



## **Transmitter Building**

### **COVID-19 Reopening Plan/Guidelines for PHASE 2 in accordance with the latest guidelines/restrictions set by the Governor's office as of September 12<sup>th</sup>, 2020**

These operational plans for the reopening of the Transmitter Building (as it pertains to COVID-19) will be adjusted and simplified as time goes on, conditions improve, and new best practices are identified.

The processes and procedures contained herein are designed to be an outline, subject to adjustment as needed with input from the Park District, local government agencies, and health authorities in Washington State and Kitsap County.

#### **Gymnastics:**

It is our mission to help protect individuals within our classes, teams, and staff. By adhering to these procedures, it will help prevent the spread of contagious diseases such as COVID-19.

#### **Pre-check and Line-up:**

Pre-check and line-up will take place outside; floor markers will space students and families prior to entering the building. Prior to entering the facility, each participant will be asked general health questions, have their temperature taken, and be required to wash their hands and/or use hand sanitizer. We will not maintain records of temperatures and detailed answers to screening questions, but we may keep record that we took the temperature and asked the screening questions for each person entering the facility. Patrons will enter the building using the main door on the right hand side.

#### **Team:**

All team members must sign a waiver stating that they will follow all district policies/guidelines put in place for reopening. If a team member is not able to follow district policies, they will not be able to return to practice until they can observe all rules. Each team member must come to gym dressed for practice and have a bag with them to hold any items they may need during the time they are at the gym. All items

brought to the gym must be taken home with the gymnast. Any personal items found in the gym will be thrown away.

### **Class Call:**

A staff member will usher students into the gym one at a time. Due to the updated Phase 2 restrictions on the number of non-staff participants concurrently in facilities, spectators will not be permitted in the Transmitter Building.

### **Safety and Social Distancing Practices**

- Social distancing guidelines of at least six feet of separation must be maintained by every person in the facility at all times to the greatest extent possible.
- Authorized access to the facility will be through the front door. Other access points should be kept closed.
- Tissues, hand sanitizer, and trash cans will be made available throughout the facility.
- Training equipment will be adjusted or access restricted in order to maintain proper social distancing standards.
- No more than five people will be allowed in common areas such as employee break areas and lobbies, and only if social distancing may be maintained.
- A maximum of 10 athletes will be in the facility at a time.

### **Masks:**

Staff must wear masks at all times. As per guidelines from the Governor's office, all participants must wear masks at all times from check-in to check-out with a couple of exceptions.

1. Masks may be removed during strenuous activity, but must be worn immediately before and after.
2. Masks may be removed when performing a skill where the mask could move and cause potential danger (such as during a tumbling skill).

### **Spotting**

Spotting will be kept to a minimal to keep contact to a minimum.

- Athlete safety is paramount, and coaches are not completely restricted from spotting an athlete if necessary, to protect an athlete from injury.
- Coaches are to guide students by verbal commands and demonstration that aligns with social distancing protocols. Coaches need to make sure to clearly

communicate any alternative teaching/coaching methods so they are understood by the participants.

- Coaches will wear gloves if a spot is necessary and will have to sanitize, then change gloves if needing to spot another participant. There may be times when a coach may have to step in and spot or catch a student for safety and may not have gloves on at that point, again immediate sanitizing or hand washing will need to follow.
- When non-emergency spotting may occur...
- A participant is working on a skill that is more difficult and has successfully performed the required lead up drills and needs assistance with performing the new skill safely.
- If a participant is struggling to get a skill and all other forms of non-contact instruction have not worked.
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### **Staff Work Habits:**

- Staff members will be required to do a temperature check and prescreening for signs and symptoms of COVID-19 before entering the facility.
- Staff will be required to wash hands immediately after entering the facility as well as before and after every class.
- Staff will be required to wear a provided face cover or one of their own. Gloves and other PPE equipment will not be required but recommended. Some additional PPE will be given to staff members if the job requires such protection.
- Staff will meet daily and/or weekly to keep informed of best practices for monitoring potential COVID-19 symptoms, as well as updates to District procedures in accordance with Kitsap County and Washington State health guidelines.
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- **PPE Accessibility for all staff**
- Liquid sanitizer or hand washing stations at facilities where available
- Sanitizing wipes or cleaning solution for each work site
- Disposable gloves
- Disposable masks (if available)
- Personal cloth mask (washing daily recommended)

