FOR A SAFER US

REOPENING ROADMAP: STEP ONE
NEWPORT COUNTY YMCA
MESSAGE FROM OUR PRESIDENT
AND BOARD PRESIDENT

At the Newport County YMCA, everything we do is guided by our commitment to strengthening the community, no matter the challenges we face. In mid-March, the COVID-19 crisis forced us to make one of the toughest decisions in our Y’s history, temporarily closing our YMCA and suspending most programs and services. It was the right thing to do for our community.

Despite uncertainty, our Y leaders stepped up and adapted to the emerging needs of our neighbors. Together, we’ve worked hard to keep our children, families and adults engaged, active and connected, while safely apart. It’s time to take the next step.

As a community organization serving diverse populations, the Newport County YMCA has spent weeks carefully considering how we can reopen responsibly, offering an inclusive Y experience that prioritizes safety above all else.

With guidance from health officials, government leaders, Y-USA and subject matter experts, a team of Newport County YMCA leaders developed For A Safer Us: A Reopening Roadmap. This plan outlines our COVID-19 mitigation strategies, representing hours of research and many thoughtful, informed discussions about how best to resume operations and safely serve members and program participants.

Things will look very different at our Y in the days and weeks to come. We will be met with challenges from those who find our new protocols inconvenient and unnecessary. You will play a critical role in helping everyone who walks through our doors understand that safety is our number one priority and is at the core of all decisions.

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.

Thank you for your loyalty to the Y. We are stronger with you. Together is our only way forward.

Welcome Back!

Mike Miller
CEO

Rhodes Rouse
Board President
REOPENING ROADMAP: STEP ONE

Newport County YMCA facilities, programs and services will reopen/resume in three steps, following assumptions for operations as they relate to the global coronavirus pandemic and its local implications on public health. Meeting health and community needs will be balanced and focused on preventing the spread of COVID-19.

It is important to note the following:
- Steps in this plan refer to our internal reopening framework and are not intended to align with steps imposed by local, state, or federal governments.
- Steps are not time-based. We will only move to the next step if there is successful compliance and positive improvement/stability in area COVID-19 cases.
- Steps may be modified and revised as guidance changes.
- Social distancing means maintaining a distance of at least six feet from another person.

WHAT TO EXPECT NOW AT THE Y

Your safety—and the safety of all our staff, members, and guests—is our number one priority. Together, we must proceed carefully if we want to keep our doors open.

The Newport County YMCA’s protocols focus on three key mitigation strategies based on guidance and mandates from health officials and government leaders:

- Meeting social distancing requirements
- Using proper Personal Protective Equipment (PPE)
- Implementing stringent cleaning and disinfecting protocols

STAFF REQUIREMENTS

Upon return to work, all staff will be required to comply with the following new standard operating procedures, restrictions, and guidelines to ensure the safety of everyone in our facilities.

- Personal Protective Equipment
  Every employee, except lifeguards in the chair and Group Exercise instructors teaching class, must wear face masks upon entry in the building and during their entire shift. Staff will also be required to wear gloves when performing health assessments.

- Health Assessments
  If you have a fever or do not feel well, please stay home. All staff will be required to complete a health assessment, which includes a verbal survey, before every shift. Please see Employee FAQs for more information.

- Social Distancing
  All staff will be required to practice proper social distancing while at work.

- Sanitizers / Wipes / Handwashing
  Hand sanitizing stations and disinfectant wipes for equipment will be provided throughout the facility. We also encourage everyone to wash their hands frequently with soap and water, for at least 20 seconds.

- Cleaning / Disinfecting
  Cleaning will now be a major component of all Newport County YMCA job duties. All staff will be
required to clean and disinfect surfaces often. There are no exceptions.

- **Training**
  All staff will be required to complete For A Safer Us training. Ask your supervisor for more information.

**Compliance**
Please note that staff who fail to comply with new policies and procedures are putting others at risk. Failure to comply may result in disciplinary actions, up to and including separation from employment.

