



YMCA OF ORANGE COUNTY

Standard Operating Procedures for Re-Opening Facilities COVID-19

To ensure a safe and rapid scale-up of Membership Facilities, and facility recommendations will include routine staff hand hygiene, disinfection of the workplace, and reduction in the number of staff and members per facilities to comply with CDC guidelines and Health Guidelines.

Staff Policy:

- To protect staff at greatest risk for severe, life-threatening COVID-19, only staff ≤ 65 years of age and staff without chronic medical issues (e.g., heart and lung conditions) will be allowed to return to work.
- All staff will receive training on Back to Work (COVID-19) paycom and in-person branch specific trainings.
- Fitness facilities, face coverings are required for all employees (i.e membership staff, fitness floor staff, maintenance staff, executive directors, staff interacting with parents, etc.) who potentially would be within six feet of members or fellow employees. All YMCA employees should minimize the amount of time spent within six feet of fellow employees and members. All employees will be provided at least one reusable mask and may choose to wear their own face covering as long as they are effective and not offensive in anyway.
- Staff will be given, the COVID-19 Acknowledgement Agreement, Safety Protocol, Branch Specific Protocol and Contagious Temporary Illness Policy to read, acknowledge and sign off on.
- All staff will conduct CDC-approved hand hygiene at the beginning of each shift and every 2-3 hours.
 - Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
 - Avoid touching your eyes, nose, and mouth.
 - The number of staff and members present at each facility and room will be determined by room capacity, to the best of our ability, to allow for social distancing of 6 feet and not exceed 10 members total per room or outdoor space unless sufficient space is provided to abide by State and local guidelines.
 - Staff will not share their phone, devices, meal or utensils with one another or children.
 - Staff will check their temperature at the beginning of each shift, notify supervisor, and remain at home if 100.4 or higher.



- Staff to self-monitor for signs and symptoms of COVID-19, notify supervisor, and remain at home if any develop. Common symptoms include but are not limited to: fever, shortness of breath, and coughing.

Facility:

- Entire facility will be cleaned and disinfected prior to opening and after closing each day
- All equipment will be cleaned with disinfectant spray throughout the day (*minimum of every two hours*)
 - a. Members are asked to use the provided cleaning supplies to clean equipment before and after each use.
 - b. Additional staff will be scheduled to consistently clean and disinfect the facility during each shift.

Youth Programs: Kid Zone/ Aquatics/ Dance/ Sports

- Registration for Kid Zone is required.
- Max of 1 hour usage.
- No children under the age of 3 years of age during YMCA Phase 1 – 2 of re-opening
- Children should be kept in stable groups of 10 or fewer to the best of our ability.
- If more than one group of children is cared for at one location, each group shall be in a separate rooms or outdoor space as weather permits.
- Groups will stay separated to best of our ability.
- Kid Zone staff are to remain solely with one group of children to the best of our ability.
- We do encourage children to play outside, but do not allow them on big toys, playground equipment, swings, sands, etc.
- No outside personal belongings will be allowed.
- Parents will not be allowed to enter Kid Zone beyond check-in desk.
- Parents will not be allowed to leave YMCA premises to run, bike, etc. during Phase 1 and 2.

Worksite Requirements:

- All staff will have frequent access to a sink and antimicrobial soap or hand sanitizer.
- All staff will have access to disinfectant such as Lysol or Clorox.
- Additional staff will be scheduled to consistently clean and disinfect the facility during each shift.

Check-In and Out Procedures:

The following protocols will always be in place during check in and out:



- Supplies needed: gloves, wipes, disinfecting solution and/or hand sanitizer
- All staff must wash their hands when they arrive to work and refrain from touching their face.
- Staff must wear gloves.
- All staff are to wash their hands as needed and as soon as check in and out is complete.

Wellness Screening:

Upon arrival, members will have their temperature taken. Anyone with a temperature of 100.4 or higher will not be allowed to enter the facility.

All members will be asked the following questions each time they visit YMCA:

- Have you or anyone in your house traveled to another country in the last 14 days?
- Have you or a family member been instructed to self-quarantine?
- Are you experiencing symptoms of illness? If so, what symptoms?
- Staff are expected to self-monitor for signs and symptoms of COVID- 19 and notify supervisor if any develop (fever or respiratory symptoms)

If member answers yes to any of the above questions, access into facility will be denied.

Sick Policy:

- Members (fever of 100.4 or higher) should remain at home.
- If one household member meets criteria for isolation (fever, cold-like symptoms), the entire household should self-quarantine for 14 days.

STAFF ARE TO FOLLOW THE GUIDELINES BELOW FOR CLEANING:

- Wear disposable gloves for all tasks in the cleaning process, including handling trash.
- Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Clean surfaces using soap and water. Practice routine cleaning of frequently touched surfaces.

Wash your hands often with soap and water for 20 seconds.

- Always wash immediately after removing gloves and after contact with an ill person.
- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.



Additional key times to wash hands include:

- After blowing one’s nose, coughing, or sneezing.
- After using the restroom.
- Before eating food
- Before and after treating a cut or wound.
- After cleaning
- Before and after providing routine care for another person who needs assistance (e.g., a child).

HIGH TOUCH SURFACES SHOULD BE CLEANED AND DISINFECTED EVERY TWO HOURS BY YMCA STAFF

High touch surfaces include but are not limited to: Tables, handrails, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- Household cleaners and disinfectants: Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.

Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping the surface wet for several minutes to ensure germs are killed.
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Must use from List N Environmental Protection Agency -registered disinfectant that will kill viruses.

SOCIAL DISTANCING

- Members and staff must remain six feet apart and separated with no more than **10 in designated space, unless sufficient space is provided, to abide by State and local guidelines.** (Emilio/Dolores based on capacity #)
- Do not share equipment (circuit training) and clean equipment before and after use.