



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

GLOW YMCA

WYOMING COUNTY

BRANCH FACILITY

REOPENING PLAN

2020



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GLOW YMCA PLAN OVERVIEW

The GLOW YMCA priority is to provide wellness facilities, programs and services in a safe and effective manner. The YMCA’s branch facility reopening plan prioritizes the health and well-being of our members, staff and the communities we serve, taking into account CDC guidelines and the guidelines and recommendations of state and local government authorities.

This plan is designed to be flexible, so that we can adapt and refine our response plans as needed. We will coordinate with the County Health Department and other officials so timely and accurate information can guide our appropriate rounds of reopening. We will also pay close attention to local and regional cases, outbreaks and changes as they occur.

The Y’s branch facility reopening plan actualizes the following assumptions for operations as they relate to the global COVID-19 pandemic and its local implications on public health. Pleasenote:The rounds referred to in this plan are not intended to align with the phases imposed by state or local governments. The Y’s rounds refer only to its own internal reopening stages.

- Rounds are not time-based and entering into subsequent rounds will rely on guidance from the CDC, Governor’s orders, and County DOH orders, as well as the Y’s confidence in enforcing compliance with all COVID preventative measures; rounds may be modified and revised as guidance changes
- Social or physical distancing in place to prevent unnecessary gatherings
- Meeting health and community needs will occur with a focus on preventing the spread of COVID-19

According to the Occupational Safety and Health Administration (OSHA), most American workers will likely experience low (caution) or medium exposure risk levels at their job or place of employment. As an employer, we will pay particular attention to how best to decrease the spread of COVID-19 and lower the impact in our workplace. This may include activities in one or more of the following areas:

- Maintain healthy business operations
- Maintain a healthy work environment
- Prepare staff and prevent/reduce spread of infection

CONDITIONS FOR REOPENING YMCA BRANCH FACILITIES

EXTERNAL FACTORS

- Stay at home orders lifted
- New York State permits indoor gym facilities to begin operations
- Local health departments give clearance to open facilities
- Mitigation efforts in local communities continue to result in declining cases, hospitalizations and deaths

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 both staff and member use

MEMBER EXPECTATIONS

WHAT A MEMBER CAN DO TO MINIMIZE THE TRANSMISSION OF COVID-19

- If you are sick, stay home. If you have a temperature, stay home. If someone in your house is sick, stay home. If you have allergies and can't control sneezing, stay home.
- Pre-plan your workout routine to avoid lingering/socializing to allow other members to workout due to reduced occupancy/distancing.
- Limit the items you touch within the gym to only the items you will use.
- Avoid weightlifting gloves and other items that are not easily cleaned.
- Wear a mask at all times in the building (except when in the pool or showers).
- Wipe down each piece of equipment you use before and after use and dispose of the wipe appropriately.
- Wash your hands with soap and water before and after you leave the building. If not possible, use hand sanitizer when you enter and before you leave the building.
- Remember social distancing requirements in all areas.
- Use online gym/workout services where you can.
- Maintain appropriate social and physical distance from other members and employees when walking throughout the gym to the extent possible.

YMCA Community

Conscious Code

AS A COMMUNITY CONSCIOUS MEMBER

I will behave in a responsible way that respects the rights, safety and dignity of all YMCA members.
As such I agree to:

- Not visit the YMCA if I have a fever or symptoms of illness
- Create a safe and caring environment by abiding by social and physical distancing requirements
- Use a face covering or cover my face and nose as appropriate
- Follow hand sanitizing and hand washing protocol while in the YMCA
- Clean all equipment before and after use
- Use one piece of equipment at a time, clean it before and after use and then move to the next
- Acknowledge members' need for personal space
- Limit my visit to 90 minutes and abide by current program schedules to allow fellow members to enjoy our facility
- Speak in a respectful tone while discussing social distancing or other concerns

If members are not compliant with the new policies and protocols, they will be asked to immediately leave the facility. Additionally, if a staff or member who has been in the YMCA reports they are a COVID carrier, the Y will maintain the confidentiality of the individual while coordinating with proper health authorities the reporting the potential exposure. The Y would communicate to all staff and members of that particular location. The Y would also deep clean the facility per CDC guidelines, and employees who came in close and unmasked contact with the individual will be asked to follow DOH guidelines and possibly quarantined for 14 days. Other levels of exposure to the infected individual would result in employee self-monitoring. CDC guidelines for handling exposure and mitigating risk if exposure happens in a YMCA facility will be strictly followed.