**FACILITY ACCESS & USE**

During Step One, active members, registered program participants and new members will be allowed access to Newport County YMCA facilities and programs. National Members and guests will not be granted access at this time. **Members who have placed their account on hold will need to give the Y permission to release that hold before they are allowed access.**

**POLICIES AND PROCEDURES**

- **Temporary Hours of Operation**
  - Monday-Friday 6:00AM to 8:00PM
    - **FACILITY WILL BE CLOSED FROM 1:30PM TO 4:00PM FOR CLEANING**
  - Saturday 7:00AM to 1:00PM
  - Sunday CLOSED for facility deep clean

- **Reservations**
  All members will be required to make a reservation prior to visiting the facility. Reservations **will eventually** be made online through our website at [www.newportymca.org](http://www.newportymca.org), but for the time being please visit [https://www.groupexpro.com/schedule/894/?view=responsive](https://www.groupexpro.com/schedule/894/?view=responsive). Reservations can also be made by phone. Members can reserve spots 2 weeks in advance starting on Wednesday June 3, 2020 and are encouraged to utilize the facility at a consistent time slot for each reservation, as recommend by the state of Rhode Island.

  *A step-by-step guide on how to make a reservation can be found on the last page of this roadmap.*

  - Reservations can be made during the following designated time slots:
    - **Monday-Friday**
      - 6:00AM-7:30AM
      - 8:00AM-9:30AM
      - 10:00AM-11:30AM
      - 12:00PM-1:30PM
      - 4:00PM-5:30PM
      - 6:00PM-7:30PM
    - **Saturday**
      - 7:00AM-8:30AM
      - 9:00AM-10:30AM
      - 11:00AM-12:30PM
  - The facility will be closed for 30 minutes in between each time slot for a deeper cleaning
• Each member will be allowed in the facility for 90 minutes during their reservation period.

**Check-in Procedures**  
We have established new procedures for checking in and out at our facilities and program sites. Signage and staff will guide everyone through the process.

**Health Assessments**  
People who have a fever or do not feel well should stay home. Before access is allowed in our facility and/or programs, all staff, members, participants, and guests will be required to complete a health assessment, which includes a quick survey. According to the Centers for Disease Control (CDC), older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19 and it is recommended they stay home and away from other people as much as possible.

**Waivers**  
Members are required to sign a new waiver prior to or upon arrival to the facility. **FACILITY ACCESS WILL BE DENIED IF WAIVER IS NOT SIGNED.** Program participants will also be required to sign a new waiver. Members can access this waiver online through their YMCA account, and we encourage members to sign their waiver prior to arriving to the facility for the first time. Waivers will also be available for member signature at the welcome center during the check-in process.

**Social Distancing**  
Members and participants will be asked to follow social distancing guidelines set by the Centers for Disease Control and Prevention (CDC). To comply with these requirements, we are limited to the number of people and usage duration within our facilities and programs. This includes, but is not limited to, areas and equipment on the wellness floor, group exercise classes, swimming pool, gymnasium, Twice as Nice and Camp.

**Sanitizers / Wipes / Handwashing**  
Hand sanitizing stations and disinfectant wipes for equipment will be provided throughout the facility. We also encourage everyone to wash their hands frequently with soap and water, for at least 20 seconds.

**Personal Protective Equipment**  
Members and participants are required to wear a mask/face covering upon arrival to and while inside the facility, with the following exceptions:

• Face masks/coverings will not be required while participating in group exercise classes
• Face masks/coverings will not be required while using cardio equipment, such as treadmills, stationary bikes, ellipticals, etc.

**Cleaning / Disinfecting**  
Members will be asked to wipe down any equipment they touch before and after use with the disinfectant wipes provided throughout our facilities. Additionally, members may experience wait times to allow time for extra sanitization of equipment on the wellness floor and in group exercise rooms.

