

City of Flagstaff Re-Entry Plan



The City's Re-Entry Plan (Plan) is broken out into four phases. Each phase will be implemented incrementally, dependent upon circumstances and benchmarks as indicated. The Plan contains the following documents:

- General Guidance
- Monitoring Criteria
- CDC Guidelines
- Employee Safety Protocol and Resources
- Workplace Safety Checklist
- Exposure Procedures for Employees
- Specific City Facility Plans – Coming Soon

Any questions about this plan or COVID-19 related concerns should be directed to the Public Affairs Team at covidquestions@flagstaffaz.gov.

General Guidance

During Phase One, Phase Two, and Phase Three of this Plan, the CDC Guidelines, Employee Safety Protocol, Exposure Procedures for Employees, and Workplace Safety Checklist, as set forth below, shall apply. This Plan shall not apply to the Municipal Court operations, which will follow Administrative Orders as directed.

Phase One

City facilities will remain closed to in-person business with the continued effort to address customer service needs remotely. For business that needs to be done in person with the public, this will be done on an appointment basis adhering to CDC guidelines (see below).

Outdoor sport court amenities, park amenities and ramadas will be closed for public use. Playing fields located within City parks will remain open for public use, except in those cases when a special permit is required for use.

Essential services will be performed in-person and on-site as needed. These will include, by way of example, emergency services (police and fire), public works (facilities, streets, solid waste), utilities (water, wastewater), and building inspection.

Operations within the City organization will function remotely where possible. Staff meetings and meetings with the public will be conducted with utilization of remote meetings and remote correspondence. Human interaction will be minimized, with adherence to CDC guidelines and Employee Safety Protocol.

Special events and other permits for activities on City property will be limited and/or modified to minimize gatherings to 10 people or less. Special event permits on City property for gatherings of more than 10 people will be postponed.

City Council meetings may be reduced in number, and when scheduled, will be performed remotely. Recognitions and Proclamations may be deferred, and agenda items will focus upon time-sensitive matters. City Council meetings may be reduced in frequency and duration.

Intergovernmental meetings necessary to address COVID-19 response and information sharing will be performed remotely. Other intergovernmental meetings and community meetings may be suspended. Board and Commission meetings may be suspended, and when scheduled, will be performed remotely.

Travel for employees and City Officials will be suspended. City celebratory functions, events, and group gatherings will be suspended or held remotely using a virtual meeting platform.

Phase Two

Except as otherwise provided below, all restrictions in Phase One will still apply.

Outdoor sport court amenities will reopen, including tennis courts, skate parks, BMX park, dog parks, outdoor courts, play structures, swing sets, water fountains, and restrooms. Outdoor park amenities will include signage reminding visitors of the need to social distance and follow CDC guidelines, and to identify that usage is at the risk of each user. The park ramadas will remain closed at this time given the tendency to draw crowds.

The City Visitor's Center will open on a limited basis taking into consideration the visiting public's needs. The guidelines as outlined in the Visitor's Center specific plan below will be followed.

Staffing required to provide service and maintenance to the limited openings referenced above will be scheduled. The return of some furloughed employees may be considered to support these services.

Custodial and sanitation services will be enhanced with respect to these limited openings. The temporary installation of additional public restrooms may be considered for strategic locations in the downtown area.

Temporary use permits will be authorized based on the level of transmission as recorded by the Coconino County Health and Human Services in the following manner:

Level of Transmission	Event Information
Substantial	• No events permitted.
Minimal to Moderate	• Events with up to 50 people that provide for clear physical distancing.
None to Minimal	• Events with up to 250 people provide COVID precautions as identified in CDC and AZDHS guidelines (see below). Ability to limit groups of 10 or more from congregating.
None/Vaccine	• Return to pre-COVID conditions.

Phase Three

Except as otherwise provided below, all restrictions in Phase One and Phase Two will still apply.

Upon the Mayor's directive and following the monitoring guidelines as set forth below, Phase Three will be implemented. Most City facilities will open to public entry and begin limited public services. Hours of operation may be curtailed and building capacities for visitors and users may be limited.

Lobbies and public areas will incorporate queuing mechanisms with tape, signage and ground markings. Common seating areas will be closed to personnel and visitors to discourage congregating and interaction. Secured doors and accesses will remain closed.

Sanitizing liquids and/or wipes will be provided throughout City facilities and increased cleanings and sanitation will be performed. When possible, protective shields will be installed at customer service counters.

Some staff occupation of City facilities will occur, with emphasis being placed upon continued working from home by those who are able to perform their job duties remotely. Because each division's business needs and physical spaces are different, the number of employees transitioning back to in-office work, which may include alternative work schedules, will be determined on a division-by-division basis. The City will notify employees when to return to work and will attempt to provide at least two weeks advance notice. Employees who are concerned about returning to work should work with their Supervisor and Human Resources.

Indoor City recreational facilities, including the Aquaplex, recreation centers, and gyms, may continue to be closed. Please see the site specific plans coming soon for the phased re-entry of these facilities.

