



# YMCA BUFFALO NIAGARA **REOPENING PLAN**

Since its founding in 1852, YMCA Buffalo Niagara has proven itself to be a trusted community-based organization with an ability to adapt to the changing needs of the people it serves. This reopening plan demonstrates how the YMCA remains steadfast in its mission to prioritize the health and well-being of members, staff, and the Western New York community, while taking into account guidelines and recommendations from the CDC and state and local governments.

We will monitor announcements from the Erie and Niagara County Departments of Health to ensure all practices prioritize the health and safety of our staff, members and community

**CONDITIONS FOR REOPENING YMCA FACILITIES:**

**External Factors**

- Western New York meets criteria set forth by New York State officials
- Local health departments give permission to operate pools and open facilities

**Internal Factors**

- Staff are trained and prepared to operate under new operating guidelines
- Equipment and spaces are ready to support physical/social distance
- Cleaning and sanitizing operating procedures are in place and adequate supplies are available to properly execute
- Adequate PPE supplies are available for staff

Our initial reopening period reintroduces our community to utilizing the YMCA under new COVID-19 restrictions. The YMCA will implement social or physical distancing practices in all operations by controlling the number of members allowed in the facility, re-arranging physical areas and fitness equipment, and assigning trained staff to monitor and enforce all social distancing protocol and policies. **More detailed information may be found in the Reopening Summary in the table below.**

**CONTACT INFORMATION**

For questions or concerns regarding YMCA Buffalo Niagara's reopening plan, contact:

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	People	Facility	Activities & Programs	Covid-19 Transmission Prevention Measures Summary
<div data-bbox="79 168 279 383" style="background-color: #008080; color: white; padding: 10px; text-align: center; font-weight: bold; font-size: 1.2em;">REOPENING SUMMARY</div> <p data-bbox="79 440 279 483"><b>Facility Hours</b> Limited Facility Hours</p>	<p data-bbox="310 175 688 240">All staff thoroughly trained on COVID-19 transmission prevention and new cleaning protocols prior to working in facilities</p> <p data-bbox="310 264 688 378">Facility usage for members only</p> <ul data-bbox="310 289 688 378" style="list-style-type: none"> <li>• Self-scan upon entry (staff will not handle cards, phones, or any other person's belongings)</li> <li>• Guests are not allowed to use facilities</li> </ul> <p data-bbox="310 402 688 557">All people entering facility, including staff, vendors, and members, will:</p> <ul data-bbox="310 443 688 557" style="list-style-type: none"> <li>• Be asked to wash and/or sanitize hands upon entry and exit</li> <li>• A basic health screening check will be given to every individual upon entering the building</li> </ul> <p data-bbox="310 581 688 670">All staff are required to have their temperatures taken prior to shift. Staff with a temp of 100.4 or more will be denied access</p> <p data-bbox="310 695 688 873">Capacity will be controlled throughout the building (not to exceed 33% occupancy)</p> <ul data-bbox="310 735 688 873" style="list-style-type: none"> <li>• Facilities are open to YMCA Buffalo Niagara members only, no guests.</li> <li>• Nationwide YMCA membership is suspended until further notice for the safety of our members and the community.</li> </ul> <p data-bbox="310 898 688 963">Staff and members are required to wear face masks at all times (except when swimming)</p> <p data-bbox="310 987 688 1076">Any staff, members, and vendors who are unwilling to comply with the Y's COVID-19 transmission prevention measure will be asked to leave the facility immediately</p>	<p data-bbox="730 175 1192 215">Entire facility cleaned and disinfected prior to opening and after closing each day</p> <p data-bbox="730 240 1192 378">All equipment will be cleaned with Hi-Con disinfectant throughout the day (minimum of every hour) and before opening and after closing</p> <ul data-bbox="730 313 1192 378" style="list-style-type: none"> <li>• Members are asked to use the provided cleaning supplies to clean equipment before and after each use</li> </ul> <p data-bbox="730 402 1192 443">Public entry doors and public counters cleaned a minimum of every hour with Hi-Con disinfectant</p> <p data-bbox="730 467 1192 508">Elevator buttons cleaned minimum of every hour with Hi-Con disinfectant</p> <p data-bbox="730 532 1192 573">Stair handrails cleaned a minimum of every hour with Hi-Con disinfectant</p> <p data-bbox="730 597 1192 686">Copy rooms, breakrooms and kitchen appliances (vending machines, microwaves and refrigerators) cleaned a minimum of every hour with Hi-Con disinfectant</p> <p data-bbox="730 711 1192 751">Light switches cleaned a minimum of every hour with Hi-Con disinfectant</p> <p data-bbox="730 776 1192 816">Employee workspaces cleaned a minimum of every hour with Hi-Con disinfectant</p> <p data-bbox="730 841 1192 865"><b>Areas, open with restrictions:</b></p> <ul data-bbox="730 873 1192 1076" style="list-style-type: none"> <li>• Cardio and strength areas open with significant restrictions on capacity and activities</li> <li>• Gym open for group exercise classes only, with limited class sizes and schedule</li> <li>• Locker rooms and showers with spacing requirements</li> <li>• Indoor track with space and capacity limitations</li> <li>• Sport courts for child care only</li> <li>• Indoor pool</li> </ul> <p data-bbox="730 1101 1192 1125"><b>Closed areas:</b></p> <ul data-bbox="730 1125 1192 1304" style="list-style-type: none"> <li>• Lobby areas - all lobby furniture removed</li> <li>• All group exercise rooms</li> <li>• Racquetball courts</li> <li>• Steam rooms, saunas, whirlpools</li> <li>• Child watch / adventure room</li> <li>• Rock wall and outdoor playgrounds</li> <li>• Services not provided: coffee/tea, workout mats, pool accessories</li> </ul>	<p data-bbox="1228 175 1470 199"><b>UPON OPENING:</b></p> <p data-bbox="1228 224 1470 280">Virtual classes will be made available to members</p> <p data-bbox="1228 305 1470 345">School age child care programs</p> <p data-bbox="1228 370 1470 394">Racquetball closed</p> <p data-bbox="1228 418 1470 459">No child watch / adventure room offered</p> <p data-bbox="1228 508 1470 557"><b>OPEN ON A DATE TO BE DETERMINED:</b></p> <p data-bbox="1228 581 1470 605">Swim lessons</p> <p data-bbox="1228 630 1470 670">Child watch / adventure room</p> <p data-bbox="1228 695 1470 719">Sports</p> <p data-bbox="1228 743 1470 768">Racquetball</p> <p data-bbox="1228 792 1470 833">Active Older Adult programs</p>	<ul data-bbox="1495 175 2043 1239" style="list-style-type: none"> <li>• Distancing: 6 feet of separation at all times</li> <li>• Acrylic barriers installed in Welcome Center</li> <li>• Hand sanitizer placed throughout the building</li> <li>• Facility and equipment thoroughly cleaned and disinfected daily with HiCon disinfectant cleaner (before opening, after closing each day and throughout the day)</li> <li>• Members asked to clean any equipment before and after each use</li> <li>• Staff will be available to clean and disinfect equipment in between uses</li> <li>• Cleaning and disinfection supplies made available to members</li> <li>• Spacing markers on floors to keep everyone at least 6ft apart</li> <li>• Equipment spaced to maintain appropriate social distance</li> <li>• Limit facility/area capacity to 33% occupancy</li> <li>• Members, vendors, and staff will wash/sanitize hands upon entry and exit</li> <li>• All staff and members required to wear masks at all times (except when swimming)</li> <li>• Members' and staff personal belongings stored in designated areas only (no personal belongings may be left out in the open)</li> <li>• Only no touch bottle filling available (water fountains closed)</li> <li>• Classes are by appointment/reservation only; maximum class capacity capped at number of people that can adhere to the 6-foot distancing rules, but in no case more than 33% of the typical class size; classes scheduled to allow additional time or cleaning and disinfection in between each session</li> <li>• Temperature checks of all staff upon entry</li> <li>• Proper air filtration systems implemented</li> <li>• Any individual who displays any symptom of an illness may not enter the building</li> </ul>

# Expanded Plan Components

## 1. MAINTAIN HEALTHY BUSINESS OPERATIONS (STAFFING PROTOCOLS)

- Branch Executive will be the workplace safety coordinator in each facility responsible for COVID-19 issues and their impact at the workplace.
- Sick leave policies are flexible and consistent with public health guidance.
- Staff have access to Employee Assistance Program (EAP) resources and community resources as needed.
- We will be prepared to change our business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize existing customers, or temporarily suspend some of our operations if needed).
- We will ensure staff social distancing protocols are in place, which means avoiding large gatherings and maintaining distance. For our staff, this may include:
  - Implementing flexible worksites (e.g., telework)
  - Implementing flexible work hours (e.g., staggered shifts)
  - Increasing physical space between employees at the worksite
  - Increasing physical space between employees and members
  - Downsizing operations (ie. hours of operation and number of programs)
  - Delivering services remotely (video, or web)
  - Offering programs outdoors and/or in different spaces