*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 the Member Code of Conduct may result in membership and participation suspension and ultimately termination.
PROGRAMS & SERVICES

Based on guidance from health officials, government leaders, Y-USA and subject matter experts, the Newport County YMCA made informed decisions about new standard operating procedures and carefully weighed the benefits and risks of which programs and services we could resume safely. Some programs and services may be subject to additional safety protocols not mentioned in this document. This information may change based on new guidance from health officials and government leaders.

Aquatics
Only lap swim will be offered. Reservations are required to attend. The pool will not be allowed to open at first, however we are hoping to reopen the pool for the second week of June. Please be prepared to wear your swimsuit under your clothes upon arrival to the facility and be prepared to wear your swimsuit home as locker rooms and showers will be closed.

Camp Clarke and Camp CFP
Camp Clarke and Camp CFP will begin on Monday June 29, 2020 and will end on August 28, 2020. Drop off will start at 8:30AM ending at 9:00AM. Children cannot be dropped off after 9:00AM, and campers can be picked up starting at 4:00PM. Last campers can be picked up by 4:30PM.
- Capacity is limited due to social distancing requirements. We will be having groups of 13 campers with two staff members in each group.
- Daily health assessments will be required.
- Registration is available online.

Specialty Camps will not be offered this summer. Per CDC guidelines, we will not be providing any transportation to campers, and campers will not be allowed on any field trips.

Twice As Nice (TAN) Preschool
TAN will be open from 8:00AM to 4:30PM. Staff will arrive at 8:00AM for a temperature check and health assessment. All staff will be required to wear a mask at all time while indoors and will wear a mask outdoors when they are within 6-feet of any child and/or staff. Drop off will be between 8:15AM and 8:45AM. Pick up will be between 4:00PM and 4:30PM.
- Capacity is limited due to social distancing requirements.
- Designated staff will perform wellness checks during drop off. Screening tool will be completed for each child, along with a temperature check. Staff will bring the child(ren) and belongings to their classroom.

Coffee Service
Coffee service will not be available during Step One.

Gymnasium
The gymnasium will be open for group spin classes and general equipment use during non-spin hours. Open Gym will not be allowed at this time. The gymnasium will be used for camp space during rainy days between 8:30AM and 4:30PM.

Healthy Living Centers
Healthy Living Centers will reopen in Step One. Participants will need to follow safety protocols set by the State of Rhode Island and Newport County YMCA.

Locker Rooms
Locker rooms will be open for bathroom use only.
- **Lockers**
  Members are prohibited from using lockers.
• **Showers & Towel Service**
  Showers will be closed during Step One. Members will be required to bring their own towels.

• **Steam Rooms and Saunas**
  Steam Rooms and Saunas will not be in use at this time due to requirements for social distancing, cleaning, and disinfecting.

**Sports**
At this time, adult and youth sports will not be offered due to social distancing requirements.

**Water Fountains**
Water fountains and water bottle refilling stations will not be accessible. **Members and staff will need to bring their own water to the facility.**

**STANDARD OPERATING PROCEDURES**

**AQUATICS**
Reservations are required. Masks must be worn by staff in all areas. Per Rhode Island Department of health, lifeguards are also required to wear a mask while not in the pool. Always ensure social distancing between participants.

**Showering before swimming is required.** Members/participants must bring their own towels and other necessities.

- Lap Swim: one lap swimmer per lane entering at alternating sides.
- Aqua Aerobics will not be provided during Step One.
- Kickboards and pull buoy ONLY will be allowed. Consider bringing your own equipment

**FACILITY ACCESS**

**Check-In and Entry**
- Greeter(s) will stand at the outside entrance to welcome members and participants and ask them to answer the following health survey:

  **In the past 48 hours, have you or anyone in your household experienced any of the following:**

  1. Fever (100.4 F or greater)?
  2. Sore throat?
  3. Shortness of breath?
  4. Headache?
  5. Cough?
  6. Muscle aches?
  7. New loss or taste of smell?
  8. Chills and/or repeated shaking?
  9. Have you been in contact with anyone know to test positive with COVID-19?

  **If yes, are you a medical professional or first responder?**

Member or participant who does not pass assessment will be asked to return when they have been symptom free for at least 48 hours. They will be encouraged to get tested for COVID-19 and will be asked to notify us if they test positive.

