



GREENSBORO AQUATIC CENTER

# COVID-19 REOPENING GUIDELINES

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## Summary

These operational plans for the Re-Opening of the Greensboro Aquatic Center (GAC) as it pertains to COVID-19 will be adjusted and simplified as time goes on, conditions improve, and new best practices are identified.

The processes and procedures contained herein are designed to be an outline, subject to adjustment as needed with input from the local government agencies and health authorities in North Carolina and the City of Greensboro, NC.

## Topline Considerations for Reopening

1. Allow healthy people to enjoy the GAC and encourage the use of masks/face coverings for guests and staff.
  - a. Members and Parents will be required to complete a verbal health screening check sheet prior to entering.
  - b. Teams are required to complete their own pre-practice safety checks and submit process for approval to GAC Manager before reopening.
  - c. Face Masks will be provided for staff and will be required when 6 ft. distancing is not possible.
  - d. Coaches are asked to wear a face mask on entry and exit and when proximity to others including team members is 6' or less.
2. Provide means to wash/sanitize hands frequently.
  - a. Alcohol Based Sanitation stations will be placed at all entrances, restrooms, and facility transition locations. Additional wall mounted ones are placed at pertinent locations for use.
  - b. Alcohol based hand wipes will be at high traffic areas for use.
  - c. Staff will require everyone use prior to entry to the facility
  - d. Signage will be placed in all restrooms and entrances encouraging frequent washing of hands and best practices for doing so. See Appendix E.
3. Manage density of people within the GAC to keep people or family units that have been isolating together 6 feet (2 meters) apart. Physical distancing guidelines vary by region and can be reduced by wearing of masks/ face coverings.
  - a. Facility will have (4) separate team/member entrances and practice locations.
  - b. Floor markings and facility signage to encourage safe physical distancing guidelines.
  - c. Signage will be placed in all restrooms and entrances encouraging frequent washing of hands and best practices for doing so. See Appendix E.
  - d. Masks are strongly encouraged where 6 ft. physical distancing is not possible.

- e. GA staff will wear face masks when 6' minimum distancing is not possible
4. Reduce touch areas where possible and sanitize high touch surfaces frequently.
    - a. Separate entrances and verbal screening check sheets.
    - b. Limited facility access and specific travel areas marked by floor markings and signage.
    - c. Alcohol based hand wipes will be at high traffic areas for member/team use.
    - d. Disinfectant spray bottles kept at equipment and pertinent locations.
  5. Protect employees with various approaches, including, protective coverings, and distancing.
    - a. GAC staff will be temperature screened daily on entry and will wear masks when proximity to others is 6' or less.
    - b. Face masks will be distributed. Special waterproof Masks will be utilized by guards. GAC washes and sanitizes masks daily for guards needed.
  6. Communicate with employees and guests effectively on how to prevent the spread of germs.
    - a. Pre-reopening online training and in person staff training orientation
    - b. Signage at employee room and employee restroom areas
  7. Have a plan in the event a guest or employee falls ill on site.
    - a. GAC emergency action plan covers sudden illnesses and has a specific amendment for Covid-19 Symptoms and procedures.
    - b. Designated triage area and specific staff personal protective equipment required.

## Why the GAC is Different from most other Indoor Pools

1. GAC has 100,800 square feet of guest-accessible space and can create much more than the minimum of at least 6 feet (the recommended physical distance between people)
2. Guidelines for determining minimum capacity includes dividing total square footage by 36 to determine capacity (This calculation assumes each individual must have at least 36 square feet of space.
3. GAC capacity can be reduced/managed to allow for appropriate social distancing.
4. GAC has four separate pools and four separate entry /exit locations are established to ensure distancing. There are three sets of locker rooms and 45 additional restrooms which are purposefully assigned based on group activity location.

- a. All activities will be scheduled to ensure we do not exceed the mandated max groupings guidelines and to enable safe distancing.
  - b. GAC will operate our training, competition, diving and recreation pools and will treat these as separate areas by establishing different entry and exit points for each.
  - c. Not to exceed phase max capacity will be in a given area at one time; (same for dryland areas).
5. Spectators are limited and seating is managed controlled by employees.
- a. Parents or other spectators are encouraged to remain outside the facility.
  - b. Minimizing the number of people in the facility at any time is imperative for protecting the health of our swimmers, coaches, staff, families and community.
  - c. If parents feel they need to observe their swimmer's practice, they may do so from a designated area provided they feel well, remain masked at all times, remain in the designated area except to enter and exit, and maintain 6 feet of social distance from anyone else in the observation area.
  - d. Spectators are limited to one per family, and must be checked-in outside for screening and hand sanitizing prior to observing practice. Face masks are required for parent entry.
  - e. Limited seating areas and will be marked off to ensure 6' physical distancing.
6. Exposure time is limited. Patrons are not sitting in a single location, elbow-to-elbow, for an extended period.
- a. Each team will be provided their practice schedule including assigned outdoor dryland areas, along with facility and deck maps indicating their team's movement on entry, during practice time and exit, along with other pertinent procedures that must be followed.
  - b. There will be at least one restroom designated for each pool group/team. Locker room use will not be permitted by teams; all team swimmers must come and go in bathing suit, and change/shower at home. Pack packs are discouraged.

## General Health and Safety

1. Frequent handwashing is essential and is the responsibility of all employees and guests. Facilities should remind everyone of the importance of frequently washing their hands with soap and water for 20 seconds.
  - a. Alcohol Based Sanitation stations will be placed at all entrances, restrooms, and facility transition locations. Additional wall mounted ones are placed at pertinent locations for use.
  - b. Alcohol based hand wipes will be at high traffic areas for use.
  - c. Staff will require everyone use prior to entry to the facility
  - d. Signage will be placed in all restrooms and entrances encouraging frequent washing of hands and best practices for doing so. See Appendix E.

