

**CITY OF
FORT COLLINS**

Recreation Department



COVID-19 REOPENING PLAN

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WELCOME

The City of Fort Collins Recreation Division is excited to reopen and resume offering recreational opportunities to the community.

To create the safest environment possible for staff and guests, the Recreation Department, with along City of Fort Collins' leadership team, have worked closely with our local and state public health experts, as well as several national governing bodies including the National Recreation and Parks Association and USA Swimming to develop a reopening plan for facilities.

COVID-19 has quickly changed the way the City of Fort Collins conducts recreation programming and operations. The recommendations provided in this guide are meant to be followed during the reopening of our facilities, with guidelines based on the current information we have at this time from our public health partners. Please note that guidelines and procedures may change at any time to ensure ongoing health and safety for everyone.



OVERVIEW

MEASURES TO REDUCE EXPOSURE AND SPREAD OF COVID-19 IN FACILITIES

The Recreation Department is closely monitoring the Federal, State and County guidelines being introduced to mitigate the risk of resurgence, protect the most vulnerable and allow businesses to begin reopening to the public.

Once approved for reopening, all recreation facilities will be implementing new safety protocols and best practices for staff and guests including:

- Increased hand washing: washing hands with soap and water for 20 seconds or using hand sanitizer frequently.
- Avoid touching faces.
- Sneezing or coughing into a tissue or the inside of an elbow.
- Disinfecting frequently used items and surfaces as much as possible.
- Requiring face covering or masks in all common areas of recreation facilities, and where physical distancing cannot be maintained.



Thank you for helping us slow the spread of COVID-19

Gracias por ayudarnos a frenar la propagación de COVID-19



OVERVIEW

MEASURES TO REDUCE EXPOSURE AND SPREAD OF COVID-19 IN FACILITIES

- All staff must verify that they do not have a fever, or any symptoms consistent with COVID-19 before entering the building.
- Personal protective equipment (PPE) will be provided, as available and appropriate, to the function and location of the worker within the business location.
- Enhanced sanitation of the workplace to include the recreation centers, as appropriate. Staff will perform regular cleaning and encourage participant assistance with the cleaning of equipment after each use.
- All recreation centers will have increased signage instructing patrons on proper sanitation and handwashing procedures.
- Interior doors, where appropriate, will be propped open during business hours to reduce touching of doorknobs.
- Environments will be maintained where staff and guests can practice physical distancing (e.g., utilizing signage/barriers and floor markers to remain 6 feet apart).
- Handshaking and other unnecessary person-to-person contact will be discouraged.
- Approved signage with current guidelines will be placed prominently throughout recreation facilities.
- Current guidelines regarding space capacity and number of attendees allowable, based on guidance from Larimer County, will be implemented.

MEASURES TO INCREASE AWARENESS THROUGH SIGNAGE

Signage, like displayed on this page, will be posted at each public entrance of the facility to inform all employees and customers:

- Avoid entering the facility or location you have a cough or fever.
- Face coverings or masks must be worn in the facility.
- Physical distancing required, maintain a minimum six-foot distance between others.

Welcome! For the safety of our community, everyone entering must follow Larimer County Health Department requirements:

¡Bienvenidos! Por la seguridad de nuestra comunidad, todos los que ingresen deben seguir los requisitos del Departamento de Salud del Condado de Larimer



Do not visit this establishment if you have a cough or a fever
No visite este establecimiento si tiene tos o fiebre

Visitors should stay 6 feet away from others
Los visitantes deben mantenerse a 6 pies de distancia de los demás



All visitors are required to wear a cloth face covering
Todos los visitantes deben usar un cubrebocas o máscara

Thank you for helping us slow the spread of COVID-19
Gracias por ayudarnos a frenar la propagación de COVID-19

Auxiliary aids and services are available for persons with disabilities. 205-22342
Los recursos para discapacitados y asistencia auxiliar son disponibles para la gente con discapacidades.



**PLEASE
WAIT
HERE**



MEASURES TO PROTECT EMPLOYEE & CUSTOMER HEALTH

- Face coverings must be worn when entering the establishment and all times except:
 - » When a face covering inhibits one's ability to participate in a fitness activity -OR-
 - » If staff are in a private office or closed area with no common traffic.
- Machines and equipment will be separated by six feet or more. Adjacent equipment, closer than six feet, will be blocked off to prevent use.
- All employees have been told not to come to work if sick (including any of the following- headache, sore throat, fever, dry cough, recent inability to taste and smell, shortness of breath, ear aches, body aches, diarrhea, fatigue, vomiting and abdominal pain).
- Symptom checks are being conducted online, daily, before employees may enter the workspace.
- All desks, individual work stations and work areas are separated by at least six feet.
- Hand sanitizer effective against COVID-19 is available at several locations throughout the facilities and to employees at their workstations
- Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule;
 - » Fitness rooms and classrooms: Cleaned and sanitized after each class.
 - » Bathrooms: Cleaned and sanitized at least every 3 hours.
 - » Break rooms: Cleaned daily; Employees must wipe all surfaces after use with disinfecting wipes.
- Copies of this protocol have been distributed to all employees.

