

## **Reopening Procedures Department of Campus Recreation & Wellness Facilities** **WC and Natatorium 2020**

### Wellness Center Timeline

- Tentative reopen date: June 8<sup>th</sup>
- Back up reopen date: June 15<sup>th</sup>
- Phase I Reopening: June 8<sup>th</sup> – August 2<sup>nd</sup>

### Hours of Operation + Cleaning Schedule

- During the first few weeks of reopening, a professional staff member will be onsite all hours of operation (June 8<sup>th</sup> – July 2<sup>nd</sup>). Reevaluation will take place at the end of June to determine the need for professional staff in July.
- Monday – Thursday
  - 6am-8:00am; 8:00am-9:30am Clean
  - 11:30-2:00pm; 2:00-3:30pm Clean
  - 4:30-7:00pm; 7:00-8:30pm Clean
- Friday
  - 6am-8:00am; 8:00am-9:30am Clean
  - 11:30-2:00pm; 2:00-3:30pm Clean
- Saturday/Sunday - Closed

### Areas in the facility that will not be available during Phase I operations:

- Showers in locker room
- Sauna area
- Walking track not available for walking

## **Daily Operations**

### Staff Responsibilities

- COVID Screening completed online at start of shift
  - Ask yourself the screening questions prior to coming to campus. If you answer yes to any of the questions contact your supervisor immediately
- Hand wash/sanitize at start of shift
- Wear mask and gloves throughout shift when in contact with patrons
  - Mask can be removed periodically if cannot maintain social distancing
- Clean equipment and frequent touch points
  - A specific cleaning schedule will be provided for the entire facility
  - Gloves are to be worn when cleaning equipment
- Maintain social distance between yourself and patrons
- Do not attend if any signs or symptoms or have been sick
- Cover cough and sneeze in elbow or tissue.

- If a tissue is used, throw the tissue away immediately after use
- Wash/sanitize hands immediately after a cough/sneeze
- Avoid handshaking and hugging

#### Overall Policies and Procedures

- Facility usage will be for members only during this first phase of reopening.
- We will have controlled access into the Wellness Center with one entry point.
- All entries into the Wellness Center will be screened with temperature screening and questionnaire.
- Staff will be wearing PPEs (masks and gloves) when in direct contact with patrons
- Usage will be on a first come first serve basis to capacity.
  - 32 people in the fitness area and 7 people in the Studio
- Towel service will not be available during this phase of reopening.
- Water fountains are to be used for refilling water bottles only.
- The sauna and showers will not be accessible during this first phase of reopening.
- Members must disinfect equipment used before and after use.
- Members should wash hands before and after working out for 20 seconds with soap and water.
- Increased signage will be placed around the facility dictating social distancing policies, hand washing reminders and disinfecting procedures.
- Hand sanitizer stations located at front entrance/studio space, Wellness Center desk and Cardiac Rehab area
- Disinfecting spray bottles will be given to each member upon entry to the facility to be used to disinfect equipment throughout exercise session.
- Overall facility cleaning will be coordinated with Allegiance Housekeeping to create a schedule to follow.

#### Mitigating Risk and Disinfecting Protocols

The disinfecting of the facility will be a shared responsibility with Allegiance Housekeeping, DCRW staff and members using the facility. Prior cleaning schedules and protocols will continue as well as implementing additional disinfecting procedures due to COVID19 will be put into place.

A checklist of disinfecting will be provided for staff and in specific areas.

The following areas will have increased disinfecting take place during the operating hours and the cleaning time frames of operation.

- Front Entry - handicap button and handles
  - Prop open inside door

- Elevator
  - Elevator buttons inside and outside
  - 1 person allowed in elevator at a time
- Upper Lobby Area
  - Prop studio door open
  - Stair Railing
- Wellness Center desk
  - Wipe down surface, key board, mouse, computer screen
- Restrooms/Locker Rooms
  - Wipe down sinks, facets, restroom door handles, toilet handles, toilet seats every hour (DCRW Staff during operating hours)
  - Prop open restroom door and entry door into locker room area.
  - Locker room entry will be single entry through the restrooms.
  - Showers will be not available.
- Cardio Equipment
  - 6 feet spacing between equipment being used
  - Social distancing signage to place on equipment not to be used
- Track
  - The track will be used for equipment and not for walking with 6 foot social distancing protocols
- Chairs within facility
  - Fabric chairs removed and replaced with hard surfaced chairs
  - Chairs arranged to accommodate 6 feet social distancing
- Equipment
  - Follow cleaning schedule checklist for equipment

#### Entry Procedures – Wellness Center

- Entrance into the Wellness Center will be limited to a single entry through the main doors under the overhang.
  - The elevator inside the B&E building will not be an access point to the Wellness Center during phase I.
  - The elevator located in the vestibule area in the main entrance will be limited to one person for social distancing purposes.
- A staff member will be stationed in the upper lobby and will provide the screening for entry as well as manage occupancy levels of the facility.
  - Occupancy for the Wellness Center is limited to 32 people in the fitness area and 6 people in the Studio.