Special events and other permits for activities on City property will be limited and/or modified to minimize gatherings to 50 people or less. Special event permits on City property for gatherings of more than 50 people will be postponed. At its discretion, the City Council may allow for special events and permits up to 250 people with adherence to CDC guidelines. (Resources: Opening Up America Again <https://www.whitehouse.gov/openingamerica/> and CDC Guideline for Large Gatherings <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/mass-gatherings-ready-for-covid-19.html>)

City Council meetings will occur weekly and will continue to be performed remotely. Recognitions and Proclamations may be scheduled pursuant to guidance from the Mayor; agenda items and presentations will be regular in scope and consistent with the Working Calendar.

Intergovernmental meetings will continue to occur remotely. Board and Commission meetings will occur on a regular basis and be performed remotely.

Travel for employees and City Officials will avoid those jurisdictions that still have a moderate or significant transmission of COVID-19. Any work-related travel needed for critical infrastructure is exempt from these restrictions.

The public will be required to wear masks when entering City facilities per Section 10 Face Coverings of the Mayor's March 16th Proclamation. Meetings with public customers will continue to be performed remotely when applicable and in-person meetings will be minimized. City staff should remind the customer of the face coverings requirement when scheduling the meeting. If the customer does not have a mask, a mask may be provided to them by City staff. If the customer is not willing to wear a mask, a virtual meeting may be offered as an alternative. In no event shall a City employee be required to meet with a customer in-person if that customer refuses to wear a mask. The provisions herein shall not apply in all cases, including but not limited to, the provision of emergency response.

Phase Four

At the end of the pandemic situation, upon the Mayor's directive, Phase Four will be implemented.

In this phase most City facilities will return to pre-COVID-19 business hours and operations. This final phase will see the majority of City operations resume and the public will be permitted to re-enter open facilities.

The required use of PPE by City employees will be phased out in accordance with applicable CDC guidelines.

City Council, Intergovernmental and Board and Commission meetings will occur on the regular schedule. New protocols and provisions related to remote meetings and working from home may be explored on an ongoing basis in the pursuit of efficiency and productivity.

The City will continue to monitor conditions and take steps it deems necessary to mitigate the risk of COVID-19 exposure and spread within City facilities.

Monitoring Criteria

Downward trajectory of the number of cases, hospitalizations and deaths over four or more weeks. During this same timeframe, the community members, business owners and visiting public have demonstrated the ability to follow CDC guidelines such as physical distancing, wearing masks when in close spaces and personal hygiene to help prevent serious illness and death. Healthcare facilities must have capacity to care for those who are seriously ill and the ability to provide testing, monitoring and contact tracing.

CDC Guidelines

These guidelines should be used in the first three phases of the re-entry plan and should be posted in all City facilities in building entrances and employee areas.

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/00y-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2





USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available





TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see: [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



cdc.gov/coronavirus

1802 889 11, 2011 01 08

Employee Safety Protocols and Resources

Common Areas & Shared Devices

- As more employees are returning to work, we discourage staff from using vending machines, push button drinking fountains, breakrooms, and other shared devices such as refrigerators and microwaves. These devices are more difficult to keep clean and avoid the spread of germs to ensure they are safe for all. We are encouraging employees to pack in and pack out all necessary food and drink without using these devices during the first three phases of this plan.

Social distancing

- COVID-19 is a respiratory virus that is mainly spread through droplets created when a person who is infected coughs, sneezes, or talks. You can protect yourself by maintaining social distance (at least 6 feet) from others.
- Staff are encouraged to continue remote meetings or phone calls with co-workers and customers as much as possible.

Wearing a mask in all public places

- Wear a mask when you are in a public area, outside of your office, in a meeting with others, in a vehicle with others, and when in contact with the public. Employees do not have to wear a mask when working alone in their office or are able to be six feet or further from one another, working in a Fire station, driving alone in a City vehicle, or outside and adhering to social distancing guidelines. Employees who are unable to wear a mask, or whose essential job duties are impeded by the wearing of a mask, should speak to their supervisor and Human Resources about available accommodations.
- Have a different mask for each day of the week. After use, place in a brown paper bag for at least 24 hours (this will allow any contaminants to die off prior to wearing again the following week).
- The City is providing staff with surgical or N-95 type masks. N-95 type masks have a higher level of protection than surgical masks, which have a higher level of protection than cloth masks.
- If you choose to wear your own cloth mask (not supplied by the City), it should be washed or decontaminated after each use.
- Wash your hands before and after putting on or taking off a mask. Don't touch your eyes.

Wearing eye protection/ face shields

- Safety glasses are provided by the City and suggested to be worn whenever you are outside of your office or in a group/public setting.
- Safety glasses should be cleaned and disinfected daily or after individual use.
- Face Shields may be provided to employees who have frequent face to face contact with the public when a protective barrier is not available. The face shields are to be worn over your safety glasses and mask.

Wearing gloves

- Disposable nitrile gloves are provided by the City and should be worn if you often have physical hand contact with the public or others, handle money, or handle equipment from the public or others during work.
- Be aware that while wearing gloves, you should not touch personal objects (pens, keyboards, etc.) or equipment prior to doffing and washing your hands as the virus could be on your gloves.
- Gloves are not recommended by the CDC if you are not in contact with the public. If you are not in contact with the public, the preferred method is washing or sanitizing your hands often. Consider having a wipe or paper towel in your hand when opening or grabbing handles in lieu of wearing gloves.