MEASURES TO PROMOTE PHYSICAL DISTANCING

- Capacity for indoor portions of the facility will be limited to 50% of the maximum allowed occupancy, while ensuring a minimum of 28 square feet per person and no more than 175 people total.
- Current occupancy estimates for recreation facilities:
 - » EPIC Ice Rink: 50 participants
 - » EPIC Pool: 50 participants
 - » Northside Aztlan Community Center: 175 participants
 - » Senior Center: 175 participants
 - » Foothills Activity Center: 150 participants
 - » Club Tico: 48 participants
 - » The Farm: 128 participants
- Facility use, class participation and personal training appointments must be made online or via phone, no drop-in use.
- Group classes in enclosed rooms will be limited and a minimum of 7 feet between participants must be kept.
- No waiting in lobby or front door.
- An employee will monitor the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.
- Tape or other markings will be placed at least six feet apart in customer line areas inside the facility with signs directing customers to use the markings to maintain distance.

MEASURES TO INCREASE SANITATION

- Disinfecting wipes that are effective against COVID-19 will be available near high use areas.
- Hand sanitizer, soap and water, and effective disinfectant will be available to the public at or near the entrance of the facility, at check-in counters, and any other common area or touchpoint.
- Cleaning supplies for handles, benches, pins, seats, etc. will be available at each machine that will be used.
- Disinfecting all payment portals, pens, and styluses after each use.
- Disinfecting all high-contact surfaces frequently.
- Staff will be assisting with and monitoring the cleaning and disinfection of equipment between uses.
- Mat, hand weights, yoga/stretching mats, and other free-standing fitness equipment will be removed. If equipment is required for class, participants will be asked to bring in their own.



SAMPLE SANITATION SCHEDULE

Example sanitation schedule shown below.
Specific schedules will be adjusted by management to meet the needs of each individual facility.

Area	Description of Cleaning	Frequency
Entrances		
Front Doors & Entry	Clean all contact points	Every 3 hours
Trash Cans	Wipe down & clean	Every opening
Weight & Cardio Rooms		
Doors	Sanitize all contact points	Every 3 hours
Equipment	Sanitize	Every 3 hours
Gymnasiums & Ice Rinks		
Doors	Sanitize all contact points	Every 3 hours
Ice Makers	Sanitize all contact points	After each use
Handrails	Clean & sanitize	Every 3 hours
Benches & Seating	Clean & sanitize	Every 3 hours + after heavy use
Pools		
Doors	Sanitize all contact points	Every 3 hours
Pool Railings	Clean & sanitize all contact points	Every 3 hours
Shower Knobs	Clean & sanitize	Every 3 hours
Offices		
Doors	Sanitize all contact points	After each use
Desks	Sanitize all contact points	After each use
Counters	Sanitize	Beginning & end of each shift

SAMPLE SANITATION SCHEDULE

Area	Description of Cleaning	Frequency
Front Desks		
Counters	Sanitize	Every 3 hours + after heavy use
Computers, Screens & Phones	Sanitize	Beginning & end of each shift
Pens & Pencils	Sanitize	After each use
Binders, Holders, Etc.	Sanitize	After each use
Lobbies & Common Areas		
Doors	Clean all contact points & leave propped open, if possible	Every 3 hours
Fire Exit Push Bars	Clean & sanitize	Every 8 hours + after use
Handrails & Posts	Clean & sanitize	Every 3 hours
Poster Cases & Frames	Clean & sanitize	Beginning of shift
Water Fountains	Clean & sanitize	Every 3 hours
Benches	Clean & sanitize	Every 3 hours + after heavy use
Trash Cans	Sanitize	Every 8 hours
Elevators	Clean & sanitize	Every 3 hours
Light Switches	Sanitize	After each use
Locker Rooms & Restrooms		
Doors	Sanitize all contact points	Every 3 hours
Trash Cans	Clean & sanitize	Every 3 hours
Countertops, Sinks, Fixtures, Mirrors, Etc.	Clean & sanitize	Every 3 hours
Light Switches	Sanitize	Every 3 hours
Child changes units	Clean & sanitize	Every 3 hours
Lockers	Clean & sanitize	Every 3 hours
Showers	Clean & sanitize	Every 3 hours

REFERENCE

LARIMER COUNTY CHECKLIST

(updated 5/14/2020 -- subject to change per State orders)

Gyms and personal training businesses must implement all applicable measures listed below. An explanation of why any measure that is not implemented is inapplicable to the business must be provided. Enforcement will be handled on a complaint basis. You do not need to submit this form to the Larimer County Health Department unless asked to do so. If an inspector enters your facility, you will need to show how the measures included in this checklist are being complied with.