2. Provide additional handwashing or hand sanitizer hygiene stations throughout facilities: on entry, in key walkways, at all attractions, in food and beverage locations, in merchandise shops, at attraction exits, etc. These should also be provided behind the scenes in maintenance areas, workshops, offices, and break areas.
  - a. (15) additional no-touch ABHR dispensers placed strategically throughout the facility
  - b. Alcohol based hand wipes will be at high traffic areas for use.
  - c. Disinfectant Spray bottles placed strategically at equipment and high traffic areas.
  - d. (4) On deck shower stations required before pool use
3. All employees should wear masks/face coverings while on the job, interacting with others. Guests are encouraged to wear masks/face coverings as well.
  - a. Employee face masks will be distributed. Special waterproof Masks will be utilized by guards. GAC washes and sanitizes masks daily for guards needed.
  - b. Face Masks will be required when 6 ft. distancing is not possible.
4. Utilize touch-free/contactless payment options when possible.
  - a. Online sign up and payment only. No in person transactions accepted.
  - b. All classes, lap swimming, and water walking must be reserved online.
  - c. Members only. Membership must be purchased online.
5. Reduce capacity to allow for appropriate physical distancing. Capacity calculations should be considered in establishing future limes to the number of patrons in the building.
  - a. GAC will operate our training, competition, diving and recreation pools and will treat these as separate areas by establishing different entry and exit points for each.
  - b. No more than 10 swimmers + 1 Coach will be in a given area at one time; (same for dryland).
  - c. Each team will be provided their practice schedule including assigned outdoor dryland areas, along with facility and deck maps indicating their team's movement on entry, during practice time and exit, along with other pertinent procedures that must be followed.
  - d. There will be at least one restroom designated for each pool group/team. Locker room use will not be permitted by teams; all team swimmers must come and go in bathing suit, and change/shower at home. Pack packs are discouraged. Locker rooms will only be accessible in the event of an emergency.
  - e. To calculate capacities, divide your total square footage by the number of square feet required per person. For example, the GAC has 100,800 square feet of guest-accessible space and your region is requiring at least 6 feet as the recommended physical distance between people (which therefore requires 36 square feet per person), divide 100,080 by 36 and your capacity would be 2,800 people. (This calculation assumes each individual must have at least 36 square feet of space.

6. Ensure your First Aid protocols address how to manage guests or employees with COVID-19 symptoms.
  - a. First Aid is staffed internally, provide the appropriate Personal Protective Equipment (PPE).
    - i. All first responders will have face masks and gloves.
  - b. Develop an isolation/quarantine area for the individual and his/her immediate party while assessment is completed.
    - i. Designated Covid-19 triage area (First aid room)
    - ii. Specific radio code and procedure for addressing a sudden illness with possible Covid-19 symptoms.
  - c. Thoroughly clean and sanitize locations visited by a guest or employee with COVID-19 symptoms. Follow professional healthcare guidelines for these processes.
    - i. Staff will review check in and usage location- area(s) will be closed and sanitized.
  
7. Proactively communicate guidelines and expectations for health and hygiene procedures and precautions in the front-of-house areas for guests and in the behind-the-scenes areas for employees.
  - a. Signage placed on entrances, restrooms, transition areas, and the employee room. See Appendix E.
  - b. Staff have specific radio code and procedure for addressing physical distancing violations.
  
8. Limiting face-to-face contact with others is the best way to reduce the spread of COVID-19. Clearly mark physical distancing spaces/guidelines with floor markings, seat markings, or signs to make it easy for the guests to understand what is expected.
  - a. Each team will be provided their practice schedule including assigned outdoor dryland areas, along with facility and deck maps indicating their team's movement on entry, during practice time and exit, along with other pertinent procedures that must be followed.
  - b. Member use areas will have floor markings and signage in addition to every person having to check in and being advised on best practices.

## Guest Confidence/Guest Communication

1. GAC warns guests about the risk of contracting COVID-19 in any public space, including posting signs/messages.

- a. All entrances and usage areas will have required signage. See Appendix E.
  - b. Disclaimers will be visible and posted on the GAC website
2. Signs with health and hygiene reminders should be visible throughout the property.
  - a. All entrances and usage areas will have required signage. See Appendix E.
3. GAC communicate new operational procedures to guests prior to arrival, on our website, and through social media to establish expectations and instill confidence, including:
  - a. Team Coaches are required to attend a GAC hosted webinar on May 12th to review all procedures. We ask all teams to share a copy of this document with their parents. We also ask you to share your team's plan for executing safe distancing with us prior to the first day of practice.
  - b. E-blasts will be sent to members identifying all operation procedures, reservation processes, and best practices such as:
    - identifying COVID-19 symptoms
    - messaging that asks guest to come back another day if anyone in their party is experiencing the symptoms
    - Directives on wearing masks/ face coverings for employees and guests
    - Physical distancing guidelines
    - Capacity limits that facilitate social distancing
    - Enhanced cleaning and sanitizing protocols.
4. Signs placed to remind guests of physical distancing requirements.
  - a. All entrances and usage areas will have required signage. See Appendix E.
5. Signs placed in restrooms and throughout facilities to remind guests of appropriate handwashing standards (soap, water, 20 seconds).
  - a. All restrooms have minimum of (2) handwashing posters. See Appendix E.

## Guest Responsibility

If you or any member of your party or family is not feeling well, don't visit. Plan to come when everyone is well.

- a. See Appendix E for CDC signage at all entrances.
2. Currently, government health organizations are recommending people 65 years and older, those who live in a nursing homes or long-term care facilities, and people with underlying medical conditions (particularly if not well controlled) should either remain

home or keep their distance from others. Underlying medical conditions include chronic lung disease or moderate to severe asthma, serious heart conditions, immunocompromised, severe obesity (body mass index [BMI] of 40 or higher), diabetes, chronic kidney disease undergoing dialysis, and liver disease.

3. Please wear a mask/ face covering throughout your visit if you can safely do so. This is for your own protection and for the protection of other guests and employees in the attraction. Employees will also be wearing masks/ face coverings. Masks/ face coverings can be purchased from various sources or homemade as long as they cover your nose and mouth. Some masks/ face coverings may not be permitted on some attractions if they cannot be properly secured based on the dynamics of the attraction.
4. Wash your hands frequently and practice good hygiene while visiting an attraction:
  - a. Wash hands frequently with soap and water for at least 20 seconds throughout your visit. Use hand sanitizer as an alternative. (Wash them after coughing or sneezing, before eating, after toilet use, and when hands are visibly dirty.)
  - b. When coughing or sneezing, cover your mouth and nose with a flexed elbow or tissue. Throw tissue into a trash receptacle after use.
5. If you haven't washed your hands prior to arriving, you will be asked to apply hand sanitizer before entering the facility.
6. We have enhanced our already-stringent cleaning protocols considering the COVID-19 pandemic. We apologize if you experience any delays or inconvenience as a result of these procedures.
  - a. See Appendix H for additional disinfection checklist
7. Follow social/physical distancing guidelines carefully, maintaining 6 feet (2 meters) of space from others. Family members and others (a "family unit") who live in the same household can be closer together. All others should strictly adhere to the physical distancing guidelines. This will apply throughout the entire facility.
8. If you feel ill once you are here, go to First Aid or let an employee know. You and your party may be asked to move to a special area within the GAC for further assessment.

## HUMAN RESOURCES MANAGEMENT

1. Communicate to employees that they have a duty to take reasonable care for their own health and safety and to not adversely affect the health and safety of others.

