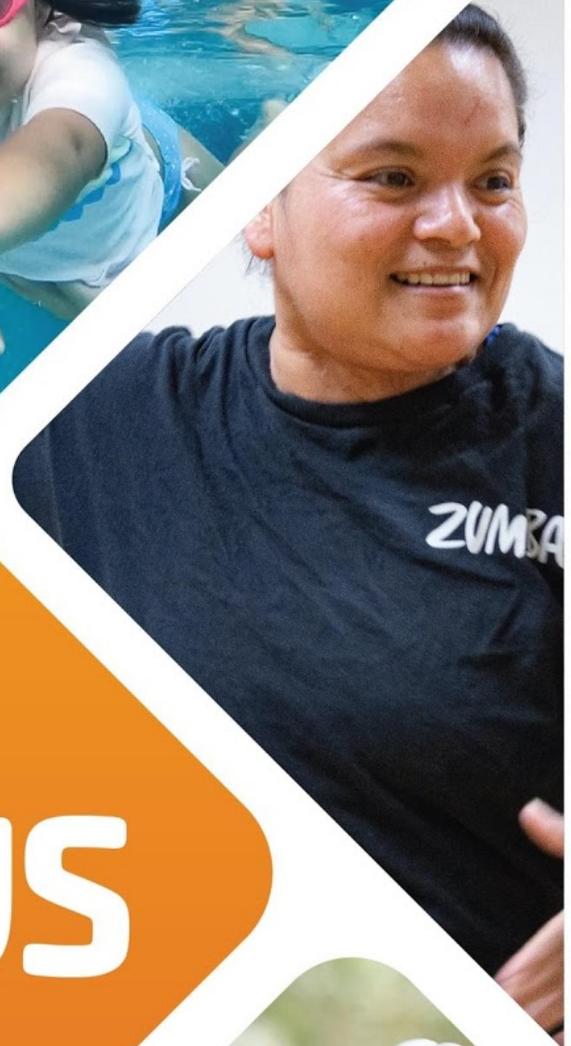




# FOR A SAFER US



# MESSAGE FROM OUR CEO

At the Smithfield YMCA, everything we do is guided by our commitment to strengthening community, no matter the challenges we face. In mid-March, the COVID-19 crisis forced us to temporarily close our YMCA and suspend most programs and services.

Despite uncertainty, our Y staff and leaders have stepped up and adapted to the emerging needs of our community. Together, we've worked hard to keep our children, families and adults and senior populations active and connected, while safely apart.

**As a community organization serving diverse populations, the Smithfield YMCA has spent weeks carefully considering how we can reopen responsibly, offering an inclusive Y experience that prioritizes safety above all else.**

With guidance from health officials, government leaders and Y-USA we have designed a roadmap to reopening the Y in this state of "new (but temporary) normalcy". This plan outlines our COVID-19 mitigation strategies, representing hours of research and many thoughtful, informed discussions about how best to resume operations and safely serve members and program participants.

**Things will look very different at our Y in the days and weeks to come.** We will be met with challenges from those who find the new protocols inconvenient and unnecessary. You will play a critical role in helping everyone who walks through our doors understand that safety is our number one priority and is at the core of all decisions.

Our plan is fluid and will evolve as this crisis evolves. What will not change is our promise to respond responsibly as we continue our commitment to strengthen our community.

We sincerely thank you for your loyalty and commitment to the Y. We are stronger with you, and together, you have enabled us to move forward. *\*Please not the hours of operation noted in this roadmap are temporary and will increase when the pool is able to open\**



**Shauna Lewis**  
**CEO**

# REOPENING ROADMAP

The Smithfield Y programs and services will reopen/resume in three phases, following assumptions for operations as they relate to the global coronavirus pandemic and its local implications on public health. Meeting health and community needs will be balanced and focused on preventing the spread of COVID-19.

**It is important to note the following:**

- Phases in this plan refer to our internal reopening framework and are not intended to align with phases imposed by local, state or federal governments.
- Phases are not time-based. We will only move to the next phase if there is successful compliance and positive improvement/stability in area COVID-19 cases.
- Phases may be modified and revised as guidance changes.
- Social distancing means maintaining a distance of at least six feet from another person.

