

COVID -19 Operational Plan for the John W Lindsay YMCA



Yasmin Mukhtar

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Introduction to COVID-19 Awareness

The YMCA of Greater Halifax/Dartmouth has responded to the COVID-19 global pandemic in alignment with the most accurate and up-to-date information and guidance from the Province of Nova Scotia, and the Nova Scotia Department of Health. As always, we are committed to providing healthy, safe spaces for all staff, volunteers, visitors, participants, and members.

As we work on opening our facility, we have a number of systems, policies, and activities that occur on a daily basis in our ongoing effort to keep our programs safe, and we are working hard to meet all of the protocols and guidelines set forth by our Provincial Health Authority.

Our YMCA is guided by core values including respect, responsibility, honesty, caring and inclusion. It is through this lens we are approaching our operational plans, working to ensure the YMCA continues to be safe and welcoming.

We will ensure:

- Experiences are Safe: Our approach to member and staff safety will include safe access, adhering to social distancing rules and protection from the spread of the virus.
- Building Relationships: We will continue to build positive relationships with our members, while simultaneously reducing administrative staff face-to-face contact for health and safety.
- Clean Facilities: We will enhance our cleaning measures to ensure a well-maintained experience that is safe and pleasant.
- Communicate Expectations: We will provide clear and concise communication ahead of time for members to learn about health and safety procedures. When members are informed, and know what to do, everyone is safer.
- Convenience for Members: We will deliver friendly and welcoming services that are convenient and consider member needs.
- Expect Personal Responsibility: It is everyone's responsibility to make safe choices at the YMCA so that we can all be safer together. It is the YMCA's role to educate people by teaching them what our new normal looks like and how they can contribute to community safety.



Screening Measures

Primary Screening Tool

- There will be a large sign placed at the entrances with the COVID-19 Screening questions stating that if anyone answers YES to any of the questions then they should not come into the facility.
- Pre-arrival Screening will be conducted by the following methods:
 - For Booked activities through the My Y app. at time of booking
 - Via reminders in communication emails sent by YMCA

Secondary Screening Tool

Members Screening

- Members will be informed by the screener that by scanning their membership card they declare that they answer no to all the COVID-19 screening questions.
- A sign with the screening questions is placed by the card scanner station for members to view it. It will state (“Please do not enter if exhibiting symptoms” + Health Declaration)

Visitors Screening

- All visitors entering the JWL facility must be screened at the Welcome Desk
- The screening information must be documented using the appropriate screening form *(Please See – Covid-19 Screening & sign in Log for Visitors)*
- The form is to be completed by the designated staff
- If any person being screened answers YES to any of the questions, then he/she will NOT be allowed to go any further into the facility and will be advised to contact 811. During which a JWL Screening Tool for visitors answering Yes will be filled instead. *(Please see- JWL Screening Tool for Visitors that Answer YES)*
- Staff conducting the screening must maintain a 2-meter distance from the person being screened and both should be wearing a mask.
- Staff must be mindful of how to conduct the screening using the COVID-19 Screening Tool.
- A basket for clean pens and another one for used pens will be available. All used pens are to be placed in the used basket and to be disinfected at the end of each round before reuse.



Screening for Service Dogs

- Members entering the facility with their service dogs must fill out a COVID screening form for their dog
(Please See – Screening Tool for Service dogs)

Staff Screening

- All Staff will swipe their cards upon entry to the facility declaring that they answer no to all COVID screening questions

Mandatory Use of Mask for Face Covering

In compliance with the government response to COVID-19 updated restrictions, the YMCA of Greater Halifax/Dartmouth is requiring the use of masks or face coverings in all indoor public spaces at the JWL facility.

- This requirement includes ***all hallways, locker rooms, lounges & program rooms.***
- The mask is required to be worn by all individuals except for:
 - Exercising (exerting effort)
 - Showering
 - Swimming
 - Eating/Drinking
 - children below the age of 2 years old,
 - children between 2-4 years that refuse to wear it or when engaged in a physical activity
- Individuals without a mask will be offered a disposable mask and advised to wear it.
- Those refusing to wear a mask will not be allowed access at this time
- The YMCA will ensure a sufficient supply of masks is available for use in these circumstances.
- Extra masks will be placed at the welcome desk and in different areas of the facility.
- Masks can be taken off when physically active yet are to be worn when moving around from one machine to another, when changing/ disinfecting exercise equipment and when moving from one area in the facility to another
- Members using the pool are required to wear a mask until they are at the pool deck.
- A zip-lock bag will be provided by designated staff at the pool station desk and their name will be labelled on the bag using a permanent marker.
- When members finish swimming, they are required to put the mask back on outside the pool and after using the pool showers.



