick-up or full court games.
- Saunas, steam rooms, and whirlpools closed.
- Staff will monitor physical distancing requirements in all areas and limit the number of members in the facility.
- Face masks must be worn by staff and members at all times (except when swimming).
- Materials will be provided to members to wipe/disinfect equipment before and after exercise at each location/station/piece of equipment.
- A disinfection routine will be established for staff at regular intervals.

5. RESTROOM & LOCKER ROOM PROTOCOLS

- Locker rooms use available to members 15 minutes before and 15 minutes after workout period only.
- Communal shower areas are closed.
- Lockers and showers will have a green (clean) / red (need to be cleaned) communication system to alert staff and members when amenities are available for use.
- Doors to multi-stall restrooms will be opened and closed without touching handles if at all possible.
- Place signs directing member and employees to wash hands before and after using the restroom.
- Allow locker room use with appropriate social and physical distance and cleaning supplies and signage.
- All the areas listed, if in use, will be cleaned every hour.

6. POOL PROTOCOLS

The YMCA is taking the following steps to increase protection in our aquatic areas:

- Limited usage with reservation system
- One person per lap lane, with a 50-minute time limit
- Limited number of participants in aquatic classes, when they resume
- Implementing current Department of Health standards
- No use of slides or inflatables or other swim accessories
- Members will be required to maintain 6-foot social distancing guidelines on the pool deck and in the water
- Masks may not be worn while in the water