

COVID-19 Plan of Action

Employee Protection

- All employees should stay home if feeling ill, report symptoms of illness to supervisor and require notification of COVID-19 positive case in employee's household. Employee who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or underlying conditions) are encouraged to stay home
- Direct any employee who exhibits COVID-19 symptoms (i.e., answers yes to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing, per Kansas Department of Health, Johnson County Health Department and CDC guidelines. Employers should maintain the confidentiality of employee health information.
- Require staff wear face coverings (not N-95 or medical masks, which should be reserved for healthcare works) and other personal protection items as recommended by the CDC
- Provide training on personal protective equipment based on CDC guidelines
- Practice recommended social distancing to the greatest extent possible — “Further is Safer”
- Plexiglass barriers at POS stations & Check-in areas to eliminate the chance of breathe aerosol spreading the virus
- Stagger shifts, breaks and meals; in compliance with wage an hour laws and regulations, to maintain social distancing. Consider reduced staffing requirements where possible
- Prohibit congregating in break rooms or common areas and limit capacity of such areas to allow for safe social distancing minimum of 6 feet whenever possible
- Employees should increase hygiene practices – wash hands more frequently, avoid touching face, practice good respiratory etiquette when coughing or sneezing. Wash hands before, during and after shift
- Plan for potential COVID-19 cases, and work with local health department officials when needed (e.g., monitor and trace COVID-19 cases, deep clean facilities)
- Post extensive signage on health policies, including the following documents, in the workplace to help educate building occupants on COVID-19 best practices:
 - CDC guidance to stop the spread of germs
 - CDC guidance on COVID-19 symptoms

Consumer Protection

- **Post signs encouraging social distancing (visible to customers)**
- **Post Screening information from the CDC that if you have these please do not enter**
 - **If you have a temperature**
 - **Experiencing symptoms**
 - **Returned from these locations in the last 14 days**
- **Recommend that customers wash or sanitize their hands upon entering and leaving the facility**
 - **Increase Hand Sanitation Stations throughout the facility**
- **Require customers to clean equipment they come in contact with using disinfecting wipes before and after each use**
- **Recommend customers wear a mask/face covering as recommended by the CDC and KSHD when entering, exiting and moving around the facility**
- **Encourage customers to use only one piece of equipment at a time (i.e., no circuits or “super setting”) so that machines are cleaned after use**
- **Patrons must maintain 6 feet of social distancing while waiting to check into the facility and using the facility. Understanding infrequent or incidental moments of closer proximity may occur.**
- **Limiting numbers to max 30 people per active zone if social distancing not possible**
 - **Numbers may exceed 30 but only if social distancing can be maintained**
- **Recommend that persons more vulnerable or at-risk for COVID-19 as identified by the CDC—including those who are over the age of 65 or those who have chronic medical conditions—take extra precaution or refrain from use of the facility during hours outside of those dedicated for them**

Break Down of Locations & Activities

Entrance

- **Phase 2 & 3**
 - **The facility has a single entrance and exit point for the facility. All patrons and part time staff will be required to enter through the front entrance.**
 - **Label Entrance Doors and Exit Doors**
 - **Members will be asked to practice social distancing while entering and exiting the facility.**
- **Phase 4 Normal Operation**

Front Desk

- **Phase 2 & 3**
 - **Check-in**
 - **All areas where individuals may be gathering (i.e. check in, etc.) floor markings to facilitate social distancing will be used**
 - **Create standing area's 6 feet away from staff and other patrons**
 - **All front line workers are to wear a mask, gloves (as required) and frequently wash hands or use hand sanitizer when interacting with the public**
 - **Protective Plexiglas barriers will be put at all public interaction counters**
 - **Sanitary measures including use of gloves and sanitization when handling cash, credit cards or other items from patrons**
 - **Hand sanitizers will be made available throughout the front desk and the facility**
 - **Touchpoints will be sanitized by staff on a regular basis**
- **Phase 4 Normal Operation**

Courts

- **General Statements**
 - **Phase 2:**
 - **All bleachers stored upright to prevent use**
 - **Team benches stored to prevent use**
 - **Gym wipe and hand sanitizer stations will be placed around each of the court areas**
 - **No Sharing of equipment. Must be sanitized after each use**
 - **Phase 3:**
 - **All bleachers stored upright to prevent use**
 - **Team benches stored to prevent use**