*Membership sales and program registration should begin online or over the phone.

**Welcome Center**
- Members will scan in using their key fob or mobile phone at the designated scanning
station.
• If waiver has not been signed, Welcome Center staff will ask member to sign the waiver. Once waiver is signed, member is free to use the facility for the duration of their reservation.
• Members with issues or questions with their accounts will be directed to a separate station at the Welcome Center to avoid congregation and promote social distancing.

Lobby
• Furniture will be limited and spaced appropriately to achieve social distancing requirements.
• Tables, magazines racks, newspapers etc. will be removed to minimize contact points.
• Plexiglass guards are installed at the Welcome Center.
• Pens will be disinfected between uses.
• Hand sanitizer stations will be available.
• Hand-free trash cans will be available.

HEALTHY LIVING
Cardio & Strength Equipment
Cardio and strength equipment will be properly spaced or designated out-of-use to achieve required social distancing. Wellness floor staff will monitor for social distancing. Fans will not be used.
• Members should wipe down equipment before and after use with provided disinfectant wipes. Hands-free trash cans will be available for wipes disposal.
• Hand sanitizer stations will also be available for use.
• Personal Training will be allowed both in-person and virtually but must always meet social distancing requirements.
• Members are required to bring their own water bottle. Water fountains and water bottle refilling stations will be closed per Rhode Island state guidelines.

Group Exercise / Cycle Rooms
Group exercise classes will begin on Monday, June 8, 2020 for in-person and virtual classes. In-person classes will have limited capacity to achieve required social distancing. Reservations will be required. Fans will not be used. Group exercise instructors and participants will not be required to wear a face mask when class is in session.
• To achieve social distancing requirements, Newport County YMCA team has properly spaced equipment and set designated spots to meet the 14-foot distancing guideline.
• If equipment is used, members should wipe down before and after use with provided disinfectant wipes.
• Members are required to bring their own yoga mat.
• Members are required to bring their own water bottle. Water fountains and water bottle refill station will be closed.

Outdoor Fitness Center
With our members in mind, the Newport County YMCA has designated an additional exercise area outside. This area will have a variety of equipment for use as well as open space for member activity. equipment and set designated spots to meet the 14-foot distancing guidelines.
• Members who are using the outdoor fitness center must go through the check-in process.
• Social distancing of 6-feet is required.
TWICE AS NICE (TAN) PRESCHOOL

Staff Requirements
• Staff will clean/sanitize tables before and after meals with the children.
• Staff and children will wash their hands before and after they eat.
• All staff must complete required all staff trainings annually
• All staff will follow all safety protocols and association guidelines including and not limited to proper restroom policy.
• Staff will use gloves while cleaning and while assisting children in the restroom.
• Toddler staff will use gloves while change diapers and will use rolled paper to place on changing table. Paper will be replaced in between changing diapers.

Health Assessments
• No sick children will be allowed.
• A health assessment and temperature check will be done every day at check-in.
• If child’s temperature if above 100.3, he/she will return home and must remain home for 72 hours and fever-free without medicine.

If a child develops symptoms or a fever of 100.4 Fahrenheit or higher while in the program, the following will take place:
• The child’s family will be contacted and requested to pick up their child as soon as possible.
• The child will be moved to the office and supervised until the parent(s) arrive.
• Staff will notify supervisor immediately.
• Staff will follow cleaning guidelines immediately to disinfect the isolation area.

Social Distancing
• Programs will maintain a 1:9 or 2:10 ratio with one or two staff and nine or 10 participants.
• To the degree possible, participants will remain in the same group. Only mix groups when ratios and program execution require it (i.e. gender-specific programming).
• Eliminate large group activities.
• Plan activities that do not require close physical contact between multiple participants.
• Eliminate item sharing when possible and, if items are being shared, remind participants not to touch their faces and wash their hands after using these items
• Minimize time standing in lines.
• Incorporate additional outside time and open windows frequently. If multiple groups are outside at the same time, they should have a minimum of six feet of open space between outdoor play areas or visit these areas in shifts so that they are not congregating.
• Staff should maintain rosters throughout the day and keep track of the exact times that participants are involved in activities and enter/exit program.