**PHASE ONE AT-A-GLANCE – REOPENING WEDNESDAY JUNE 3, 2020**

<p><b>Hours of Operation</b></p>	<ul style="list-style-type: none"> <li>• Monday-Friday: 6:00 AM – 11:00 AM &amp; 2:00 PM – 5:30 PM <i>**CLOSED 11:00 AM – 2:00 PM for ADDITIONAL CLEANING &amp; DISINFECTING**</i></li> <li>• Saturday: closed (until further notice)</li> <li>• Sunday: closed (until further notice)</li> <li>• <b>Group exercise classes will be recorded and shared with members via our Facebook page, email and a YouTube channel. Zoom classes for specialty classes that require licensing will resume as normal.</b> <i>**The State of RI has not released guidance for pools yet – Once our Aquatic Facility is allowed to re-open, our hours of operation will increase!</i></li> </ul>	
<p>The following programs and services will be available in Phase One but with restrictions:</p>		
<p><b>Phase One A</b></p>	<ul style="list-style-type: none"> <li>• Cardio Equipment</li> <li>• Queenax Equipment</li> <li>• STRIVE Strength Training</li> <li>• Personal Training/Small Group Training</li> <li>• School-Age Child Care</li> </ul>	
<p><b>Phase One B</b></p>	<ul style="list-style-type: none"> <li>• Summer Day Camp</li> <li>• Group Exercise Classes</li> </ul>	
<p><b>Phase One C</b></p>	<ul style="list-style-type: none"> <li>• Babysitting Services</li> <li>• Aquatic Activities per State of RI (once allowed, the Y will open our pool)</li> <li>• Party Rentals</li> <li>• Swim Lessons / Swim Team</li> </ul>	
<p>The following programs and services <b>will NOT BE available</b> in Phase One, but are being considered in subsequent phases based on guidance from health officials, government leaders and input from subject matter experts as well as the Y’s confidence in enforcing compliance with all COVID-19 preventive actions:</p>		
<ul style="list-style-type: none"> <li>• No Guests or Nationwide Membership</li> <li>• No Coffee in the Lobby</li> <li>• Swim Lessons Suspended</li> <li>• Swim Team Suspended</li> <li>• Playground closed (<b>open to child care ONLY</b>)</li> <li>• Family Locker Room Closed (<b>child care ONLY</b>)</li> </ul>	<ul style="list-style-type: none"> <li>• Water Fountain CLOSED – please plan accordingly</li> <li>• <b>Woman’s and Men’s Locker Rooms</b> will be open for <b>bathrooms ONLY</b> – Showers will remain CLOSED until local officials allow.</li> <li>• <b>Family Locker Room is CHILD CARE ONLY – DO NOT ENTER!</b></li> </ul>	

## WHAT TO EXPECT NOW AT THE Y

Your safety—and the safety of all of our staff, members and guests—is our number one priority. Together, we must proceed carefully if we want to keep our doors open.

The Smithfield YMCA's protocols focus on three key mitigation strategies based on guidance and mandates from health officials and government leaders:

- Meeting social distancing requirements
- Using proper Personal Protective Equipment (PPE)
- Implementing stringent cleaning and disinfecting protocols

## STAFF REQUIREMENTS

Upon return to work, all staff will be required to comply with the following new standard operating procedures, restrictions and guidelines to ensure the safety of everyone in our facilities.

- **Personal Protective Equipment**  
Every employee, except lifeguards in the chair must wear face masks upon entry in the building and during their entire shift. Upon their first day back to work, each employee will receive a YMCA-branded face mask. Staff will also be required to wear gloves when performing health assessments or cleaning/disinfecting.
- **Health Assessments**  
If you have a fever or do not feel well, please stay home. All staff will be required to complete a health assessment, which includes a survey and a temperature check, before every shift.
- **Social Distancing**  
All staff will be required to practice proper social distancing while at work.
- **Sanitizers / Wipes / Handwashing**  
Hand sanitizer will be provided in various areas throughout the facility. We also encourage everyone to wash their hands frequently with soap and water, for at least 20 seconds. Disinfecting wipes will be provided in the Wellness Center.
- **Cleaning / Disinfecting**  
Cleaning will now be a major component of all Smithfield YMCA staff job duties. All staff will be required to clean and disinfect surfaces often. There are no exceptions.
- **Training**  
All staff will be required to complete an orientation before returning to work. Staff will also receive a memo outlining all guidelines that must be followed. Ask your supervisor for more information.

## FACILITY ACCESS & USE

During Phase One, only active members and registered program participants will be allowed access to the Smithfield Y facility. All memberships that have been placed on hold will resume automatically on July 1, 2020 as the Y opens in phases.