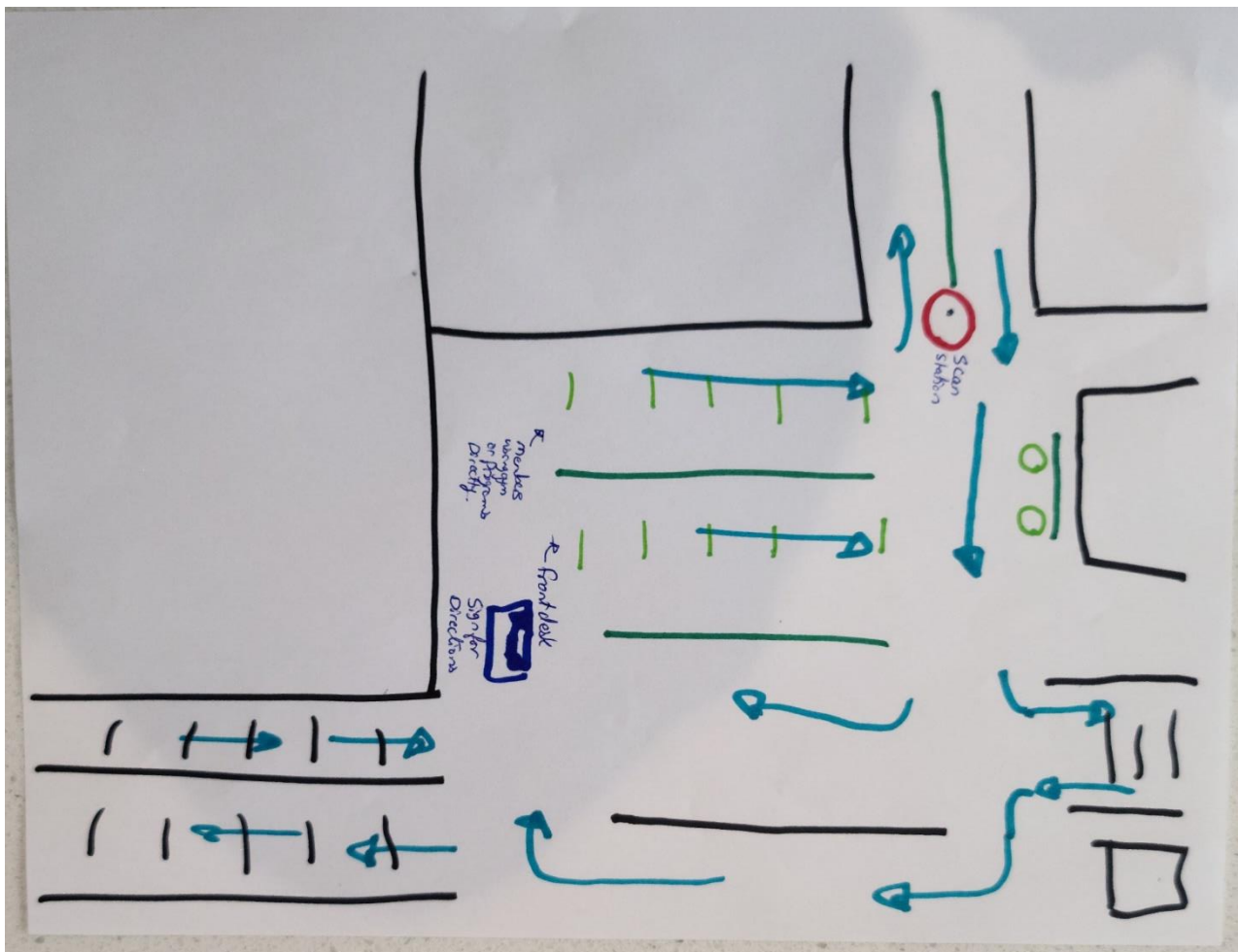
Facility Layout and Distribution

Entry and Exit

Both the North and South entrances will be used by members for entering and exiting the facility. A hand sanitizer station and disposable masks are placed by the entrance and exit with appropriate signage for advice to hand sanitize and wear a mask before entry.