## 2. PREPARE STAFF AND PREVENT/REDUCE SPREAD OF INFECTION

- We will communicate steps taken to create a safe working environment and reduce anxiety of returning to work
- Monitor staff to reduce transmission, including:
  - Watching for symptoms of COVID-19 infection - People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19: Cough, fever, shortness of breath or difficulty breathing
  - Sending staff home who experience these conditions and encourage testing.
  - Actively encouraging staff to notify their supervisor and stay home if they have symptoms (i.e., fever, cough, or shortness of breath). Sick staff should follow CDC-recommended steps. Staff should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
  - Staff who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.
  - If a staff member is confirmed to have COVID-19 infection, the Y will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality. The Y will: Instruct fellow staff about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure; Note the time the staff began to feel ill and the time they were separated from the remaining staff; Instruct the staff to call and ensure their safe arrival at home; Instruct the staff to call their physician for further instructions.

### *WE WILL ESTABLISH STAFF TRAINING ABOUT HOW THEY CAN REDUCE THE SPREAD OF COVID-19:*

- Follow the policies and procedures of our staff related to illness, cleaning and disinfecting, and work meetings.
- Stay home if staff are sick, except to get medical care. Learn what to do if they are sick.
- Inform supervisor if they have a sick family member at home with COVID-19. Learn what to do if someone in their house is sick.
- Wash hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Cover mouth and nose with a tissue when they cough or sneeze or use the inside of elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds.
- Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface.
- Avoid using other staff's phones, desks, offices, or other work tools and equipment
- If necessary, clean and disinfect them before and after use.
- Practice social distancing

### 3. MAINTAIN A HEALTHY ENVIRONMENT (FOR STAFF AND MEMBERS)

- Capacity will be limited to 33% of the maximum occupancy for fitness-related areas of the facility (wellness floor, studios, track, one gym, pools). Adjusted capacities for members are listed in the table and will be monitored via Daxko:

<u>YMCA Branch</u>	<u>Location</u>	<u>County</u>	<u>Capacity</u>
Delaware YMCA	Buffalo	Erie	52
Independent Health YMCA	Amherst	Erie	238
Ken-Ton YMCA	Kenmore	Erie	61
Lockport YMCA	Lockport	Niagara	180
Southtowns YMCA	West Seneca	Erie	196
William-Emslie YMCA	Buffalo	Erie	80

- Health screening required of all members and employees for entry to facility. Entry to the facility will be denied if they have:
  - knowingly been in close contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19;
  - tested positive for COVID-19 through a diagnostic test in the past 14 days;
  - experienced any symptoms of COVID-19 in the past 14 days; or
  - traveled within a state with significant community spread of COVID-19 for longer than 24 hours within the past 14 days.
- Facility access is limited only to YMCA Buffalo Niagara members, and Daxko will be used to track entry and exit times as each member enters and exits our facility. A sign-in log will be used to track vendors and other visitors.
  - Nationwide YMCA membership is suspended.
- All staff and members are required to wear face masks at all times (except while swimming or showering). Per NY State, bandanas, buffs, and gaiters are not acceptable face coverings. For individuals who are unable to medically tolerate an acceptable face covering, they must wear a face shield at all times. However, the CDC "does not currently recommend use of face shields as a [sufficient] substitute for masks."
- Encourage and support hand hygiene for employees, members, and visitors, including:
  - Providing soap and water in rest rooms.
  - Ensuring that adequate supplies are maintained.
  - Placing hand sanitizers in multiple locations to encourage hand hygiene.
  - Placing posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen.
  - Discouraging handshakes and encouraging use of other non-contact methods of greeting.
- Installation of plexiglass "sneeze guards" at the Welcome Desk to protect staff and member.
- Direct staff and members to follow the coughing and sneezing etiquette and clean hands protocols as established by the CDC and County Health Department.
- Increase outside air ventilation from 10%-20%, upgrade to the highest-compatible filters possible (MERV-13 or MERV-11), add stand-alone HEPA filtration units at Delaware branch and locations with lower levels of ventilation.
- Disinfect the air and surfaces constantly
  - Hourly cleaning (minimum) for general surfaces including doorknobs, railings, counters, etc.
  - Cleaning of fitness equipment between each use. Members will be asked to be responsible to clean before and after use. Employees will be available to assist with and ensure cleaning occurs.
  - Cleaning of showers between each use (see Locker Rooms)