Checking your temperature

- The employee is encouraged to check their temperature prior to arriving to work.
- Check your temperature if you feel any changes in your temperature or have cause for concern.
- Anyone with a temperature above 100 degrees should be sent home to self-assess.
- Please refer to the instruction sheet provided by the City to ensure you are taking your temperature accurately.

Practicing good personal hygiene

- Wash your hands often, especially after touching any frequently used item or surface like handrails, pens, or any handle.
- Use hand sanitizer if washing your hands is impractical.
- Avoid touching your face.
- Sneeze or cough with a mask on or into your elbow (if you are not wearing a mask).
- Assume everyone, including yourself, has the virus (symptomatic or not).

Disinfecting your area and equipment

- Wipe down any pens or equipment handled by others after each use.
- Disinfect your office space routinely throughout the day.
- Disinfect your keyboard, phone, coffee cup, desk, counter tops, mouse, door handle and switches before and after each day's use or as needed.
- Regularly clean personal or business cell phones based on the number of times they are being handled or used.
- Don't share laptops with others if possible.
- Wipe down your vehicle just like you would your office space.

Employee Training Resources

[Proper Handwashing to Prevent Germs](#)

[Donning and Doffing Gloves](#)

Workplace Safety Checklist

Safety measures might include:

- Implementing employee health screening procedures.
- Developing an exposure-response plan that addresses:
 - Isolation, containment and contact tracking procedures.
 - Stay-at-home requirements.
 - Exposure communications to affected staff.
- Providing personal protective equipment (PPE) such as:
 - Masks, gloves, face shields, etc.
 - Personal hand sanitizer.
- Detailing cleaning procedures and procuring ongoing supplies.
- Establishing physical distancing measures within the workplace:
 - Staggered shifts and lunch/rest breaks.
 - Rotating weeks in the office and working remotely.
 - Moving workstations to increase separation distance.
 - Implementing one-way traffic patterns throughout workplace.
- Restricting business travel:
 - Start with essential travel only and define what that is.
 - Follow government guidance to ease restrictions over time.
- Defining customer and/or visitor contact protocols such as:
 - Directing customer traffic through workplace.
 - Limiting the number of customers in any area at one time.
 - No handshake greetings, remain 6 feet apart.
 - Using video or telephone conferencing instead of in-person client meetings.
 - Providing contactless pickup and delivery of products.
- Understanding and complying with Occupational Safety and Health Administration (OSHA) record-keeping and reporting obligations:
 - Identify positions, if any, with the potential for occupational exposure to the coronavirus.
 - Review OSHA regulation 29 CFR § 1904 to determine work-relatedness of illnesses.

Exposure Procedures for Employees

When an employee reports exposure to COVID at work

- The employee will complete an Exposure Report Form and articulate how the exposure occurred at work (e.g., shook hands, spit on, in confined space together, etc.) and the Form will be sent to Risk Management.
- Risk Management will share information with HR.
- If the exposure was likely caused at work, then the City's response would depend on the extent of the exposure (e.g., not wearing PPE and they sneezed on me).
- Risk Management will evaluate the extent of the exposure to determine if testing or staying at home is appropriate. Employees may also choose to test regardless of exposure or suspected exposure.
- If the employee is recommended for testing based on extent of the exposure, the employee will be sent to the County Health Department for testing and will be reimbursed for any out-of-pocket expenses for testing.
- If it is suggested the employee remain home until testing is received based on the extent of the exposure, the employee will remain on Sick Industrial paid leave until the test results are received.

When an employee reports testing positive to COVID

- The employee will not report to work.
- The employee will contact Human Resources.
- Human Resources will notify the employee's supervisor.
- Human Resources will provide support to the Supervisor if a work group expresses concern about exposure given an employee report.
- The employee will work with their Supervisor, Risk Management and Human Resources prior to returning to work.
- The employee is eligible to use accrued leave during this time.
- If the employee has no leave available, the employee may request donated leave or leave without pay.

Site Specific Plans

The following site specific plans will be implemented in a multi-tiered approach pursuant to Phase 3 of the City’s Re-entry Plan. These plans will begin to be implemented only after the City moves into Phase 3. The site specific plans may be updated as necessary to respond to business needs and environmental conditions. Facilities may move back to previous tiers in order to increase mitigation efforts to maintain safety for all patrons and staff. Any updated information will be included on the City’s website under COVID-19.

Library Plans

DOWNTOWN LIBRARY

<u>Tier 1</u>	Seating and Study Areas	Computers	Youth Services	Library Services	Restrooms and Drinking Fountains
The library will admit a group of 8 patrons and 1 family for 45 minutes. There is a 15-minute break between each group for cleaning. Patrons will need to show their library card upon entry, be wearing a mask and will be encouraged	These areas will remain closed during this tier.	Patrons make an appointment for computer use. Adult computers – 7 reservations per hour, one person per pod, one on each side of the long row of computers. “Family” reservations – one per day in Youth Services. Rotate use of computers and once all are	Children’s toys will not be available.	Library material stacks will remain closed during this tier. Curbside service will continue for the check-out of materials. Reference assistance is available via phone. Wi-Fi is available to individuals outside in the parking lot.	Restrooms and drinking fountains are available to those patrons admitted into the library. Cleaning will be enhanced from twice to four times per day.