## POLICIES AND PROCEDURES

- **Check-in Procedures**

We have established new procedures for checking in and out at our facilities and program sites. Signage and Staff will guide everyone through the process. Step 1 – go to the check-in table for a Wellness Check BEFORE scanning your membership card!

- **Health Assessments**

People who have a fever or do not feel well should stay home. Before access is allowed in our branches and/or programs, all staff, members, participants and guests will be required to complete a health assessment, which includes a quick survey and a temperature check. According to the Centers for Disease Control (CDC), older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19 and it is recommended they stay home and away from other people as much as possible. On Demand workouts and other virtual services are available too.

- **Waivers**

Members will need to sign a waiver. Waivers can be found at [www.ymca1.org](http://www.ymca1.org) and may be completed before you come to the Y for a faster check-in process. (Check in will only take about 2 – 4 mins depending on the amount of people arriving at the same time).

- **Social Distancing**

Members and participants will be asked to follow social distancing guidelines set by the Centers for Disease Control and Prevention (CDC). To comply with these requirements, we may need to limit the number of people and usage duration within our facilities and programs. This includes, but is not limited to, areas and equipment on the wellness floor, in the swimming pool, child care, summer camp, babysitting services, etc.

***Reservations may be required.***

- **Sanitizers / Wipes / Handwashing**

Hand sanitizer and disinfectant wipes for equipment will be provided in the facility. We also encourage everyone to wash their hands frequently with soap and water, for at least 20 seconds.

- **Personal Protective Equipment**

Members and participants are required to wear facemasks at all times (except children in child care or summer camp programming – the state does not require children to wear masks).

- **Cleaning / Disinfecting**

Members will be asked to wipe down any equipment they touch before and after use with the disinfectant wipes provided. Additionally, members may experience wait times to allow time for extra sanitization of equipment on the wellness floor, the swimming pool, locker rooms, etc.

Members and participants who fail to comply with new policies and procedures are putting others at risk. They may be asked to immediately leave the facility. Refusal to comply with the Member Code of Conduct may result in membership and participation suspension and ultimately termination.

## PROGRAMS & SERVICES

Based on guidance from health officials, government leaders and Y-USA the Smithfield YMCA made informed decisions about new standard operating procedures and carefully weighed the benefits and risks of which programs and services we could resume safely. Some programs and services may be subject to additional safety protocols not mentioned in this document. This information may change based on new guidance from health officials and government leaders.

### **Aquatics**

Guidance from the Department of Health has not been released yet. As soon as guidance is released and aquatic facilities are allowed to reopen we will inform our members via email, Facebook page and our website [www.ymca1.org](http://www.ymca1.org).

### **Camp**

Summer Day Camp will begin on Monday, June 29, 2020.

- Capacity is limited due to social distancing requirements.
- Daily health assessments, including temperature checks, will be required.
- Staff will be required to wear masks at all times. Children will NOT need to wear a mask.
- Registration is available by emailing [Shannon@ymca1.org](mailto:Shannon@ymca1.org) or [Hannah@ymca1.org](mailto:Hannah@ymca1.org). Call 401-949-2480 ext. 105 or 101 with questions about Summer Day Camp.

### **Child Care**

Child care services will be offered effective June 1, 2020 through June 26, 2020. Email the above staff members for information on Child Care.

- Capacity is limited due to social distancing requirements.
- Daily health assessments, including temperature checks, are required.
- Child Care hours will be 7:30 AM – 5:30 AM (6/1 – 6/12)
- Child Care hours will be 8:30 AM – 4:30 PM (6/15 – 8/29)

### **Coffee Service**

Coffee service will be suspended until further notice.

### **Babysitting Service**

Babysitting services will be suspended until further guidance and notice.

### **Wellness Center**

The Wellness Center will reopen effective June 3, 2020. All members will need to wear a mask within 6 feet of other members. The Wellness Center is set-up to use machines and equipment 6 feet apart. Please follow the mask guidelines or you may be asked to wear one or be removed from the Wellness Center.

### **Locker Rooms**

Locker Rooms will ONLY be available for bathroom use at this time. Showers will NOT be open until the pool is allowed to open and shower stalls may be limited due to social distancing. The Family Locker Room will be for CHILD CARE USE ONLY – DO NOT ENTER!

### **Playgrounds**

Playgrounds will remain closed. According to the CDC, using playgrounds might lead to the spread of COVID-19 because:

- The playground will be CLOSED for use EXCEPT for Child Care and Summer Day Camp to ensure proper disinfecting of the playground between uses.

