

WOODLEDGE PLAN FOR OPENING 2020 (per STATE of CT/COVID-19)

REOPENING PROCESS

These rules will be shared with employees and members to inform them of additional specific measures being taken in response to COVID-19.

PROGRAM ADMINISTRATOR: Pool Manager, John Bolduc

CLEANING PLAN:

There will be appointed guard(s) at all times during the day who will be in charge of disinfecting highly touched areas of the facility. This will be done on an hourly basis or as needed due to traffic. These areas include:

- Men's/Women's Restroom. Restrooms should only be used as needed and 1 person/family at a time. Toilets/handles/sinks and other touchpoints will need to be sprayed down after use and wait 5 minutes before the next person can use them. A sign will be flipped back and forth to indicate the toilet's status. Cleaning Log must be signed off on as the facility is cleaned.
- Guard chairs. Guard chairs will need to be sprayed down by the "sprayer" between each guard change. Guard changes from the different chairs cannot happen simultaneously and the guard needs to stay by the chair "on guard" while their chair is being sprayed, wait 5 minutes as the label directs and then the relieving guard can take over.
- Pool handrails/ladders, need to be sprayed at the time that the closest guard chair is being sprayed. Laminated signs will be hung to alert people to avoid the handrail while it is drying (5 minutes). Diving board will also have to be done at this time.
- Hand sanitizer pumps will also be sprayed as the spraying guard makes their rounds (including tennis court station)
- Any empty chairs or benches will also be sprayed as the spraying guard makes their way around (should make a map of the sprayer's route, also need laminated status signs)
- Picnic Tables should be sprayed down every am prior to club opening. Members are asked to bring their own table coverings from home...(if we sprayed down picnic tables all day, they would be very wet...)
- Playscape/swings...this will need to be sprayed down by the grounds sprayer while en route
- Basketball Court and Basketballs
- Additional touchpoints will be addressed as they arise

TRAINING Institute a training program and ensure employee participation in the program prior to reopen. Training shall include:

- Rules contained in this document. This document should be printed and signed off on by all employees
- Protocols on how to clean and use cleaning products (incl. disinfectants) safely **How to Dilute Clorox Pro Germicidal Bleach** (all staff must watch/sign-off on this). Laminated sign needs to be made at the mixing site with directions on how to mix.

PERSONAL PROTECTION Estimate required personal protection for employees and begin procuring.

- -Nitrile Gloves: (1) pair per employee for mixing/using disinfection chemicals
- -Protective Eyewear to be used while mixing/using disinfection chemicals
- -Latex Gloves
- -CPR shield

THOROUGH CLEANING Complete a thorough cleaning of facility prior to reopening, including Bathrooms, Equipment, Desks/workstations

LOG EMPLOYEES Maintain a log of employees on-premise over time, to support contact tracing. All employees log-in at the start of their shift and log-in at the end. They must also answer COVID Symptoms Screening.

SHIFTS Stagger shift start/stop times and break times to minimize contact across employees.

CERTIFICATION Complete the self-certification on the DECD website to receive a Reopen CT badge. Once complete, businesses can choose to post the badge on-site and on social media to advertise adherence to CT rules and build customer confidence.

PHYSICAL SPACE SET-UP

SIGNAGE Post clear signage that reinforces new policies, e.g.: Print/post/Laminate guidelines from the CDC

- Social distancing protocols
- Cleaning and disinfection protocols
- Personal protection protocols (face masks, gloves)
- Employees shall stay home if sick/experiencing symptoms
- Customers shall not enter if they are experiencing symptoms

SOCIAL DISTANCING MARKERS Install visual social distancing markers to encourage customers to remain 6 ft apart (e.g., the entrance to the facility, locker rooms, class spaces, fan areas). These can be marked off using Rustoleum Painter's Touch Spray Paint (and be removed using graffiti remover). Using a stencil of the whale or Woodledge "W" would be nice

- Diving Board
- Men's and Women's Bathroom Entrances

DISCRETE WORK ZONES FOR EMPLOYEES Employees should be assigned specific areas to clean and disinfect within the facility to prevent omitting areas that need attention. There will be (2) appointed guard(s) at all times during the day who will be in charge of disinfecting highly touched areas of the facility. One will need to tend to the bathroom facilities and the other, the grounds/pool. These areas include:

HOTLINE FOR VIOLATIONS Post clear signage that includes the state hotline (211) for employees and customers to report potential violations of these rules. To be placed on overall guidelines at:

- Main Pool Entrance, Upper Pool Entrance, Tennis Courts

LOCKER ROOMS These will only be available in case of emergency...

- Remove any casual seating other than benches by lockers as necessary.
- Disable or close-off showers except for rinsing before and after any pool activity.

WATER FOUNTAINS Employees and Members shall be required to bring their own water bottles. The water fountain will be taped off.

TRASH CANS All trash cans should remain open and be emptied as scheduled.

BASKETBALL COURTS Allowed to be utilized for group fitness activities. Game Balls need to be disinfected during the disinfection route.

