



**COVID-19 HEALTH, MEMBERSHIP AND RECREATION
RE-OPENING PHASED – OPERATIONAL SAFETY PLAN**

YMCA of Pictou County
Health, Fitness & Aquatics Branch
Located inside the Pictou County Wellness Centre
2756 Westville Road RR#3
New Glasgow, Nova Scotia, B2H 5C6
www.pcmca.ca

OUR MISSION
The YMCA of Pictou County inspires healthy spirits, minds and bodies to thrive.

OUR VISION
To create a healthy and connected Pictou County.

OUR VALUES
Our values drive our decision-making and behaviours. In addition to the core values of the YMCA - **Caring, Honesty, Respect** and **Responsibility** - we will be:

<p>Proactive Foreseeing new opportunities to enhance our community</p>	<p>Open-minded Listening to our community, being sincere and advancing ideas</p>	<p>Brave Building confidence through safe and positive spaces</p>
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Overview

The purpose of this plan is to ensure the safety of our staff, volunteers, members and guests. It is everyone's responsibility to adhere to physical distancing requirements and maintain a clean and safe environment for continued participation.

During Phase 1 (June 22-August 8) Our Health, Fitness & Aquatics Section of our facility will remain locked and facility will only be accessible by Appointment only; through an on-line registration system. The licensed Child Care services in our facility will resume on June 15, 2020 following all of the Public Health Measures and Provincial Child Care Standards (including the COVID-19 Guidance for Child Care settings). The Child Care Centre has its own entrance and area of the facility. All YMCA Memberships will remain on Hold during Phase 1 re-opening plan and we will use registered programs only to access the facility during set and staggered times. On August 6, 2020 our YMCA launches new Membership Software that includes scheduling software. This new software will permit us to have members schedule their visits to the YMCA and control our facility access during phase 2 of our re-opening.

Our YMCA side of the Facility at the Pictou County Wellness Centre is approximately 60,000 square feet and we will access 3 separate areas by appointment only; 10-34 participants per area (Fitness Centre, Gymnasium & Pool) depending on Provincial Guidelines, facility area size and Physical Distancing requirements. There will be a 15 minute break between each group for staggered access and cleaning in between each group. The locker rooms and showers will not be accessible for most programs. Some programs will access the locker room and be preassigned their own area.

Facility Accessibility: Clear and separate entrance and exits to the facility will be defined and labeled. In addition, staff will escort participants into the facility. Our locker rooms will not be available for most participants. However, our locker room are very well designed with 6 segmented sections per locker-room and large spaced out and partitioned shower area so we can pre-book and pre-assign locker-room sections and showers only for the **program participants with accessibility requirements or health requirements**, not for general population participants; pre-arrangements required and made through our registration process. We also have an **elevator** for Fitness Centre access and will be requesting that pre-arrangements are made so staff can disinfect the elevator before and after each use; only one person at a time will be permitted in the elevator at one time (exceptions can be made for those from the same household/bubble). Accessibility needs of each participant are determined through our registration system in advance so we can properly prepare for their visit. *See Appendix C for our Program Access plan; pre-registration required.*

Pre- Screening Policy

Every person (staff and participants) upon arriving at the center must be actively screened PRIOR to entering in the parking lot or lobby (weather). The screening information must be documented on the appropriate COVID-19 Screening Questionnaire sign in sheet for Members, Volunteers and Guests. This sign off will also include the locker room and center etiquette while participating. Additionally, all are required to adhere to the modified Member Etiquette. Failure to adhere to the modified Member Etiquette will result in one reminder. If the etiquette continues to not be followed, the person(s) will be asked to leave.

Prior to entering the YMCA, all members, volunteers, staff and guests must be pre-screened. Pre-screening will **include temperature checks of all persons** with a non-contact thermometer (i.e. infrared). When using



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a non-contact thermometer the Y will refer to the manufacturer's recommendation for what is considered a normal temperature range when used to take an individual's temperature (<38°).

All participants will be provided with the screening questions ahead of their visit and will be required to answer and sign off every time they enter the building. Any participant displaying symptoms (fever or signs of fever, new cough or worsening chronic cough, runny nose, headache, sore throat, new onset of fatigue, new onset of muscle pain, diarrhea or loss of taste or smell) will be asked to return home to self-isolate, contact 811 and only return once they are symptom free.

(see Appendix A for Pre-Screening Questionnaire).

Staff will pre-screen as they enter the building through the staff entrance according to the signed off employee handbook and occupational health and safety policies. Additionally, all staff who are unwell will be required to self-isolate, contact 811 and only return to site once they are symptom free.

Member Etiquette and Monitoring

If, at any time during participation a participant displays 1 (as per 811 guidelines) or more of the symptoms, the participant will be asked to return home and self-isolate immediately.

If, at any time during the day members or staff are not adhering to the modified etiquette and policies in place, they will be reminded once and then asked to leave for the day. Should instances reoccur, membership will be revoked and staff will be reprimanded.