- Extra masks will be available at the Welcome Desk with a mask sign
- Please refer to the diagram below for the main hall floor layout and flow directions

Main Hall layout





Maximum capacity

- Develop a plan to monitor fitness floor capacity:
 - My Y App booking system in place
 - Place signage with maximum capacity allowance in each area
 - Have designated staff monitor maximum capacity in each area
 - In fitness programs the instructors are responsible to maintain maximum capacity limits in their class.

Practice to counting number of individuals in the facility

- Maximum capacity number will be posted in each area
- Staff are responsible to circulate and ensure maximum capacity per area is not exceeded
- If it is noted that capacity has been exceeded in an area/room, the staff member needs to contact the Duty Manager immediately
- Occupancy limits to be posted in each area
 - Strengthening and Cardio one person per machines + 2 areas for free weights while maintaining appropriate physical distancing
 - Studios based on program/ area limit as posted while maintaining physical distancing

General Maximum capacity per sq.ft.:

<u>Space</u>	<u>Square Footage</u>	<u># of People per space</u>
John W. Lindsay YMCA	70,000	1,296
Great Hall	2,130	39
Great Hall Stairs	612	11
Great Hall Vestibule	102	2
Childminding	756	14
Strength & Conditioning	6,526	121
Cardio	4,393	81
Gymnasium	5,551	103
Studio 1 (15 Bikes)	791	15
Studio 2a	804	15
Studio 2b	986	18



Studio 3	1,050	19
Family & Child Centre	1,566	29
Level 2 Crush Space (with hallway)	360	7
Level 3 Crush Space (with hallway)	450	8
Community Room	1,216	23

Cycle Studio	Quantity	Area	Total Area
CPR Indoor Cycle	25	7.43	185.75

Cardio Floor			
Equipment	Quantity	Area	Total Area
Treadmill	12	21.43	257.16
Elliptical New	4	13.9	55.6
Ascent Trainer	8	13.9	111.2
Upright Bike	6	9.19	55.14
Recumbent Bike	4	10.56	42.24
Climbmill	2	4.83	9.66
Krankcycle	1	10.51	10.51
Rower X	4	13.07	52.28
Mat Platform Mid Level	1	13.07	13.07
		Total Equipment sq/ft	606.86
Strengthening Condition	1	Maintain safe distance between equipment	Total Eq. Sq/ft: 473.81



Cleaning and Disinfecting

- All staff are required when and where possible to disinfect during their shift.
- Disinfecting should be done regularly throughout the entire facility including lockers and washrooms
- A cleaning schedule should be implemented and followed
- A timetable/Check list will be marked when cleaning of certain areas is done
- Hand sanitizer stations should be available throughout the facility with preference to touchless sanitizing stations:
 - Entrance/exit doors
 - Welcome station
 - At entrance of each area e.g. gym, pool deck, studios, cardio and strengthening floor.
 - Lockers
 - Childminding
 - Family and child center
 - All washrooms
- If an item cannot be disinfected, then it should be left unused for the required time to allow time for virus to become inactive

Corona Virus Survival time on Different kinds of Surfaces

TYPE OF SURFACE	EXAMPLES	DURATION OF SURVIVAL
Wood	Sauna, furniture, benches	4 days
Ceramics	dishes, pottery, mugs	5 days
Glass	drinking glasses, measuring cups, mirrors, windows	Up to 5 days
Paper	mail, paper	Some strains of coronavirus live for only a few minutes on paper, while others live for up to 5 days
Cardboard	shipping boxes	24 hours
Plastics	Vinyl furniture, milk containers and detergent bottles, backpacks, elevator buttons	2 to 3 days



Stainless steel	refrigerators, sinks, some water bottles	2 to 3 days
Aluminum	soda cans, tinfoil, water bottles	2 to 8 hours
Copper	pennies, teakettles, cookware	4 hours
Metal	doorknobs, railings	5 days

Maintaining Safety measures to decrease risk of infection spread

Drinking water

- Member should be encouraged to bring their own full water bottles
- Shared drinking fountains are shut off
- Only bottle refill will be available at this time

Equipment

- Encourage individuals to bring their own small equipment, mats etc., where possible, to decrease the number of items being handled.
- Equipment needs to be wiped with disinfectant by members before and after each use and by designated staff between member usage. (spray disinfectant agent and leave to settle for at least 20 seconds before wiping off or leave to air-dry depending on the surface)
- Items which cannot be easily washed or disinfected should be stored for a significant amount of time before re-use (*Please refer to the corona virus survival timetable*)

Elevators

- Limit the maximum occupancy of the elevator to 2 individuals OR 1 family at a time

Animals entering the facility

- Only Service dogs are allowed into the facility.