### **Swim Lessons**

At this time, swim lessons will not be offered due to social distancing requirements.

**Swim Team**

At this time, swim team will not be offered due to social distancing requirements.

**Water Fountains**

Water fountain use will be suspended until further notice. Please bring a water bottle!

# STANDARD OPERATING PROCEDURES

## AQUATICS

Reservations will be required when the pool is able to reopen. Masks should be worn by staff in all areas except in lifeguard stand so lifeguards are prepared for emergency response. Ensure social distancing between participants at all times. Members MUST take a cleansing shower before entering the pool – NO EXCEPTIONS.

## FACILITY ACCESS

Greeter(s) will stand at entrance to welcome members, take their temperature and ask them to answer the following health survey:

**In the past 48 hours, have you or anyone in your household experienced any of the following:**

1. Fever (100.0 F or greater)
2. Cough
3. Shortness of breath or difficulty breathing
4. Body aches
5. Chills
6. Runny Nose or stuffy nose
7. Sore throat
8. Diarrhea

\*If the answer is yes to any question, the person should be excluded from the facility until: A) they are completely free of symptoms for 72 hours and B) 7 days have passed since their first symptom started

- Greeters will direct members who pass health assessment to proceed to the designated scanning station to scan their phone or key fob.

### Welcome Center

- Members will scan in using their key fob or mobile phone at the designated scanning station.
- Staff will follow regular standard procedures for member check-in, including checking Daxko membership status and alerts.

### Lobby

- All furniture has been removed from the Lobby to ensure social distancing standards
- Sneeze guards are installed at the Welcome Center.
- Pens will be disinfected between uses.
- Hand sanitizer will be available.
- Hand-free trash cans will be available.

## HEALTHY LIVING

### Cardio & Strength Equipment

Cardio and strength equipment will be properly spaced or designated out-of-use to achieve required social distancing. Staff will monitor for social distancing. Fans will not be used.

- Members should wipe down equipment before and after use with provided disinfectant wipes. Hands-free trash cans will be available for wipes disposal.
- Hand sanitizer stations will also be available for use.
- When using dumbbells clean after each use, including the weight bench with wipes.
- Personal Training and Small Group Training will be allowed but must meet social distancing requirements at all times.
- Members must bring their own water bottle and yoga mat.

### Group Exercise

Group exercise classes will begin in a later phase. We are working on outdoor space for group classes to begin sooner so participants can remain 14 feet apart, therefore they would not need to wear a mask. In the meantime, classes will be available via Zoom and Facebook and also at [www.ymca360.org](http://www.ymca360.org).

## YOUTH DEVELOPMENT

### Staff Requirements

- All staff must have a complete background screening.
- All staff must complete required staff trainings
- All staff will follow all safety protocols and Smithfield YMCA guidelines at all times.

### Health Assessments

- No sick children will be allowed.
- A health assessment and temperature check will be done every day at check-in.

If a participant in any Youth Development program develops symptoms or a fever of 100.0 Fahrenheit or higher while in the program, the following will take place:

- The child will be isolated immediately, away from other participants and staff.
- Parent will be called to pick up child immediately.
- Staff will notify supervisor and Shauna Lewis, CEO immediately.
- Staff will follow cleaning guidelines immediately to disinfect the isolation area and all other program space and supplies that the child was in contact with (if not already disinfected).

### Social Distancing

- Programs will maintain a 2:10 ratio with two staff and ten participants.
- To the degree possible, participants will remain in the same group at all times.
- Eliminate large group activities.
- Plan activities that do not require close physical contact between multiple participants.
- Eliminate item sharing when possible and, if items are being shared, remind participants not to touch their faces and wash their hands after using these items
- Minimize time standing in lines.
- Use hula hoops, poly dots or approved floor tape to mark proper social distancing spaces.
- Incorporate additional outside time and ensure air flow. If multiple groups are outside at the same time, they should have a minimum of fifteen feet of open space between outdoor play areas or visit these areas in shifts so that they are not congregating.
- Staff should maintain rosters throughout the day and keep track of the exact times that participants are involved in activities and enter/exit program.

### **Handwashing and Hand Sanitizer**

- Two additional outdoor hand washing stations will be provided and all campers and staff will be required to wash hands upon drop-off/check-in, before leaving the designated program and frequently throughout the day.
- Hand sanitizer will be provided and frequent hand-washing will be required.
- Always wash hands immediately after outdoor play time.