(See Appendix B for additional Facility Environment and Member Etiquette Signage)

Member Etiquette

1. Use the hand sanitizer prior to entering the building and use the hand sanitizer / hand washing station when entering the fitness center and in between machine uses.
 2. A mask is recommended when walking through the center and in any area where you cannot guarantee 6' Physical Distancing.
 3. Pre-Screening is required every time someone enters the building, along with signing off on the answered questions and etiquette.
 4. Follow the directional arrows and physical distancing marking when travelling throughout the center and participating in programs.
 5. Use the provided sanitizer and disinfectant spray to clean before and after using any equipment, in addition to washing / sanitizing hands frequently.
 - a. Own disinfectant spray bottle and cloth (provided at entry into the Fitness Centre).
 6. Bring your own water bottle to fill up at the fountain. The drinking nozzle at the fountains will not be accessible.
 7. Close-toed indoor footwear, bottoms and shirts are required in all locations of the center.
 8. Wipe down, with provided disinfectant and put weights and other equipment away when finished.
 9. No bags or other items are permitted in program spaces (including Fitness Floor).
 10. Offensive language and profanity are not tolerated.
 11. Use spill free containers for water.
 12. CORE Values in all behaviors to be displayed by all: Respectful, Responsible, Inclusive, Caring and Honesty.
 13. The Y has zero tolerance for any form of harassment behaviors.
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Procedures

Screening:

Staff will be conducting screening for those entering the building. This person is responsible for:

- 1) Setting up the station prior to opening / cleaning the station prior to closing:
 - a. Screening table at the designated entrance areas.
 - b. Staff will wear a mask.
 - c. Staff will hold a 2 way radio in order to communicate with the fitness center staff and program leaders.
 - d. Staff will ask each person entering to read the questions, have their temperature taken and review the modified Member Etiquette prior to signing off, every time they enter the building.
 - e. Monitor and guide traffic flow to ensure one person is entering / exiting the building at a time.
- 2) Signage will identify the screening process at designated entrances.
- 3) Hand sanitizer will be provided at the screening table.
- 4) Temperature must be taken for every person screened using an infrared scanning thermometer.
- 5) Disinfectant will be available at all times to clean areas that may be touched.
- 6) Waste container will be available for used gloves, masks etc.

Staff and Volunteers:

- All staff and volunteers are required to adhere to and sign the protocols outlined in the shared document shared prior to returning to work.
- All staff and volunteers are required to be present, in their program / work space, monitoring and assisting members with their questions, offering guidance in cleaning and reminding of physical distancing.
- Those leading programs and program spaces are required to adhere to the capacity set for users. (Maximum 10-34 participants per program area; depending on size of area & ability to physical distance.)
- Staff and volunteers are responsible for participants to be following the Member Etiquette and handling any scenarios that arise.
- All staff and volunteers will be trained before we re-open on the re-opening plans and safety protocols outlined in this document both virtually and in small groups. (*See Appendix D & E for staff preparation checklists*).

Monitoring:

Staff must ensure that all participants are safe and following the Member Etiquette and will be held accountable for their actions. If a member or guest is not following the guidelines, they will be reminded the first time, then asked to leave the second time.



Staff must ensure that hand hygiene is performed and utmost care is made in creating a safe environment for all users. This includes continual cleaning of spaces and equipment using the Victory Electric spray sanitizer.

GENERAL SANITARY PRECAUTIONS AND PHYSICAL DISTANCING MEASURES POLICY

All staff must strictly maintain routine cleaning and sanitizing, as well as adhere to additional sanitary precautions and physical distancing measures in all areas of the center to prevent the spread of COVID-19 as described in this policy.

PROCEDURES:

Hand Washing

Staff should wash their hands with soap and warm water frequently or use hand sanitizer.

Disposable Gloves and Masks

Gloves can be worn at any time, remembering that cross contamination can happen and gloves should not be used from one task / space to another. Gloves must be worn as PPE for cleaning and when delivering first aid.

Masks should be worn when Physical Distancing cannot be guaranteed. If using a disposable mask, they are only good for one use. As soon as it is removed, you must discard and put on a new one next time. If using a cloth mask, they must be washed daily.

Physical Distancing Measures

In preparation for re-opening the Y we have modified:

- Spacing in the fitness center, equipment location and directional and physical distancing signage.
- Marked physical distancing locations in program areas (i.e. markings/pylons on the floor for proper spacing).
- The mouth spouts of the water fountains have been deactivated; the bottle filling portion is available
- The group fitness leaders will be setting up the equipment and sanitizing it before and after use. Fitness leaders will also be responsible for putting equipment away.
- Open time in the fitness studio and gymnasium will not be available
- Directional arrows will be visible throughout the center
- Sanitizer and disinfectant spray bottles and cloths will be available for each member on the fitness floor
- Equipment marked 'not in use' to accommodate physical distancing and will be rotated daily
- Tempered glass installed at the membership desk and fitness floor desk.



