



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# THE FAMILY YMCA REOPENING PLAN

Updated May 29, 2020





The Family YMCA will abide by strict guidelines and restrictions provided by the Centers for Disease Control & Prevention (CDC), state government, local government, EPA, OSHA, and Y of the USA to ensure that members and staff are safe and protected at all times at any YMCA facility. The reopening process will be a phased approach that will begin with staff training, facility preparation and will be modified as needed based on evolving guidelines. A formal date will be set after permission to reopen has been granted and with consideration for preparation time needed. The initial opening will include a reservation system for cardio machines, space usage, as well as, bringing back our virtual live fitness classes.

The Family YMCA will only open its facility under the following guidelines: 1) We have adequate, trained, and healthy staff; 2) We have ample cleaning supplies; 3) We can ensure compliance with the strict guidelines provided by the CDC, state government, local government, EPA, OSHA, and Y of the USA; and 4) Members are in full compliance with the guidelines and restrictions to remain operational. Should we be unable to meet any of those criteria, the Y will need to close its doors.

The Y's phased reopening plan actualizes the following assumptions for operations as they relate to the global coronavirus pandemic and its local implications on public health: Phases are not time-based and entering into subsequent phases will rely on guidance from the Governor's orders and the CDC. Phases may be modified and revised as guidance changes. Meeting health and community needs will be balanced and focused on preventing the spread of Covid-19.

Note: the "phases" referred to in this plan are not intended to align with the phases imposed by state or local governments. The Y's phases refer only to its own internal operating phases.

Any member, staff or vendor not in compliance with the new policies and protocols in place for each phase will be asked to immediately leave the facility. If a staff, member or vendor reports that they were a COVID carrier while visiting a Family YMCA property, the location will be temporarily closed and professionally deep cleaned per CDC guidelines. The Y will maintain the confidentiality of the individual and follow CDC guidelines for handling exposure and mitigating risk.

The following outlines the phased opening of The Family YMCA's facility, services and programs. Each phase outlines expectations, policies and procedures for people, facilities, programs and activities and provides a summary of each COVID transmission prevention measure that will be implemented in each phase. The Y will not move into subsequent phases of this plan until the Y deems its safety protocols to be successful and its members to be cooperative in adhering to social distancing guidelines.

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PHASE

1

**High Risk** - Reintroduces our community to utilizing the YMCA under new COVID-19 restrictions. Phase 1 limits all activities to individual and small group activities. The YMCA will implement social or physical distancing practices in all operations during this phase by controlling the number of members allowed in the facility, modified facility/indoor traffic patterns, controlling physical areas and fitness equipment, and placing trained staff in each location where there is more than one member to monitor and enforce all social distancing protocol and policies.

**More detailed information may be found on Phase One in the table below.**

PHASE

2

**Medium Risk:** Phase 2 maintains the social and physical distance practices of phase 1 while opening more areas of the facility to meet community wellness needs. As restrictions are reduced, more areas of the YMCA will open for use and group activities will slowly be expanded within social and physical distance guidelines.

**More detailed information may be found on Phase Two in the table below.**

PHASE

3

**Low Risk:** Represents a return to operations not necessarily pre-COVID crisis, but a progression of moving towards that direction. A return to full operations may be possible, while continuing to implement state and CDC restrictions and guidelines.

**More detailed information may be found on Phase Three in the table below.**

The Y will maintain our close relationship with applicable government departments and task forces to ensure all practices prioritize the health and safety of our staff, members and community. For questions or concerns regarding the YMCA's phased reopening plan, contact Rob Wilkinson, CEO at [Rwilkinson@laymca.org](mailto:Rwilkinson@laymca.org). Chris Daniels, CFO at [Cdaniels@laymca.org](mailto:Cdaniels@laymca.org).