- Gym wipe and hand sanitizer stations will be placed around each of the court areas
 - Limited Sharing of equipment. Must be sanitized after each use
 - Phase 4:
 - Normal use
- **Open Basketball**
 - Phase 2: Closed
 - Phase 3: Closed
 - Phase 4: Normal play
- **Volleyball**
 - Phase 2: Closed
 - Phase 3: Closed
 - Phase 4: Normal play
- **Table Tennis**
 - Phase 2: Closed
 - Phase 3: Singles only play
 - Capacity will be limited to 2 per table, with adjustments to be made to allow maintaining social distancing protocols as required
 - For play only 1 person on each side of the table will be allowed
 - Players waiting to play will be required to maintain social distancing at all times. Players will be provided sanitizing products and hand sanitizer and asked to practice preventative measures when touching benches, equipment, etc.
 - Sharing of equipment will be discouraged other than playing ball. It is strongly suggested that the game ball be sanitized before and after game play
 - If additional ball is needed during game it is strongly suggested that the ball be sanitized properly before use
 - Players may switch tables but recommended to keep 6 feet of social distancing when doing so
 - Any violation of these procedures will result in cancellation of play for that day and possibly future play of this kind
 - Phase 4: Normal play returns
 - Table Tennis programming is scheduled to start in September
- **Pickleball**
 - Phase 2 & 3: Singles and doubles only Pickleball play
 - Capacity will be limited to 4 per Pickelball court, with adjustments to be made to allow maintaining social distancing protocols as required
 - For Pickleball play only 2 people on each side of the net will be allowed on a Pickleball court

- **Players waiting to play will be required to maintain social distancing at all times. Players will be provided sanitizing products and hand sanitizer and asked to practice preventative measures when touching benches, equipment, etc.**
- **Sharing of equipment will be discouraged other than playing ball. A single ball per player must be used for game play. It is strongly suggested that the game ball be sanitized before and after game play**
- **If additional ball is needed during game it is strongly suggested that the ball be sanitized properly before use**
- **Pickleball players may switch courts but recommended to keep 6 feet of social distancing when doing so**
- **Any violation of these procedures will result in cancellation of play for that day and possibly future play of this kind**
- **Phase 4: Normal play returns**

Corridors/Restrooms

- **Locker rooms**
 - **Phase 2 Closed**
 - **Phase 3**
 - **Locker rooms will be open for use and will be sanitized by staff on a regular basis.**
 - **Signs will be posted informing patrons that the areas will be sanitized as often as possible but that full sanitation can never be guaranteed**
 - **Signage to follow distancing guidelines**
- **Family Changing Rooms Phase 2 & 3**
 - **Sanitization stations placed outside restroom areas**
 - **Areas will be sanitized by staff on a regular basis**
- **Restrooms**
 - **Phase 2 & 3**
 - **Restrooms will be open for use and will be sanitized by staff on a regular basis.**
 - **Signs will be posted informing patrons that the areas will be sanitized as often as possible but that full sanitation can never be guaranteed**
- **Get rid of all sitting areas, tables and chairs, where possible**
- **Water Fountains**

Rooms

- **104**
 - **Phase 2 Virtual Classes Only**
 - **Phase 3 in person (15 plus 1 instructor max) and virtual classes (250) Max**
 - **Classes need to be spaced as to not be starting at the same time as room 108**
 - **Leave enough time for staff to disinfect the equipment before the next class starts**
 - **No sharing of equipment during class**
 - **Participants should bring their own mat**
- **108**
 - **Phase 2 Virtual Classes Only**
 - **Phase 3 in person (15 plus 1 instructor max) and virtual classes (250) Max**
 - **Classes need to be spaced as to not be starting at the same time as room 104**
 - **Leave enough time for staff to disinfect the equipment before the next class starts**
 - **No sharing of equipment during class**
 - **Participants should bring their own mat**
- **Child Watch**
 - **Phase 2: Closed**
 - **Phase 3:**
 - **Phase 4: Normal Operation**
- **110**
 - **Phase 2:**
 - **Phase 3:**
 - **Phase 4:**

Fitness Floor/Track/203

- **Phase 2 & 3**
 - **Fitness Floor will be limited to a capacity of 45 initially, with adjustments to be made to allow maintaining social distancing protocols as required. This amount will be increase based on reduced restrictions issued, adhering to social distancing of 6 feet, until normal operation can be resumed**
 - **Members will be required to wipe down all equipment before and after use with sanitizing wipes**

