



Cottonwood Recreation Center Recovery Plan

Phase One: Tentative date of May 15 (Will need all PPE and Equipment in. I.e gloves, masks, thermometer, cleaning agents etc.)

Our goal is to get the building's essential functions operational again as quickly as possible. The fitness floor will be our primary point of concern. Phase one will include returning all FT staff back to the office for the days they are scheduled. Only a hand full of PT Aerobics Instructors will be included in this phase.

Opening Fitness Center – Questions that need answered

- What amenities will be open?
 - Phase one will be a version of the Recreation Center that only offers use of the Fitness Floor for exercising. All employees and patrons using the Rec will be required to have a properly fitting face mask that must be worn at all times.
 - Gymnasium will be closed and all basketball hoops will be lifted and pickle ball nets will be stored away. No sports equipment will be available for check out.
 - Childcare will be closed
 - Pool will be closed
 - Rock Wall will be closed
 - Game Room will be closed
 - Event hall will be closed
 - Group Exercise will be streamed online only with one instructor in the room.
- What hours do we want to be able to offer?
 - We will initially open the building using the normal hours of operation. 6:00 a.m. to 8:00 p.m. M-F and 6:00 a.m. to 8:00 p.m. on weekends. If we see low usage over a sustained time period we will re-evaluate our early openings. (See the Rec Staff Schedule)
- What spacing requirements will we need to abide by?



- We will post a sign with the CDC guidelines that inform every one of the physical distancing guidelines set out and that we expect people to self-police and follow these recommendations. This notice will also be made into a digital format and can be posted on all of the Aerobics Equipment. We will strategically “remove” equipment from service as needed to follow physical distancing guidelines. Equipment will be rotated to allow for cleaning and even use of all equipment.
- How many people will we allow in at any point in time?
 - We will follow whatever EO stipulates. If given the choice to make that decision we will likely use a % of overall capacity of the space.
- How do we clean and how often?
 - We will reduce the number of spray bottles that the general public has access to, to a total number of 6 (two for each area). These will be placed at the entry table for each area. This will be done to allow people who feel better about using them the opportunity to do so but will make the wipes more accessible and easier to reach as the wipes will be placed closer to the equipment. Staff will conduct regularly scheduled cleanings using a CDC or EPA disinfectant to compliment the self-cleaning by members.
 - Restrooms?
 - Under phase one, the Event Hall Wing will be closed to the general public in an effort to reduce our contact points that require constant cleaning. It will also indirectly reduce the amount of energy our building consumes as well as toiletries and cleaning supplies. The AC units will be dialed back on this section of the



building. Cabanas would remain open for use as would the locker room restrooms. Restrooms are cleaned 3x daily by our contracted cleaning company and are supplemented every 30 minutes by staff by disinfecting all touch points.

- Staffing Model

- All FT employees will be expected to report to work on the days they are scheduled. Facility Responsibilities will be shared among the team with the lone exception of Lisa. Lisa, will be Responsible for the call center and will receive the phone calls and questions during our business hours of 8:00 a.m. to 5:00 p.m. (Mon-Fri). This position will have the phone system forwarded directly to a designated office within the Rec to allow for streamlined responsibilities at the Guest Services Counter. This will reduce the amount of work at the Guest Services Counter and allow our staff in the building to focus on selling direct memberships and day passes as well as the responsibilities on the floor. The rest of the staff will transition to 4 - 10 hour work days to ensure we have ample coverage of the facility and allow for crossover on any tasks that require two people.



Phase Two: Target Date June 1, 2020

Under Phase Two, our focus will be to add facility amenities back in to the daily operations. We will begin to loosen some of our restrictions and requirements as deemed appropriate to align with any EO that may be applicable. Under Phase Two we will continue to operate using Full Time staff and only a few PT Aerobics Instructors who are currently working.

- What will re-open in Phase Two:
 - Gymnasium
 - The gymnasium will be open for use under certain requirements. No more than groups of 10 (unless otherwise stated in the Governors EO) and anyone waiting in line must maintain a physical distance of 6 ft. All rental equipment will be cleaned and disinfected after each use following CDC recommendations.
 - Group Exercise Classes
 - Group Exercise classes will be able to accommodate up to 9 members per class, plus the instructor for a total of 10, and must follow strict physical distancing guidelines while inside the room. We will create 3 rows, each containing 3 spots that will be clearly marked that members must remain inside of during the class. All equipment used will be cleaned and disinfected after each use following CDC recommendations.
 - Members who would like to attend classes in person can email or call Lisa to register ONE day in advance for the class they wish to attend. For any class that has more than 9 wishing to attend, all names will be put into a random simulator to decide which 9 will be chosen. All group exercise classes will continue to be lived streamed for members who could not attend in person.



Phase Three: Target Date of June 29, 2020

Phase three will be targeted as the beginning stage of a return to normal. In this stage we will begin to strategically bring back PT employees. We will open the remaining facility amenities such as the Game Room, Rock Wall, Child Care and the Event Hall Meeting Rooms. The Indoor Pool will be considered on a limited basis such as for Adult Lap Swim if EO allows for this use. Physical Distancing requirements will match the EO limitations and our rules and requirements will be adjusted to match. FT employees will begin to transition into their normal roles, with a focus on opening our summer programs such as Summer Camps and Community Programs.

- What will re-open in Phase Three:
 - Game Room
 - Physical Distancing requirements will in effect to match the Governors EO.
 - All equipment will need to be checked out from Guest Services so we can properly clean and disinfect equipment after each use.
 - Rock Wall
 - Rock Wall will re-open and individuals will be allowed to use it one at a time and must use Hand Sanitizer before and after each climb.
 - Child Care
 - Child care will be opened and staffed at its normal times. Frequent cleanings will take place of all the equipment including soaking the toys in a bleach solution at the end of the day. NOTE- this service will be evaluated for use and may be subject to closure.
 - Event Hall Rooms
 - These rooms will be made available for small meetings and group gatherings as permitted through the Governor's EO.
 - Indoor Pool (subject to EO)



- The indoor aquatic center will be opened for limited hours to allow for Adult Lap Swim. Swimmers will be required to register in advance for their 30 minute time slot and will have to demonstrate appropriate



Phase Four: TBD Target Date August 3, 2020

Phase four will be the final stage of reopening the facility and will begin to lay the foundation of our new normal. Part time staff will return to work in a full capacity as deemed necessary under the new operational plans. The facility will re-open to its full capacity with whatever the Governors' EO at the time stipulates with physical distancing requirements and practices.