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Albert Lea Family YMCA **REOPENING PLAN**

COVID-19 Background

The Albert Lea Family YMCA is committed to providing a safe and healthy environment for all who enter our facilities. To ensure that, we have developed the following Reopening Plan in response to the COVID-19 pandemic. This plan was developed as a result of COVID-19 using the template provided by Governor Walz and the State of Minnesota for business. Leadership level employees are all responsible for implementing this plan, with the help of the rest of our staff, members, guests, and volunteers. Our goal is to mitigate the potential for transmission of COVID-19 and other infectious diseases in our facilities and communities, and that require the full cooperation of everyone utilizing our facilities. Only through this cooperative effort can we establish and maintain the safety and health of our facilities, and therefore, our community. This document will be updated regularly as needed, with science and medical knowledge as it becomes available.

Our staff are our most important assets. We are serious about safety and health and keeping our staff working at the Albert Lea Family YMCA. Staff involvement is essential in developing and implementing a successful COVID-19 Reopening Plan. We have involved our staff in the process by asking for their feedback and opinion to ensure their safety, the safety of coworkers, and the safety of members, guests, and others who come into contact with our facility. Our COVID-19 Reopening Plan follows YUSA guidelines, Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- Hygiene and respiratory etiquette;
- Engineering and administrative controls for social distancing;
- Housekeeping, including cleaning, disinfecting and decontamination
- Prompt identification and isolation of sick persons;
- Communications and trainings that will be provided to managers and workers;
- Management and supervision necessary to ensure effective implementation of the plan.

Preparing for Day One

EMPLOYEE SAFETY

- Employee will be provided with the following:
 - Appropriate Personal Protective Equipment (PPE) which is a washable mask for all staff.
 - Requirements for hand washing and physical distancing
- After use, employees must dispose of PPE designed for single use
 - After removing PPE, staff must wash their hands immediately, adhering to CDC recommendations
 - If using reusable face mask, face mask must be washed daily by the staff member

- Follow all applicable safety practices, existing regulatory requirements, policies, and procedures

CLEANING, DISINFECTING AND SUPPLIES

- Review site inventory of cleaning chemicals, materials, and consumables to ensure inventory levels are aligned with forecasted building occupancy
- Ensure a safety data sheet is available for all chemicals and requirements for safe use are allowed
- Ensure cleaning equipment and tools are in working condition
- Cleaning staff should review and complete refresher training on general cleaning and site specific protocols
- Cleaners must be trained on proper disinfecting guidelines
- Areas that require thorough cleaning due to heavy usage: Front Desk, restrooms, Childcare areas/ Toddler room, locker rooms, SMB room, pool areas, gyms, Aerobic room, and all high touch points
- Prior to initiating cleaning tasks, ensure all staff practice hand hygiene, washing hands thoroughly prior to putting PPE on, and have been trained on appropriate procedures
- Treat all surfaces using disinfectants from government approved or authorized lists ensuring all chemical dwell times are adhered to

How to Clean and Disinfect

Cleaning and Disinfecting of all High Touch areas must be cleaned after every use or touch by members and staff. Deep Clean of all areas within the YMCA will take place every night after closing.

- Product Information
 - Custodial staff must daily monitor and ensure to reorder product to stay stocked
 - The key cleaning products used will be:
 - Hand sanitizer
- Cleaning Process
 - Wiping down all touch points every 15 minutes. These areas include: counters, doors, handrails, elevator, equipment, drinking fountains, lockers
 - Wiping all equipment after each use
 - Members
 - Staff
 - Free Weights
 - Cleaning of Free Weight Room
 - Members will be issued a rag and spray bottle to clean equipment before and after each use. Members will be responsible for cleaning the bar, weights, and removing said weights.
 - Staff will clean all high touch areas every hour
 - Staff will deep clean Free Weight Room during scheduled mid-day cleaning time
 - Childcare

- High touch areas and toys should be cleaned how often?
- Custodial Staff Responsibilities
 - Bathrooms
 - High touch areas include: wipe doorknobs, faucets, toilets, toilet paper dispensers
 - Keep products full
 - Paper towels
 - Hand sanitizer
 - Wipes?
 - Spray bottles

Electronics

- For electronics such as tablets, touch screens, keyboards, remote controls, and remove visible contamination if present.
 - Follow the manufacturer's instructions for all cleaning and disinfection products
 - If no manufacturer guidance is available, use alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.
 - Once cleaning is complete, remove all of the above from high traffic areas to avoid contamination in future. Store in a safe place.