- Screening Questions should be filled out for service dog. (*Please see- to COVID-19 Screening for service dogs*)
- Ask the member to ensure a safe distance is kept between the dog and other members
- Service dogs are not required to wear a mask

Towel Laundry

- Washing machines should be used with long wash cycles of 25 minutes or more
- Wash with hot water of $\geq 71^{\circ}\text{C}$ (160°F) or the warmest possible temperature
- Separate and repeated wash cycles are used especially for heavily soiled with body fluids
- Avoid overloading washing machines
- Towels should be dried at a high heat and stored in a manner that minimizes contamination
- Clean and disinfect basket and hampers or other carts for transporting laundry
- All staff are to wear gloves while handling towels and to wear new clean gloves while handling clean towels

Vacuumping

- Use a vacuum equipped with a high-efficiency particulate air (HEPA) filter, if available.
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night.

Lockers

Total Number of lockers:

- Male General lockers: 160
- Female General Lockers: 160
- Universal Family Lockers: 88
- Day use: 45
- Plus-Female Lockers: 103
- Plus-Male Lockers: 125



General Protocol

- Maintain a safe distance by using zip-ties on lockers to decrease usage capacity
- Suit-mate bathing suit spinner will not be used and to be shut off by tape.
- Members are encouraged to wear masks while in the locker space except while taking a shower, eating, or drinking
- Lock all air dryers in washrooms
- Maintain a safe distance with a maximum of 1 individual per small mirror and 3 individuals per large mirror
- All showers can be safely used (except open showers in family lockers)
- Shower curtains to be disinfected during the day, at the beginning and end of each day and to be taken down and deep cleaned (all as per set schedule)
- Have a sign placed up in lockers encouraging members to minimize time spent in lockers

Site Specific Protocol

For the Family/Universal locker room

- open showers to be closed until pools are open

Plus locker room

- Towels to be used in plus lockers
- All towels put out must be taken off the shelves and sent to the laundry at the end of each day even if not used
- There should be NO shared towels in the facility
- The use of disposable mugs for the coffee corner
- Have a disinfectant available for use with sign to advise members to use it and to dispose of used cups
- Wipes will be used in Plus locker rooms
- Members are to wear masks in locker rooms except when eating or drinking in the lounge area



Sauna and Steam rooms

- Saunas operate at higher temperatures (70-100°C or 158-212°F) and have porous wood furniture that could make it difficult for any virus to survive for long. It is recommended that people do not go in them if they are feeling ill in any way and should not, for example, “sweat out a cold.” Normal cleaning with moderately degreasing cleaning agent (mild soap) should be suitable.
- Steam rooms are normally a hard plastic or ceramic surface and operate at substantially lower temperatures 40°C or 104°F or so with 100% humidity. The hard surface, temperature, and humid conditions means the virus may be more likely to survive. Additional deep cleaning would be done between each use by members
- Always allow sufficient time for the unit to cool for it to be safe for the cleaning operative to work in
- Objects should be heated for at least:
 - 3 minutes at temperature above 75°C (160°F).
 - 5 minutes for temperatures above 65°C (149°F).
 - 20 minutes for temperatures above 60°C (140°F).
- Members should be encouraged to use towels as a protective barrier between themselves and surfaces that may become contaminated with body fluids
- Members should be encouraged to wear water-resistant rubber-soled sandals or slippers
- Particular attention should be given to these high humidity areas when cleaning all surfaces
- Cleaning and disinfection products that kill mould should be used.

Cardio and Strengthening Floors

- No equipment sharing will be permitted except between members in the same bubble.
- Only the member exercising in that bubble can take off the mask while physically active. Other members in that bubble are to keep their masks on until it is their turn to exercise
- While exercising, members must socially distance by staying at least 6ft from anyone if not in the same bubble
- Masks are required in the building and are only removed while exercising
- There will be no small equipment offered and members are encouraged to bring their own small equipment e.g. bands, balls etc.
- Small pylons will be placed between cardio equipment to discourage traffic moving between equipment.