- A staff member will be present at all times of operation in the Fitness Center to provide additional cleaning throughout the center on a rotating basis and as needed
- Staff will ensure the availability of sanitizing products and hand sanitizer at all times during operation of the facility
- Any member caught not observing social distancing practices or caught not following sanitation procedures will be given a warning, any repeat offense will result in removal from facility and possible additional disciplinary measures
- Phase 4: Normal Operation

Facility Adaptations

- Restrict facility access and limit facility occupancy to allow for 6 feet minimum of social distancing per area (as such capacity is adjusted in consideration of closed areas of the facility pursuant to these guidelines)
- Area Counts
 - Fitness Floor – 45(will adjust as we observe space for social distancing.
 - Gym 1 (Fitness equipment stations) – 30
 - Classes
 - Open stations for use
 - Gym 2 (Pickleball) –16 Doubles Play
 - Gym 3 (Pickleball) – 16 Doubles Play
 - Gym 4 (Pickleball) – 16 Doubles Play
 - Track – considered part of the Fitness Floor
 - Room 203 – considered part of the Fitness Floor (label entrance and Exit Door)
 - Room 104 – Virtual classes being recorded and streamed live. 1 instructor & 15 participants
 - Room 108 – Virtual classes being recorded and streamed live. 1 instructor & 15 participants
 - Multipurpose Room 110 –
 - Multipurpose Room 111 – Childwatch

- **Pickleball players may switch courts but must keep 6 feet of social distancing when doing so**
- **Facility Hours M-F**
 - **5:30-8:30 Open 3 hours**
 - **8:30-9:45am Closed 1.25 hours (cleaning and fogging)**
 - **9:45-12:45pm Open 3 hours**
 - **12:45-2pm Closed 1.25 hours (cleaning and fogging)**
 - **2-5pm Open 3 hours**
 - **5-6:15pm Closed 1.25 hours (cleaning and fogging)**
 - **6:15-9:15 Open 3 hours**
 - **9:15-10:30pm Closed 1.25 hours (cleaning and fogging)**
- **Facility Hours Sa-Su**
 - **7-10:15am Open**
 - **10:15-11:30am Closed 1.25 hours (cleaning and fogging)**
 - **11:30-2:45pm Open**
 - **2:45-4pm Closed 1.25 hours (cleaning and fogging)**
 - **4-7:15pm Open**
 - **7:15-8:30 Closed 1.25 hours (cleaning and fogging)**
- **Staff to conduct regular disinfecting of high-touch surfaces, equipment and common areas of the facility using disinfectant cleaning supplies according to CDC guidelines**
- **Child watch will be Closed in Phase 2**
- **During Phase 2 Close all basketball courts, volleyball courts, and other places where formal and informal group or team sports may occur**
 - **No check out of equipment, paddles, pickleballs, table tennis, basketball or volleyballs**
- **Phase 2 Any youth leagues or sports, activities and enrichment classes should remain closed**
- **Fitness Classes**
 - **Virtual class offerings for members to take via MindBody and live classes for members to take via MindBody.**
 - **30 person fitness classes will take place on court 1**
 - **Only allow group fitness classes in accordance with social distancing recommendations (including but not limited to: less capacity, no shared equipment during the class; sufficiently adjusted class schedules to allow for deep cleaning between classes)**
 - **Limited numbers in 104 & 108 will adjust as guidelines change**
- **Recommend all customers to wear PPE where applicable, and the use of a face covering (not N-95 or medical masks, which should be reserved for healthcare workers) while walking around the facility but not during workouts or court play**

- **Adjust equipment layout and close or restrict access to equipment to maintain at least six feet of distance between equipment**
- **Encourage users to provide their own water to avoid water fountain gathering areas**
- **No vending machines**

Fitness Class Procedures

- **Court 1 (Fitness Classes)**
 - **Protocols**
 - Use same class check in procedures as before
 - Check that you are registered in MindBody and go into your class.
 - Check into the facility by scanning membership card at membership scan desk.
 - Check into class with employee on court 1 and grab wipes to wipe equipment down **before and after class**
 - **Layout**
 - 30 members - 5 in each column, 6 rows in total, members are staggered) instructor at the top and can walk between rows/columns as needed.
 - 12ftx12ft box for each member and 6ft between boxes. These will be taped on the floor
 - Each box has:
 - Bike OR Rower
 - Platform/Riser
 - Barbell (w/ plates)
 - Resistance Band
 - Kettlebell
 - Other weights and equipment as well as heavier weights will be available in the gym.
 - **Operation (Prior to class) -**
 - Members can arrive 15 minutes early to begin check-in
 - Once checked-in and hands have been washed/sanitized member goes to a square and remains there (staff lead/point them to a specific square like they do with sporting events parking).
 - Once a square has been assigned members should grab wipes for **before and after workout**
 - ***Once in a square they remain there NO SWITCHING squares***
 - Wipe down all equipment prior to use.
 - No mingling in groups and socializing in the same space.
 - **Operation (Post class) -**
 - Wipe equipment down (with the wipes grabbed prior to class) and leave out for staff to sanitize before next hour of usage.
 - Wash/sanitize hands before leaving the facility