**ROUND
1**

ROUND ONE reintroduces our community to utilizing the YMCA under new COVID-19 restrictions. Round One limits hours and space capacity. The YMCA will implement social or physical distancing practices in all operations by controlling the number of members allowed in the facility and in specific areas, reconfiguring traffic patterns, re-arranging physical areas and fitness equipment.

The YMCA has eliminated member attraction strategies as a way to limit membership enrollment to ensure we are able to communicate with, and safely serve, our current members.

Statistics show that COVID-19 effects vulnerable populations (those with compromised immune systems, elderly and those with respiratory issues) more adversely. This is why we ask all members in vulnerable population to consult with their physician before using the Y.

If any areas pose challenges for social or physical distancing or for sanitation the area will be closed until new procedures can be implemented.



**ROUND
2**

ROUND TWO represents a return to the new normal with expanded hours for previously opened facilities, more facilities and programs open and running as demand/capacity warrant and finances allow. Social and physical distancing practices along with stringent cleaning practices continue to reduce the possibility of COVID transmission.

The YMCA will maintain our close relationship with applicable government departments and subject matter experts to ensure all practices prioritize the health and safety of our staff, members and community. For questions or concerns regarding the YMCA's reopening plan, contact Rob Walker GLOW YMCA CEO and/or Matt Hilton Wyoming County YMCA Branch Executive. rwalker@glowymca.org or mhilton@glowymca.org

ROUND 1

LIMITED HOURS AND FACILITIES

We are reducing our overall operating Hours.

Rigid social/physical distancing

Wyoming County YMCA

Monday - Friday

7 am to Noon and
4 pm to 7 pm

Saturdays

7 am to Noon

COVID TRANSMISSION PREVENTION MEASURES SUMMARY

- Limit capacity in program spaces such as pool, wellness center, track, and locker rooms
- Acrylic barriers installed at Welcome Desk
- Hand sanitizer placed throughout the building
- Facility and equipment thoroughly cleaned and disinfected with COVID 19 disinfectant cleaner (after closing each mid-day, nightly closing, and throughout the day)
- Members will be asked to clean equipment before and after each use
- Spacing markers on floors to enable social and physical distancing
- Signage installed to help enforce social distancing practices
- Equipment spaced to maintain appropriate social distance
- Seating throughout the facility will be repositioned for physical distancing
- All people in the facility, including staff and members, will be encouraged to wash their hands with soap and water frequently
- Wash your hands with soap and water before and after you leave the building. If not possible, use hand sanitizer when you enter and before you leave the building.
- All staff and members will be required to wear PPE, except when in the pool and showers
- Members' and staff personal belongings stored in kit lockers/locker rooms
- To obtain facility access, members required to complete an entry questionnaire and turn it in at the front desk upon arriving.
- Members self-scans their Y key tag to obtain Y entry (staff will not handle cards, phone or other personal belongings).
- Any individual who displays any symptom of an illness may not enter the building.

ROUND 1

The GLOW YMCA priority is to provide wellness facilities, programs and services in a safe and effective manner. The YMCA's reopening plan prioritizes the health and well-being of our members, staff and the communities we serve, taking into account CDC guidelines and the guidelines and recommendations of state and local government authorities.

FACILITY RESTRICTIONS AND PROTOCOLS

Entire facility will be cleaned and disinfected prior to opening and after closing each day

All equipment will be cleaned with Envirox H2Orange2 (EPA registration No. 69628-2) throughout the day (minimum of every two hours) and before opening and after closing

- Members will be asked to use provided cleaning supplies to clean equipment before and after each use

Public entry doors and counters, elevator buttons, handrails and stair rails will be cleaned a minimum of every two hours with Envirox.

To the extent possible staff will not share common work equipment. Staff will clean shared equipment after use and prior to the use by another employee.