## REGULAR MONITORING

Employee must self-monitor for signs and symptoms of COVID-19. The following procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

*Employees who are sick or were recently exposed to COVID-19 should not come to work and should immediately notify their supervisor. Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors and sent home.*

- Employees should self-monitor for COVID-19 symptoms daily
- People with COVID-19 have a wide range of reported symptoms ranging from mild symptoms to severe illness:
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

If you develop a fever (100+) and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK** and call your supervisor and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider right away.

### **Cleaning:**

If an area or piece of equipment is dirty, clean well with soap and hot water then sanitize. Sanitize high-touch areas such as door handles, trash receptacle touchpoints, control equipment, phones, computers, counters, handrails, tables, seats, toilets, sink faucets, toilet handles, soap dispenser push plates, refrigerator handles, towel dispenser handles, cleaning tools, counter tops, door knobs, light switches, sinks, etc. In addition, all equipment that was used will be sanitized after each class. The facility will be deep cleaned every night and a cleaning schedule will be posted.

**Equipment Standards:**

Coaches/staff are required to sanitize all contact surfaces before and after each class as well as high-touch areas.

**Scheduling of Programs:**

Gym managers will be responsible for scheduling classes and/or teams to accommodate the student/facility ratio. There will be no Open Gym/Playtime during the phase 2 reopening.

**Facility Ratio:**

The total number of participants concurrently inside the facility shall not exceed 10 participants, not including staff.

**Group Spacing:**

While attending class, participants are always required to maintain a 6-foot distance from one another. Markings will be provided in several places to establish distancing. Staff to Student ratio will not exceed 6:1 per kindergym class, 8:1 for classes for ages 6+, and 10:1 for teams.

**Door Area Maintenance:**

Staff is required to sanitize all entry and exit surfaces prior to and after each class. This includes the stairway and balcony areas.

**Exiting/Checkout:**

Staff members will line students up using the markings for space-distancing. Hand sanitizer will be provided to the students upon their departure. Students will exit the building one at a time using the front doors and can wait on the markings on the stairway for pick up.

The parent/guardian must notify staff as soon as possible if a child needs to be picked up early from class or team. They can contact staff by email or phone using the contact information below.

Katie Rochon: 206-488-8618 or email at [katier@biparks.org](mailto:katier@biparks.org)

Jason Balangue: 206-488-8625. or email at [jason@biparks.org](mailto:jason@biparks.org)

Bryan Peterson: 206-488-8211 or email at [bpeterson@biparks.org](mailto:bpeterson@biparks.org)

Bryan Garoutte: 206-488-8587 or email at [bryan@biparks.org](mailto:bryan@biparks.org)

**Cubbies/Bathroom:**

Cubbies will be cleaned after each use and numbered to allow for spacing when in use. Anyone needing to use the bathroom must do so one at a time. Anyone using the bathroom must wash their hands afterward.

### **Water fountains:**

Water fountains will be restricted to water bottle filling only during phase 2.

### **Food/Snacks/Meals**

During phase 2, participants will not be allowed to bring food into the facility. In addition, staff will need to take their snack or meal break outside and away from the facility or in their personal vehicle.

### **Pre-Session screening:**

- High risk clients are not permitted as part of Phase 2 re-opening. High risk clients include people over the age of 65, people with serious underlying medical conditions like chronic lung disease, moderate to severe asthma and people who are immunocompromised.
- Place signage at facility entrances to instruct patrons that they cannot enter if they have been diagnosed with COVID-19 (and have not recovered or are still within the required 14-day quarantine), had symptoms of COVID-19 (within the last 72 hours), or had contact with a person that has or is suspected to have COVID-19 (within the last 14 days).
- A staff member will conduct a temperature screening and questionnaire of clients at the facility entrance.

