



**Washington Township Recreation Center
Enrichment Center Phase I Reopening Plan
Effective 9/21/20**

Reopening Date:

Monday, September 21, 2020

Hours of Operation:

By appointment only. Monday-Friday, 10am – 12pm and 1pm – 3pm

Staff Protocols:

- Staff are advised not to come to work if they, or a family member, are sick.
- Staff test for COVID every two weeks, whether symptomatic or not.
- Staff self-screen, temperature test and hand sanitize on entering the facility. Staff sign daily log verifying that symptom free.
- Staff wear face masks at all times in common areas. Face masks may be removed in offices when the door is closed.
- Staff are assigned work space in the following offices: supervisor, programmer, transportation and front desk. Only one staff member at a time is permitted in an office or behind the front desk. When working in an office the door is to remain shut. Spaces are thoroughly disinfected between shifts if the office is used by more than one person. Patrons are not permitted in staff areas.
- Shifts are established to limit staffing to no more than three in separate offices at any one time.
- Staff adhere to 6 ft. distancing requirements when interacting with each other and the public.
- Staff use restrooms designated for their use only. Restroom use is restricted to one person at a time. Seat coverings are provided.
- Any staff who experience symptoms, are exposed to someone who has COVID or test positive for COVID-19 must notify their supervisor immediately.
- Staff adhere to the following Recreation Center directives: Reopening Guidelines 5.17.20, Recreation Team Employee Training 9.11.20 and Return to Work Plan 6.29.20.
- As mandated by ODH, “Staff and personnel necessary for the operations of the facilities shall receive training on infection control including new procedures for COVID-19. Training shall include the following topics: infection control, appropriate use of PPE and hand sanitizers, spacing/social distancing, sanitizing surfaces, and new facility procedures for COVID-19.”

Patron Protocols:

- Participation is limited to pass holders and residents.
- Patrons enter through the front door of the facility and exit from the west deck door.
- Patrons are pre-screened for COVID-19 via telephone before each visit to the facility.

- Patrons sign a COVID waiver form on their initial visit that will be kept on file until the end of the pandemic. Those refusing to sign may not be permitted to enter.
- Patrons are screened and temperature tested on entering the facility. No one with a temperature above 100 degrees will be permitted to enter.
- Per the State Order, Washington Township reserves the right to require COVID testing of patrons considered high risk.
- Patrons sanitize hands on check-in and are encouraged to do so throughout their session.
- Face coverings are required for all patrons in the center, with no exceptions, during the initial re-opening phase. Those unable or unwilling to wear a face mask cannot enter.
- Patrons are required to maintain social distancing of at least 6 ft. at all times, including waiting to check in. Spouses and individual/caregiver are not required to social distance.
- Patrons are limited to interacting with their activity cohorts and should not interact with patrons participating in another activity in a separate space in the facility.
- Patrons use restrooms designated for their use only. Restroom use is restricted to one person at a time. Seat covers are provided.
- Patrons are not permitted to move tables or chairs without staff approval.

Program Protocols:

- Appointments are required to participate in any session. No walk-ins are permitted.
- Class sizes are limited based on available space and the social distancing requirement.
- Common areas are closed and patrons may not congregate on Township grounds before or after a session.
- Restricted activities during Phase I that do not adhere to ODH mandates include cards and games; puzzles; use of the Enrichment Center fitness room; communal meals, coffee bar and refreshments; and large gatherings of any kind.
- Senior Resource Connection has not set a date for reopening the congregate meal site. Mandates will be followed when it does reopen. Until the site reopens, meals will continue to be delivered one day per week. The driver leaves the meals at the door and does not enter homes.
- Patrons may borrow materials from the center's library provided by the Washington Centerville Public Library. Puzzles are also available for lending. Patrons must make an appointment to borrow materials or select them after participating in an activity. No walk-in lending is permitted.
- COVID-19 protocols for fitness venues and aquatic centers are in place for patron participation in fitness and pool activities at the Recreation Center.
- Staff print and maintain for at least five (5) years the activity roster for each program held, including telephone number and address of each participant.

Transportation Protocols:

- Only one rider per trip route is permitted unless accompanied by a spouse or caregiver.
- Riders must be able to enter/exit vehicle and complete errands unassisted, or provide an aide to accompany them. Limited hands-on assistance will be provided by drivers in order to prevent close contact and keep 6-foot distance when possible. Drivers may assist riders with getting packages to their door but cannot enter home.