to use hand sanitizer.		used then all are cleaned and sanitized.		E-Resources are available via the website or mobile app.	
<u>Tier 2</u>	Seating and Study Areas	Computers	Youth Services	Library Services	Restrooms and Drinking Fountains
The library will admit a group of 30 patrons to occupy the library at a time. Patrons will need to show their library card upon entry, be wearing a mask and will be encouraged to use hand sanitizer.	Limited seating and study areas available following physical distancing CDC guidelines.	Patrons make an appointment for computer use. Adult computers – 7 reservations per hour, one person per pod, one on each side of the long row of computers. “Family” reservations – one per day in Youth Services. Rotate use of computers and once all are used then all are cleaned and sanitized. There is a 15-minute break	Children’s toys will not be available.	Library material stacks are available, and the self-serve kiosk will be available to check-out materials. Curbside service will continue for the check-out of materials. Reference assistance is available via phone. Wi-Fi is available to individuals outside in the parking lot. E-Resources are available via the website or mobile app.	Restrooms and drinking fountains are available to those patrons admitted into the library. Cleaning will be enhanced from twice to four times per day. Regularly schedule cleanings of surfaces will happen throughout the day.

		between each group for cleaning.			
--	--	----------------------------------	--	--	--

<u>Tier 3</u>	Seating and Study Areas	Computers	Youth Services	Library Services	Restrooms and Drinking Fountains
The library will permit 50 patrons to occupy the library at a time. Patrons do not have to have a library card to enter the library. Patrons will be wearing a mask and are encouraged to use hand sanitizer.	Limited seating and study areas available following physical distancing CDC guidelines.	No appointments are necessary for use of computers. Computers will be limited to one hour per patron per day. Every other computer will be used to maintain physical distancing. Computers will be cleaned three times per day.	Children's toys will not be available.	Library material stacks are available. Circulation Desk, Reference Desk and Youth Services Desk are open. The self-serve kiosk will continue to be available to check out materials. Curbside service will continue for the check-out of materials. Wi-Fi is available to individuals	Restrooms and drinking fountains are available to those patrons admitted into the library. Cleaning will be enhanced from twice to four times per day.

				outside in the parking lot. E-Resources are available via the website or mobile app.	
--	--	--	--	---	--

EAST SIDE LIBRARY

<u>Tier 1</u>	Seating and Study Areas	Computers	Youth Services	Library Services	Restrooms and Drinking Fountains
The library will admit a group of 4 patrons and 1 family for 45 minutes. There is a 15-minute break between each group for cleaning. Patrons will need to show their library card upon entry, be wearing a mask and will be encouraged to use hand sanitizer.	These areas will remain closed during this tier.	Patrons make an appointment for computer use. Adult computers – 4 reservations per hour, one person per pod, one on each side of the long row of computers. “Family” reservations – one per day in the Teen Room. Rotate use of computers and once all are used then all	Children’s toys will not be available.	Library material stacks will remain closed during this tier. Curbside service will continue for the check-out of materials. Reference assistance is available via phone. Wi-Fi is available to individuals outside in the parking lot. E-Resources are available	Restrooms and drinking fountains are available to those patrons admitted into the library. Cleaning will be enhanced from twice to four times per day.

		are cleaned and sanitized.		via the website or mobile app.	
--	--	----------------------------	--	--------------------------------	--

<u>Tier 2</u>	Seating and Study Areas	Computers	Youth Services	Library Services	Restrooms and Drinking Fountains
The library will admit a group of 15 patrons to occupy the library at a time. Patrons will need to show their library card upon entry, be wearing a mask and will be encouraged to use hand sanitizer.	Limited seating and study areas available following physical distancing CDC guidelines.	Patrons make an appointment for computer use. Adult computers – 4 reservations per hour, one person per pod, one on each side of the long row of computers. “Family” reservations – one per day in the Teen Room. Rotate use of computers and once all are used then all are cleaned and sanitized.	Children’s toys will not be available.	Library material stacks are available, and the self-serve kiosk will be available to check out materials. Curbside service will continue for the check-out of materials. Reference assistance is available via phone. Wi-Fi is available to individuals outside in the parking lot. E-Resources are available	Restrooms and drinking fountains are available to those patrons admitted into the library. Cleaning will be enhanced from twice to four times per day. Regularly schedule cleanings of surfaces will happen throughout the day.

		There is a 15-minute break between each group for cleaning.		via the website or mobile app.	
--	--	---	--	--------------------------------	--

<u>Tier 3</u>	Seating and Study Areas	Computers	Youth Services	Library Services	Restrooms and Drinking Fountains
The library will permit 25 patrons to occupy the library at a time. Patrons do not have to have a library card to enter the library. Patrons will be wearing a mask and are encouraged to use hand sanitizer.	Limited seating and study areas available following physical distancing CDC guidelines.	No appointments are necessary for use of computers. Computers will be limited to one hour per patron per day. Every other computer will be used to maintain physical distancing. Computers will be cleaned three times per day.	Children's toys will not be available.	Library material stacks are available. Circulation Desk and Reference Desk are open. The self-serve kiosk will continue to be available to check out materials. Curbside service will continue for the check-out of materials. Wi-Fi is available to individuals outside in the parking lot.	Restrooms and drinking fountains are available to those patrons admitted into the library. Cleaning will be enhanced from twice to four times per day. Regularly schedule cleanings of surfaces will happen throughout the day.