2. Pre-opening training to employees to ensure they understand and feel confident managing the physical distancing and hygiene aspects of their roles including knowing how to handle unsafe conditions and emergency situations. Below are the dates and content of the training.
  - a. Full Time Staff Training (Re-Orientation):
    - i. Tuesday, March 26<sup>th</sup> at 8:00 AM
    - ii. Tuesday, March 26<sup>th</sup> at 12:00 PM
  - b. Roster Employee Staff Training (Re-Orientation):
    - i. Friday, May 29<sup>th</sup> at 8:00 Am
    - ii. Friday, May 29<sup>th</sup> at 12:00 PM
  - c. Re-Open Orientation Power Point – See Appendix I This will be added on Tuesday, May 26th
3. Train employees thoroughly on their core responsibilities and on new, COVID-related protocols. Provide clear direction and guidance about what is expected. They should understand:
  - a. When to stay away from the workplace
  - b. What action to take if they become unwell
  - c. What symptoms to be concerned about
4. Instruct employees to wash their hands or use hand-sanitizer at frequent intervals and after any of the following: using the restroom, sneezing, touching their face, blowing their nose, cleaning, sweeping, mopping, eating, drinking, smoking, entering or leaving a guest area, and before starting their shift. This is a critical protocol to keep employees and guests healthy.
5. Review employee sick leave policies and update as needed. Make sure policies don't inadvertently encourage employees to come to work when they aren't feeling well. Remind them to stay home if they are sick or not feeling well and not return to work until they are symptom-free for 72 hours. Encourage them to seek medical advice if they have a fever, cough, and sore throat, loss of sense of taste or smell, or shortness of breath.
6. GAC is operating only with essential personnel. Roster staff are greatly reduced particularly in the early stages of reopening. See Appendix G for the full time staff's schedule.

7. Separate work teams have been established (i.e. a Team A and Team B structure) to keep employees separate on different working days in case one person tests positive for COVID-19. That will allow operations to continue if one entire team or work group must be quarantined. Carefully consider employee rotation cycles to keep work teams together to reduce interactions with different groups of employees.
  - a. See Appendix G

## Admission and Entry

1. Place signs or markings on the pavement to outline physical distancing guides/spaces.
  - a. Entrances will have signage, floor markings, and staff present to ensure distancing and best practices when entering/exiting.
  - b. See Appendix E for examples.
2. It is better to start with a smaller initial capacity, assess physical distancing behavior, and increase capacity gradually.
  - a. June 1<sup>st</sup> – 7<sup>th</sup> we will have 10 max per group
  - b. June 8<sup>th</sup> we will begin 25 max per group
3. Where possible, stagger arrival times to minimize queue lines or crowds at the attraction entrance. Consider a timed ticketing program that staggers arrivals.
  - a. Teams and Public usage times are staggered.
  - b. Separate entrances and restrooms for each practice and location.
4. Encourage advance, online purchases to reduce transactions on site and reduce congestion at the attraction entrance.
  - a. All usage is Members only, and requires online sign up before attending.
  - b. **No drop-in use permitted.** All adult (only) members must reserve a lane, class spot, and time through our sign up genius link found on the website.
5. Encourage guests to reduce the number of personal items they bring into the GAC.
  - a. Limited equipment is encouraged. Teams are expected and required to have safety plans in place. No backpacks
  - b. Equipment should not be shared.
  - c. GAC staff will wipe down fitness equipment before and after each class.
  - d. Spray bottles will be available for members to disinfect before and after each use.

6. Evaluate locker arrangements. Close or rotate some sections to allow for appropriate physical distancing during busy times. Post signs reminding guests to maintain physical distances of 6 feet (2 meters) and to wait for others to vacate before approaching the locker. Consider positioning an employee in the locker area to limit the number of people in the space at one time.
  - a. All team locker rooms are closed until further notice to swim team practice use. Adult member locker rooms will be available for use (for patrons in pre-scheduled fitness and lap swim )
  - b. Signage will be posted.

## Payments

1. Make purchases online only (prior to visit).
  - a. **Until further notice -Online sign up and purchases only. No in person transactions accepted.** See the GAC website to sign up and pay for entry in
  - b. Front desk will be required to wipe and disinfect all pens and surfaces in between each patron check in.
2. For Phase 3 planning Date TBD: Arrange credit card readers so guests can insert/swipe their own cards, so the employees don't have to do it for them. If the credit card machines are still close, the employee should step back while the guest makes payment.
  - a. Clean credit, cash machines/ATMs frequently. Provide handwashing stations or sanitizer nearby.
  - b. Clean/sanitize cash bags/employee tills prior to distribution and upon return.
  - c. Front desk is required to wipe down and disinfect all areas at the beginning and end of each shift.

## Sanitation/Housekeeping/Cleaning Operations

1. Sanitize high-touch areas frequently. Those include: door handles, trash receptacle touchpoints, control equipment, phones, computers, office equipment, counters, elevator buttons, handrails, tables, seats, benches, high chairs, toilets, sink faucets and toilet handles, soap dispenser push plates, baby changing stations, ice scoops, refrigerator handles, towel dispenser handles, cleaning tools, counter tops, door knobs, light switches, sinks, queue rails, harnesses, restraints, ATM machines, dining surfaces, etc. Consider removing high-touch surfaces (i.e. doors) if they aren't completely necessary.
  - a. The GAC has a combination of full time and part time staff with specific checklists to ensure all areas are covered and cleaned frequently.
  - b. Staff have been trained on product usage and application best practices.

2. Guests will see employees cleaning and sanitizing within the GAC.
  - a. HK staff will be visually present throughout the entire day and required to wear the blue house keeping staff shirt to ensure they are easily identified.
3. The frequency and approach to sanitizing is based on the guidelines provided on the cleaning chemicals, which should be determined based on the surface being cleaned. Virus kill times/drying times are considered carefully prior to reopening an area for guest access.
  - a. There are many different surfaces and materials throughout the GAC. GAC HK has a specific process for each and has been trained on product usage application and best practices to ensure effective product kill claims.
  - b. See the Appendix H for the Housekeeping checklist
4. Hand sanitizer (alcohol-based hand rub) should be an anti-microbial agent that kills or renders inactive 99.9% of all known bacteria, viruses, and fungi that are present on surfaces. (Hand sanitizers should contain at least 60% alcohol.)
  - a. GAC has multiple layers of hand sanitizer available for use.
  - b. No touch automated dispensers located at pertinent locations for all users.
  - c. Personal bottles for staff and front desk
  - d. AB hand wipes available for patrons and users at various locations.
5. Consider placing signs or posters in handwashing areas to remind guests to wash for at least 20 seconds with soap and water.
  - a. Additional signage has been placed in employee room and restroom locations.
6. Remember to sanitize wheelchairs between every use. Consider providing additional wipes to the guests so they can also wipe down units once they rent them.