Signage:

- Using templates provided by the Larimer County Health Department at each public entrance of the facility or location to inform all employees and customers;
- If not using existing templates, signage posted at each public entrance of the facility or location to inform all employees and customers must include the following information;
 - » Avoid entering the facility or location if they have a cough or fever.
 - » Face coverings must be worn by all employees and customers.
 - » Social/Physical distancing requirements of maintaining a minimum six-foot distance between employees and customers.

Measures To Protect Employee / Customer Health:

- Face coverings must be worn when entering the establishment and all times except when a face covering inhibits the participants ability to participate in a fitness activity
- In use machines and/or equipment must be separated by six feet or more. Adjacent equipment, closer than six feet, must be blocked off to prevent use.
- All employees have been told not to come to work if sick (including any of the following- headache, sore throat, fever, dry cough, recent inability to taste and smell, shortness of breath, ear aches, body aches, diarrhea, fatigue, vomiting and abdominal pain).

REFERENCE

LARIMER COUNTY CHECKLIST

(updated 5/14/2020 -- subject to change per State orders)

- Symptom checks are being conducted before employees may enter the workspace.
- All desks, individual work stations or work areas are separated by at least six feet.
- Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule;
 - » Break rooms: *All break rooms will be cleaned daily; Employees must wipe all surfaces after use with Lysol wipes.*
 - » Bathrooms: *All bathrooms will be cleaned several times daily by day porters.*
 - » Other _____
 - » Disinfectant and related supplies are available to all employees at either their workstations or the following location(s): *Front Desk will have location at all Recreation Centers*
 - » Hand sanitizer effective against COVID-19 is available to all employees at either their workstations or the following location(s): *Front Desk and several locations throughout the Recreation Centers.*
 - » Copies of this Protocol have been distributed to all employees.
 - » Optional—Describe other measures:

Measures To Promote Physical Distancing:

- Occupancy will be 30% of the maximum allowed by fire code, may expand to 60% if the establishment can expand outdoors.
 - » Class or personal training appointments must be made online or via phone
 - » No waiting in lobby or front door
- If possible, an employee will monitor the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.
- Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks to public entrances with signs directing customers to use the markings to maintain distance.

REFERENCE

LARIMER COUNTY CHECKLIST

(updated 5/14/2020 -- subject to change per State orders)

Measures To Prevent Unnecessary Contact:

- Group classes in enclosed rooms must be limited to no more than four participants plus the instructor, unless a written plan demonstrates the businesses ability to expand this capacity given the square footage of the facility while maintaining required social distancing.
- Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.
- Providing curb-side drop-off/pick-up of products.
- Optional - Describe other measures (e.g. providing senior-only hours):
- Measures To Increase Sanitization (check all that apply to the facility):
- Disinfecting wipes that are effective against COVID-19 are available near high use areas.
- Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the business or immediately outside where people have direct interactions.
- Cleaning supplies for handles, benches, pins, seats, etc. must be available at each machine that will be used.
- Disinfecting all payment portals, pens, and styluses after each use.
- Disinfecting all high-contact surfaces frequently.
- Staff must be available to assist with and monitor the cleaning and disinfection of equipment between uses.
- Optional—Describe other measures:

REFERENCE

LARIMER COUNTY CHECKLIST

(updated 5/14/2020 -- subject to change per State orders)

Measures To Reduce Exposures in Employee Transportation:

- Employee(s) are screened for COVID-19 symptoms each day and excluded from operations if symptomatic.
- Hand sanitizer is used by each employee when entering the vehicle and periodically during the shift.
- The number of passengers has been reduced by 50% of the vehicle occupancy and passengers sit in locations to maximize the distance between one another.
- Employees will wear a non-medical, cloth face covering when in a vehicle containing more than 1 person.
- Windows will remain open and ventilation is increased.
- Disinfecting all high-contact surfaces of the vehicle will be done at the end of each day.