Linens, Clothing, and Other Items That Go in the Laundry

- In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces
- Dirty items will be put in a transport bin used exclusively for dirty linens
- Clean items will be put in a transport bin used exclusively for clean linens

FREQUENTLY TOUCHED SURFACES

Frequently touched surfaces are reservoirs for viral pathogens. By reducing the frequency of physical contact with items that are also touched by others, individuals can reduce their exposure to communicable disease.

In addition to providing disinfectant sprays or wipes adjacent to each touchpoint, implement the following precautions to reduce touchpoints:

- Light/ Power Switches
 - Provide wall-mounted disinfectant dispensers
 - Keep switches "on" all day

- Doors and drawers
 - Affix doors in an open position if appropriate and meets fire codes
- Chairs
 - Remove unnecessary fabric upholstered chairs
 - Remove unnecessary chairs to discourage sitting

Training

- New training practices will be created
- Returning staff will be trained in on new protocols and procedures

Day One and Beyond- PHASE 1

OPERATIONAL HOURS

Initial operational hours will be limited

- Monday- Friday, 6 am- 12:30 pm, 1 pm- 6 pm (closed for half an hour for cleaning)
- Saturday and Sunday: CLOSED
- No guest passes/ day fees offered at this time

BUILDING ENTRY/ FRONT DESK

Guidelines to control the flow of traffic and promote ongoing safety and precautions to members and staff.

These include:

Check-In and Entrances:

- Health screenings for members and staff prior to entering facility
 - **Staff will be in charge of monitoring their own health. If you do not feel good, do not come in. Monitor temperature regularly. If they clock in they are ensuring they are in good health.**
 - Plexiglass screens between members and Front Desk staff at initial point of contact to building at initial health screening point
 - Thermal check will be non-contact and conducted with laser thermometers
 - Questions:
- All members will be required to wear masks in all common areas until they reach their program areas
- All members will be required to sanitize their hands upon entering the building
- Shoes?
- Only access to the building will continue to be only through the main entrance
- Building occupancy?
- Blue tape and signs on floor will be used to ensure social distancing when waiting to check in

Front Desk & Membership Operations

- Front Desk staff will be trained on safe interactions with members and disinfecting protocols
 - Staff will wipe down all surfaces often
 - Counters
 - Staff will wipe down all surfaces after the end of shift
 - Keyboard
 - Phone
 - Mouse
 - Scan card reader
 - Refrigerator
 - Laundry knobs/ doors
 - Anything else you may have touched
 - All daily locker keys and used pens will be put into a bucket of sanitizer water after each use for staff to clean before putting back
 - Balls will be available for check out only and will be sanitized after each use
- Front Desk staff will be required to wear masks during their shifts
- No daily fees and/or guest passes will be accepted at this time. **Members only.**
- All membership and program business transactions should be encouraged to be conducted online or via telephone
 - In the case that a member needs to fill out paperwork, the member will be asked to take it home and return at a later date.
- Signage will be displayed in entrance program rules and other protocols that impact how occupants use and move throughout the building

LOBBIES/COMMON AREAS

Guidelines that promote safety and guide members through common areas and facilities

- Hand sanitizers will be placed in additional locations
- Doors
 - All doors in facility should be propped open, including exterior doors (weather permitting), with the following exceptions: Doors required for privacy to changing/bathroom spaces, doors leading directly to pool areas, doors leading to roofs or non-member spaces, doors to racquetball courts during use, and studio doors during active class time.
- Drinking Fountains
 - Drinking fountains available to ensure proper hydration
- Social Sitting Areas
 - Lobby benches spaced out
 - Lobby benches will only be used for shoe changing purposes
 - Signage will be placed to discourage social sitting
- Community Food and Drink