## Restroom Cleanliness

1. Consider dedicating employees to cleaning/disinfecting restrooms frequently. They should also monitor/control restroom capacity to uphold physical distancing guidelines in those facilities. Consider closing or otherwise disabling every other (or every two) toilets to ensure guests maintain physical distancing protocols in restrooms.
  - a. Dedicated Part time and full time staff are required to clean/disinfect routinely and submit document at the end of each shift.

2. Be extra vigilant with cleaning, disinfecting, and sanitizing protocols. Document processes and procedures to ensure they are effective.
  - a. HK staff are required to document procedures and submit daily for review.
3. Pay extra attention to high-touch surfaces in restrooms including door handles, trash receptacle touchpoints, countertops, benches, toilets, sink faucets and toilet handles, soap dispenser push plates, baby changing stations, towel dispenser handles, doorknobs, light switches, and sinks.
  - a. These areas are specifically covered in the HK checklists and are required to be hit frequently.
4. Be sure to sanitize common use items like water fountains or disable them if allowed by the health department.
  - a. These areas are specifically covered in the HK checklists and are required to be hit frequently.
5. Provide a means for employees and guests to dry their hands. Paper towels that can be disposed of in the trash are preferred.
  - a. Employee room and restrooms have educational posters, hand soap, no touch paper towel dispensers, and trash cans ready for use.
  - b. Employees have been trained on handwashing best practices.
6. Evaluate replacing sinks and toilets with touchless valves or flushing devices where possible.

## First Aid Room

1. Establish containment room or isolation area for guests or employees with potential COVID-19 symptoms. The guest with the symptom and his/her party should all be moved to the containment area for further assessment of the individual's condition.
  - a. GAC First Aid Room
  - b. The GAC will have daily restocking as well as disinfection of the First Aid Room
2. Secondary assessment of an individual with COVID-19 symptoms or temperature over 100.4 F or 38 C may include confirmation of the person's temperature and an assessment of other symptoms. If an assessment shows potential signs:
  - a. If outside, entrance will be refused and advised to seek medical help. All contact areas will be closed and sanitized.
  - b. If inside, person will be transported to containment area if safe to do so

3. Focus on the person with symptoms; provide a COVID-19 pamphlet to his/her entire party so they are aware of the information. Discourage the party from visiting the attraction that day if they've been in close proximity to the person displaying symptoms. Consider providing discounted/complimentary admission for them to return when everyone is well and symptom free.
4. Ensure employees wear proper PPE (following standard protocols for healthcare workers) when working closely with those who may have COVID-19 (or who have an inhalation risk). That PPE may include some combination of gowns, N-95 masks, eye protection, and gloves.
  - a. GAC guards are Red Cross certified and have been trained on appropriate PPE. All staff are required to wear PPE.

## Procurement Management

1. Ensure appropriate supply of PPE and cleaning supplies. Order them as soon as possible as some items are difficult to get in a timely manner.
2. Set up alternatives to requiring signatures. Use, and ask contractors/delivery services to use, electronic records where possible, to minimize physical interaction.