- **Cleaning**
 - clean any equipment used and floors right after class is completed
- **Number of staff needed**
 - 2-3
 - Instructor teaching
 - Employee helping check people in and direct/watch members. Helping members with additional equipment needs and cleaning
 - Extra employee might be needed to help
- **Court 1 (Fitness Stations)**
 - **Protocols -**
 - Check into the facility by scanning membership card at membership scan desk.
 - Check into fitness station with employee on court 1
 - **Layout**
 - 30 members - 5 in each row, 6 rows total, members are staggered)
 - 12ftx12ft box for each member and 6ft between boxes
 - Each box has:
 - Bike OR Rower
 - Platform/Riser
 - Barbell (w/ plates)
 - Resistance Band
 - Kettlebell
 - Other weights and equipment as well as heavier weights will be available in the gym.
 - **Operation (Prior to fitness workout) -**
 - Members can arrive 15 minutes early to begin check-in
 - Once checked-in and hands have been washed/sanitized member goes to a square and remains there (staff lead/point them to a specific square like they do with sporting events parking).
 - Once a square has been assigned members should grab wipes for **before and after workout**
 - ***Once in a square they remain there NO SWITCHING squares***
 - Wipe down all equipment prior to use.
 - No mingling in groups and socializing in the same space.
 - **Operation (Post fitness workout) -**
 - Wipe equipment down (with the wipes grabbed prior to class) and leave out for staff to sanitize before next hour of usage.
 - Wash/sanitize hands before leaving the facility
 - **Cleaning**
 - clean any equipment used and floors right after class is completed
 - **Number of staff needed**

- 1-2
 - Employee helping check people in and direct/watch members. Helping members with additional equipment needs and cleaning
 - Extra employee might be needed to help
- **Virtual/Live Fitness Classes (104 & 108)**
 - **Protocols for members (Live fitness class)**
 - Working on Virtual classes and will develop plan for live classes soon
 - **Protocols for members (Virtual fitness class)**
 - Currently researching and will have plan ready soon
 - **Operation for Instructor (prior to class)**
 - Arrive 15 minutes early
 - Wash hands
 - Check-in via Paycom
 - Wipe down equipment needed for class
 - Login to MindBody and be ready to go at least 5 minutes prior to class (Live classes)
 - **Operation (post class)**
 - Stop/Log off MindBody (Live classes)
 - Wipe down equipment
 - Wash/sanitize hands before leaving
 - **Layout**
 - Instructor at front of room
 - Video and videographer at back of room
 - **Cleaning**
 - clean any equipment used and floors right after filming is completed
 - **Number of staff needed**
 - 1-2
 - Instructor teaching
 - Someone filming or can instructor do it with iPad on a stand?

Message to Members

We are excited to see you back. Once the Rec Center opens, it will operate with social distancing guidelines, increased cleaning routines, limited capacity, reduce fitness classes and modified hours. See below for what to expect when you visit us.

- **Breathing room.** You will notice a new layout of our facility to provide you with space so you can do your workout with at least six full feet of social distance. We are blocking off and moving equipment, limiting numbers in areas of the facility.
- **Comprehensive Sanitization.** You've always know us a clean facility and we are taking that to the next level. Our staff will continue to disinfect and sanitize throughout the day. We are also asking all personal trainers and members to sanitize before and after each equipment use. We've added more hand sanitizer, wipe stations, and other products to make sure every surface stays sanitized throughout the day.
- **Member Code of Conduct.** Recommended to members to wear PPE where applicable, and require the use of a face covering (not N-95 or medical masks, which should be reserved for healthcare workers) while walking around the facility. Disinfecting before and after each equipment use, maintaining safe social distance, staying home when sick, and doing everything they can to protect those around them.

Before you schedule your next visit to the Recreation Center please check out our full list of what we are doing and what you can do to help provide a "Clean, Safe, Fun" environment at <https://www.bluevalleyrec.org/f/membership.php> .