Water systems flushed before opening

Fresh air intake will be increased in all HVAC air circulation system

HVAC systems will be filter with MERV 13 Filters.

AREAS OPEN WITH RESTRICTIONS:

- Cardio and strength areas open with significant capacity restrictions
- Only designated bathrooms will be open
- Gym open for pre K gym, individual workouts, group exercise classes, Pickleball only as per schedule.
 - All rooms redesigned for social distancing and cleaned after every class
 - Indoor pool opening based on CDC guidelines - lap swim, open swim and water aerobics class size will be limited, no observers on pool deck
- Locker rooms and showers opened with strict social distancing and cleaning policies in place
- All drinking fountains will be out of use
- Indoor track members will be asked to remain socially distant
- Seating areas significantly reduced to prevent gathering

AREAS CLOSED:

- Steam room and hot tub
- Services not provided:
 - Complimentary Coffee Service
 - National Reciprocity and the AWAY program suspended

RESTRICTIONS AND PROTOCOLS FOR STAFF AND MEMBERS

ROUND 1

Staffing limited to “essential staff”

All staff trained on COVID-19 transmission prevention and new cleaning protocols prior to working

To obtain facility access, employees will be asked to be temperature tested. An employee who has a fever at or above 100.4 degrees Fahrenheit will be sent home

Once Y member self-scans their Y key tag to obtain Y entry (staff will not handle cards, phone or other personal belongings).

All people entering facility, including staff and members, will:

- Be asked to wash their hand with soap and water and/or sanitize hands upon entry and exit
- Any individual who displays **any symptom of an illness** may not enter the building
- Be asked if they have any COVID symptoms

Staff will be asked to wash their hands with soap and water frequently

Numbers will be controlled throughout the building (not to exceed 33% of facility/area capacity)

Members are required to wear PPE (masks) at all times while at a YMCA facility, except when in the pool and showers.

Staff are required to wear face covering when working within 6 feet of other staff and at all times when the facility is open to the general public. Staff working in an isolated area alone may remove their facemask as long as they are 6 feet away from the door in the isolated area (ex: individual office).

Staff working at offsite locations (ex: school facilities, gymnastics centers) will follow the established protocols as designated for those sites.

Staff and Children in childcare programming are socially distant from members and will continue to abide by OCFS Guidelines.

Guests are not allowed to use YMCA facilities

Anyone unwilling to comply with the Y's COVID-19 transmission prevention measures or follow ~~our~~ **new** the YMCA Community Conscious Code will be asked to leave the facility immediately

RESTRICTIONS AND PROTOCOLS FOR ACTIVITIES AND PROGRAMS

- All activities in wellness (Gym) facilities are limited to 33% capacity.
- Traditional circuit training prohibited (individuals may only use one piece of equipment at a time)
- Racquetball open but maximum of singles play.
- No full-court or pick-up basketball. Only individual workouts.
Youth sports and outreach/community programs are suspended
- Children in Childcare for essential workers will remain in designated locations

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ROUND 2

COVID TRANSMISSION PREVENTION MEASURES SUMMARY

EXPANDED
HOURS FOR
FACILITIES IN
ROUND ONE

ADDITIONAL
FACILITIES
TO OPEN
AND RUN AS
DEMAND/
CAPACITY
WARRANTS
AND
FINANCES
ALLOW

Hours TBD

Social/
physical
distancing
remain as
warranted

- Acrylic barriers remain at Welcome Desk
- Hand sanitizer placed throughout the building
- Facility and equipment thoroughly cleaned and disinfected daily with Envirox cleaner (before opening, after closing each day and throughout the day)
- Members will be asked to clean any equipment they use before and after each use
- Spacing markers on floors to enable social and physical distancing
- Signage installed to remind members of healthy cleaning practices
- Members' and staff personal belongings stored in designated areas only
- To obtain facility access, members will be asked to complete entry questionnaire. Employees must be scanned for temperature.
- Members self-scans their Y key tag to obtain Y entry (staff will not handle cards, phone or other personal belongings).
- Any individual who displays any symptom of an illness may not enter the building

FACILITY RESTRICTIONS AND PROTOCOLS

Entire facility will be cleaned and disinfected prior to opening and after closing each day

All equipment will be cleaned with Envirox throughout the day (minimum of every two hours) and before opening and after closing

Members will be asked to use provided cleaning supplies to clean equipment before and after each use

Public entry doors and counters, elevator buttons and stair handrails will be cleaned frequently throughout the day with Envirox

Members and staff will be asked to maintain healthy cleaning practices

Prime Time will be limited to 75 Minutes with restricted capacity.

