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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BURBANK COMMUNITY YMCA

SAFETY PLAN: RESPONSE TO COVID-19

REV. 6/4/2020 Plan subject to change without notice.

APART, BUT TOGETHER

EXECUTIVE SUMMARY

The Burbank Community YMCA will abide by strict guidelines and restrictions provided by the Centers for Disease Control & Prevention (CDC), state government and city officials to ensure that members and staff are safe and protected at all times at any YMCA facility. The reopening process will be a phased approach that will begin tentatively on July 1, 2020, and will grow gradually as the environment continues to become safer.

RE-OPENING PHASE OVERVIEW

The Safety Plan below summarizes Screening/Monitoring, Healthy Hygiene, Cleaning, Sanitizing, Disinfecting, Exposure Response and Closing guidelines.

Immediate Opening: reintroduces our community to utilizing the YMCA under new COVID-19 restrictions. Phase 1 limits all activities to individual level activities. The YMCA will implement social or physical distancing practices in all operations during this phase by controlling the number of members allowed in the facility, facility/indoor traffic patterns, re-arranging physical areas and fitness equipment, and placing trained staff in each location where there is more than one member to monitor and enforce all social distancing protocol and policies. A few highlights of Immediate Opening include the following:

- We will be open for limited hours (extended cleaning on weekend)
- Capacity guidelines of 5:1,000 sq ft
- Check in and out procedures will be in place
- All services except wellness floor operations have been temporarily suspended
- Cleanliness stations will be available throughout the facility
- Staff will be required to wear masks in all member facing positions

Members and participants who fail to comply with new policies and procedures are putting others at risk. They may be asked to immediately leave the facility. Refusal to comply with may result in membership and participation suspension and ultimately termination.

SCREENING / MONITORING

Daily Health Checks

- Check for signs and symptoms.
- Temperature screenings of staff, members, children.
- Encourage staff, members to stay home if sick and encourage parents to keep sick children at home.

Plan for when a staff/member/child becomes sick.

- Identify an isolation room/area to separate anyone who exhibits COVID-like symptoms.
- Establish procedures for safely transporting anyone sick home or to a healthcare facility.
- Notify local health officials, staff, and families immediately.
- Close off areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before you clean and disinfect.
- Notify local health officials if a person diagnosed with COVID-19 has been in the facility and communicate with staff/members about potential exposure while maintaining confidentiality.
- Inform those with exposure to stay home and self-monitor for symptoms.

SOCIAL DISTANCING

Space use / density monitoring / 6 feet protocols

Staff:

- Implement flexible worksites (e.g., telework).
- Implement flexible work hours (e.g., rotate or stagger shifts to limit the number of employees in the workplace at the same time).
- Increase physical space between employees at the worksite by modifying the workspace.
- Increase physical space between employees and members (e.g., physical barriers such as partitions).
- Use signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Implement flexible meeting and travel options (e.g., postpone non-essential meetings or events in accordance with state and local regulations and guidance).
- Close or limit access to common areas where employees are likely to congregate and interact.
- Deliver services remotely (e.g., phone, video, or web).

- Adjust your business practices to reduce close contact with member, where feasible.
- Prohibit shared use of small rooms.
- Communicate room capacity via signage.
- Avoid immediate contact (shaking hands or hugging).

Members

- Provide real-time dashboards at membership desk to display how many people are present.
- Members check-in with scan key tags themselves.
- Plexiglass barriers at the front desk.
- Traffic management: designate and place signage for direction of foot-traffic in main circulation paths: entries, corridors, hallways, stairs, etc.
- Aquatic center traffic management: all members will enter the pool from the observation room desk and exit from the handicap exit near the staff lounge.
- One-way circulation routes through the YMCA whenever possible.
- Mark increments of locally acceptable social distance on floors where queues could form.
- Restrict nonessential visitors (no Nationwide or "Away" member access, 3-day guest passes).
- Limit sharing items (mats, weights, etc.).
- Swim equipment: kickboards fins, water weights, etc. will not be available.
- Close communal use spaces (lobby, locker rooms, etc.).
- Avoid immediate contact (shaking hands or hugging).
- Limit "in-person" office hours. Establish Live Chat as main form of customer service.
- Program registration online only, class registration online or by phone only.