#### *PERFORMING ROUTINE ENVIRONMENTAL CLEANING AND DISINFECTION:*

- Our Y will routinely clean and disinfect all frequently touched surfaces throughout the facility, such as workstations, keyboards, telephones, handrails, and doorknobs. If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, we will use commercial cleaning equipment, approved hand wipes and sanitary spray with washable rags.
- Follow the manufacturer's instructions for all cleaning and disinfection products.
- Discourage staff from using other workers' phones, desks, offices, or other work tools and equipment. If necessary, clean and disinfect them before and after use.
- Provide cleaning and disinfected supplies in the locker rooms and bathrooms so that commonly used surfaces

(doorknobs, countertops, sinks, handles, etc.) can be wiped down by members and staff before each use. All products will meet EPA's criteria for use against SARS-Cov-2, the cause of COVID-19, and are appropriate for the surface.

*PERFORM ENHANCED CLEANING AND DISINFECTION AFTER PERSONS SUSPECTED/CONFIRMED TO HAVE COVID-19 HAVE BEEN IN THE FACILITY:*

- If a member or employee is suspected or confirmed to have COVID-19, we will follow the CDC cleaning and disinfection recommendations and follow guidance from the DOH, as well as contact tracing protocols.

#### **4. EXERCISE / PROGRAM PROTOCOLS**

- Registration is required for all group exercise classes and lap swimming.
- Limited strength and cardio equipment will be available with appropriate spacing in accordance with CDC and DOH guidelines.
- Lingering or socializing around exercise equipment is not permitted.
- Spotting must be conducted by a relative or employee within the least amount of time possible
- Group exercise classes offered only with distancing requirements maintained and no person-to-person physical contact.
- Basketball courts and other areas where sports where physical contact occurs should be used for group exercise only. No pick-up or full court games.
- Saunas, steam rooms, and whirlpools closed.
- Staff will monitor physical distancing requirements in all areas and limit the number of members in the facility.
- Personal trainers and staff assisting members with exercise will do so with appropriate social and physical distance.
- Face masks must be worn by staff and members at all times (except when swimming).
- Materials will be provided to members to wipe/disinfect equipment before and after exercise at each location/ station/piece of equipment.
- A disinfection routine will be established for staff at regular intervals.

#### **5. RESTROOM & LOCKER ROOM PROTOCOLS**

- Locker rooms use available to members 15 minutes before and 15 minutes after workout period only.
- Communal shower areas are closed. Individual showers will be cleaned between each use.
- Lockers and showers will have a green (clean) / red (need to be cleaned) communication system to alert staff and members when amenities are available for use.
- Doors to multi-stall restrooms will be opened and closed without touching handles if at all possible.
- Place signs directing member and employees to wash hands before and after using the restroom.
- Hair dryers temporarily removed.
- Scales temporarily removed.
- Allow shower and locker room use with appropriate social and physical distance and cleaning supplies and signage.
- All the areas listed, if in use, will be cleaned every hour and a job card will be used to make sure everything is being done correctly.

#### **6. POOL PROTOCOLS**

The YMCA is taking the following steps to increase protection in our aquatic areas:

- Limited usage with reservation system
- One person per lap lane, with a 45-minute time limit
- Limited number of participants in aquatic classes, when they resume
- Implementing current Department of Health standards
- No use of slides or inflatables or other swim accessories
- Members will be required to maintain 6-foot social distancing guidelines on the pool deck and in the water
- Masks may not be worn while in the water



As a  
**COMMUNITY CONSCIOUS MEMBER**

I will behave in a responsible way that respects the rights, safety, and dignity of all YMCA members. As such I agree to:

Not visit or participate at the YMCA  
if I have a fever or symptoms of illness

Create a safe and caring environment by abiding by  
social and physical distancing requirements

Use a face covering or cover my face  
and nose as appropriate

Follow hand sanitizing and hand washing  
protocols while in the YMCA

Clean all equipment before and after use

Use one piece of equipment  
and move to the next after cleaning

Acknowledge fellow members' need for personal space

Limit my visit to 90 minutes  
to allow other members to enjoy our facility

Speak in a respectful tone  
while discussing social distancing or other concerns