No parents allowed in childcare areas

Additional Group Exercise classes will be made available with appropriate social and physical distance. All rooms cleaned after every class

RESTRICTIONS AND PROTOCOLS FOR STAFF AND MEMBERS



Ramped up staffing to allow for increased branch hours and additional programming
All staff trained on COVID-19 transmission prevention and new cleaning protocols prior to working

Guests not allowed to use facilities

To obtain facility access, employees and members will be asked to complete an entry questionnaire.

Members self-scan their Y key tag to obtain Y entry (staff will not handle cards, phone or other personal belongings).

All members and staff will be asked to wash their hand with soap and water and/or sanitize hands upon entry and exit

Staff and members will be required to comply with regulations regarding PPE. Staff working at offsite locations (ex: school facilities, gymnastics center, etc.) will follow the established protocols as designated for the site.

Anyone unwilling to comply with the Y's COVID-19 transmission prevention measures or follow ~~our~~ **new** the YMCA Community Conscious Code will be asked to leave the facility immediately

RESTRICTIONS AND PROTOCOLS FOR ACTIVITIES AND PROGRAMS

New normal group activities will resume

New normal Active Older Adults programming will resume

Gym open for group activities if we can meet current social and physical distance requirements

Programs, including youth sports and outreach/community programs, will resume

ALL ROUND 2 ACTIVITIES WILL BE CONDUCTED UNDER THE CURRENT GUIDELINES OF THE HEALTH DEPARTMENT AT THAT TIME.

According to the Occupational Safety and Health Administration (OSHA), most American workers will likely experience low (caution) or medium exposure risk levels at their job or place of employment. As an employer, we will pay particular attention to how best to decrease the spread of COVID-19 and lower the impact in our workplace. This may include activities in one or more of the following areas: (1) Maintain healthy business operations, (2) Maintain a healthy work environment and (3) Prepare staff to help with the prevention and reduction of the spread of the COVID-19 infection

EXPANDED PLAN COMPONENTS

1. MAINTAIN HEALTHY BUSINESS OPERATIONS (STAFFING PROTOCOLS)

- Branch Executive will be the workplace safety coordinator in each facility responsible for COVID-19 issues and their impact at the workplace.
- Maintain flexible sick leave and supportive policies and practices.
- Ensure that sick leave policies are flexible and that employees are aware of these policies.
- Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school and childcare closures. Additional flexibilities might include allowing eligible employees to donate sick leave to each other.
- Review human resources policies to make sure that policies and practices are consistent with existing state and federal workplace laws (utilizing support and services of Y-USA and the Alliance of New York State YMCAs).
- Connect staff to YMCA designated resources and community resources as needed.
- We will also 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).
- Identify alternate supply chains for critical goods and services. Some goods and services may be in higher demand or unavailable.
- Talk with our community partners about our response plans. Share best practices with other businesses in our communities (especially those in your supply chain), chambers of commerce, and associations to improve community response efforts. This may include other YMCAs in our network (Canandaigua, Corning, Buffalo, Syracuse) or local partners.
- Determine how we will operate if absenteeism spikes. Absenteeism may increase in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from childcare programs and K-12 schools. To address this issue we will initially determine the minimum staffing needs to meet regulatory, safety and cleaning standards and work with available staff to meet, at the very least, the minimum needs determined.
- Ensure staff social distancing protocols are in place, which means avoiding large gatherings and maintaining distance. For our staff, this may include:
 - o Implementing flexible worksites when feasible (e.g., telework)
 - o Implementing flexible work hours (e.g., staggered shifts)
 - o Increasing physical space between employees at the worksite
 - o Increasing physical space between employees and members
 - o Implementing flexible meeting options and increasing Zoom meetings
 - o Downsizing operations (ie. Hours of operation and amount of programs)
 - o Delivering services remotely (video, or web)
 - o Offering programs outdoors and/or in different spaces