Handwashing and Hand Sanitizer
• Hand sanitizer will be provided, and frequent handwashing will be required.
• Always wash hands immediately after outdoor play time.

CAMP CLARKE AND CAMP CFP

Health Assessments
• No sick children will be allowed.
• A health assessment and temperature check will be done every day at check-in.
• Camp staff and campers will complete a daily health assessment including a survey and temperature check. Child must remain in the vehicle during temperature check.
• If a child becomes ill while at camp, a call will be made to the emergency contact provided for immediate pickup. The child will be separated from the group and isolated in camp office until departure.
• All campers will have hand sanitizer applied to their hands before entering camp.
• Encourage caregiver to bring and use their own pen. If not, staff will sanitize the pen
after each use.

- Camps will be spaced a minimum of 14-feet apart.
- We will increase the frequency with which we clean equipment, toys, and surfaces, especially doorknobs, check-in counters, and restrooms.

Meals

- **All lunches, beverages, and snacks must be provided from home.** No food will be distributed this summer.
- All staff and participants will wash hands before and after lunch.
- Sharing dishes, drinking glasses, cups, and eating utensils will be discouraged.
- Staff and children will not eat at the same time to allow staff to adequately clean hands and disinfect surfaces between meals.

**CLEANING PROTOCOLS**

**GROUP EXERCISE STUDIO(S)**

**Before Class / After Class:**

- Sanitize areas/equipment after each class.
- Each class is spaced out with ample amount of time in between to properly clean and sanitize the studio.
- Staff will wear gloves between classes to properly sanitize and clean studio before next class.

**WELCOME CENTER / ADMIN AREAS / OFFICES**

**Before Shift / During Shift / After Shift:**

- Sanitize surfaces such as - desks, counters, computers, keyboards, mouse, phones, tables, cabinets, chairs, scanners, etc.
- Sanitize frequently during shifts any high touch area of the Welcome Center Desk / Admin Areas / Offices
- Staff are to remain in their zones at the Welcome Center Desk during entire shift to prevent any cross-contamination
- Staff will wear gloves when sanitizing any Welcome Center / Admin / Office areas/items

**WELLNESS CENTER**

**Before Shift / During Shift / After Shift**

- Sanitize surfaces such as - desks, counters, computers, phones, tables, cabinets, chairs, etc.
- Sanitize frequently during shifts any high touch area of on / around Wellness Center equipment
- Strength Equipment such as – barbells, dumbbells, medicine balls, kettlebells, cable cross attachments
- Staff will wear gloves when sanitizing any Wellness Center areas/items

**Foggers after hours**
HOW TO MAKE A RESERVATION AT THE NEWPORT COUNTY YMCA

1. Log onto our website at www.newportcountyymca.org or visit https://www.groupexpro.com/schedule/894/?view=responsive

2. Locate the day and time slot that you wish to schedule your reservation.
   *Members will be able to reserve spots 2 weeks in advance and are encouraged to sign up for the same time slots each time.

3. Once you confirm the date and time slot, click “Sign Up.”

4. You will be prompted to login to make your reservation.
   *If it is your first time making a reservation, you will need to create an account.

5. After you register your account, you will then login to sign up for your reservation.
6. Once you login, you will then be able to make your reservation by clicking “Reserve a Spot.”

7. You will receive a confirmation e-mail stating that you successfully reserved your spot.

8. If all spots have been filled for the time slot, you will still be able to be placed on the waitlist. To be entered on the waitlist, you will go through the same steps as making a reservation.

   *If you are on the waitlist and someone cancels their reservation for the same time slot, you will receive an email to let you know that you are now reserved for a spot and no longer on the waitlist.

9. To cancel your reservation, return to the home page and click “Sign Up” for the time slot, and click “Cancel Reservation.”