Additional Cleaning Procedures

During a time of increased risk of disease transmission, YMCA staff will work to complete continual cleaning of all spaces and *above and beyond* previous cleaning routines and procedures.

This includes, but is not limited to, all high touch surfaces in the following areas every 90 minutes and documented on our existing cleaning checklists as this was already in place before we closed:

- Fitness Center Washroom
- Fitness Center floor and equipment
- Program / Meeting / Work spaces and equipment / storage spaces
- Locker rooms
- Member Hallway
- Front Desk counter tops and screening stations
- Door handles and other high touch areas
- Elevator buttons and railings
- Floor and high touch areas between programs and group fitness classes
- Group fitness equipment after each class

Fitness Centre floor staff will ensure each member is properly wiping down equipment as well as clean equipment regularly themselves. This is in addition to the morning and evening cleaning completed by the Facility Staff.

A high level clean of the entire facility will be conducted each night after all members and staff have left the building.

Facilities Additional Deep Clean Procedures in regards to COVID-19

All hard surfaces are sanitized using EP50 (disinfectant/cleaner) which is dispensed by a machine. A dial is used to select different strengths for different cleaning applications.

In addition, all areas that are accessible to members will be sanitized using the Victory Electrostatic Sprayer (fine mist setting) continuously throughout the operational hours.

After hours, deep cleaning will be done daily, using the Victory Electrostatic Sprayer on top of our regular nightly cleaning routine.

We also use EP66 for disinfecting only.



Extra precautionary steps that all volunteers and Facilities staff must adhere to for their own personal health and safety and for the safety of all other staff/members and facility users:

- 6' physical distancing must be maintained. If 6' cannot be maintained, staff must wear their community face mask.
- Only one person at a time allowed in cleaning closet
- Only two people are allowed in the laundry room at any given time
- If wearing gloves, gloves cannot be worn from one department to another. Proper removal and disposal of gloves will be done. New gloves will be put on when entering a different department.
- Frequent washing of hands with soap and water or hand sanitizer will be enforced.

Testing Positive for COVID-19

If the YMCA is notified that a member has tested positive for COVID-19, the following steps will be taken:

1. Call your local Public Health authority (if you haven't already been contacted) to ensure an investigation is conducted and necessary measures are taken to notify each member that was present in the centre at the same time as the member who is sick. Public Health will provide advice and the steps necessary to control the outbreak.
 2. Notify cleaning staff to increase cleaning and disinfection practices. Refer to the General Sanitary Precautions and Physical Distancing Measures to Prevent the Spread of COVID-19 in Centres Policy.
 3. A note should be posted at the front entrance of the centre for at least 7 days notifying members of the situation (i.e. there was one confirmed case of COVID-19 at the centre on a specific date and the person affected is self-isolating for 14 days. The environment has been deep cleaned and disinfected).
 4. Consult with Public Health to prepare and provide fact sheets and letters to staff about the situation and the response measures taken by the centre.
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Appendix A – Prescreening Questionnaire

1. Take temperature and confirm it below 38 degrees Celsius

Screening Questions

1. Do you have any of the following **new or worsening** symptoms or signs?

- | | | |
|---|------------------------------|-----------------------------|
| New or worsening cough | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Shortness of breath | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Sore throat | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Runny nose, sneezing or nasal congestion
(in absence of underlying reasons for symptoms such as
seasonal allergies and post nasal drip) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Hoarse voice | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Difficulty swallowing | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| New smell or taste disorder(s) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Nausea/vomiting, diarrhea, abdominal pain | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Unexplained fatigue/malaise | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Chills | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Headache | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

2. Have you travelled outside of Nova Scotia or had close contact with anyone that has travelled outside of Nova Scotia in the past 14 days?