PHASE

1

**High Risk**  
(rigid social/  
physical  
distancing,  
individual  
activities only)

**Facility Hours**  
Mon-Fri  
7am-7pm

Sat – Sun  
Closed for  
Cleaning

**PEOPLE**

Staffing limited to “essential staff” only

All staff will sign a return to work memo (see exhibit 4)

All staff are thoroughly trained on COVID transmission prevention and new cleaning protocols prior to working in facilities

All staff, members and vendors will wash and/or sanitize hands upon entry and exit.

Members required to sign new waiver (see exhibit 3)

All staff, members and some vendors will have temperatures taken upon entry (anyone with temps above 100 or any symptoms of illness are sent home immediately)

All staff, members and vendors will be questioned re: COVID symptoms upon entry

Staff will be instructed to wash their hands frequently

Numbers will be controlled throughout the building to support social distancing and remain below 50% capacity

Staff required to wear PPE (eg, mask, gloves when applicable); members required to wear masks when entering facility

All staff, members and vendors who are unwilling to comply with the Y’s COVID transmission prevention measure will be asked to leave the facility immediately

**FACILITY**

Entire facility will be cleaned and disinfected prior to opening and after closing each day

All equipment will be cleaned with EPA approved products throughout the day and bathrooms / locker rooms will be cleaned hourly.

Members are asked to use the provided cleaning supplies to clean equipment before and after each use

Public entry doors and public counters and other high touch point areas cleaned a minimum of every two hours with EPA approved products

Employee workspaces cleaned a minimum of every two hours each day with EPA approved products

Limit facility to 50% of capacity; per room capacities will be marked and enforced to support social distancing

Facility time limit of 60 minutes

Reservations required to use cardio and weight machines

**Areas, open with restrictions:**

- Cardio and strength areas open with significant restrictions on capacity and activities
- Gym open for individual workouts only
- Locker rooms – Only bathrooms and changing areas will be open
- Y Express open at 20% capacity
- Only no touch bottle filling available (water fountains closed)

**Closed areas:**

- Saunas
- Showers
- Childwatch
- Racquetball Courts
- Climbing Wall
- Services not provided: Mats, bath/workout towels

**ACTIVITIES & PROGRAMS**

Wellness Classes offered virtually

All Senior classes virtual

Personal training in small groups of 1 or 2

Española Teen Center Planned Opening

All monthly programs suspended (ie dance, martial arts, etc.) Unless they can be conducted virtually

Pickleball suspended

Open Gym suspended

LA Teen Center Closed

Child watch closed

Youth Sports suspended

Summer Camp Cancelled

**COVID TRANSMISSION PREVENTION MEASURES**

Rigid social/physical distancing practices and policies

Acrylic barriers installed in Welcome Center (see Exhibit 1)  
Hand sanitizer placed throughout the building

Facility and equipment thoroughly cleaned and disinfected daily with EPA approved disinfectant cleaner (before opening, after closing each day and throughout the day)

One-way indoor traffic patterns implemented where feasible

Members will be asked to clean any equipment they use before and after each use

Spacing markers where applicable on floors to keep everyone at least 6ft apart

Signage installed and staff monitoring all areas to enforce social distancing practices (see Exhibit 2)

Equipment spaced or closed to maintain appropriate social distance

Members’ and staff personal belongings stored in designated areas only (no personal belongings may be left out in the open)

**MED. RISK**  
(rigid social/  
physical  
distancing)

**Facility Hours**  
Mon-Sat Regular  
hours

Sunday closed  
for Cleaning

**PEOPLE**

Staffing increased to accommodate higher capacity

All staff will sign a return to work memo (see exhibit 4)

All staff are thoroughly trained on COVID transmission prevention and new cleaning protocols prior to working in facilities

All staff, members and vendors will wash and/or sanitize hands upon entry and exit

Members required to sign new waiver (see exhibit 3)

All staff, members and some vendors will have temperatures taken upon entry (anyone with temps above 100 or any symptoms of illness are sent home immediately)

All staff, members and vendors will be questioned re: COVID symptoms upon entry

Staff will be instructed to wash their hands frequently

Numbers will be controlled throughout the building (not to exceed 50% of facility/area capacity)

Staff required to wear PPE (eg, mask, gloves when applicable); members required to wear masks when entering facility

Staff, members and vendors who are unwilling to comply with the Y's COVID transmission prevention measure will be asked to leave the facility immediately

**FACILITY**

Entire facility will be cleaned and disinfected prior to opening and after closing each day

All equipment will be cleaned with EPA approved products throughout the day and bathrooms / locker rooms will be cleaned hourly.

