THE PLAYBOOK:
RE-OPENING RECREATION FACILITIES CHECKLIST

CENTERS
INSPIRE. EMPOWER. ADVANCE.

As areas stabilize from the COVID-19 pandemic and stay-at-home restrictions are lifted, organizations are beginning to bring employees and patrons back into their facilities. The pandemic has forced schools and municipalities to rethink daily operations to ensure the safety of employees, students, and the general public.

#1 FACILITY PREPARATION

risk assessments, pre-return inspections, system checks

- ☐ Prepare for employee safety
- ☐ Review site inventory of COVID cleaning products and PPE
- ☐ Conduct a facility risk assessment
  - » Avoid, control, or transfer all known risks
- ☐ Inspect, test, and restart all facility systems and equipment
- ☐ Increase facility ventilation rates, relative humidity, and filtration
- ☐ Communicate with third party vendors on return plans
- ☐ Conduct site specific enhanced cleaning protocols
- ☐ Conduct annual facility maintenance and upkeep
- ☐ Ensure all assessments, inspections, communications, and repairs are completed before opening

#2 EMPLOYEE PREPARATION

employee health, policies and procedures, employee screening, work hygiene

- ☐ Develop a plan to mitigate employees fears and concerns
- ☐ Develop a comprehensive and safe plan on how to return to work
  - » Employee screening, exposure, and illness procedures
  - » Workplace hygiene and Food and beverage policies
- ☐ Communicate who should return to work and who should WFH
- ☐ Provide proactive virtual training on returning to the workplace:
  - » COVID-19 and infectious disease education
  - » Emergency response procedures
  - » Enhanced cleaning protocols
  - » Revised employee and facility policies and procedures
  - » Customer service with social distancing training
- ☐ Provide alternate schedules and staggered shifts to control staff size

#3 ACCESS, ROOM & PROGRAM CONTROLS

protocols for facility entry, activity spaces, programming, building common areas, facility policies and procedures

- ☐ Designate entrance and exit doors at main entrance and in activity rooms
- ☐ Establish contactless drop zones for all deliveries
- ☐ Screen patrons for illness at entrance
- ☐ Install Plexiglas shields at customer interface locations as appropriate
- ☐ Remove non-essential furniture, tables, chairs, and equipment
- ☐ Communicate facility policies through waivers, signage, and floor markings for waiting queues
- ☐ Provide hand sanitizer, disinfectant wipes, and touch free trash receptacles
- ☐ Close rooms or activity spaces with low ventilation
- ☐ Develop a staged reintroduction of programs and services following all guidelines

#4 PHYSICAL DISTANCING READINESS

building and room capacities, schedule management, office and activity space traffic patterns

- ☐ Establish facility capacity guidelines limiting the number of people within the facility and each activity areas
- ☐ Determine a method for conducting regular counts of occupants per area
- ☐ Consider limited/reduced operating hours
- ☐ Close or severely restrict small or cramped facility spaces
- ☐ Redesign work spaces to allow for social distancing
- ☐ Close or modify activity spaces to allow for social distancing and adhere to all guidelines
- ☐ Decommission and re-purpose large social gathering spaces
- ☐ Consider one-way circulation routes through various parts of the facility
- ☐ Establish strict cleaning protocols for shared spaces
- ☐ Adjust the number and type of staff working in confined areas

#5 CLEANING PROTOCOLS

frequently touched surfaces, enhanced cleaning protocols, cleaning common areas, removing non-essential furniture and equipment

- ☐ Maintain enhanced cleaning and disinfecting protocols in all facility areas
- ☐ Reduce the number of high touch surfaces by removing non-essential equipment, furniture, tools, and supplies
- ☐ Prop open as many doors as safely as possible
- ☐ Restrict food/beverage and provide hand sanitizer, disinfectant wipes, and touch free trash cans
- ☐ Remove hard to clean non-essential exercise equipment from fitness floors (bands, small hand weights, yoga blocks, yoga mats, foam rollers, etc.)
- ☐ Disable water fountains and limit use to bottle refill stations only
- ☐ Post signage related to personal hygiene for patrons and staff
- ☐ Review revised facility hours to optimize custodial service performed to meet the needs of the users and facility

#6 COMMUNICATE EFFECTIVELY

employee, patron, and university communication, signage, surveys

- ☐ Identify target audiences
  - » Employees, patrons, community
- ☐ Deliver messages through multiple platforms
- ☐ Establish two-way communication between all parties
  - » Q&A sessions, employee surveys, and focus groups
- ☐ Create a sense of safety and security for employees
  - » Workplace safety measures
  - » HR policies regarding illness and support
- ☐ Communicate new policies and procedures to patrons
  - » Patron code of conduct guidelines
- ☐ Develop facility signage package for policies, room capacities, wayfinding, and queuing multiple locations with policy changes
- ☐ Develop COVID-19 facility resource webpage
- ☐ Create public service announcements for facility audio system