- Ensure that sufficient disinfectant supply is placed beside each machine for use by members
- Signs will be placed in each area encouraging members to disinfect before and after use of each machine
- Machines are arranged on the floor with a safe distance
- Only the water bottle filler will be used while the water fountain spout will be blocked
- Redundancy in attachments will be eliminated on the cable cross over machine.

Personal Training

- All equipment must be cleaned before and after use
- Personal Trainers will be required to wear a mask and keep a safe distance while training members
- There will be no hands-on personal training
- Personal Training, semi-private training and small group training will take place in the designated studio 3 area whenever possible to ensure social distancing while training

Studios

- The Instructor is responsible in maintaining maximum capacity in the studio
- Social distancing will be maintained using floor markings.
- The door will be kept open 10 minutes before class begins to allow members to come in without touching the handles
- The studio should be disinfected between classes
- If the studio is not being utilized, it will be locked after being disinfected
- High touch surfaces such as door handles to be disinfected before and after each class

Group Cycling

- Disinfectant supply is placed in the studio for use by members before and after each use
- The instructor will hand out the disinfectant and encourage members to disinfect before and after use
- Cycling bikes to be used only during cycling classes
- The studio and cycles will be disinfected by staff between classes



Gymnasium

- Participants are expected to keep a distance of at least 2 meters with anyone outside of their bubble during play
- Maximum occupancy will be enforced
- Masks are encouraged but not mandatory during recreational play
- Members must wear a mask until they have reached their play destination in the gymnasium
- The gym will be booked for use with small groups. The number of participants in each group and the number of groups at a time will be determined based on capacity and program limits
- A marking will be placed to ensure each group stays in their space
- Have used and clean equipment bins to separate equipment
- Clean equipment will be available in a clean bin for members to use
- Used equipment to be placed in a large bin with a sign stating “**USED**”
- Used equipment in USED bin are to be disinfected regularly by YMCA staff and placed in clean bin for reuse

Track

- Maximum capacity will be posted by the track entrance
- Members will walk/jog/run in one direction only
- The track direction will alternate (Signage at the track)
- Parents using a baby carrier are permitted to walk the track with their baby
- Tracks area is cleaned daily
- Rails are to be disinfected regularly
- Members are encouraged not to touch highly touched surface like rails
- Members are encouraged to maintain a safe distance between others on the track

Child Minding

- Have 3 chairs at each table
- No sharing of food between children
- Pre-packed food is to be served and only disposable spoons, dishes, and cups are to be used and thrown away directly after use
- All surfaces to be wiped of regularly and at the beginning and end of each day
- Disinfect All equipment and materials
- Encourage parents to bring the child’s own supply of linen sheet, blanket, change of cloth... etc.



- Ask parents to leave their infant's car seat (an alternative) at the child-minding area to be used by their infant if needed.
- Separate the infants from the older children by dividing the childminding space into groups based on the age using small child fences and gates or furniture.

Family & Community Rooms

- Rooms are disinfected before and after use
- All surfaces including furniture and fridge are to be disinfected
- Disinfectant supply is provided in the room for use by guests
- Only disposable utensils to be used
- Encourage guests to not leave behind any food or belongings
- Things that cannot be disinfected are to be left without use for a significant time to minimize risk of infection. *(Please refer to Corona virus survival time on surfaces table)*



Re-opening Plan Phase 1 (21/12/2020)

Based on Public health announcement dated 16/12/2020, fitness health facilities will be able to reopen with certain restrictions.

The YMCA John W Lindsay will reopen while abiding to the current COVID plan mentioned above, in addition to certain changes that are outlined in this section.

Starting from 21/12/2020 and for 2 weeks the following protocol will be followed:

- Maximum capacity is to be reduced to 50% in each area
- Increase spacing between equipment to allow a minimum of 3 meters of physical distancing
- Only the Cardio and Strengthening areas will be open for use during this phase
- Only General lockers on the will be open for use by all members
- Plus-Lockers will not be accessible during this time
- No day passes or guests will be allowed to use the facility during this time
- Only Members and punch hole holders will be allowed to use the gym during this time
- The Gymnasium and Track will not be open for use
- Group Classes will continue to be put on hold during this period
- The Pool will remain closed during this time
- Sauna and Steam room will remain closed during this time
- Welcome desk will continue to provide services
- Distribution and layout in the main hall is to be followed
- Screening protocol is to be followed with a screener available at the check in station
- No one will be allowed access to the facility without a mask
- Vigilant Cleaning is to continue as per schedule and check list other disinfecting protocols are to remain in-place with a constant reminder to members to disinfect before and after use of equipment
- Constant reminder to members to maintain mask wearing while at the facility except when Physically active, taking a shower or drinking



Re-opening Plan Phase 2 (starting 4/1/2021)

Based on Public health announcement dated 16/12/2020, fitness health facilities will be able to reopen with certain restrictions.