				E-Resources are available via the website or mobile app.	
--	--	--	--	--	--

Recreation Facility Plans

HAL JENSEN RECREATION CENTER

<u>Tier 1</u>	Front Counter & Lobby	Computer Room	Game Room	Gym	Weight Room	Racquetball Courts	Restrooms	Upstairs
Facility operates at reduced hours. No morning weight room hours and no Saturday hours. Summer hours reduced to 12pm – 7pm.	Patrons check-in with front desk staff and staff signs them in and orients them to any new procedures and guidelines. Minimum equipment checkout time will be 20 minutes. Staff fills out the Equipment Checkout sheet. Balls, pool, air hockey, ping pong, and foosball equipment checked out for single person or	25-minute time slots for use. Three people maximum during any time slot. Monitors, keyboards, mouse, desk, and chairs sanitized after each use by staff. Computers are to be rotated between time slots.	Only allow every other piece of equipment to be used. Rotate the equipment midway through opening hours. Staff to sanitize equipment once it is rotated out.	Limit the number of people in the gym to 8 people (4 people on each half of the court). Non-contact activities only. Patrons are to follow physical distancing guidelines and remain a minimum of six feet apart. No sharing of balls or equipment.	Maximum capacity set at 8 people. Patrons are to follow physical distancing guidelines and remain a minimum of six feet apart. Patrons are to wipe down equipment before and after each use. No spotters allowed Staff wipes all high touch surfaces every two hours.	Single person or same household use only.	Sanitize sinks, counters, toilets, urinals, stalls, etc. hourly. Staff to wear gloves and mask while cleaning. PPE to be disposed of after use. Encourage patrons to follow CDC handwashing protocols.	Area to remain closed.

	same household use only. No board games checked out at this time. Patrons encouraged to bring their own balls. Equipment sanitized after each use.							
--	--	--	--	--	--	--	--	--

<u>Tier 2</u>	Front Counter & Lobby	Computer Room	Game Room	Gym	Weight Room	Racquetball Courts	Restrooms	Upstairs
Facility increases operating summer hours to 10am – 7pm. The facility remains closed on Saturdays.	Patrons sign in themselves utilizing “Clean / Dirty” pen system. Minimum equipment checkout remains at 20 minutes. Patrons sign out equipment themselves. Equipment is checked out for shared use. However,	Remains the same as in Tier 1.	All equipment open for use. Establish a maximum capacity for the game room in accordance to the current CDC physical distancing guidelines.	Small group games permitted. For basketball, no more than 3-on-3 half court or 4-on-4 full court will be permitted. Physical contact should be minimized.	Establish a maximum capacity for the weight room in accordance to the current CDC physical distancing guidelines. Patrons are to wipe down equipment before and after each use. Staff sanitizes all high touch	Equipment is checked out for shared use. However, physical contact should remain minimal.	Remains the same as in Tier 1.	Contracted instructors can resume classes with appropriate physical distancing measures in place. Facility rentals are not available at this time.

	physical contact should remain minimal.				areas at the end of each night.			
	Board games can be checked out.							
	Equipment sanitized after each use.							

SILER HOMES ACTIVITY CENTER

<u>Tier 1</u>	Front Counter & Lobby	Ping Pong Room	Game Room	Outdoor Space	Restrooms
Facility operates at reduced hours by remaining closed on Saturdays and Sundays. Summer hours are 1pm – 7pm.	Patrons check-in with front desk staff and staff signs them in and orients them to any new procedures and guidelines. Minimum equipment checkout time is 20 minutes. Staff fills out the Equipment Checkout sheet. Balls for single person or same household use only. No board games checked out at this time. Patrons encouraged to bring their own balls.	25-minute time slots for use. Two people maximum during any time slot. Equipment sanitized after each use by staff.	Staff runs organized activities. No sharing of equipment. Physical distancing guidelines adhered to.	Staff organizes non-contact activities only. Patrons are to follow physical distancing guidelines and remain a minimum of six feet apart. No sharing of balls or equipment.	Sanitize sinks, counters, toilets, urinals, stalls, etc. hourly. Staff to wear gloves and mask while cleaning. PPE to be disposed of after use. Encourage patrons to follow CDC handwashing protocols.

	Equipment sanitized after each use.				
--	-------------------------------------	--	--	--	--

<u>Tier 2</u>	Front Counter & Lobby	Ping Pong Room	Game Room	Outdoor Space	Restrooms
Facility increases operating summer hours by adding partial Saturday hours from 12pm – 4pm.	Patrons sign in themselves utilizing “Clean / Dirty” pen system. Minimum equipment checkout remains at 20 minutes. Patrons sign out equipment themselves. Equipment is checked out for shared use. However, physical contact should remain minimal. Board games can be checked out. Equipment sanitized after each use.	Remains the same as in Tier 1.	All equipment open for use. Establish a maximum capacity for the game room in accordance to the current CDC physical distancing guidelines.	Small group games permitted. Physical contact should be minimized.	Remains the same as in Tier 1.