- Vehicles are cleaned/disinfected after every rider's route has ended and fogged by a professional cleaning crew weekly.
- **Driver Guidelines:**
 1. Check and record rider/spouse/caregiver temperatures before getting in vehicle. Disinfect thermometer after use.
 2. Maintain log book for temperatures and screenings.
 3. Wear mask in presence of rider(s).
 4. Sanitize hands before interacting with rider(s).
 5. Avoid or limit close contact with rider(s). Keep 6-foot distance when possible.
 6. Wear gloves when cleaning/disinfecting vehicle.
 7. Keep doors/windows open when cleaning with chemicals.
 8. Clean/disinfect touchpoints at beginning and end of rider(s) route.
 9. At end of route: Wipe down hard, non-porous surfaces, e.g., arm rests, door handles, seat belt buckles, grab handles, steering wheel, control panel, etc. Spray soft, porous surfaces with disinfectant.
 10. Dispose of gloves and wash hands.
- **Rider Guidelines:**
 1. Must be symptom-free of all illness for at least 72 hours. See [COVID-19 Exposure](#) if tested positive for coronavirus.
 2. Check temperature before getting in vehicle.
 3. Wear face mask in presence of driver unless medical condition prevents it.
 4. Sanitize hands before interacting with driver.
 5. Sit as far back in the vehicle as possible,

Facility Modifications:

- Thermometers are located at the front desk and hand sanitizer stations throughout the facility.
- A Plexiglas shield is installed at the front desk separating staff and patrons.
- Touchless features are installed in restrooms, along with planned touchless facility entrance and restroom doors.
- The water fountain is converted to a touchless water bottle filling station.
- Spaces and entrances are reconfigured and class sizes restricted to limit congestion and meet physical distancing and room capacity limits.
- Ventilation systems are modified to sanitize and improve air circulation. Fans are not used in the facility.
- The kitchen is closed to patrons and vending machines have been emptied and disabled.
- Six-foot distances are enforced and designated by ground markings and furniture placement.
- Additional signage includes a notice regarding face coverings, safe distancing and hand sanitizing and other COVID-19 related notices.

Cleaning Protocols:

- Cleaning and disinfecting by a professional cleaning company occurs between sessions from 12pm – 1pm and after hours in the Enrichment Center. Full facility fogging occurs in the facility and in vehicles weekly.

- The Recreation Center adheres to a cleaning and disinfecting schedule by a professional cleaning company every 2 hours, with weekly fogging of the entire facility.
- High touch surfaces in all recreation facilities and vehicles are cleaned and disinfected regularly.
- An adequate inventory of PPE's and cleaning/disinfecting supplies is maintained.
- Staff clean and disinfect their offices at the end of each day and avoid using others' workstations, tools and equipment. Common pieces of equipment, such as printers, are wiped with disinfectant after each use.

COVID-19 Exposure and Confirmed Cases Protocols:

- Staff or patrons who believe they have been exposed/infected will be asked to leave the facility and obtain a COVID-19 test before returning. They will be advised to self-quarantine until the results of the test are obtained.
- Staff or patrons testing **negative** for COVID-19 may return to the facility upon presenting documentation of the test result to the Township.
- Staff or patrons testing **positive** for COVID-19 may return to the facility after 14 days from onset of symptoms, when they no longer have a fever, cough or other symptoms, and they have received one negative COVID-19 test.
- Staff or patrons who develop symptoms while at the facility will be isolated in a staff restroom while arrangements are made for them to leave the facility. They will be asked to complete a COVID-19 test before returning. Deep sanitation of the restroom will be done once the individual leaves the facility.
- Public Health- Dayton & Montgomery County will be contacted if it is confirmed that an individual that has been in the facility has COVID-19.
- Staff will work with the health department to help facilitate contact tracing and notifications.
- Washington Township may elect to close all or part of the facility and its operations following a confirmed case.

Transparency:

- This plan will be posted on the Washington Township Recreation Center website (www.washingtontwp.org/recreation) located under Enrichment- Reopening Responsibly and on the Enrichment Center bulletin board. Hard copies will be available on request at the front desk.
- Modifications and updates to this plan will be disseminated through the above means, however, Washington Township reserves the right to make changes, without notice, to insure the health and safety of staff and patrons.