SWIM TRAINING Follow USA Swimming guidelines. https://www.usaswimming.org/docs/default-source/coaching-resourcesdocuments/covid-19-team-resources/facility-reopening-plan-guidelines.pdf?sfvrsn=8a533a32_2

TENNIS Follow USTA guidelines.

PLAYSCAPE/SWINGS Needs to be sprayed down during disinfection route

PICNIC TABLES Picnic Tables will be disinfected daily, prior to club opening. Members are encouraged to bring a tablecloth from home if they will be using the picnic tables. Members are also encouraged to bring their own lounge chairs.

CAPACITY Limit the total number of patrons in the pool area and pool to the number of people/households that can safely fit on the pool deck area while maintaining the 6 ft social distance guideline, including 3 ft wide walking paths

CLEANING & DISINFECTION Clean and disinfect frequently touched surfaces at least daily and more frequently depending on usage. Will be done by staff while on disinfecting route.

- Handrails, slides, diving boards, starting blocks, and structures for climbing or playing.
- Lounge chairs, tabletops, pool noodles, kickboards, and balls.
- Door handles and surfaces of restrooms, handwashing stations, and diaper-changing stations.

PATRONS Should arrive in swimsuits and shower prior to arriving.

MODIFIED LAYOUTS Change deck layouts to ensure that in the standing and seating areas, individuals can remain at least 6 ft apart from those they don't live with.

PHYSICAL BARRIERS & GUIDES Provide physical cues or guides (for example, lane lines in the water or chairs and tables on the deck) and visual cues (for example, tape on the decks, floors, or sidewalks); and signs to ensure that staff, patrons, and swimmers stay at least 6 ft apart from those they don't live with, both in and out of the water.

SHARED OBJECTS No sharing of personal and/or facial items such as goggles, nose clips, snorkels, or caps.

SWIM LESSONS Lessons that require physical contact between the instructor and student will not be allowed during Phase 2. Lessons that do not require physical contact between student and instructor (e.g. swim team sessions with older children) will be allowed.

- **US SWIM SCHOOL ASSOCIATION GUIDANCE** https://www.usaswimming.org/docs/default-source/coronavirus-resources/usssa_covid19actionplan_final.pdf?sfvrsn=c973b32_0

LIFE GUARDS Additional information on lifeguards can be found here: https://portal.ct.gov/-/media/Departments-and-Agencies/DPH/dph/environmental_health/COVID-19/COVID-19_Reopening-Recreational-Areas-and-Public-Pools_051920_FINAL.pdf?la=en (Additional information can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html>)

PERSONAL PROTECTION

PERSONAL PROTECTION FOR EMPLOYEES

- All employees are required to wear a facemask or other cloth face covering that completely covers the nose and mouth, unless doing so could be contrary to his or her health or safety due to

medical conditions. Mask may be removed while on break if an employee is not moving throughout the club and is practicing social distancing.

- Employees may utilize their own cloth face covering over that provided by their employer if they choose. Mask may be removed while on break if an employee is not moving throughout the club and is practicing social distancing.
- Nitrile Gloves (with employee's name on them) and eye protection (shared but disinfected after use) are required when using cleaning chemicals. These should be cleaned with disinfecting solution after use and hung to dry in specified area in the Guard Shack

PERSONAL PROTECTION FOR MEMBERS Members are required to bring and wear masks or cloth face coverings that completely cover the nose and mouth unless doing so would be contrary to his or her health or safety due to a medical condition. Members do not need to wear a mask while engaged in physical activity if 12 ft of distance can be maintained, but should as they enter and exit the facility and use the restrooms.

PERSONAL PROTECTION FOR COACHES/STAFF/ATHLETES Coaches and staff are required to wear a face mask or cloth face covering when unable to easily, continuously, and measurably keep 6 ft of physical distance from others, unless doing so would be contrary to his or her health or safety due to medical conditions. Athletes are encouraged to wear face coverings when not engaged in active play. While engaged in the active play of sports or strenuous activities, athletes do not need to wear a face covering. However, athletes shall wear face masks at all other times.

PERSONAL PROTECTION FOR SPECTATORS Spectators are required to bring and wear masks or cloth face coverings that completely cover the nose and mouth unless doing so would be contrary to his or her health or safety due to a medical condition.

POOL ACTIVITIES/AREAS Cloth face coverings shall be worn throughout these facilities, with the exception of while swimming/showering unless doing so would be contrary to his or her health or safety due to medical conditions. Cloth face coverings can be difficult to breathe through when they're wet.

CLEANING AND DISINFECTING

CLEANING, DISINFECTANT PRODUCTS, &/OR DISPOSABLE DISINFECTANT WIPES Make available near commonly used surfaces, where possible, e.g.:

Bathrooms, Guard Chairs, Tennis Court

HAND SANITIZER Hand sanitizer shall be made available at entrance points and common areas, where possible.

Woodledge Club will be using gallon hand sanitizer jugs with pumps attached to them. The hand sanitizer that we will be using will be at least 60% alcohol. These jugs will be installed in 6 locations around the club.