Members are asked to use the provided cleaning supplies to clean equipment before and after each use

Public entry doors and public counters and other high touch point areas cleaned a minimum of every two hours with EPA approved products

Employee workspaces cleaned a minimum of every two hours each day with EPA approved products

Facility time limit of 90 minutes

Limit facility/areas to 50% of capacity; per room capacities will be marked and enforced

**Areas, open with restrictions:**

- Cardio and strength areas open with restrictions on capacity and activities
- Gym open for individual workouts and pickleball
- Locker rooms – Open; showers at a reduced capacity; must bring own towel
- Racquetball open for 1:1 play; must bring own equipment
- Y Express open at 50% capacity
- Limited schedule
- Only no touch bottle filling stations available (water fountains closed)
- Drop-in childwatch:
  - Limited hours and spaces
  - Registration required
  - Temp check upon entry
  - No parents allowed in childcare areas

**Closed areas:**

- Saunas
- Climbing Wall
- Services not provided: Mats, bath/workout towels

**ACTIVITIES & PROGRAMS**

Wellness classes offered virtually and outdoors

Wellness Classes – 50% capacity at Y Express  
Members must bring their own mats

All Senior classes virtual

Offer other programs virtually where applicable

Personal training in small groups less than 5

Spin Classes – 4 students; 1 instructor (may increase)

Española Teen Open

Open gym suspended

All monthly contact programs suspended (ie wrestling, martial arts, etc.)

LA Teen Center Planned opening

Child watch Planned Opening

Youth Sports TBD  
Summer Camp Cancelled

After School Open (will follow all required guidelines)

**COVID TRANSMISSION PREVENTION MEASURES**

Rigid social/physical distancing practices and policies

Acrylic barriers installed in Welcome Center  
Hand sanitizer placed throughout the building (see Exhibit 1)

Facility and equipment thoroughly cleaned and disinfected daily with EPA approved disinfectant cleaner (before opening, after closing each day and throughout the day)

One-way indoor traffic patterns implemented where feasible

Members will be asked to clean any equipment they use before and after each use

Spacing markers on floors where applicable to keep everyone at least 6ft apart.

Signage installed and staff monitoring all areas to enforce social distancing practices (see Exhibit 2)

Equipment spaced or closed to maintain appropriate social distance  
Limit facility/areas to 50% of capacity  
Staff will wash hands frequently

Members' and staff personal belongings stored in designated areas only (no personal belongings may be left out in the open)

PHASE

3

**LOW RISK**

*(some social/physical distancing practices maintained, most activities resumed)*

**Facility Hours:**  
Regular operating hours

**PEOPLE**

Full staffing model operating

All staff will sign a return to work memo (see exhibit 4)

All staff are thoroughly trained on COVID transmission prevention and new cleaning protocols prior to working in facilities

Guests are allowed to use the facilities

All members and staff will wash and/or sanitize hands upon entry and exit

Members required to sign new waiver (see exhibit 3)

Staff and members will be encouraged to wear PPE (eg, masks)

Staff, members and vendors who are unwilling to comply with the Y's COVID transmission prevention measure will be asked to leave the facility immediately

**FACILITY**

Entire facility will be cleaned and disinfected at least once a day

All equipment will be cleaned with EPA approved products throughout the day and before opening and after closing

Members are asked to use the provided cleaning supplies to clean equipment before and after each use.

