



## **Facility Use COVID-19 Operations** **September 2020**

We have slowly begun to re-open in-person programming, community groups, youth sports (swim team), and classes on a limited basis. Please check with the front desk for questions on any upcoming program guidance 207-795-4050. For information on COVID-19 Childcare operations please contact our Director of Childcare Services, Crystal Parritt or visit our childcare page on our website.

### **Operations & Building Access**

YWCA will limit the number of individuals that can gather in a shared space, in accordance with Executive Orders from the Office of the Governor. All staff, vendors, and visitors are required to maintain 6 feet of physical distance on site. The YWCA reserves the right to further restrict the number of individuals allowed in a space beyond the limits established by the Executive Order based on allowable square footage.

All staff, children, vendors, and visitors are required to wear a face covering on site. Face coverings are not required for individuals alone in personal offices or for children under two.

### **Other Operational Safety Provisions Include:**

- Visitors considered high risk should consider whether they can safely enter the facility and participate in the activities being offered by the YWCA prior to engaging.
- In order to minimize the risk of disease introduction or transmission, we require every person entering the facility to be screened for any signs or symptoms of viral infection, for as long as this pandemic is active according to CDC data.
- YWCA has placed signage at entrances and throughout the building alerting staff and visitors to occupancy limits, physical distancing requirements, and face covering policies.
  - Additional signage includes information to visitors asking them to avoid entering the facility if they have a temperature, cough, fever, or are otherwise sick.
  - Additional YWCA COVID-19 information and policies will be posted on our website at [www.ywcamaine.org](http://www.ywcamaine.org).
- Hand sanitizer stations have been placed at each entrance location and made available to the public entering the building.

- To the extent possible, we will conduct business by phone and internet, including payment processing and customer service inquiries. We will promote contactless payment options and will wash hands after handling credit cards and cash.
- YWCA has installed a physical barrier to protect visitors and staff at our front desk and childcare check-in station, both located in the front lobby. Please be sure that you use the correct check-in station based on your reason for visit.
- To the extent possible, YWCA will limit activities and programs that require staff and visitors to enter within 6 feet of another person
- Where lines are formed and unavoidable, visitors will be required to maintain 6 feet of physical distancing as indicated by floor decals.
- YWCA will modify building traffic flow during high traffic times, to minimize contact between staff, contractors, and visitors to the extent possible.
- When visitors need to use the lift system, YWCA will require physical distancing between users and staff will sanitize equipment between each use.
- YWCA has removed unnecessary items such as brochures, magazines, newspapers, and other unnecessary paper products from the lobby area.
- YWCA will minimize shared touch surfaces such as pens, tablets, payment systems, and receipts and, when used, will sanitize these after each use.
- For contact tracing purposes, to the extent practicable, YWCA will maintain a record of visitors including contact information.
- Communal stations such as coffee stations will be closed for the time being and water fountains may only be used to fill up water bottles.
- If a member of the public becomes ill while at the YWCA facility, staff will instruct them to leave the facility immediately unless it is not safe to do so and the individual needs to be transferred to a home or health care facility; in the latter circumstance, they will be isolated in a room designated by YWCA staff.

### **Restrooms & Locker Rooms**

- Restroom occupancy is limited to single use in every restroom facility on site.
- Restrooms will be cleaned and disinfected regularly.
- YWCA has removed any unnecessary items from restrooms and have posted hand washing signage in each restroom reminding staff and visitors of proper hygiene practices.
- YWCA will encourage visitors to use one-way entrances/exits into the women's locker room if possible.
- YWCA will limit locker room occupancy to allow for physical distancing within shared locker rooms.
- YWCA will implement transition times between classes to limit the number of visitors in each locker room and allow staff to perform cleaning/disinfecting.
- YWCA will encourage patrons to wear their bathing suit to our facility and shower at home to limit our locker room and shower facility use and exposure. **Swim patrons have 10 minutes before and 10 minutes after swim in the locker room.**

## Aquatics

(Per the CDC) While *there is no evidence that COVID-19 can be spread through the water*, the YWCA is taking steps to reduce the risk of person-to-person transmission by maintaining a physical distance of at least 6 feet from others. Physical distancing must be maintained to the extent possible in the pool, on the pool deck, in diving board areas, in locker rooms, and in the seating areas. Therefore, YWCA will limit the number of individuals permitted in these areas at one time.

It has been advised by the State of Maine that face coverings should not be worn in the pool; however, masks are required by all patrons elsewhere in our facility as described herein.

- Pool times are by reservations only at this time. Unless otherwise noted, reservations can be made **one business day** in advance of swim time (call Friday to reserve Monday; call Monday to reserve Tuesday). Same-day reservations may be available.
- YWCA will limit parents who are watching and/or participating in swim classes to 1 parent per child.
- Spectators must maintain 6 feet of physical distance between themselves and other spectators, either on the bleachers or viewing area.
- We are requesting non-swimming visitors (including spouses of swimmers and swim team parents) to drop off the swimmer for pool activities and exit the building afterward in order to limit the number of visitors in the building at one time. YWCA reserves the right to limit the number of parents/visitors on site and you may be required to leave or wait outside the building, pending the number of visitors when you arrive.
- In the event of an emergency, lifeguards and patrons would inevitably come in close contact for life saving purposes. All lifeguards will follow CPR lifeguard rescue safety guidance on how to safely proceed in the event of an emergency.
- YWCA staff will keep swimming pool properly cleaned and disinfected with increased sanitization for items that are typically shared between individuals.
- Common touch areas, such as hand rails, ladders, and diving platforms, will be cleaned more frequently.
- YWCA will minimize shared touch surfaces in the pool to the extent possible such as noodles, toys, Magic Y world float, and equipment. YWCA flotation devices will be sanitized between each use.
- Magic Y World, Splash Parties, and open/free swims remain temporarily closed/off limits at this time.
- Water fitness classes are currently by reservation only. We are limiting class sizes to 8 participants currently and ask that participants stay 14 ft. apart if involved in a rigorous exercise activity.
- Lap swims are currently by reservation only. To facilitate physical distancing, in the times when swimmers share a lane, we are encouraging strategies such as having swimmers swim the length of the pool and exit at the other end, having swimmers remain at opposite ends of the pool, and asking family

members and those from the same household to share a lane. At this time, we prefer single lane swimming and no more than three swimmers per lane for our swim team program, unless the strategies listed above for physical distancing can be safely managed.

*As we now know, COVID-19 continues to evolve rapidly and all decisions on programming are subject to change based on new information and guidance. We appreciate your patience and understanding as we navigate the changes in guidance as well as your adherence to these guidelines. If you have any questions or concerns on current guidance, please visit our website at [www.ywcamaine.org](http://www.ywcamaine.org) or call us at 795-4050.*