JAY LIVELY ACTIVITY CENTER

<u>Tier 1</u>	Ice	Private Facility Rental	Locker Room	Bleachers	Vending Machine	Drinking Fountain	Restrooms
Facility is open to limited occupancy of not more than 20 people. Protective guards and markings on the floor for physical distancing	No Public Skate at this time. Adult Skate and Stick & Puck Session are available. Half an hour in between to	Limited to not more than 20 participants. No birthday party reservations. This area will remain locked.	Remain closed in this Tier.	Remain closed in this Tier.	Covered and unavailable.	Signage will be posted as not available unless using a bottle and no-touch system.	Limited to 2 people at a time and every other bathroom stall will be closed.

added at cashier and skate rental counters.	clean and disinfect.	Half an hour in between to clean and disinfect.					
---	----------------------	---	--	--	--	--	--

<u>Tier 2</u>	Ice	Private Facility Rental	Locker Room	Bleachers	Vending Machine	Drinking Fountain	Restrooms
Facility is open to limited occupancy of not more than 40 people.	No Public Skate at this time. Adult Skate and Stick & Puck Session are available. Half an hour in between to clean and disinfect.	Limited to not more than 40 participants. No birthday party reservations. This area will remain locked. Half an hour in between to clean and disinfect.	Open and limited to 10 participants at a time. Shower/bathroom area will be limited to 2 participants.	Available and marked for physical distancing. Small bleachers will remain closed.	Available for use and staff will be disinfecting frequently.	Signage will be posted as available with increased disinfecting schedules.	Limited to 4 people at a time and every other bathroom stall will be closed.

<u>Tier 3</u>	Ice	Private Facility Rental	Locker Room	Bleachers	Vending Machine	Drinking Fountain	Restrooms
Facility is open to limited occupancy of not more than 75 people or group size recommended by CDC.	Limited public skate to not more than 75 people. Staff will monitor entrances and exits. Adult Skate, Stick & Puck Session and Open Hockey	Limited to not more than 75 participants. No birthday party reservations. This area will remain locked. Fifteen minutes in between to	Open and limited to 20 participants at a time. Shower/bathroom area will be limited to 4 participants.	Available and marked for physical distancing. Small bleachers will remain closed.	Available for use and staff will be disinfecting frequently.	Signage will be posted as available with increased disinfecting schedules.	No limitations and all stalls will be open for use.

	Session are available.	clean and disinfect.					
	Fifteen minutes in between to clean and disinfect.						

<u>Tier 4</u>	Ice	Private Facility Rental	Locker Room	Bleachers	Vending Machine	Drinking Fountain	Restrooms
Facility is open to limited occupancy of not more than 600 people or group size recommended by CDC.	Limited public skate to not more than 400 people. Staff will monitor entrances and exits. Schedule will return to pre-COVID operations. No restrictions for Adult Skate, Stick & Puck Session and Open Hockey Session. Fifteen minutes in between to clean and disinfect.	Return to pre-COVID operations. Birthday party reservations will become available although may be limited for capacity. Fifteen minutes in between to clean and disinfect.	No restrictions.	Available and marked for physical distancing. Small bleachers will be available.	No restrictions.	No restrictions.	No restrictions.

JOE C. MONTTOYA COMMUNITY AND SENIOR CENTER

Limited opening plan	Lobby	Activity Rooms	Weight Room	Meal Program	Drinking Fountain	Restrooms
7:00 a.m. – 1:00 p.m. One staff greeting customers, pointing out posted rules for entry and establishing patron's purpose for being there. One staff at the front counter providing excellent customer service and supervising the lobby and front of facility including restrooms. Rules and guidelines posted throughout facility. Patrons may enter through front door only. They may exit through either door.	One public access computer shall remain available for use in 30-minute increments. After each user, staff shall and clean and sanitize computer and workspace for next patron's use. T.V. area, library and hanging out in the lobby will be curtailed during this Tier.	Limited to not more than six participants. Strict distancing will be maintained. Instructor will clean tables and chairs used during activity or class. Staff will clean and sanitize room between user groups.	One staff supervising the weight room ensuring that distancing is maintained, and that equipment is being cleaned and sanitized between users. Available by appointment only. 45-minute timeslots starting at the top of every hour. Patrons will be required to distance themselves from each other while working out, 6-person max. Patrons will be asked to wipe down anything they touch.	Remains closed until further notice. Drive through lunch pickup is available.	Only a bottle filling station will be available for use.	Limited to two people at a time. Only one sink and handicap stall shall be available for use. A cleaning log will be clearly displayed showing staff initialed hourly cleanings.