EXPANDED PLAN COMPONENTS

2. MAINTAIN A HEALTHY WORK ENVIRONMENT (FOR STAFF AND MEMBERS)

- 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 hand-shaking, and encouraging the use of other non-contact methods of greeting.
- Installation of plexiglass “sneeze guards” at the Welcome Desk to protect staff and members.
- 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 ventilation rates.
- Increase the percentage of clean outdoor air that circulates into the system.
- Disinfect the **air** and surfaces constantly

PERFORM 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 rags.
- 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 sick staff is suspected or confirmed to have COVID-19, we will follow the CDC cleaning and disinfection recommendations as outlined in the plan.

TAKE CARE WHEN ATTENDING MEETINGS AND GATHERINGS:

- Carefully consider whether travel is necessary.
- Use videoconferencing or teleconferencing whenever possible.
- Postpone any large-group gatherings or celebrations.

EXPANDED PLAN COMPONENTS

3. PREPARE STAFF AND PREVENT/REDUCE SPREAD OF INFECTION

- Return to work policies will be followed and communicated according to YUSA protocols and DOL requirements
- We will communicate steps taken to create a safe working environment and reduce anxiety of returning to work
- Monitor staff to reduce transmission, including:
 - o 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
 - o Sending staff home who experience these conditions and encourage testing.
 - o Providing guidance to staff regarding when to seek medical attention: If they have any of the emergency warning signs for COVID-19, they should get medical attention immediately: Trouble breathing; Persistent pain or pressure in the chest; New confusion or inability to arouse; Bluish lips or face
 - o 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.
 - o 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.
 - o 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.

WE WILL ESTABLISH STAFF TRAINING ABOUT HOW THEY CAN REDUCE THE SPREAD OF COVID19:

- o Follow the policies and procedures of our staff related to illness, cleaning and disinfecting, and work meetings.
- o Stay home if staff are sick, except to get medical care. Learn what to do if they are sick.
- o 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.
- o 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.
- o 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. Learn more about coughing and sneezing etiquette on the CDC website.
- o 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.
- o Avoid, when possible, using other staff's phones, desks, offices, or other work tools and equipment
- o If necessary, clean and disinfect them before and after use.
- o Practice social distancing

4. EXERCISE/PROGRAM PROTOCOLS

- Offer planned circuit type workouts that facilitate distancing and allow for wiping/disinfection of equipment during recovery between exercises.
- 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 individual exercise only. **No pick up or full court games.**
- Hot tub and steam rooms closed (consideration to open with restrictions at a later date)
- Staff will monitor physical distancing requirements in all areas and limit the number of members.
- Face masks should be worn if distancing is not possible.
- Materials all be provided to members to wipe/disinfect equipment before and after exercise at each location/station/piece of equipment. It will be readily available and members will not have to search for it.
- A disinfection routine will be established for staff at regular intervals.

5. RESTROOM & LOCKER ROOM PROTOCOLS

- Doors to multi-stall restrooms will be opened and closed without touching handles if at all possible.
- For single restrooms, we will provide signage and materials (paper towels and trash cans) for individuals to use without touching the handles.
- Place signs asking member and employees to wash hands before and after using the restroom.
- Provide paper towels and hand/hair dryers as appropriate in restrooms
- Allow shower and 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 two hours and a job card will be used to make sure everything is being done correctly.

6. POOL PROTOCOLS

- Our pools present unique challenges. According to the CDC, there is no evidence that the virus that causes COVID-19 can be spread to people through the water in pool, hot tubs, spas or water play areas. Proper operation and maintenance (including disinfection with chlorine and bromine) of these facilities should inactivate the virus in water. The YMCA is taking the following steps to increase protection:
 - o Increase flow rate of pool
 - o Lower ratios in all classes
 - o Limit parent child class ratio
 - o Reinforce warm soapy shower before entering pool area
 - o Provide spray bottles on deck with 1:3 (bleach:water) ratio
 - o Not use slides or inflatables
 - o Backwash the system every two days
 - o Not allow observers on pool deck
 - o Limited usage to 45 minutes