- In each section of the fitness spaces will also have limited occupancy and will be managed by the staff throughout the opening times.
- Screening questions will be asked by each person entering the facility as well as a temperature checked.
  - Had contact (within 6 ft. for 10 minutes) with suspected or confirmed COVID19 individual within the last 14 days
  - Traveled out of the country with the last 14 days including cruise ships
  - Traveled domestically within the last 14 days (If traveled to NY, NJ, CT or New Orleans)
  - Had a cough or flu like symptoms
  - Felt feverish or experiencing chills in the last 48 hours
  - Nausea, persistent headache or new onset migraine
  - Sudden onset of decreased or lack of smell and/or taste
  - GI Symptoms – mainly diarrhea and lack of appetite
- If they answer YES to any of the questions above, they will be asked not to enter the facility

#### Mitigating Risk - Member Responsibilities

- Hand wash / sanitize before, during and after exercise
- Maintain 6 ft. social distance throughout time in facility
- Full disclosure of any signs and symptoms upon entry screening
  - Do not attend if any signs or symptoms or have been sick
  - Do not attend if exposed to anyone that has had signs or symptoms or has been sick
- Cover cough and sneeze with elbow or tissue
  - Throw tissue away immediately after use
- Wash hands or sanitize after cough/blow nose
- Disinfect all equipment used before and after use.
  - Mats, dumbbells, equipment, etc
- Wear face coverings if appropriate for your body during exercise.

#### Training of Student Staff

- The staff will be trained on how to properly disinfect the area to decrease the overall risk of transmitting any virus or bacteria. This training will be provided by the professional staff within the Department of Campus Recreation.
  - How to mitigate risk for self and members
  - How to disinfect/clean equipment during operational hours
  - Deep cleaning procedures
  - How to remove PPE and proper disposal of PPE

- Emergency Protocols
- How to approach patrons to enforce social distancing, equipment disinfecting
- The staff will cover all new guidelines, policies and procedures to be followed when providing service and sign the training document.

#### Specific Cleaning Procedures

- See attached documents for specific cleaning procedures for the Natatorium

## **Natatorium**

#### Natatorium Timeline

- Tentative reopen date: June 8<sup>th</sup>
- Back up reopen date: June 15<sup>th</sup>
- Phase I Reopening: June 8<sup>th</sup> – August 2<sup>nd</sup>

#### Hours of Operation + Cleaning Schedule

- During the first few weeks of reopening, a professional staff member will be onsite all hours of operation (June 8<sup>th</sup> – July 2<sup>nd</sup>). Reevaluation will take place at the end of June to determine the need for professional staff in July.
- Monday – Friday 9am-3pm
- Saturday/Sunday - Closed

#### Areas in the facility that will not be available during Phase I operations:

- Showers in locker room

## **Daily Operations**

#### Staff Responsibilities

- COVID Screening completed online at start of shift
  - Ask yourself the screening questions prior to coming to campus. If you answer yes to any of the questions contact your supervisor immediately
- Hand wash/sanitize at start of shift
- Wear mask and gloves throughout shift when in contact with patrons
  - Mask can be removed periodically if patrons are not in immediate area
- Clean equipment and frequent touch points
  - A specific cleaning schedule will be provided for the entire facility
  - Gloves are to be worn when cleaning equipment
- Maintain social distance between yourself and patrons
- Do not attend if any signs or symptoms or have been sick
- Cover cough and sneeze in elbow or tissue.

- If a tissue is used, throw the tissue away immediately after use
- Wash/sanitize hands immediately after a cough/sneeze
- Avoid handshaking and hugging

#### Overall Policies and Procedures

- Facility usage will be for members only during this first phase of reopening.
  - This also includes punch pass holders for Water Aerobics
- We will have controlled access into the Natatorium with one entry point.
- All entries into the Natatorium will be screened with temperature screening and questionnaire.
- Staff will be wearing PPEs (masks and gloves) when in direct contact with patrons
- Usage will be on a reservation basis to capacity.
  - 1 person per lane during lap swim unless reside in the same household
- Water fountains are to be used for refilling water bottles only.
- The showers will not be accessible during this first phase of reopening.
- Members should wash hands before and after working out for 20 seconds with soap and water.
- Increased signage will be placed around the facility dictating social distancing policies, hand washing reminders and disinfecting procedures.
- Hand sanitizer stations located at front entrance.
- Overall facility cleaning will be coordinated with Allegiance Housekeeping to create a schedule to follow.