ATHLETICS – ADULT SOFTBALL

Limited opening plan	Players	Spectators	Equipment	Dug Out	Bleachers	Field	Drinking Fountain	Restrooms
MONDAY – FRIDAY, 6:00 – 10:30 P.M. SATURDAY, NO LEAGUES OFFERED SUNDAY, 5:00 – 9:30 P.M. Signage should be posted in high visible areas throughout the facility about social distancing and washing hands. Staff training on Social Distancing and Extensive Cleaning procedures need to take place prior to opening. Staff should be able to articulate our cleaning and disinfecting procedures, social distancing measures, and any other procedures that we are doing	No players should arrive for play if they are sick or have been potentially exposed to COVID-19. No tournaments will be scheduled at this time.	Will be required to bring their own seating and adhere to physical distancing protocols.	Furnish two new game balls per game, one for each team. Require teams to provide their own back up balls when the game ball goes out of play. This will keep ball contacts to one team. The team in the field brings the game ball on the field with them and the fielding team is the only ones to make contact with that ball. Umpires shall not touch the game balls. Game balls are placed in a bin after each game. Staff collects balls from the bin	Limit of three people in the dugout at one time. Everyone else is to be outside of the dugout and physically distanced at six or more feet.	Spectator bleachers could be reserved for teams to sit and provide markings for adequate distancing. Establish a cleaning schedule for the bleachers	Touchless sanitizer station will be available at each field. Normal positioning in softball meets the social distancing recommendation. Once a player reaches base safely, the fielder shall remain at least 6 feet from the base runner. Umpires will position themselves six feet away from the batter and catcher while maintaining an appropriate angle to make calls on balls and strikes as well as illegal pitches.	Remains closed.	Restrooms will be open. Restrooms will be thoroughly cleaned and disinfected each day prior to the facility opening.

to keep the public safe			at the end of the night and disinfects them prior to ending their shift.					
-------------------------	--	--	--	--	--	--	--	--

Tiered plans for other Athletics programs are as follows:

<u>Tier 1</u>	Softball	Volleyball	Hockey (dependent on Jay Lively reopening Tier)	Basketball	Field Allocations
Outdoor league play can begin as well as beginner's hockey. Bleachers, dugouts, and restrooms to be sanitized daily. Registration for Fall adult leagues can begin. Facility request to FUSD input along with COVID-19 reopening plans.	Game play begins. Each team furnished their own game ball and two backup balls. All game balls returned at the end of each game to be sanitized. NO sharing of game balls between teams. Officials do not touch balls. Limit of three people in the dugout at one time. Spectator bleachers reserved for players. Six feet markers on bleachers to promote Social Distancing. Umpire will position themselves six feet away from the batter and catcher while maintain proper angles to make calls. No hand slaps ("High Fives") after games. Sportsmanship should be displayed in a touchless manner. Sharing of sports equipment heavily discouraged.	Registration for Fall Adult Volleyball begins.	Adult Beginner Hockey begins. Dryland sessions recommend at the start of each session. Individual drills with appropriate Social Distancing for the first two sessions when on ice. Small sided on ice non-contact games permitted during weeks three and four. Group size should be limited to 4vs4 on each half of the ice. Limited contact full scrimmage games to be considered also. Sharing of sports equipment heavily discouraged.	N/A during this Tier.	Local user groups permitted field use. User groups must submit their Return to Play Guidelines including their Social Distancing protocols. Outdoor sports camps permitted with a maximum capacity of 30 participants per field. Tournaments not permitted at this time.

	Concessions allowed with appropriate safety measures in place. Spectators discouraged from attending games. Must bring their own seating if they do attend.		Bench area and equipment sanitized after each session. Registration for Winter Adult Coed Hockey begins.		
--	---	--	--	--	--

<u>Tier 2</u>	Softball	Volleyball	Hockey (dependent on Jay Lively reopening Tier)	Basketball	Field Allocations
Indoor league play can begin.	Tier 1 protocols remain in effect until the end of the softball season.	Game play begins. Doubleheaders scheduled with no game breaks in order to not exceed mass gathering limits. Teams will not switch sides after each set. Clean game ball for each match. Balls sanitized after each match. No hand slaps ("High Fives") after games. Sportsmanship should be displayed in a touchless manner.	Game play begins. Face mask or face shields are required per Section 10 of the March 16th Mayor's Proclamation. Each team assigned a locker room. Social Distancing markers are placed on locker room benches. Sharing of sports equipment heavily discouraged. Bench area and equipment sanitize after each session.	Registration for 1 st Session Adult Basketball begins.	Tournaments permitted. All CDC guidelines and recommendations should be followed by tournaments for players, coaches, and spectators. Tournament directors required to submit their Return to Play Guidelines including their physical distancing protocols.

		Spectators discouraged from attending games. Must bring their own seating if they do attend.			
--	--	--	--	--	--

AQUAPLEX

<u>Tier 1</u>	Front Desk	Lobby Area & Vending Machine Area	Gymnasium	Fitness Floor	Aerobic Room	Community Room & Party Room	Pool, Hot Tub & Slides	Restrooms, Cabanas & Locker Rooms
10:00 a.m. – 6:00 p.m. During this Tier, the Aquaplex may open to members only at least in the beginning. Open areas of the facility will have limited use with a potential reservation process if needed. Entire facility will close for cleaning after each hour of use for 30 minutes. The Kids Club and Game Area will remain closed during this Tier. There will be symptom screening and hand washing	Protective barrier is added to desk. Floor decals will be added to indicate physical distancing while in line. Customers will be prompted to swipe their own debit/credit card. Customers will enter using closest turn style and exit using furthest turn style. Guests will bring own lock.	Both areas will remain closed during this Tier. Water fountain will be closed. Patrons are encouraged to bring water with them.	Team activities will be suspended during this Tier. Single player use is permitted, and players must remain 6 feet apart. Gym rentals will be suspended during this Tier. Equipment will be disinfected before/after each use. Water bottle fill station will be available.	Patrons will check in at desk to receive new protocols. Limited occupancy. Reservations may be necessary depending on capacity. One piece of equipment will be closed to permit 6 feet between each piece of equipment. This will rotate each week/month. Equipment must be wiped down	Limited occupancy. Require wipe downs of equipment before and after each use. The climbing wall will remain closed during this Tier.	Both will remain closed during this Tier.	All will remain closed during this Tier.	Lobby restrooms will be cleaned and disinfected at the top of every hour. Cabanas and Locker Rooms will remain closed during this Tier.