- Yes No

3. Do you have a fever?

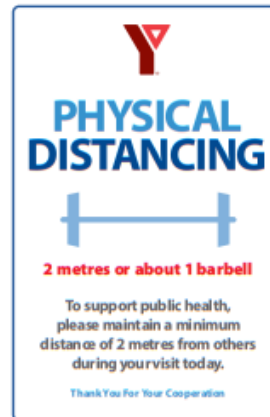
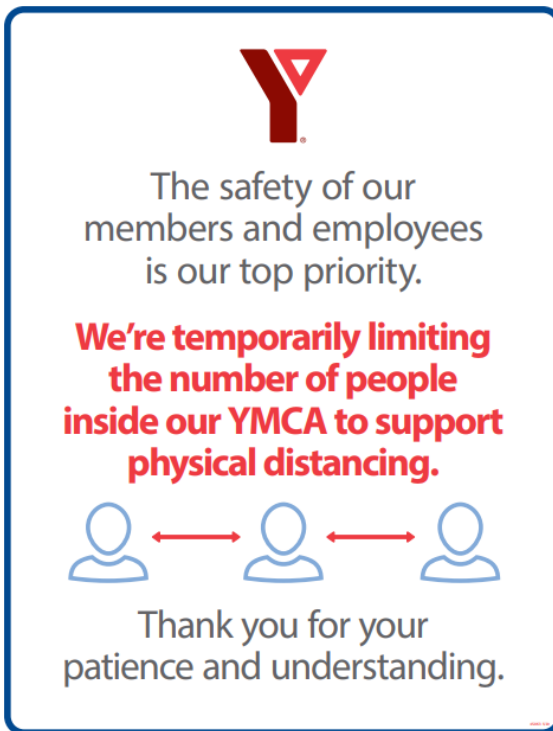
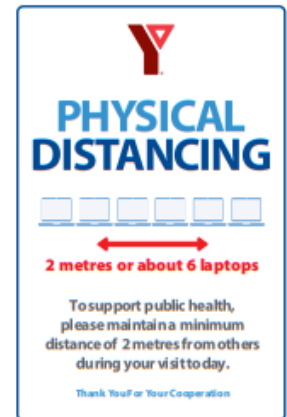
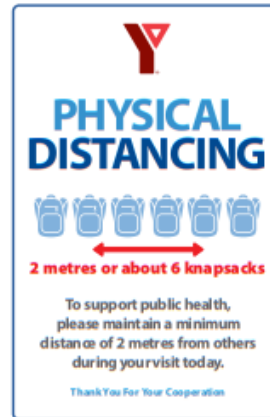
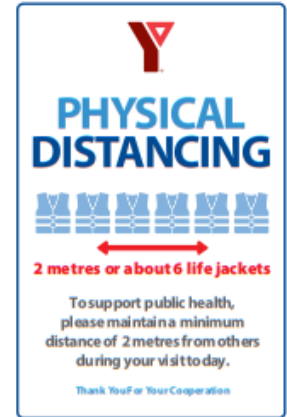
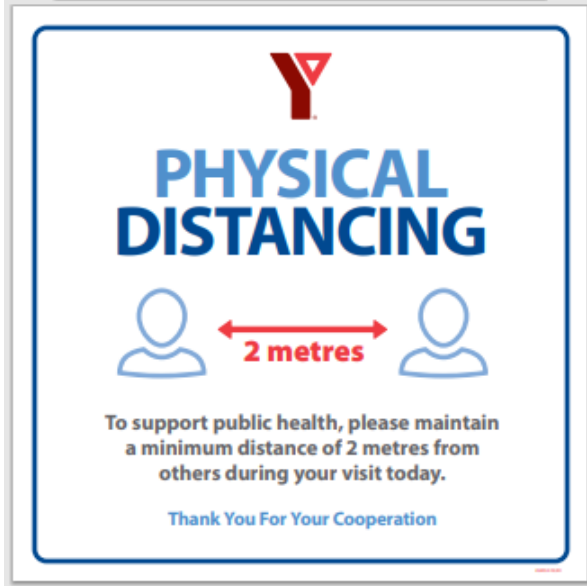
- Yes No

4. Have you had close contact with anyone with respiratory illness or a confirmed or probable case of COVID-19?

- Yes No



Appendix B- Facility Health Measures Signage and what staff will be enforcing





DO YOU FEEL SICK?

To help reduce the spread of germs:

1. Wash your hands often with soap and water
2. Avoid touching your eyes, nose, and mouth
3. Cover your mouth with a tissue or your elbow when you cough or sneeze
4. Avoid close contact with sick people
5. Clean and disinfect frequently touched objects and surfaces
6. Stay home when you are sick

**If you are sick or have been in the last 24 hours,
PLEASE DO NOT ENTER**



Staying Healthy: Habits

There are currently no vaccines available to protect you against COVID-19. But there are things you can do to reduce your risk of getting sick or getting other people sick.

To stop the spread of COVID-19, you must follow all public health orders, including social distancing.

Keep your hands clean



Wash or sanitize hands often, particularly:

- Before and after preparing or eating food
- After touching pets
- After handling waste or dirty laundry or using the bathroom
- Whenever your hands look dirty

Washing your hands with soap and water is best. Rubbing your hands together when you wash them removes visible dirt and germs. Disposable paper towels are best for drying your hands, if you have some. If not, use a reusable towel that gets washed often.

If soap and water aren't available, and your hands aren't visibly dirty, use an alcohol-based hand sanitizer with at least 60% alcohol. Use enough to cover the front and back of both hands and between all your fingers. Rub your hands together until they feel dry.