### **Due to the inability to sanitize effectively, the following are no longer allowed in youth development programs:**

- Play-Doh
- Kinetic Sand
- Soft Surface Blocks
- Cloth Toys
- Anything that does not air dry within 10 minutes of using sanitizing solution

## **SUMMER DAY CAMP**

### **Drop-Off and Pick-Up**

- Youth Development staff will complete daily health assessment including survey and temperature check of every child.
- Once the child is cleared, staff will escort child to hand washing station.
- Staff will then escort the camper to their designated group.
- Staff will initial the child's check-in, document who dropped off and record the time.

### **Snacks/Meals**

- There will be no camp cookouts, breakfast or snacks served until further notice.

# CLEANING PROTOCOLS

## WELCOME CENTER / ADMIN AREAS / OFFICES

### **Before Shift / During Shift / After Shift:**

- Sanitize surfaces such as - desks, counters, computers, keyboards, mouse, phones, tables, cabinets, chairs, scanners, etc.
- Sanitize frequently during shifts any high touch area of the Welcome Center Desk / Admin Areas / Offices
- Staff will sanitize door knobs, push bars and other highly used points of contact
- Staff are to remain in their zones at the Welcome Center Desk during entire shift to prevent any cross-contamination
- Staff will wear gloves when sanitizing any Welcome Center / Admin / Office areas/items
- Staff will use only CDC approved disinfectants while cleaning

## WELLNESS CENTER

### **Before Shift / During Shift / After Shift**

- Strength / Cardio Machines – sanitize after each member use and utilize fogger throughout the day and at the close of everyday.
- Strength Equipment such as – barbells, dumbbells, medicine balls, kettlebells, cable cross attachments after each member use
- Sanitize all common areas frequently throughout the day
- Yoga / Exercise Mats – MUST BRING YOUR OWN MAT
- Staff will wear gloves when sanitizing any Wellness Center areas/items
- Staff will use only CDC approved disinfectant

# MEMBERS & PARTICIPANTS FAQs

## How did you make decisions about your safety protocols?

With guidance from health officials, government leaders, Y-USA and subject matter experts, the Smithfield YMCA Reopening Task Force developed For A Safer Us: A Reopening Roadmap. The plan outlines our COVID-19 mitigation strategies, representing endless hours of research and many thoughtful, informed discussions about how best to resume operations and safely serve members and program participants.

## References

- [Coronavirus Disease](#) – Centers for Disease Control and Prevention (CDC)
- [www.reopeningri.com](http://www.reopeningri.com) – Regulations and Guidelines

## Are there new hours?

Yes, the [new hours](#) are posted on Facebook and our Website

- Monday through Friday 6:00 AM – 11:00 AM & 2:00 PM – 5:30 PM
- Closed on Saturdays (until the pool re-opens)
- Closed on Sunday

These reduced hours will allow our staff extra time to clean, sanitize and "set the stage" for you as we ease into this first phase of reopening. We will continue to review and make adjustments as needed. **The Smithfield YMCA will be open Monday through Friday ONLY until the pool is able to re-open. We will be closed Monday – Friday from 11:00 AM – 2:00 PM for cleaning!**

## With reduced hours, how will the Y make sure it doesn't become crowded?

The Y will abide by capacity requirements set by Department of Health. We will be limiting the number of people in our buildings and in our individual classes (when classes resume). Cardio and strength equipment on the wellness floor is properly spaced or will be designated out-of-use to ensure social distancing guidelines are met.

## Will I need to make a reservation?

It depends, the Wellness Center will not require a reservation unless there is an overwhelming amount of usage (TBD). The pool will require a reservation due to social distancing requirements and most likely one swimmer per lap lane (we are waiting for guidance on the pool).

## Instructions for how to make reservations will be posted SOON!.

## Do I have to be a member or program participant to be in the Y?

During Phase One, only active members will be allowed access to Smithfield YMCA facilities and programs (child care and summer day camp). We are suspending the Y's Nationwide Membership at this time.

## What if my membership is on hold?

All memberships on HOLD will automatically resume on July 1, 2020 as we re-open in phases. Please let us know if you intend to use the facility prior to July 1 and we will reactivate your account.

## What will I have to do to check-in at the Y?

If you have a fever or don't feel well, please stay home. Before access is allowed in our branches and/or programs, all staff, members, participants and guests will be required to complete a health assessment, which includes a temperature check and answer these questions:

**What happens if I don't pass the health assessment?**

If you answer yes to any of the questions, you will be asked not to return to the Y until you have been fever and/or symptom-free for 48 hours. If you have had contact with anyone diagnosed with COVID-19 and are not a health care worker or first responder wearing Personal Protective Equipment (PPE) or practicing universal precautions, you cannot return to the Y for at least 14 days. You will be encouraged to get tested for COVID-19 and notify us if you test positive.