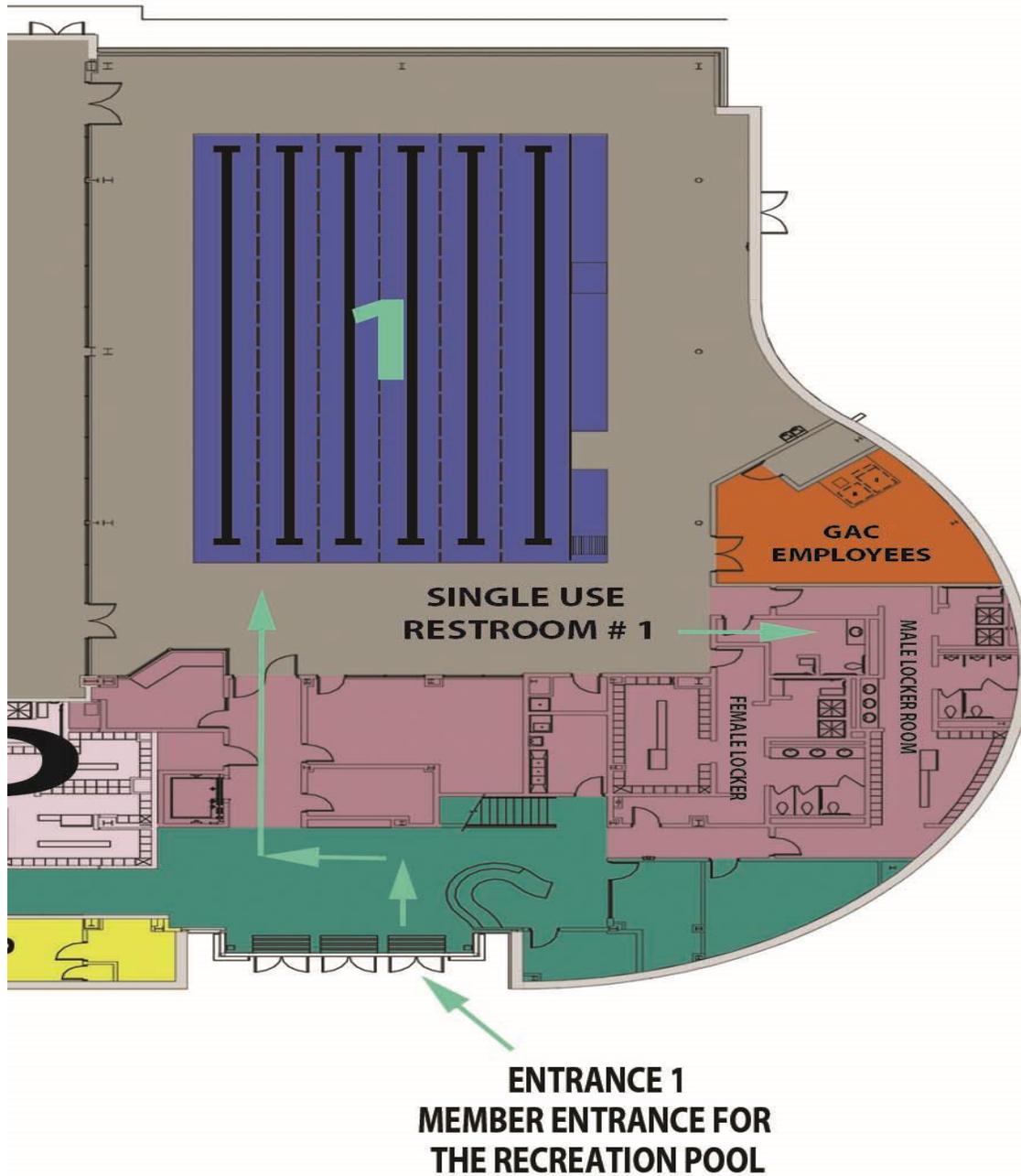
## Health Screening/Temperature Checks

1. GAC to conduct health screenings for employees, vendors, contractors, and visitors.
  - a. Verbal health screening for members/spectators \*See list of questions Appendix K
  - b. Physical health screening for employees only. Daily temperature checks are required.
2. Screening locations should be positioned as close to an individual's point of entry to the property as possible and away from other security or admissions operations.
  - a. For patrons – verbal question screening locations will be at each entrance.
  - b. For staff – the Front desk will be the log –in and temperature check point for all staff