Cough and sneeze etiquette

- Cover coughs and sneezes with a tissue. Throw the tissue in the garbage and wash your hands or use an alcohol-based hand rub immediately.
- If you don't have a tissue, cough and sneeze into your elbow, not your hand.
- Avoid touching your eyes, nose and mouth. If you need to touch your face, wash your hands first.



novascotia.ca/coronavirus

NOVASCOTIA



YMCA of Pictou County Phase 1 Re-Opening of Health, Fitness & Aquatic Recreation Centre

Appendix C- By Appointment Program Schedule for Phase 1 Re-opening (June 22 – August 8, 2020) *Facility remains locked and the only way to gain access is to register for one of these programs*

Fitness Centre Programs (upstairs in our facility):

Packag	Program Name	Description	Days	Location	Times	Start Date	End Date
1	Fitness Centre Club AM- M/W/F 7:45-9AM	Access to the Fitness Floor - own work out No Shower or Locker Room	M/W/F	Fitness Floor	7:45-9:00 AM	22-Jun	7-Aug
2	Fitness Centre Club AM- M/W/F 9:15-10:30 AM	Access to the Fitness Floor - own work out No Shower or Locker Room	M/W/F	Fitness Floor	9:15-10:30 AM	22-Jun	7-Aug
3	Fitness Centre Club AM- M/W/F 10:45 AM-12pm	Access to the Fitness Floor - own work out No Shower or Locker Room	M/W/F	Fitness Floor	10:45-12:00 PM	22-Jun	7-Aug
4	Lunch Fitness Centre Club - M/W/F 12:15-1:30 PM	Access to the Fitness Floor - own work out Shower or Locker Room Access	M/W/F	Fitness Floor	12:15 - 1:30 PM	22-Jun	7-Aug
5	Fitness Centre Club PM- M/W/F 5:15-6:30 PM	Access to the Fitness Floor - own work out No Shower or Locker Room	M/W/F	Fitness Floor	5:15 - 6:30 PM	22-Jun	7-Aug
6	Fitness Centre Club PM- M/W/F 6:45-8PM	Access to the Fitness Floor - own work out No Shower or Locker Room	M/W/F	Fitness Floor	6:45 - 8:00 PM	22-Jun	7-Aug
7	Fitness Centre Club AM- T/Th/Sa 7:45-9AM	Access to the Fitness Floor - own work out No Shower or Locker Room	T/TH/S	Fitness Floor	7:45-9:00 AM	23-Jun	8-Aug
8	Fitness Centre Club AM- T/Th/Sa 9:15-10:30 AM	Access to the Fitness Floor - own work out No Shower or Locker Room	T/TH/S	Fitness Floor	9:15-10:30 AM	23-Jun	8-Aug
9	Fitness Centre Club AM- T/Th/Sa 10:45 AM-12 PM	Access to the Fitness Floor - own work out No Shower or Locker Room	T/TH/S	Fitness Floor	10:45-12:00 PM	23-Jun	8-Aug
10	Lunch Fitness Centre Club AM- T/Th/Sa 12:15-1:30 PM	Access to the Fitness Floor - own work out Shower or Locker Room Access	T/TH/S	Fitness Floor	12:15 - 1:30 PM	23-Jun	8-Aug
11	Fitness Centre Club PM- T/Th 5:15-6:30 PM	Access to the Fitness Floor - own work out No Shower or Locker Room	T/TH	Fitness Floor	5:15 - 6:30 PM	23-Jun	6-Aug
12	Fitness Centre Club PM- T/Th 6:45-8 PM	Access to the Fitness Floor - own work out No Shower or Locker Room	T/TH	Fitness Floor	6:45 - 8:00 PM	23-Jun	6-Aug

Gymnasium Programs (on the main floor in our facility):

13	Pickleball - M/W/F 8-9:45AM (till 11 am on Fridays)	Adult Recreation	M/W/F	Gymnasium	8:-9:45 am	22-Jun	7-Aug
14	Fit for Life - M/W 10-11AM	Low Impact Group Fitness Class	M/W	Gym/Wellness	10am-11am	22-Jun	5-Aug
15	HIIT T/Th 9:30-10:30 AM	High Impact Group Fitness Class	T/TH	Gym / Outdoor	9:30-10:30 am	23-Jun	6-Aug
16	Tai Chi - T/Th 11AM	Low Impact Group Fitness Class	T/Th	Gym/Wellness	11 AM - 12 PM	23-Jun	6-Aug
17	HITT - M/W 6:30 PM	High Impact Group Fitness Class	M/W	Gym/Wellness	6:30PM	23-Jun	5-Aug
18	Chair Yoga/Balance M/W 11:30 AM	Low Impact Group Fitness Class	M/W	Gym/Wellness	11:30 - 12:30	22-Jun	5-Aug
19	Pickleball - Saturdays 8 AM	Once a week option	Saturday	Gymnasium	8am-9:30 AM	27-Jun	8-Aug
20	Yoga - Saturdays 10 AM	Once a week option	Sat	Gym/Wellness	10:00 - 11:00	27-Jun	8-Aug
21	Yoga - Th 6:30 PM	Once a week option	Thur	Gym/Wellness	6:30-7:30PM	22-Jun	4-Aug
22	Pickleball Tuesday 5:45-7:45 PM	Once a week option	Tues	Gymnasium	5:45-7:45 PM	24-Jun	2-Aug



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Appendix C (continued)

Pool/Aquatic Area Programs (on the main floor in our facility):

NOTE: This will only commence when the Province of Nova Scotia permits pools to re-open; Start dates are TBA (our pool Maintenance is complete and we are ready to start these programs on June 22)

June 3, 2020 – We have received and reviewed the Nova Scotia Lifesaving Society Guide to Reopening Pools and Waterfronts (June 2020 Edition) and the Aquatics Management Team is using that as their procedural guide and for reopening staff training.