- Will be eliminated at this time
- No coffee
- No vending
- Community Rooms/ Observation & Vending Rooms
 - These areas will be closed
- Flyers
 - No flyers will be available in information centers or brochure racks
- Walking Track
 - Open, use physical distancing
- Stairwells
 - Reduced to the main stairwell entrance. Back stairwell will remain unused due to childcare
- Outdoor Spaces
 - Open, use physical distancing

LOCKER ROOMS & TOWEL SERVICE

- Downstairs (Mens/ Womens) locker rooms will not be used during this time
- Upstairs (Boys/Girls) locker rooms will be available
- Towel Service will not be available at this time
 - Members will need to bring their own towels, shampoos, locks, etc. at this time
- Custodial staff will regularly clean Locker room
 - Between 12:30 and 1:00 everyday the YMCA will be closed for custodial staff to clean
 - Deep clean at the end of the day
 - Cleaning of high touch surfaces will be done hourly

ELEVATORS

- Open, however, due to downstairs locker rooms unavailable at this time, elevators should not be utilized
- Use physical distancing
- Cleaning of high touch surfaces include elevator panels/buttons

GROUP EXERCISE STUDIOS/PROGRAM AREAS

Guidelines to control and that promote ongoing safety and precautionary measures. YMCA staff identified to assist in complying to the following procedures. These protocols will evolve through various stages and upon assessing member needs.

- Aerobic Room will be open at this time
 - Members are required to sanitize any equipment they come into contact with. If you are in need of additional equipment (bands, kettlebells, balls, etc.), you can ask staff to check-out the equipment and return it to them when finished using.
 - Instructors will extra vigilant and remind members to sanitize equipment
 - Hand sanitizer at doorways and throughout wellness center

- Custodial staff will regularly clean SMB room and machines
 - Between 12:30 and 1:00 everyday the YMCA will be closed for custodial staff to clean
- Online Zoom classes will be offered at a later date
- Cycling Room will be open at this time
 - Spray bottles for sanitizing will be used to track the number of members inside the Cycling Room- 10
 - Members are required to sanitize machines before and after use
 - Hand sanitizer at doorways and throughout wellness center
 - Custodial staff will regularly clean SMB room and machines
 - Between 12:30 and 1:00 everyday the YMCA will be closed for custodial staff to clean
 - Online Zoom classes will be offered at a later date

WELLNESS FLOORS/ SMB ROOM/ FREE WEIGHT ROOM

Guidelines to control and that promote ongoing safety and precautionary measures. YMCA staff and members located in every area to assist in following procedures and disinfecting after use of equipment.

These include:

- SMB will be open at this time
 - Limit member space usage based on available equipment and wellness area size
 - Spray bottles for sanitizing will be used to track the number of members inside SMB- 15
 - Members are required to sanitize machines before and after use
 - Absolutely no use of remotes or magazines during this time
 - Cardio machines, every other machine is blocked off and closed. Rotate closures every other day to reduce wear. Machines cleaned after each use.
 - Members will be responsible for cleaning all equipment they come into contact with. If you are in need of additional equipment (bands, kettlebells, balls, etc.), you can ask staff to check-out the equipment and return to them when finished using.
 - Hand sanitizer at doorways and throughout wellness center
 - Custodial staff will regularly clean SMB room and machines
 - Between 12:30 and 1:00 everyday the YMCA will be closed for custodial staff to clean
- Personal Training
 - Personal Training will not be available at this time
- Free Weight Room will be open at this time
 - Limit member space usage based on available equipment and area size

- Spray bottles for sanitizing will be used to track the number of members inside Free Weight Room- 10
- Members are required to sanitize equipment before and after use. Members will be required to clean the bar, weight, and remove said weights. Members will sanitize any other equipment they come into contact with.
- Absolutely no use of remotes or magazines during this time
- There will be no use of talc or powder
- Hand sanitizer at doorways and throughout wellness center
- Custodial staff will regularly clean SMB room and machines
 - Between 12:30 and 1:00 everyday the YMCA will be closed for custodial staff to clean