1. (2) at the Tennis Courts. (1) at each court location.
2. (1) at the main entrance. Jug will be installed on the fence
3. (1) on the wall outside of the guard shack
4. (1) on the wall outside of the kitchen at the pavilion
5. (1) at the upper parking lot. Jug will be installed on the fence

All members must use the club hand sanitizer upon entrance to the club and are strongly encouraged to bring their own from home for use once they are inside. However, it is available if needed.

BATHROOMS Clean and disinfect frequently, and implement use of cleaning log for tracking. Clean multiple times a day and hourly during busy times. Restrooms should only be used as needed and 1 person/family at a time. Toilets/handles/sinks and other touchpoints will need to be sprayed down after use and wait 5 minutes before the next person can use them. A sign/will be flipped back and forth to indicate the toilet's status. Cleaning Log must be signed off on as the facility is cleaned.

HANDWASHING Ensure employees wash their hands routinely using soap and water for at least 20 seconds. Laminated Sign will be posted at bathroom sinks.

CLEANING & DISINFECTING Businesses shall follow federal guidelines (CDC, EPA) on what specific products shall be used and how.

- Use products that meet EPA's criteria for use against SARS-CoV-2 and that are appropriate for the surface. Woodledge Club will be using concentrated **Clorox Germicidal Bleach (EPA 67619-32)**. Clorox Germicidal Bleach does not have additives (like lye or thickeners that could cause foaming and an excessive pH rise) that are a problem for the pool. Prior to wiping the surface, allow the disinfectant to sit for the necessary contact time recommended by the manufacturer. This is a solution that has been approved by the EPA/CDC to kill COVID-19 after it sits wet on a surface for 5 minutes, it does not necessarily need to be wiped down after 5 minutes. Train staff on proper cleaning procedures to ensure safe and correct application of disinfectants. The concentrated solution will be diluted in water, ½ cup to 1 gallon of water. See quick video for demonstration. **How to Dilute Clorox Pro Germicidal Bleach** (all staff must watch/sign-off on this). Laminated sign needs to be made at the mixing site with directions on how to mix. https://www.google.com/search?q=Clorox+Pro+Germicidal+Bleach&rlz=1C5CHFA_enUS700US702&og=Clorox+Pro+Germicidal+Bleach&aqs=chrome..69i57j0l7.7389j0j7&sourceid=chrome&ie=UTF-8#kpvalbx=-_GrWXrTnlaK3ggf2-bqYDg71
- This solution will be mixed daily prior to pool opening in the (1) one gallon sprayer. Once mixed, the solution will be distributed through the nozzle of the gallon sprayer into (4) 32 oz spray bottles. These spray bottles will be distributed around the pool at the following stations.
 1. Guard Shack/Men's Bathroom/Woman's Bathroom
 2. 3ft deep section of the pool on a hook under a lifeguard chair (to avoid direct sunlight)
 3. Diving Well Lifeguard Chair (on a hook, under the chair, to avoid direct sunlight)
 4. Tennis Courts
 5. Additional Sprayers can be made and distributed if needed.
- Disinfectants are irritants and sensitizers, and should be used cautiously.
- Avoid all food contact surfaces when using disinfectants; these surfaces should be sanitized instead.
- Clean and disinfect common areas, high transit areas, and frequently touched surfaces on an ongoing basis (at least daily) and more frequently if used more often. Clean and disinfect shared objects after each use.

DAILY HEALTH CHECK Ask members and employees resuming on-premise work to confirm they have not experienced COVID-19 CDC-defined symptoms and to monitor their own symptoms, including cough, shortness of breath, or any two of the following symptoms: Fever, Chills, Repeated shaking with chills, Muscle pain, Headache, Sore throat, New loss of taste or smell

Employees should stay home if sick.

Also, known close contact with a person who is lab confirmed to have COVID-19

Any Woodledge Staff/ Member that had any of the above signs or symptoms will not be allowed to return to the Club until they meet the below criteria:

At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications)

The individual has improvement in respiratory symptoms (e.g., cough, shortness of breath)

At least 7 days have passed since symptoms first appeared

We will not allow Woodledge Staff/Members to attend the Club if they have been in close contact with a known lab-confirmed Covid-19 person until the end of the 14 day self-quarantine period from the last day of exposure.

IN THE EVENT OF A POSITIVE COVID-19 CASE Employees shall inform their employers, and follow state testing and contact tracing protocols.

LEAVE Employers shall adhere to federal guidance pertaining to paid leave for employees and provide this guidance to employees. Employers shall post the Families First Coronavirus Response Act (FFCRA) Department of Labor poster. The poster can be accessed at: <https://www.dol.gov/agencies/whd/posters>

- Additional guidance can be accessed at: <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

WHISTLEBLOWER PROTECTION Employers may not retaliate against workers for raising concerns about COVID-19 related safety and health conditions.

- Additional information for the public sector can be accessed at www.connosha.com
- Additional Information can be accessed at www.whistleblowers.gov
- Additional guidance can be accessed at: <https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>