24	Retirees AM Swim Club M/W/F 7:30-8:45 AM;	Access to both pools <i>assigned Lockerroom space</i>	M/W/F	Both pools	7:30 - 8:30 AM	TBA	7-Aug
25	Retirees AM Swim Club T/Th/Sa 7:30-8:45 AM;	Access to both pools <i>assigned Lockerroom space</i>	T/Th/S	Both Pools	7:30-8:30 AM	TBA	8-Aug
26	Aquafit M/W/F @ 9 AM (Shallow & Deep; both pools);	No shower or locker room access <i>without pre-arrangements;</i>	M/W/F	Both Pools	9:00-10:00 AM	TBA	7-Aug
27	Aquafit t/Th @ 9 AM (Shallow & Deep; both pools);	No shower or locker room access <i>without pre-arrangements;</i>	T/Th	Both Pools	9:00-10:00 AM	TBA	6-Aug
28	Aqua Arthritis M/W @ 10:45 AM	Access to both pools <i>assigned Lockerroom space</i>	M/W	Leisure	10:45-11:45 AM	TBA	6-Aug
29	Aqua Arthritis T/Th @ 10:45 AM	Access to both pools <i>assigned Lockerroom space</i>	T/Th	Leisure	10:45-11:45 AM	TBA	6-Aug
30	Beach Style Lane Swim M/W/F 5-6 PM Buy the Lane for you only/No shower room access	No shower or locker room access	M/W/F	Large Pool	5:00 - 6:00 PM	TBA	7-Aug
31	Beach Style Lane Swim M/W/F 6:15-7:15 PM Buy the Lane for you only/No shower room access	No shower or locker room access	M/W/F	Large Pool	6:15-7:15 PM	TBA	7-Aug
32	Beach Style Lane Swim T/Th 5-6 PM Buy the Lane for you only/No shower room access	No shower or locker room access	T/Th/	Large Pool	5:00-6:00 PM	TBA	6-Aug
33	Beach Style Lane Swim T/Th 6:15-7:15 PM Buy the Lane for you only/No shower room access	No shower or locker room access	T/TH/	Large Pool	6:15-7:15 PM	TBA	6-Aug
34	Beach Style Lane Swim Sat 9 AM Buy the Lane for you only/No shower room access	Once a week option/ No Shower Access	S	Large Pool	9-10 AM	TBA	8-Aug
35	Beach Style Lunch Lane Swim Club - M/W/F 12 PM Lane for you only/No Shower/Lockerroom Access	No shower or locker room access <i>without pre-arrangements;</i>	M/W/F	Large Pool	12-1PM	TBA	7-Aug
36	Beach Style Lunch Lane Swim Club - T/Th/ 12 PM Lane for you only/No Shower/Lockerroom Access	No shower or locker room access <i>without pre-arrangements;</i>	T/TH/	Large Pool	12-1PM	TBA	6-Aug

<https://raceroster.com/events/2020/32240/pcymca-re-opening-fitness-packages>



Appendix D – Fitness Centre & Gymnasium Area Pre-Opening Phase 1 Preparation Checklist for Staff

YMCA Group Fitness in Gymnasium (downstairs) & Fitness Centre (upstairs)

1. Safety and Personal Protection

- Staff and members sign health declaration prior to entry.
- Staff and members to have temperature checked before entering the building.
- Staff and members to wear masks except during vigorous exercise.
- Sanitization stations are frequent and available.
- Sinks to wash hands are frequent and available.
- Handwashing and sanitizing are mandatory prior to entering or exiting studios and alternative rooms.
- Alternate paths are used for entry and exit to studios.
- High-touch points are cleaned frequently.
- Signage encouraging members to avoid touching their face.
- Staff wear gloves as PPE when doing cleaning and first aid.
- Check-in transactions are contactless.
- Change room and lockers are not available for use.
- First aid procedure established within COVID parameters.
- Glass screens are placed at conversation points.
- Staff set up and take down all program equipment
- Spaces are pre-determined and pre-marked in program areas to keep physical distancing.

2. Cleaning and Sanitization Process – Minimum Recommendations

- Group fitness class schedule reduced and offered during peak times only by appointment only; pre-booked.
- Class times off set to allow adequate time for cleaning in between (minimum 15 minutes).
- Class times off set to allow staggered groupings of members.
- Only use equipment that can be cleaned effectively.
- Studio spaces are intentional based on size and capacity.
- Facilities may need to be creative and innovative with some of their spaces.
- High-touch areas to be cleaned frequently; before and after every program/group (door handles, stair rails, etc.).
- All group fitness equipment cleaned by staff prior to member using it.
- Members to clean equipment they will use prior to using it.
- Members to clean equipment they use when finished and prior to returning.
- All group fitness equipment cleaned by staff after being used by a class.
- Sound system equipment set up by staff and cleaned before and after a class.