## **FIRST AID/EMERGENCIES (AMERICAN RED CROSS STANDARDS) GUIDELINES**

Staff may have to deal with first aid situations on employees, participants, from time to time. The following guidelines should be followed to protect the employee and minimize risk of exposure to COVID-19.

- **First Aid/Emergencies (American Red Cross Standards) Procedures**  
First aid providers should follow American Red Cross standard precautions. If possible, have the injured person place a face covering over their nose and mouth, if they have not done so already, and limit contact by staying back at least 6 feet, if possible, until that person has done so.
- Try to limit the number of individuals in contact with the person in need of care. Those who provide direct care for an injured person should wear respiratory protection (e.g. N-95 mask), eye protection, disposable gloves and a disposable

isolation gown, if possible. Updated CDC guidance allows for alternatives to respirators (N-95) in communities where there is a shortage of respirators.

- Following care, first aid providers should perform hand hygiene as they would normally do and discard personal protective equipment (PPE) following usual procedures.
- While wearing PPE, clean and disinfect items which have touched the patient. After cleaning, dispose of PPE and perform hand hygiene.

### **When Performing CPR:**

While CPR with breaths has been shown to be beneficial when compared to compression-only CPR, during the COVID-19 outbreak, it is currently recommended that no rescue breaths be performed for adult cardiac arrest patients with confirmed or suspected COVID-19, due to the risk of disease transmission. The following measures are recommended and may be associated with a decreased risk of transmitting the virus:

- ALWAYS CALL 9-1-1
- When assessing for normal breathing, we recommended that the CPR/first aid care provider looks for breathing but does not listen or feel for the victim's breathing, as this will minimize potential exposure.
- We recommend that adult victims of sudden cardiac arrest receive continuous compression-only CPR from their CPR/first aid care provider until emergency personnel arrive. Note: Compression-only CPR saves lives compared to no CPR.
- Cardiac arrests that occur after a breathing problem (which is often the case in infants and young children), drowning and drug overdoses may benefit from standard CPR that includes compressions and rescue breaths. Note: It is recognized that in some of the cases, the victim may also have COVID-19. However, if a lay responder is unable or unwilling to provide rescue breathing with CPR, compression-only CPR should be initiated.

### **COVID-19 EXPOSURE AND RECOVERY STEPS**

If an individual has displaying signs and symptoms of COVID-19 follow the steps listed below.

## **Exposure Steps:**

- 1) Politely ask the individual step outside the facility or into an area away from other staff and the general public. Inform them of the symptom observed and inform them they will not be allowed to work or participate in Park District programming that day. If the individual is a minor, continue to provide oversight and contact the parent or guardian to inform them of the situation.
- 2) If the symptoms were at a pre check-in skip down to bullet #5.
- 3) If there was any contact with other employees or the general public participating in programming continue to monitor health symptoms as you close down the worksite or program area should be shut down immediately.
- 4) Continue to ensure proper social distancing is taking place while the area is closing.
- 5) Contact your direct supervisor and Division Director immediately to report the situation.
- 6) All individuals with possible exposure should be notified.
  - a. The District strongly suggests all individuals exposed seek advice from their medical provider.
  - b. Exposed staff and public will not be allowed back to until clearance has been given by a medical provider.
- 7) Fill out incident report form with all details.
  - a. Include all details of the individual that displayed symptoms and list out individual contacts with potential for exposure.

## **Recovery Steps:**

- All work and programming shall be cancelled until the proper cleaning services have been completed.
- Once all staff and public have been cleared of the area, the Park District's cleaning service will be scheduled for a full sanitization of the affected area.
- Park District staff shall re-enter the exposure area after the cleaning services have finish to begin a secondary cleaning of any equipment, supplies, etc.
- The reopening of the area can only be approved by the Executive Director or a Division Director



## **Ventilation**

- Keep doors and windows open where possible and utilize fans to improve ventilation. Ventilation systems bring in as much outside air as possible.