All hard surfaces including door handles, countertops, lockers, etc. will be cleaned frequently throughout the day with EPA approved products

Facility time limit of 120 minutes

Maximum capacity will be marked and enforced

Most areas will be open

- Members and staff will be asked to maintain healthy cleaning practices
- Saunas and Climbing Wall may be open

Drop-in childwatch:

- No parents allowed in childcare areas

**ACTIVITIES & PROGRAMS**

Offer programs virtually where applicable

Personal training – resume regular programming

Wellness Classes – resume regular operations

All Senior classes resume regular operation

Pickleball open

Resume open gym

Spin Classes – open

LA Teen Center open

Española Teen Open

Child watch open

Youth Sports TBD

After School Open (will follow all required guidelines)

All monthly programs (ie dance, martial arts, etc.) TBD

**COVID TRANSMISSION PREVENTION MEASURES**

Some social/physical distancing practices and policies will remain

Acrylic barriers installed in Welcome Center  
Hand sanitizer placed throughout the building (see Exhibit 1)

Facility and equipment thoroughly cleaned and disinfected daily with approved EPA products (a minimum of once per day)

Members will be asked to clean any equipment they use before and after each use

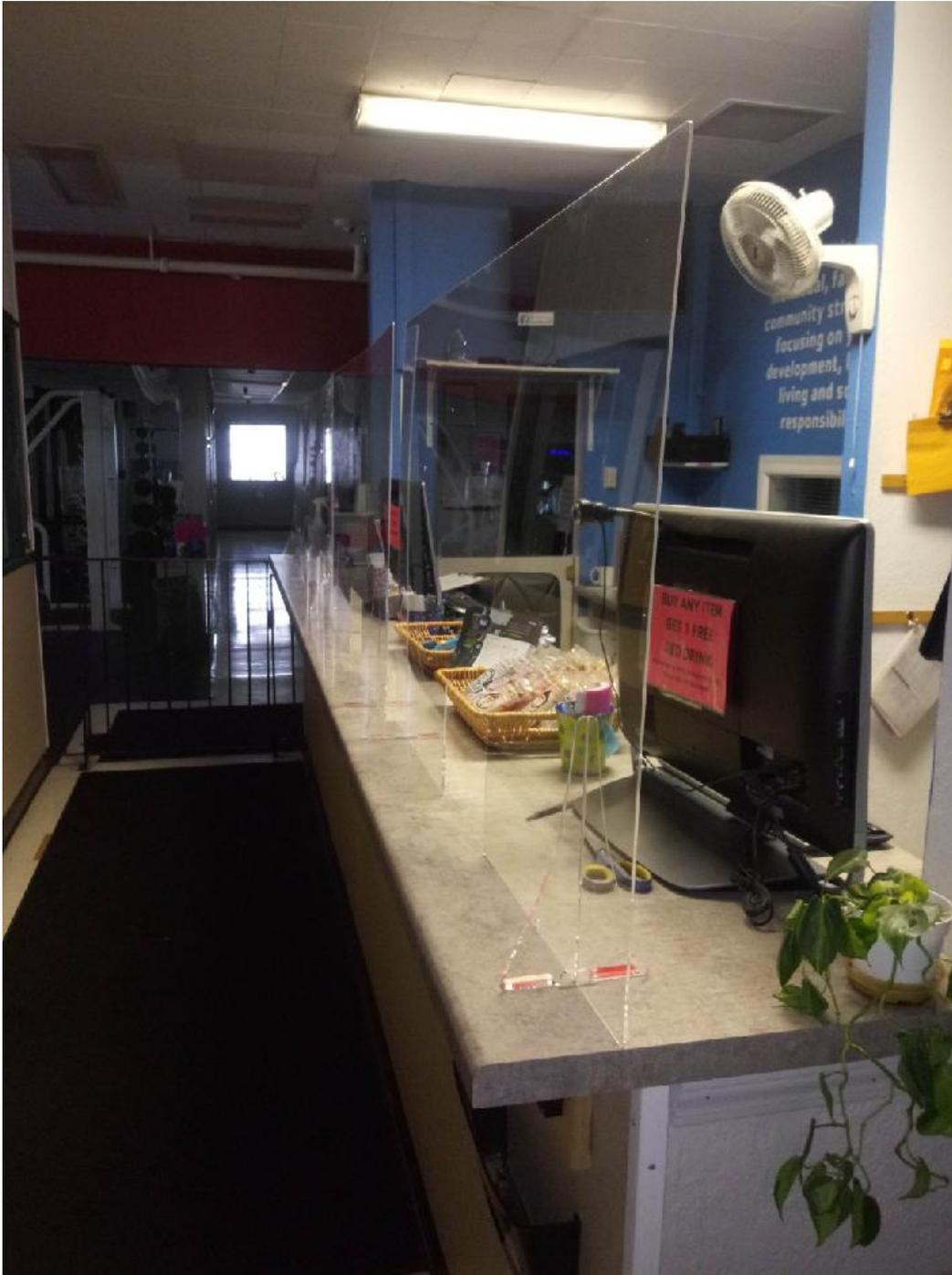
Spacing markers on floors where applicable to keep everyone at least 6ft apart