Signage:

- Members to clean before and after each use
- This machine temporarily unavailable
- Encourage social distancing

POOL FACILITY USE

- The pool will not be open at this time
 - Limit the number of members in the pool
 - 50% capacity, 56 members
 - One person/ lane during lap swim
 - Further rules will be available at the YMCA

GYMNASIUM USE

Guidelines to control and that promote ongoing safety and precautionary measures. YMCA staff identified to assist in complying with the following procedures.

These include:

- Limit the number of members in gym
 - Gym will be by appointment only, ie. family time, pickleball
 - Track will be limited to 15 people. Members should follow social distancing guidelines when using the track.
- Balls will be available for checkout only and will be sanitized after each use
- Hand sanitizer at doorways and throughout rest of building

Signage:

- Encourage social distancing

KIDS STUFF/ SUMMER CAMP/ PLAYROOM/ TODDLER ROOM

Guidelines to control and that promote ongoing safety and precautionary measures.

These include:

- Health screening for children upon entering the building
 - Children's temperatures will be taken by staff upon entering
- Sanitation of hands will be required upon entering
- Staff will encourage children to wash hands regularly and not touch face/others.
- Limit usage based on ability to reduce/eliminate sharing and each location will have capacity adjusted to physical spacing
- Kids and childcare staff will wear masks in all common areas, ie. bathrooms and hallways
- Staff will encourage children to social distance
- Games, toys, balls will be disinfected?
- Childcare area will be sectioned off from the rest of the building to avoid contact with other members
 - Back staircase will be caution taped off for childcare use only
 - Table will be place in front of childcare rooms and signs displayed to prevent members from entering
 - Children and childcare staff will access gym from Room C and the Aerobics room
- Playroom
 - There will be no playroom offered during this time.
- Toddler Room
 - The Toddler Room will be closed until further notice

Resources/Guidance for Development

General

- CDC Coronavirus (COVID-19)- www.cdc.gov/coronavirus/2019-nCoV
- MDH Coronavirus- www.health.state.mn.us/diseases/coronavirus
- State of Minnesota COVID-19 response- <https://mn.gov/covid19/>

Businesses

- CDC Resources for businesses and employers- www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html
- CDC General business frequently asked questions- www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html
- MDH Businesses and employers: COVID-19- www.health.state.mn.us/diseases/coronavirus/businesses.html
- Minnesota Department of Employment and Economic Development (DEED) COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>
- DLI Updates related to COVID-19 – www.dli.mn.gov/updates
- Federal OSHA – www.osha.gov

Handwashing

- www.cdc.gov/handwashing/when-how-handwashing.html
- www.cdc.gov/handwashing
- <https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

- www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html
- www.health.state.mn.us/diseases/coronavirus/prevention.html
- www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social Distancing

- www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html
- www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

- www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html
- www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
- www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

- www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html
- www.health.state.mn.us/diseases/coronavirus/basics.html
- www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

Training

- www.health.state.mn.us/diseases/coronavirus/about.pdf
- www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html
- www.osha.gov/Publications/OSHA3990.pdf

YMCA Specific

- <https://link.ymca.net>

Aquatics

- <https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html>
- https://jellis.com/news/2020/aquatic-industry-update-april-29?fbclid=IwAR15vONt46JVj-d7kLvDvObXpOO0a9rtBUMevQO_ijWoWDC94i7wVeJhlqg
- <https://aquaticpros.org/covid-19-resources/>
- https://aquaticpros.org/wp-content/uploads/2020/05/IAAPA_COVID-19_ReopeningGuidance_rev1_final.pdf
- https://wedc.org/wp-content/uploads/2020/05/COVID-19-Entertainment-and-Amusement-Service-Guidelines_1.pdf?fbclid=IwAR17JOpQ1FUkleMOV7D2EJd3GTikrsZWAEJE1Njn5_5CUscQYfvQriOh718