Appendix E - Pool Area Pre-Opening Phase 1 Preparation Checklist for Staff:



Aquatic Checklist

Staff and Volunteer Training
What needs to be true in order to start training
<input type="checkbox"/> All association onboarding/'re-hire paperwork' complete.
<input type="checkbox"/> All required qualifications are current as per association requirements.
<input type="checkbox"/> Provide a digital copy of the YMCA Re-opening Safety Plan and Lifesaving Society Guide to Reopening Pools and Waterfronts (LS NS June 2020) to all staff and reference in the re-opening training.
<input type="checkbox"/> HR plan in place if staff cannot complete required training [cannot guard until can complete].
<input type="checkbox"/> YMCA digital guidelines followed when communicating with all staff under the age of 18 years.
What modifications we have made
<input type="checkbox"/> Use virtual meetings prior to in-person to reduce the amount of in-person time.
<input type="checkbox"/> Smaller groups.
<input type="checkbox"/> Ensure staff maintain physical distancing requirements during trainings.
<input type="checkbox"/> Staff have their own PPE to use during training [don't share].
<input type="checkbox"/> Staff practice good hand hygiene during training.
<input type="checkbox"/> Person to person contact avoided [use family member as victim or mannequin in re-training].
<input type="checkbox"/> Send all documentation ahead of time for staff to review.
<input type="checkbox"/> Remember to document all trainings.
Staff re-Training topics [from LS documentation; Lifesaving Society Guide for Reopening Pools; NS June 2020]
<input type="checkbox"/> Association updates/HR updates; consider virtual review [instead of in-person during training].
<input type="checkbox"/> Review COVID-19 adapted Facility Safety Plans/Operating Manual; virtual review [then small group in-person training].
<input type="checkbox"/> Review COVID-19 adapted Facility Operations protocols including disinfection protocols, use of facility amenities and changed program schedule; using virtual review [then small group in-person training].
<input type="checkbox"/> Review COVID-19 personal health and physical distancing requirements for staff [personal health also covered under HR updates].
<input type="checkbox"/> Review physical distancing measures for patrons within the facility; using virtual review [then small group in-person training].



- Review safety education and rule enforcement practices; using virtual review [then small group in-person during training].
- Review COVID-19 adapted in-water rescue protocols; practice in person.
- Review COVID-19 adapted first aid and resuscitation protocols; practice in person.
- Review COVID-19 adapted PPE for all aquatic and facility staff; practice in person.
- Conduct a Rescue Ready Assessment of safety supervision staff; send requirements ahead of time, conduct in person.

Equipment and Space Modifications
What needs to be true to determine use of pool deck, equipment and space modifications

- Aquatics participant max capacity tracking will need to be established for each aquatic facility using 5m per person aquatic facility (including deck).

What modifications we have made

- Have a staff on the pool deck to describe how to manage the flow around the pool deck – this staff cannot be the same as the lifeguard who is solely responsible for scanning the patrons in the water.
- Directional signage on walls; and distance markings. Caution on using signage on deck/floors as potential for slip hazard.
- Stagger number of participants to control flow and max capacity.
- Maintain admission standards.
- Post strategic signage.
- Provide facility access with one entry point and a separate exit point.
- Encourage bathers, where health unit indicates possible, to shower at home before and after swimming.
- No longer providing physical assistance to enter pool for those who need additional help.

Change room modifications
What needs to be true to open pool

- Facility plan to access and clean change room for aquatics participants.

What modifications are made to locker room

- Coordinated approach to scheduling activities to control flow and access.
- Physical distancing.
- Clean showers as per health authority min. specs.
- Limit change room occupancy, stagger access and establish directional flow.
- Decommission some lockers to allow for physical distancing.
- Directional signage on walls; caution on using signage on deck/floors as potential for slip hazard.
- Staff schedule in place to check / reinforce change room/shower etiquette.



- Hygiene etiquette posted.

Shower modifications

What needs to be true to open pool

- All members must shower using soap and hot water prior to entering pool.

What modifications we have made

- Shower spaces follow distancing protocols
- If using deck showers, ensure soap available for use.
- Limit number and staffer flow of people coming onto deck.
- Establish access protocol and consider streamline access to aquatics participants only.
- Staff schedule in place to check / reinforce change room /shower etiquette.

Pool deck indoor/outdoor/waterfront

What needs to be true to open pool

- Health has to be amenable to the LSS/Red Cross certification expiry extensions of lifeguards.
- Association facility plan in align with occupancy maximums that includes the pool.