Signage installed to remind members of healthy cleaning practices (see Exhibit 2)

Members' and staff personal belongings stored in designated areas only (no personal belongings may be left out in the open)

Any individual who displays any symptom of an illness may not enter the building

## EXHIBIT ONE: Acrylic Barrier



# EXHIBIT TWO: Sample Signage

**FLOOR SIGNAGE**

**Floor Decals**

12" (height)

36" (height)

**A Frame Floor Signs**

**EQUIPMENT SIGNAGE**

1.25" (height)

3" (width)

Machine Decal

5" (width)

**HELP STOP THE SPREAD**  
SOCIAL DISTANCING FOR SAFETY  
This equipment, feature or space is **CURRENTLY CLOSED**  
Thank you for your patience and understanding.

5" (width)

Cardio Machine Screen Decal

11" (height)

**HELP STOP THE SPREAD**  
SOCIAL DISTANCING FOR SAFETY  
This equipment, feature or space is **CURRENTLY CLOSED**  
Thank you for your patience and understanding.

8.5" (width)

Equipment Hanging Sign

# ENTRANCE SIGNAGE

24" (height)

**POLICY UPDATES**

**SAFETY COMES FIRST**  
To ensure the safety of our staff, members and community, individuals entering this facility will be required to have their temperature taken by a YMCA employee and may be required to wear a mask at all times. Members may also be asked to wear a mask when using certain areas of the facility.

**EXPECT SOCIAL DISTANCING**  
All members will be required to observe social distancing while inside the YMCA. To ensure safety, the availability of equipment, services and spaces will be limited to ensure members are able to maintain the recommended 6 ft of separation. Storage has been placed throughout the building to assist with maintaining safe distances.

**ACCESS MAY BE RESTRICTED AT PEAK TIMES**  
In order to comply with the CDC's social distancing recommendations, access to certain areas may be restricted. In the event of any overcrowding, this may cause and requires your patience and understanding.

**FAILURE TO COMPLY IS NOT AN OPTION**  
We want to keep our doors open for as many members as possible. Doing so means taking safety seriously. Please note that any member who fails to comply with social distancing requirements may be asked to leave the facility.

**THIS SPACE IS LIMITED TO 10 PEOPLE**

We want to keep our doors open for as many members as possible. Doing so means taking safety seriously. **Please note that any member who fails to comply with social distancing requirements may be asked to leave the facility.**

## EXHIBIT THREE - Updated Member Waiver for Covid-19



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### MEMBER & PARTICIPANT WAIVER ADDENDUM FOR COVID-19

The following addendum is being added into our membership and program waiver of claims. All members and participants will be required to sign before entering the facility.