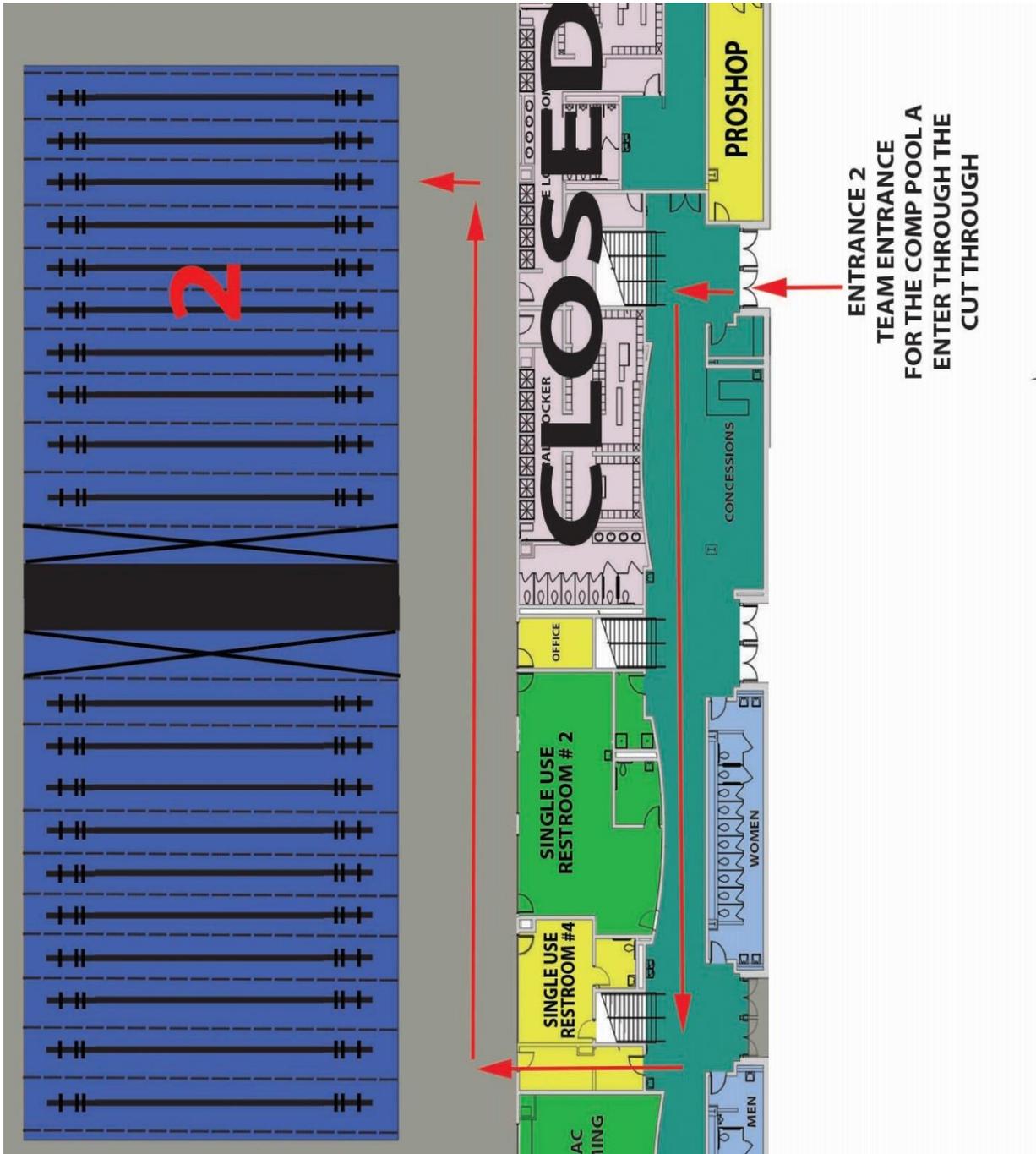
## Appendix B

### Entrance 1



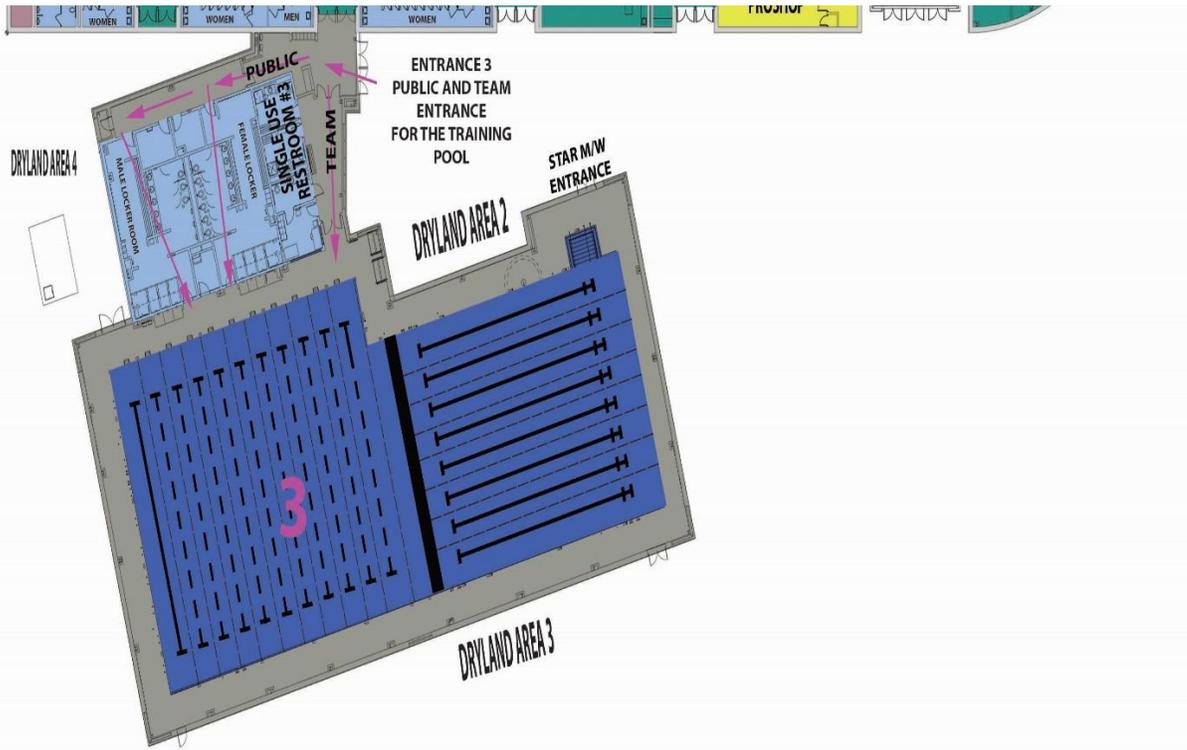
# Appendix C

## Entrance 2



## Appendix D

### Entrance 3 and Entrance 4



### Entrance 4

Will be used for Competition Pool B and the Dive well.  
**ONLY ONE Pool will be used at a time.**



## Appendix E

Signage: At all GAC Entry Locations.



In all GAC restrooms and lockerrooms.





## GREENSBORO AQUATIC CENTER

### **Educate employees about how they can reduce the spread of COVID-19:**

Employees can take steps to protect themselves at work and at home. Older people and people with serious chronic medical conditions are at higher risk for complications.

- Follow the policies and procedures of your employer related to illness, cleaning and disinfecting, and work meetings and travel.
- Stay home if you are sick, except to get medical care. Learn [what to do if you are sick](#).

Inform your supervisor if you have a sick family member at home with COVID-19. Learn what to do [if someone in your house is sick](#).

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol. Learn more about [coughing and sneezing](#) etiquette on the CDC website.
- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use [products that meet EPA's criteria for use against SARS-CoV-2](#)[external icon](#), the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

**Practice social distancing by avoiding [large gatherings](#) and maintaining distance (approximately 6 feet or 2 meters) from others when possible.**

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

**COVID**  
CORONAVIRUS  
DISEASE **19**

# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)

CS314915-A





May 26th, 2020 to June 30th, 2020						
Team A						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	26	27	28	29	30
		John: 6:00-3:00 Open	John: 9:00-6:00 Close	John: 9:00-6:00 Close	John: X	John: 6:00-3:00 Open
		Jasmine: 6:00-3:00 Open	Jasmine: 9:00-6:00 Close	Jasmine: 9:00-6:00 Close	Jasmine: X	Jasmine: 9:00-6:00 Close
		Will: 6:00-3:00 Open	Will: 9:00-6:00 Close	Will: 9:00-6:00 Close	Will: X	Will: 6:00-3:00 Open
		Gage: 6:00-3:00 Open	Gage: 9:00-6:00 Close	Gage: 9:00-6:00 Close	Gage: X	Gage: 6:00-3:00 Open
		Kate: 6:00-3:00 Open	Kate: 9:00-6:00 Close	Kate: 9:00-6:00 Close	Kate: X	Kate: 9:00-6:00 Close
		Cory: 6:00-3:00 Open	Cory: 9:00-6:00 Close	Cory: 9:00-6:00 Close	Cory: X	Cory: 9:00-6:00 Close
31	1	2	3	4	5	6
John: X	John: 10:30-7:30 Close	John: 10:30-7:30 Close	John: 5:30-2:30 Open	John: 5:30-2:30 Open	John: 9:00-6:00 Close	John: X
Jasmine: X	Jasmine: 10:30-7:30 Close	Jasmine: 10:30-7:30 Close	Jasmine: 5:30-2:30 Open	Jasmine: 5:30-2:30 Open	Jasmine: 5:30-2:30 Open	Jasmine: X
Will: X	Will: 10:30-7:30 Close	Will: 10:30-7:30 Close	Will: 5:30-2:30 Open	Will: 5:30-2:30 Open	Will: 9:00-6:00 Close	Will: X
Gage: X	Gage: 10:30-7:30 Close	Gage: 10:30-7:30 Close	Gage: 5:30-2:30 Open	Gage: 5:30-2:30 Open	Gage: 9:00-6:00 Close	Gage: X