Children

- Ensure that classes include the same group of children each day and same teacher.
- Restrict mixing between groups.
- Limit gatherings, no field trips.
- Close communal use spaces or stagger use and disinfect in between uses.
- Stagger arrival and drop-off times to limit direct contact with parents.
- Restrict nonessential visitors.
- Ensure adequate supplies to minimize sharing of high touch materials (art supplies, equipment, etc.)
- Keep each child's belonging separated from others.
- Avoid immediate contact (shaking or holding hands or hugging).

- Space out seating/bedding.
- Avoid sharing books, electronic devices, learning aids, games, etc.

HEALTHY HYGIENE

Promote healthy hygiene practices.

- Teach and reinforce washing hands
 - After blowing one's nose, coughing, or sneezing
 - After using the restroom
 - Before eating or preparing food
 - After contact with animals or pets
 - Before and after providing routine care for another person who needs assistance (e.g. a child, ill person)
 - After removing gloves
- Teach and reinforce using cloth face coverings
- Ensure adequate supplies (soap, hand sanitizer, tissues, paper towels, etc.)
- Post signs on healthy hygiene practices.
- Staff wear PPE according to mandate. Lifeguards will not be wearing facemasks while lifeguarding. Lifeguard needs to be ready in the event they need to jump in the pool and administer CPR.
- Hand Sanitizers
 - Can quickly reduce the number of germs on hands in many situations
 - Do not get rid of all types of germs
 - May not be as effective when hands are visibly dirty or greasy
 - Might not remove harmful chemicals from hands like pesticides and heavy metals

CLEANING, SANITIZING, DISINFECTING

Clean and disinfect frequently touched surfaces (door handles, sink handles, equipment) and shared objects after every use or touch by members and staff. Deep Clean of all areas within the YMCA will take place during operating hours and/or during routine daily cleaning closure or at night after closing.

Hard (Non-porous) Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. For disinfection, most common EPA-registered household disinfectants should be effective.

Soft (Porous) Surfaces

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning: If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.

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. Add wipeable covers for electronics, where possible.

EXPOSURE RESPONSE

Take action if a person is suspected or confirmed to have COVID-19 infection:

- Immediately separating staff/members with COVID-19 symptoms (for example, fever, cough, or shortness of breath).
- Establishing procedures for safely transporting anyone sick to their home or to a healthcare provider.
- Notifying health officials and close contacts of any case of COVID-19 while maintaining confidentiality.
- Informing those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

In most cases, you do not need to shut down your facility. If it has been less than 7 days since the sick person has been in the facility, close off any areas used for prolonged periods of time by the sick person:

- Wait 24 hours before cleaning and disinfecting to minimize potential for other persons being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.

If it has been 7 days or more since the sick person used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

Staff

- Plan to monitor and respond to absenteeism at the workplace.
- Implement plans to continue your essential business functions in case you experience higher-than-usual absenteeism.
- Prepare to institute flexible workplace and leave policies.
- Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent
- Employees who have symptoms should notify their supervisor and stay home.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended practices.

CLOSING

Check state and local health department notices daily about transmission in the area and adjust operations accordingly.

In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, programs may consider closing for a short time (1-2 days) for cleaning and disinfection.

MOVING FORWARD

Our plan will evolve as this crisis evolves. What will not change is our promise to respond responsibly as we continue our commitment to strengthen community.

Final decision to move from one phase to the next will be made by the CEO, COO and CFO with team input. This document also serves as a roadmap in case there is a second or third wave of the pandemic and action will be triggered by the YMCA risk officer based on local orders.

The Y will maintain our relationship with applicable government department and task forces to ensure all practices prioritize the health and safety of our staff, members and community. For questions or concerns regarding the YMCA's phase future plan, contact Bryan Snodgrass, Chief Operating Officer at bryans@burbankymca.org.