**What happens after I pass the health assessment?**

Members will move to the scanning station to scan their key fob and once checked-in, can proceed to the Wellness Center.

**Why do you have to take my temperature and ask these questions?**

Your safety – and the safety of everyone in our buildings and programs – is our number one priority. We are taking every precaution we can to reduce the risk of exposure to COVID-19. Temperature checks and health surveys are among the CDC's recommended mitigation strategies.

**How long will it take to check-in?**

We expect the check-in process could take 2-5 minutes, depending on how many people arrive at the Y at the same time.

**Do I need to bring my own workout equipment like a mat for yoga?**

Yes, yoga mats will not be provided at this time.

**What safety protocols will I be required to follow while at the Y?**

- Members and participants will be asked to follow 6-foot social distancing guidelines set by the Centers for Disease Control and Prevention (CDC).
- Members and participants are required to wear face masks. According to the CDC, you should:
  - Wear cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission.
  - Use simple cloth face coverings to slow the spread of the virus. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional public health measure.
  - Cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.
- Hand sanitizing stations and disinfectant wipes for equipment will be provided throughout the facility. We also encourage everyone to wash their hands frequently with soap and water, for at least 20 seconds.
- Members will be asked to wipe down any equipment they touch before and after use with the disinfectant wipes provided throughout our facilities. Additionally, members may experience wait times to allow time for extra sanitization of equipment on the wellness floor and in group exercise rooms.

**What happens if I don't want to follow these safety protocols?**

Members and participants who fail to comply with new policies and procedures are putting others at risk. They may be asked to immediately leave the facility. Refusal to comply with these protocols may result in membership and participation suspension and ultimately termination.

### **What safety protocols are employees required to follow?**

- Staff who have a fever or are not feeling well are told to stay at home. All staff will be required to complete a health assessment, which includes a survey and a temperature check, before every shift.
- Every employee, except lifeguards on active duty and Group Exercise instructors teaching class, must wear face masks upon entry in the building and during their entire shift. Staff will also be required to wear gloves when performing health assessments or serving food and/or beverages.
- All staff will be required to practice proper social distancing while at work.
- Hand sanitizing stations and disinfectant wipes for equipment will be provided throughout the facility. We also encourage our employees to wash their hands frequently with soap and water, for at least 20 seconds.
- Cleaning will now be a major component of all job duties. All staff will be required to clean and disinfect surfaces often. There are no exceptions.

### **Why can't you turn on the fans?**

Research suggests fans can blow around COVID-19-infected droplets hanging in the air. Out of an abundance of caution, we are only turning on fans with upward airflow as recommended by the CDC.

### **Will I be safe at the Y if I am considered to be in a vulnerable population?**

While we are doing our part to ensure the safety of everyone in our facilities, the CDC says older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19 and it is recommended they stay home and away from other people as much as possible.

### **Are there any options for members who do not yet feel safe to return to the Y?**

On Demand online workouts and [www.ymca360.org](http://www.ymca360.org) virtual programming are available to members.

### **How often does the Y clean its equipment and facilities?**

Employees clean equipment and frequently touched as often as possible and not to exceed over 2 hours without sanitizing. In addition, a cleaning service performs a thorough cleaning of the facility every night and Y staff will be fogging the facility throughout the day.

### **What kind of cleaners does the Y use?**

The Y will only use products on [List N: Disinfectants for use against SARS-CoV-2](#) that meet the [EPA's criteria](#) for use against the virus that causes COVID-19.

### **What if the wipes dispenser is empty or the equipment is dirty?**

Please notify a staff member who will address your concerns immediately.

### **Will the pool be open?**

The pool will be open as soon as deemed safe per the State of RI. However, recreational swimming may not be available right away. Lap swimming/exercise will require a reservation and water aerobic classes will require pre-registration once they are able to begin.

### **Will locker rooms be available?**

Locker rooms will only be available for bathroom use – SHOWERS ARE CLOSED until further notice. **The Family Locker Room is for CHILD CARE ONLY – DO NOT ENTER!**

**We hope this information has helped answer any questions you may have! For a complete list of FAQ and to view the waiver, please see attached documents!**

**STAY HEALTHY – STAY STRONG – STAY WITH US**