#### COVID-19 WAIVER OF CLAIMS ADDENDUM

I hereby acknowledge the health risks and dangers associated with Coronavirus, COVID-19. COVID-19 is an **extremely contagious** virus that spreads easily through person-to-person contact. Federal and state authorities recommend social distancing as a means to prevent the spread of the virus. **COVID-19 can, among other things, lead to severe illness, personal injury, permanent disability, and death. Participating in The Family YMCA programs or accessing The Family YMCA facilities could increase the risk of contracting COVID-19.** The Family YMCA in no way represents or warrants that COVID-19 infection will not occur through participation in The Family YMCA programs or accessing The Family YMCA facilities.

In addition, the undersigned acknowledges that novel coronavirus ("COVID-19") infections have been confirmed throughout the United States, including cases in Los Alamos and Rio Arriba Counties, New Mexico. In accordance with the most recent guidance and protocols issued by the World Health Organization (WHO), the Centers for Disease Control and Prevention (CDC), the New Mexico Department of Public Health (NMDOH), (together, the "Public Health Agencies") for slowing the transmission of COVID-19, the undersigned hereby agrees, represents, and warrants that neither the undersigned nor such participating children shall visit or utilize the facilities, services, and programs of The Family YMCA (other than any exclusively online services and programs) within 14 days after (i) returning from highly impacted areas subject to a CDC Level 3 Travel Health Notice, (ii) exposure to any person returning from areas subject to a CDC Level 3 Travel Health Notice, or (iii) exposure to any person who has a suspected or confirmed case of COVID-19. The CDC Travel Health Notices list is updated regularly and currently includes China, Iran, South Korea, and most of Europe. The undersigned agrees to check the CDC Travel Health Notices list (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>) prior to utilizing the facilities, services, and programs of the YMCA, on a daily basis if necessary. The undersigned hereby agrees, represents, and warrants that neither the undersigned nor such participating children shall visit or utilize the facilities, services, and programs of The Family YMCA if he or she (i) experiences symptoms of COVID-19, including, without limitation, fever, cough or shortness of breath, or (ii) has a suspected or diagnosed/confirmed case of COVID-19. The undersigned

agrees to notify the YMCA immediately if he or she believes that any of the foregoing access/use restrictions may apply.

The Family YMCA has taken certain steps to implement recommended guidance and protocols issued by the Public Health Agencies for slowing the transmission of COVID-19, including, without limitation, the access/use restrictions set forth above. The undersigned acknowledges and agrees that The Family YMCA may revise its procedures at any time based on updated recommended guidance and protocols issued by the Public Health Agencies and further agrees to comply with The Family YMCA's revised procedures prior to utilizing the facilities, services, and programs. The undersigned further acknowledges and agrees that, due to the nature of the facilities, services, and programs offered by The Family YMCA, social distancing of 6 feet per person among children and their caregivers in a childcare setting is not always possible. The undersigned fully understands and appreciates both the known and potential dangers of utilizing the facilities, services, and programs of The Family YMCA and acknowledges that use thereof by the undersigned and/or such participating children may, despite The Family YMCA's reasonable efforts to mitigate such dangers, result in exposure to COVID-19, which could result in quarantine requirements, serious illness, disability, and/or death.

In exchange for participating in the The Family YMCA's programs, events and/or use of any of its facilities (collectively, "Participation"), THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR, AND RISK OF ILLNESS, BODILY INJURY, DEATH OR PROPERTY DAMAGE to the undersigned or such participating children and agree that I am voluntarily waiving, releasing, indemnifying and discharging The Family YMCA and its officers, directors, employees and volunteers for, from and against any and all liability, damages, and each and every action including, but not limited to, exposure or transmission of the COVID-19 virus (collectively, "Claims") by Participation associated with or at the The Family YMCA.

**My signature below is confirmation that I have read and fully understand and acknowledge the contents of the Waiver and agree that I am voluntarily waiving, releasing, indemnifying and discharging The Family YMCA and its officers, directors, employees and volunteers for, from and against the Claims.**

\_\_\_\_\_  
Member/Participant/Parent Name

\_\_\_\_\_  
Childs Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emergency Contact Name

\_\_\_\_\_  
Emergency Contact Number