**Any additional measures not included here should be listed on separate pages, which the business should attach to this document.*

REFERENCE

RESPONSIBLE PATRON

CHECKLIST

- Customer expectations & interactions with staff:
- All clients experiencing any flu-like symptoms (cough or fever) should not enter the business or use the outdoor facility/park
- Employees and clients/customers must wear face covers when entering the business. Face coverings are not required for both the tour guide and the guests during outdoor activities. However, employees should wear a face covering when working outside and interacting with guests. For more information about the Larimer County Face Covering Order, [click here](#).
- Look out for signs outside and inside the business for any special guidance to be followed. At a park or natural area/trail look out for signs around picnic areas, courts, fields, parking lots, and around the park at high-activity areas for any special guidance to be followed.
- Practice the 6' physical distancing rule i.e. safety step off the trail to let people pass, space pool chairs from other parties, do not sit next to people of another party on van/shuttle service, etc.
- Wandering and shopping within the business is not advised. If you're interested in purchasing a product, please speak to a staff member before touching merchandise.
- If you notice a sanitation/washing stations at the entrance disinfect your hands upon entering and exiting
- Limit lounging/resting in lobby areas
 - » Avoid sitting down
 - » Allow space between you and other customers in common areas
 - » Wait in your car or outside until the tour/rental time is ready to begin - asked to receive a text or call when ready
- Customer expectations & interactions with staff continued:
- Avoid shared water foundations, vending machines, ATM's
- Bring your own water bottles, equipment, towels, etc. if possible - please call business ahead of time to know what you will need

REFERENCE

RESPONSIBLE PATRON

CHECKLIST

- Understand the business' procedure for cleaning used rental equipment after use
 - » They may ask you to clean equipment in a certain way or ask you to place your used equipment in a pile for them to clean
 - » Bring it to staff attention all equipment used
- Find a personal area/cubby/locker space for your personal items - be sure to clean or ask to have the area cleaned before and after use
 - » Space your locker from others
- Avoid changing rooms
 - » Change clothing ahead of time
 - » Shower at home
- Avoid unnecessary touching in the restrooms - always wash hands
 - » Notify a staff member if soaps, paper towels, and other cleaning supplies are low
- Pay ahead, contactless payment models, sign up for a membership, avoid cash if possible
- Other Considerations:
 - » Check online or call ahead to understand business' expectations and rules that customers should follow
 - » When in doubt ask a staff member if you're permitted to do something
 - » Remember employee safety is just as important as your own
 - » Support your favorite outdoor rec and park/trail/pool and remember to follow, rate and share them on social media
 - » **Invite them to join the #ForFortCollins rally**

REFERENCE

BUSINESS BEST PRACTICES

Pools

To comply with limited capacity, please establish a reservation system with time-slots

- Outdoor pools: 50% capacity or up to 50 people, whichever is fewer
- Indoor pools: 25% capacity or up to 50 people, whichever is fewer
- Do not provide shared pool toys

Recreation Rentals/Tours

- Fort Collins buildings must have Face Covering Signage displayed
- Require reservations for sports and other recreational rentals and tours
- Allow reservations to be limited to single parties - do not allow members of different parties to be under the same reservation

Interior facility considerations:

- Due to the constraint of guests allowed within the building, please observe the 6' distance rule - floor marking and/or environmental marking such as plants and furniture.
- Spacing & Markings:
 - » Consider one-way aisle/traffic for entering & exiting the building
 - » Establish separate waiting areas for check-in area - designate and label tables/seating for guests to maintain 6' distancing
 - » If guests are signing documents (liability release forms, etc.) please provide each person one form, do not leave a stack of forms to guests to put up. Clean pens, clipboards, other supplies after each person
 - » Install sneeze guards or other protective measures at the check-in counter, as necessary and/or required

REFERENCE

BUSINESS BEST PRACTICES

- Furniture: spacing and materials/fabrics that are easily cleanable
- Push capabilities to prevent door handling/exposure
 - » Footpull options
 - » Propping the door open
- Elevators - most elevators do not allow for the 6' distance, consider alternative plans/recommendations
 - » Provide signage instructing guests to only enter the elevator with guests of the same party - avoid taking the elevator with other guests
- If allowing for public restroom use please establish procedures:
 - » Consider footpull option for opening doors
 - » No touch trash cans
 - » Establish regular schedule to sanitize frequent, high-touch equipment more frequently
 - » Make sure soaps, paper towels are well-stocked for guests to wash hands
- Limit number of guests to attend gatherings (front desk, waiting area, etc.)
- Consider closing vending machines, water fountains
- If selling food like snacks/bottled water - consider pre-packaged and 'grab & go' options - fruit cups, bagels, coffee, water bottles
- Don't allow public sharing of utensils, lids, straws

CONTACT US

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