Kate: X	Kate: 10:30-7:30 Close	Kate: 10:30-7:30 Close	Kate: 5:30-2:30 Open	Kate: 5:30-2:30 Open	Kate: 5:30-2:30 Open	Kate: X
Cory: X	Cory: 10:30-7:30 Close	Cory: 10:30-7:30 Close	Cory: 5:30-2:30 Open	Cory: 5:30-2:30 Open	Cory: 5:30-2:30 Open	Cory: X
7	8	9	10	11	12	13
John: X	John: 5:30-2:30 Open	John: 5:30-2:30 Open	John: 10:30-7:30 Close	John: 10:30-7:30 Close	John: X	John: 9:00-6:00 Close
Jasmine: X	Jasmine: 5:30-2:30 Open	Jasmine: 5:30-2:30 Open	Jasmine: 10:30-7:30 Close	Jasmine: 10:30-7:30 Close	Jasmine: X	Jasmine: 5:30-2:30 Open
Will: X	Will: 5:30-2:30 Open	Will: 5:30-2:30 Open	Will: 10:30-7:30 Close	Will: 10:30-7:30 Close	Will: X	Will: 9:00-6:00 Close
Gage: X	Gage: 5:30-2:30 Open	Gage: 5:30-2:30 Open	Gage: 10:30-7:30 Close	Gage: 10:30-7:30 Close	Gage: X	Gage: 9:00-6:00 Close
Kate: X	Kate: 5:30-2:30 Open	Kate: 5:30-2:30 Open	Kate: 10:30-7:30 Close	Kate: 10:30-7:30 Close	Kate: X	Kate: 5:30-2:30 Open
Cory: X	Cory: 5:30-2:30 Open	Cory: 5:30-2:30 Open	Cory: 10:30-7:30 Close	Cory: 10:30-7:30 Close	Cory: X	Cory: 5:30-2:30 Open
14	15	16	17	18	19	20
John: X	John: 10:30-7:30 Close	John: 10:30-7:30 Close	John: 5:30-2:30 Open	John: 5:30-2:30 Open	John: 6:00-3:00 Open	John: X
Jasmine: X	Jasmine: 10:30-7:30 Close	Jasmine: 10:30-7:30 Close	Jasmine: 5:30-2:30 Open	Jasmine: 5:30-2:30 Open	Jasmine: 9:00-6:00 Close	Jasmine: X
Will: X	Will: 10:30-7:30 Close	Will: 10:30-7:30 Close	Will: 5:30-2:30 Open	Will: 5:30-2:30 Open	Will: 6:00-3:00 Open	Will: X
Gage: X	Gage: 10:30-7:30 Close	Gage: 10:30-7:30 Close	Gage: 5:30-2:30 Open	Gage: 5:30-2:30 Open	Gage: 6:00-3:00 Open	Gage: X
Kate: X	Kate: 10:30-7:30 Close	Kate: 10:30-7:30 Close	Kate: 5:30-2:30 Open	Kate: 5:30-2:30 Open	Kate: 9:00-6:00 Close	Kate: X
Cory: X	Cory: 10:30-7:30 Close	Cory: 10:30-7:30 Close	Cory: 5:30-2:30 Open	Cory: 5:30-2:30 Open	Cory: 9:00-6:00 Close	Cory: X
21	22	23	24	25	26	27
John: X	John: 5:30-2:30 Open	John: 5:30-2:30 Open	John: 10:30-7:30 Close	John: 10:30-7:30 Close	John: X	John: 9:00-6:00 Close
Jasmine: X	Jasmine: 5:30-2:30 Open	Jasmine: 5:30-2:30 Open	Jasmine: 10:30-7:30 Close	Jasmine: 10:30-7:30 Close	Jasmine: X	Jasmine: 5:30-2:30 Open
Will: X	Will: 5:30-2:30 Open	Will: 5:30-2:30 Open	Will: 10:30-7:30 Close	Will: 10:30-7:30 Close	Will: X	Will: 9:00-6:00 Close
Gage: X	Gage: 5:30-2:30 Open	Gage: 5:30-2:30 Open	Gage: 10:30-7:30 Close	Gage: 10:30-7:30 Close	Gage: X	Gage: 9:00-6:00 Close
Kate: X	Kate: 5:30-2:30 Open	Kate: 5:30-2:30 Open	Kate: 10:30-7:30 Close	Kate: 10:30-7:30 Close	Kate: X	Kate: 5:30-2:30 Open
Cory: X	Cory: 5:30-2:30 Open	Cory: 5:30-2:30 Open	Cory: 10:30-7:30 Close	Cory: 10:30-7:30 Close	Cory: X	Cory: 5:30-2:30 Open
28	29	30				
John: X	John: 10:30-7:30 Close	John: 10:30-7:30 Close				
Jasmine: X	Jasmine: 10:30-7:30 Close	Jasmine: 10:30-7:30 Close				
Will: X	Will: 10:30-7:30 Close	Will: 10:30-7:30 Close				
Gage: X	Gage: 10:30-7:30 Close	Gage: 10:30-7:30 Close				
Kate: X	Kate: 10:30-7:30 Close	Kate: 10:30-7:30 Close				
Cory: X	Cory: 10:30-7:30 Close	Cory: 10:30-7:30 Close				