for staff at the beginning of each shift. When staff are cleaning and disinfecting, they will wear masks and gloves.	Games will not be available. Guests will apply their own wristband. There will be no courtesy guest phone available. Staff will clean and disinfect this area every hour and at each shift change.			before and after use. Shared equipment like mats, foam rollers, stretch bands, etc. will not be available for use. Patrons will be encouraged to bring their own. Water bottle fill station will be available. Restrooms will be open and cleaned once per 30 min closure.				
---	---	--	--	---	--	--	--	--

<u>Tier 2</u>	Front Desk	Lobby Area & Vending Machine Area	Gymnasium	Fitness Floor	Aerobic Room & Climbing Wall	Community Room & Party Room	Pool, Hot Tub & Slides	Restrooms, Cabanas & Locker Rooms
7:00 a.m. – 7:00 p.m. The Aquaplex will be open to the public. The Kids Club and Game Area will remain closed during this Tier.	Same as Tier 1.	Same as Tier 1.	Same as Tier 1.	Same as Tier 1.	The climbing wall will open during this Tier with limited occupancy. Require wipe downs of equipment before and	The Party Room will remain closed during this Tier. Capacity will be limited to A&B combined to No table &	Slides will remain closed during this Tier. Adult Fitness programming only at this time.	Cabanas and locker rooms will open during this Tier. Restrooms, cabanas and locker rooms will be cleaned and

When staff are cleaning and disinfecting, they will wear masks and gloves.					after each use. 6 feet physical distancing will be required of all guests.	chair set up (Standing Room ONLY) = 100 guests; Theatre Style = 70 guests; Banquet Style = 40 guests; Classroom Style = 30 guests; U-Shaped Style = 30 guests. Capacity will be limited to single use in A or B to No table & chair set up (Standing Room ONLY) = 50 guests; Theatre Style = 35 guests; Banquet Style = 20 guests; Classroom Style = 15 guests; U-Shaped Style = 15 guests. Guests will remove personal items, decorations and food at	Hours of operation 7:00 to 10:00 a.m. & 4:00 to 6:45 p.m. Lap lanes will be available for one guest per lane. Pool capacity will be not more than 10 patrons. Hot Tub capacity is limited to not more than 3 patrons. 6 feet physical distancing will be required of all guests. Staff will clean and disinfect handrails every hour.	disinfected at the top of every hour.
--	--	--	--	--	--	---	--	---------------------------------------

						the end of the event. One to one and half hours in between reservations for staff to clean and disinfect the area.		
--	--	--	--	--	--	--	--	--

<u>Tier 3</u>	Front Desk	Lobby Area & Vending Machine Area	Gymnasium	Fitness Floor	Aerobic Room & Climbing Wall	Community Room & Party Room	Pool, Hot Tub & Slides	Restrooms, Cabanas & Locker Rooms
6:00 a.m. – 8:00 p.m. The Kids Club and Game Area will remain closed during this Tier. When staff are cleaning and disinfecting, they will wear masks and gloves.	Same as Tier 1.	Vending Machine area will open during this Tier. Tables, soft chairs and couches will be separated by 6 feet. The number of chairs at each table will be reduced from 4 to 2. Staff will clean both areas at the top of every hour and again between	Team activities will start to be reintroduced. Single player use is encouraged, and players must remain 6 feet apart. Gym rentals will be limited.	Patrons will check in at desk to receive new protocols. Limited occupancy.	Same as Tier 2.	Party Room will be limited to 18 guests. Capacity will be limited to A&B combined to No table & chair set up (Standing Room ONLY) = 100 guests; Theatre Style = 70 guests; Banquet Style = 40 guests; Classroom Style = 30 guests; U-Shaped Style = 30 guests.	Slides and open swim will open for limited hours. Private swim lessoned will be offered. Hours of operation 6:00 to 10:00 a.m. & 3:00 to 7:45 p.m. Lap lanes will be available for one guest per lane.	Cabanas and locker rooms will be open and will be cleaned and disinfected at the top of every hour.

		guest use when possible.				Capacity will be limited to single use in A or B to No table & chair set up (Standing Room ONLY) = 50 guests; Theatre Style = 35 guests; Banquet Style = 20 guests; Classroom Style = 15 guests; U-Shaped Style = 15 guests. Guests will remove personal items, decorations and food at the end of the event. Time between rentals will allow staff to clean.	Pool capacity will be not more than 125 patrons. Hot Tub capacity is limited to not more than 6 patrons. 6 feet physical distancing will be required of all guests. Staff will clean and disinfect handrails and other frequently touched surfaces every hour.	
--	--	-----------------------------	--	--	--	--	---	--