#### Mitigating Risk and Disinfecting Protocols

The disinfecting of the facility will be a shared responsibility with Allegiance Housekeeping, DCRW staff and members using the facility. Prior cleaning schedules and protocols will continue as well as implementing additional disinfecting procedures due to COVID19 will be put into place.

A checklist of disinfecting will be provided for staff and in specific areas.

The following areas will have increased disinfecting take place during the operating hours and the cleaning time frames of operation.

- Front Entry - handicap button and door handles
  - Prop open inside door
- Natatorium desk
  - Wipe down surface and all items on the desk and table
- Restrooms/Locker Rooms

- Wipe down sinks, facets, restroom door handles, toilet handles, toilet seats every hour (DCRW Staff during operating hours)
- Showers will be not available.
- Rescue Tube
  - Disinfect between switching of lifeguards

#### Entry Procedures – Natatorium

- Entrance into the Natatorium will be limited to a single entry through the main doors.
  - Entry through the garage doors will not be allowed
- A staff member will be stationed in the Natatorium and will provide the screening for entry as well as manage occupancy levels of the facility.
  - Occupancy for the Natatorium will be limited to 1 person per lane during lap swim unless reside in the same household.
  - Screening questions will be asked by each person entering the facility as well as a temperature checked.
    - Had contact (within 6 ft. for 10 minutes) with suspected or confirmed COVID19 individual within the last 14 days
    - Traveled out of the country with the last 14 days including cruise ships
    - Traveled domestically within the last 14 days (If traveled to NY, NJ, CT or New Orleans)
    - Had a cough or flu like symptoms
    - Felt feverish or experiencing chills in the last 48 hours
    - Nausea, persistent headache or new onset migraine
    - Sudden onset of decreased or lack of smell and/or taste
    - GI Symptoms – mainly diarrhea and lack of appetite
  - If they answer YES to any of the questions above, they will be asked not to enter the facility

#### Mitigating Risk - Member Responsibilities

- Hand wash / sanitize before, during and after exercise
- Maintain 6 ft. social distance throughout time in facility
- Full disclosure of any signs and symptoms upon entry screening
  - Do not attend if any signs or symptoms or have been sick
  - Do not attend if exposed to anyone that has had signs or symptoms or has been sick
- Cover cough and sneeze with elbow or tissue
  - Throw tissue away immediately after use
- Wash hands or sanitize after cough/blow nose

- Disinfect all equipment used before and after use.

#### Training of Student Staff

- The staff will be trained on how to properly disinfect the area to decrease the overall risk of transmitting any virus or bacteria. This training will be provided by the professional staff within the Department of Campus Recreation.
  - How to mitigate risk for self and members
  - How to disinfect/clean equipment during operational hours
  - Deep cleaning procedures
  - How to remove PPE and proper disposal of PPE
  - Emergency Protocols
  - How to approach patrons to enforce social distancing, equipment disinfecting
- The staff will cover all new guidelines, policies and procedures to be followed when providing service and sign the training document.

#### Specific Cleaning Procedures

- See attached documents for specific cleaning procedures for the Natatorium

#### Reserving Space in the Natatorium

- Reservations will be made using the IM Leagues app. This app is to be downloaded to your phone.
  - Members can access this app themselves to make a reservation.
  - Members can call into the Natatorium during operational hours to make a reservation.
  - Members can make a reservation when they are at the Natatorium with you.
- Reservations will need to be made in order to use the Natatorium.
  - Each reservation will begin at the top of the hour and be allowed for 45 minutes.
  - The last 15 minutes of each hour the LGs will clean the spaces in the Natatorium to get ready for the next wave of reservations
- Members will be able to make a reservation up to 5 days in advance.
- On site use of the Natatorium will be allowed as long as there is room in the pool at the time they arrive.
  - You will input any onsite reservation into the app.
- As a person arrives you will check them into the app as arrived.
- Only 1 person can be placed in the lane on the reservation app. If people reside in the same household they can share a lane space. So, they may have only one name in the app but come in as two people that prove they reside in the same household.