May 26th, 2020 to June 30th, 2020

Team B

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	26	27	28	29	30
		David: 9:00-6:00 Close	David: 9:00-6:00 Close	David: 9:00-6:00 Close	David: 6:00-3:00 Open	David: X
		Andrew: 9:00-6:00 Close	Andrew: 6:00-3:00 Open	Andrew: 6:00-3:00 Open	Andrew: 9:00-6:00 Close	Andrew: X
		Anna: 9:00-6:00 Close	Anna: 6:00-3:00 Open	Anna: 6:00-3:00 Open	Anna: 6:00-3:00 Open	Anna: X
		Hannah: 9:00-6:00 Close	Hannah: 6:00-3:00 Open	Hannah: 6:00-3:00 Open	Hannah: 6:00-3:00 Open	Hannah: X
		Alan: 9:00-6:00 Close	Alan: 6:00-3:00 Open	Alan: 6:00-3:00 Open	Alan: 9:00-6:00 Close	Alan: X
		Ben: Coliseum	Ben: Coliseum	Ben: Coliseum	Ben: Coliseum	Ben: X
31	1	2	3	4	5	6
David: X	David: 5:30-2:30 Open	David: 5:30-2:30 Open	David: 10:30-7:30 Close	David: 10:30-7:30 Close	David: X	David: 9:00-6:00 Close
Andrew: X	Andrew: 5:30-2:30 Open	Andrew: 5:30-2:30 Open	Andrew: 10:30-7:30 Close	Andrew: 10:30-7:30 Close	Andrew: X	Andrew: 5:30-2:30 Open
Anna: X	Anna: 5:30-2:30 Open	Anna: 5:30-2:30 Open	Anna: 10:30-7:30 Close	Anna: 10:30-7:30 Close	Anna: X	Anna: 9:00-6:00 Close
Hannah: X	Hannah: 5:30-2:30 Open	Hannah: 5:30-2:30 Open	Hannah: 10:30-7:30 Close	Hannah: 10:30-7:30 Close	Hannah: X	Hannah: 9:00-6:00 Close
Alan: X	Alan: 5:30-2:30 Open	Alan: 5:30-2:30 Open	Alan: 10:30-7:30 Close	Alan: 10:30-7:30 Close	Alan: X	Alan: 5:30-2:30 Open
Ben: X	Ben: 5:30-2:30 Open	Ben: 5:30-2:30 Open	Ben: 10:30-7:30 Close	Ben: 10:30-7:30 Close	Ben: X	Ben: 5:30-2:30 Open
7	8	9	10	11	12	13
David: X	David: 10:30-7:30 Close	David: 10:30-7:30 Close	David: 5:30-2:30 Open	David: 5:30-2:30 Open	David: 5:30-2:30 Open	David: X
Andrew: X	Andrew: 10:30-7:30 Close	Andrew: 10:30-7:30 Close	Andrew: 5:30-2:30 Open	Andrew: 5:30-2:30 Open	Andrew: 9:00-6:00 Close	Andrew: X
Anna: X	Anna: 10:30-7:30 Close	Anna: 10:30-7:30 Close	Anna: 5:30-2:30 Open	Anna: 5:30-2:30 Open	Anna: 5:30-2:30 Open	Anna: X
Hannah: X	Hannah: 10:30-7:30 Close	Hannah: 10:30-7:30 Close	Hannah: 5:30-2:30 Open	Hannah: 5:30-2:30 Open	Hannah: 5:30-2:30 Open	Hannah: X
Alan: X	Alan: 10:30-7:30 Close	Alan: 10:30-7:30 Close	Alan: 5:30-2:30 Open	Alan: 5:30-2:30 Open	Alan: 9:00-6:00 Close	Alan: X
Ben: X	Ben: 10:30-7:30 Close	Ben: 10:30-7:30 Close	Ben: 5:30-2:30 Open	Ben: 5:30-2:30 Open	Ben: 9:00-6:00 Close	Ben: X
14	15	16	17	18	19	20
David: X	David: 5:30-2:30 Open	David: XX	David: XX	David: XX	David: XX	David: XX
Andrew: X	Andrew: 5:30-2:30 Open	Andrew: 5:30-2:30 Open	Andrew: 10:30-7:30 Close	Andrew: 10:30-7:30 Close	Andrew: X	Andrew: 5:30-2:30 Open
Anna: X	Anna: 5:30-2:30 Open	Anna: 5:30-2:30 Open	Anna: 10:30-7:30 Close	Anna: 10:30-7:30 Close	Anna: X	Anna: 5:30-2:30 Open
Hannah: X	Hannah: 5:30-2:30 Open	Hannah: 5:30-2:30 Open	Hannah: 10:30-7:30 Close	Hannah: 10:30-7:30 Close	Hannah: X	Hannah: 5:30-2:30 Open
Alan: X	Alan: 5:30-2:30 Open	Alan: 5:30-2:30 Open	Alan: 10:30-7:30 Close	Alan: 10:30-7:30 Close	Alan: X	Alan: 9:00-6:00 Close
Ben: X	Ben: 5:30-2:30 Open	Ben: 5:30-2:30 Open	Ben: 10:30-7:30 Close	Ben: 10:30-7:30 Close	Ben: X	Ben: 9:00-6:00 Close
21	22	23	24	25	26	27
David: XX	David: XX	David: XX	David: 5:30-2:30 Open	David: 5:30-2:30 Open	David: 9:00-6:00 Close	David: X
Andrew: X	Andrew: 10:30-7:30 Close	Andrew: 10:30-7:30 Close	Andrew: 5:30-2:30 Open	Andrew: 5:30-2:30 Open	Andrew: 5:30-2:30 Open	Andrew: X
Anna: X	Anna: 10:30-7:30 Close	Anna: 10:30-7:30 Close	Anna: 5:30-2:30 Open	Anna: 5:30-2:30 Open	Anna: 9:00-6:00 Close	Anna: X
Hannah: X	Hannah: 10:30-7:30 Close	Hannah: 10:30-7:30 Close	Hannah: 5:30-2:30 Open	Hannah: 5:30-2:30 Open	Hannah: 9:00-6:00 Close	Hannah: X
Alan: X	Alan: 10:30-7:30 Close	Alan: 10:30-7:30 Close	Alan: 5:30-2:30 Open	Alan: 5:30-2:30 Open	Alan: 5:30-2:30 Open	Alan: X
Ben: X	Ben: 10:30-7:30 Close	Ben: 10:30-7:30 Close	Ben: 5:30-2:30 Open	Ben: 5:30-2:30 Open	Ben: 5:30-2:30 Open	Ben: X
28	29	30				
Andrew: X	Andrew: 5:30-2:30 Open	Andrew: 5:30-2:30 Open				
Anna: X	Anna: 5:30-2:30 Open	Anna: 5:30-2:30 Open				
Hannah: X	Hannah: 5:30-2:30 Open	Hannah: 5:30-2:30 Open				
Alan: X	Alan: 5:30-2:30 Open	Alan: 5:30-2:30 Open				
Ben: X	Ben: 5:30-2:30 Open	Ben: 5:30-2:30 Open				

# Appendix H

 <b>GREENSBORO AQUATIC CENTER</b> <b>Mandatory Daily HK Covid 19 Checklist</b>		6am	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm
		Write Name and Date:													
1. Sanitize high-touch areas . Includes: door handles, trash cans, counters, elevator buttons, handrails, tables, seats, benches. DO NOT DRY															
2. Sanitize high-touch areas. Toilets, sink faucets and toilet handles, soap dispensers, push plates, baby changing stations , towel dispenser handles, door knobs, light switches, sinks, partitions. DO NOT DRY															
3. Sanitize check in tables and employee room															
4. Ensure all sanitizer dispensers are stocked															

THE WORK DESCRIBED ABOVE HAS BEEN INSPECTED, AND IS COMPLETED TO MY SATISFACTION.

Employee Signature \_\_\_\_\_

\*This form is to be submitted to John's box at the end of every day.\*\*

## Appendix I

Will be added on Tuesday, May 26th

## Appendix J

**Greensboro Coliseum Complex** and the **Greensboro Aquatic Center** are taking enhanced health and safety measures—for patrons, teams and staff. You must follow all posted instructions while visiting our facilities:

**COVID-19 WARNING:** An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the [Centers for Disease Control and Prevention](#), senior citizens and guests with underlying medical conditions are especially vulnerable.

By visiting Greensboro Coliseum Complex and the Greensboro Aquatic Center, you voluntarily assume all risks related to exposure to COVID-19. Please keep each other healthy and safe.

PLEASE RETURN THIS CONFIDENTIAL FORM

The following questions are simply base information on your current health since our closing:

NAME: \_\_\_\_\_

CITY ID #: \_\_\_\_\_

1. I do or do not have a fever that I am aware of and have not in the last 24 hours?  
No Fever \_\_\_\_\_  
Fever \_\_\_\_\_
  
2. Are you coughing or have shortness of breath or any chronic breathing issues?  
No Coughing or Breathing Issues \_\_\_\_\_  
Yes, I am having breathing issues \_\_\_\_\_
  
3. I have not traveled outside the US in the last 30 days  
Correct \_\_\_\_\_  
I have been outside the US in the last 30 days \_\_\_\_\_
  
4. I have not been exposed to anyone who has been in China in the last 60 days.  
Correct \_\_\_\_\_  
I have been exposed to someone who has been in China in the last 60 days. \_\_\_\_\_
  
5. If I feel concerned about another employee's health, I will report this to my Supervisor.  
Agreed \_\_\_\_\_
  
6. I am aware that if I do exhibit signs of Covid-19, or have a temperature of 100.4 or higher, I will be requested to leave work and seek a medical visit and/or quarantine. A medical release will need to be obtained for return to work.

I understand and agree: \_\_\_\_\_  
Signature

Today's Date: \_\_\_\_\_

Please complete this form Monday and have returned to Karen York or Toni Hall.

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

### ► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
|---|---|

### ► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:

**1-866-487-9243**

TTY: 1-877-889-5627

[dol.gov/agencies/whd](https://dol.gov/agencies/whd)



WH1422 REV 03/20