Pool Deck Modifications

- Create pool deck layout to establish program space capacity based on 5m.
- Ensure physical distancing - consider extended closure.
- Clearly marked physical distancing points for participants.
- Clear directional signage upon entering pool deck with staff available to assist / direct.
- Viewing area closed / remove seating.
- Non-essential equipment removed and stored.
- Need for clear agreement with municipality when YMCA contracted to manage waterfront to include additional support to manage requirement of controlled access to waterfront.

Sauna/Steam/Whirlpool

What needs to be true to open Sauna/Steam/Whirlpool

- Not recommended to be opened and phased in due to close proximity and disinfection requirements. **Steam Room will remain closed during Phase 1**

What modifications we have made

- Whirlpool on the pool deck that can be life guarded and physical distanced an exception. (3 people max in Hot-tub at any one time)
- Phased in approach of adult only whirlpool with self-cleaning product for members to use on high touch points and posted whirlpool use and disinfecting etiquette.



What needs to be true to use staff office/storage room
<input type="checkbox"/> Ability to control access and maintain physical distancing.
What modifications we have made
<input type="checkbox"/> Discourage staff from bringing and storing personal equipment.
<input type="checkbox"/> Stagger staff shifts.
<input type="checkbox"/> Stagger program offering.
<input type="checkbox"/> Encourage lunch/breaks to be taken independently.
<input type="checkbox"/> Access to equipment room should be restricted.
<input type="checkbox"/> Shared equipment and pool test kit must be disinfected after each use.
<input type="checkbox"/> Remove shared amenities (ex. pens, magazines).
What needs to be true to use the Lazy River:
<input type="checkbox"/> Ability to control access and maintain physical distancing.
<input type="checkbox"/> Install physical markers or pylons on the floor or walls to indicate the distance of 2 meters between members at the queues.
<input type="checkbox"/> Provide markings to guide members. Directional signage on walls/signs/tripods/pylons; and distance markings. Caution on using signage on deck/floors as potential for slip hazard.
<input type="checkbox"/> Clean all touch points in lazy river and stair handles
<input type="checkbox"/> Conduct regular disinfection of common contact surfaces, such as water play activation mechanisms, nozzles, rainbows, etc.
Disinfecting PPE and Equipment
Rescue Equipment
<input type="checkbox"/> Equipment is not to be shared between staff without being disinfected first
<input type="checkbox"/> One rescue tube per staff per shift, disinfected between shifts.
<input type="checkbox"/> Individual rescue fanny packs, uniforms, whistles.
<input type="checkbox"/> Use of electric whistle if recommending masks while guarding; 3 on site, disinfect before and after shift
PPE
<input type="checkbox"/> Gloves, masks, face shields and coveralls or gowns available for performing first aid - 'go' kit with all PPE for FA [separate PPE for staff to put on prior to accessing the first aid kit].
<input type="checkbox"/> Ensure resuscitation masks have a viral filter; can consider BVM if regulations do not require additional training hours in our province.
<input type="checkbox"/> A system is in place for restocking PPE on a continual basis.
<input type="checkbox"/> First Aid supplies should not be stored in common areas (offices, lunch room).
<input type="checkbox"/> Guards should not wear gloves except as required to perform cleaning or first aid.
<input type="checkbox"/> Rescue fanny packs should include masks - for public relations, for rescuer and for victim.



- Mask should be worn by guards if social distancing cannot always be achieved/respected.

Member Equipment

- Lifejackets must be disinfected between users.
- Members are encouraged to wear goggles although snorkels are not permitted.
- No other equipment permitted for use in re-open phase.
- Phasing in introduction of some equipment / toys not to be shared and to be sanitized after use, or distributed and returned to a sanitation bin as one use only.
- Where possible members encouraged to bring own personal PDFs from home.

Disinfection

- High touch areas should be disinfected as per health authority min. specs.
- PPE should be worn while cleaning.
- Full PPE is required for cleaning any fouling's (mask, gloves, face shield, gown).
- Disinfect guard stations (chairs) before new staff utilizes.
- Disposal of used PPE and frequency of changing PPE; consider disposal separately, like sharps container.

Scheduling and Programs

What needs to be true to start programs

- Trace tracking system for members accessing pool (name, time enter, time exit) in alignment with your association guidelines.
- Reservation System in place to control access and avoid member disappointment.
- Phased opening of pool services and programs.
- Maintain admission / screening standards.

What modifications we implemented

- Flexible development of permanent schedule to allow for adaptation based on member behavior.
- Initially start with lane swim and registered adult fitness programs only.
- No third party, non-member nor sport group rentals at time of re-open larger than group size of 10-34; using incremental phases as per health guidelines.
- Create opportunities to sign up to have a 'pool time' - designated parts of the pool(s).
- Established online/call-in/registered sign up procedures in use for lane swim to control occupancy and physical distancing.
- Over time, as you assess how members are using the entire facility, consider phased approach to create new programs and initiatives to engage members and community differently, educating on safety protocols.