The YMCA John W Lindsay will re-open while abiding to the current COVID plan mentioned above, in addition to certain changes that are outlined in this section.

Starting from 4/1/2021 the following will take place:

- Group Fitness Classes will resume with a reduced capacity
- Track and gymnasium will be re-opened for use
- Pre-Screening will be conducting while booking an appointment including Private training
- Plus-lockers will reopen for plus members while maintaining capacity limit
- members will be encouraged to limit the time spent in lockers and to keep their mask on while not in the shower, eating or drinking
- Private training will be offered in this phase

Re-opening Plan Phase 3 (Starting 11/1/2021)

Based on Public health announcement dated 16/12/2020, fitness health facilities will be able to reopen with certain restrictions.

The YMCA John W Lindsay will re-open while abiding to the current COVID plan mentioned above, in addition to certain changes that are outlined in this section.

Starting from 11/1/2021 the following will take place:

- The Pool will be opened only for Lane Swimming at this point (*For More details please refer to the Aquatic centre COVID-19 Protocols*)
- Reopening of Sauna and Steam room will be reconsidered during this phase based on public health updates and appropriate recommendations



Covid-19 Screening & sign in Log for Visitors

By signing this form, you declare that you answer **NO** to all the following questions:

1. Do you have any of the following SYMPTOMS?
 - Fever or cough (new or worsening)
 - Two or more of the following symptoms sore throat, runny nose, headache, rash, or shortness of breath (new or worsening)
2. Have you or a household member returned from travel outside of The Atlantic Bubble within the last 14 days?
3. Have you been in Direct contact with a suspected or confirmed case of COVID-19 or was contacted by public health for potential Direct exposure and recommendation for testing within the last 14 days?
4. Have you been tested for COVID-19 and awaiting test results, or have been diagnosed with COVID-19 within the last 14 days?

Date	Time	Print Name	Phone Number	Reason For Visit	Type of ID provided	Signature



JWLCovid-19 Screening Tool for Visitors that Answer YES

Individual's Name: _____

Date: _____

Phone Number: _____

Time: _____

PLEASE ANSWERING THE FOLLOWING QUESTIONS BEFORE GOING INTO THE FACILITY:

5. Do you have any of the following **SYMPTOMS**?

- Fever or cough (new or worsening)
- Two or more of the following symptoms including sore throat, runny nose, headache, rash, or shortness of breath (new or worsening)

YES

NO

6. Have you returned from **travel** outside of The Atlantic Bubble within the last 14 days?

YES

NO

7. Have you been in **contact with a suspected or confirmed case** of COVID-19 or **was contacted by public health for potential Direct exposure and recommendation for testing** within the last 14 days?

YES

NO

8. Have you been **tested** for COVID-19 and **awaiting test results**, or has been **diagnosed** with COVID-19 within the last 14 days?

YES

NO

If you answer YES to any of the above questions, please do not enter the facility and call 811 for advice.
Thank you 😊

Individual's Signature: _____

Screener's Signature: _____



JWLCovid-19 Screening Tool for Service dogs

Member's Name: _____

Date: _____

Dog's Name: _____

Time: _____

PLEASE ANSWERING THE FOLLOWING QUESTIONS BEFORE ENTERING THE FACILITY WITH YOUR DOG:

1. Does the dog have any of the following symptoms/signs?

- Fever
- Redness of the eyes in combination with coughing, wheezing, and nasal discharge
- Diarrhea, Lethargy, decreased appetite, lose stool with bad odor or orange tint, and blood or mucus in stool

YES

NO

1. Has the dog returned from **travel** outside of The Atlantic Bubble within the last 14 days?

YES

NO

2. Has the dog been in **contact with a suspected or confirmed case** of COVID-19 within the last 14 days?

YES

NO

3. Has the dog been **tested** for COVID-19 and **awaiting test results**, or has been **diagnosed** with Coronavirus within the last 14 days?

YES

NO

If you answer YES to any of the above questions, please do not enter the facility and have the dog seen by a veterinarian for advice. Thank you ☺

Individual's Signature: _____

Screener's Signature: _____