

## **PCC Operations Plan during COVID-19 Restrictions** **Effective February 10, 2021**

Detailed herein is the current operating plan for the Parkside Community Center (PCC). This plan is reflective of consideration of all guidance provided through current public health orders and CCOB related to the current COVID-19 pandemic response. As of February 6, 2021, CCOB has been moved by the State into [Level Yellow on the COVID-19 dial, and the below changes reflect this current mandate.](#) As these guidelines are frequently changing to reflect current status and conditions, this **operations plan remains subject to change** as the PCC Staff and the Board of Directors deem necessary and appropriate. As we safely and responsibly provide access to selected amenities, each amenity will have restrictions for use, and as necessary will require reservations for resident use.

### **General Safety Requirements for Facility Use:**

1. Use of the facility is solely at each resident's risk.
2. Following all PCC general rules and the specific rules in this PCC Operations Plan is a condition of resident use of the PCC facilities. Any violation of these rules may result in resident facility privileges being immediately suspended for 30 days.
3. Residents are expected to follow these modified rules governing the use of the PCC and other AHCA amenities. PCC Staff will not continually monitor all facility usage, but will make periodic rounds throughout the day.
4. Residents experiencing any symptoms of illness or having experienced symptoms of illness in the past 48 hours shall not come to the PCC, and will not be admitted.
5. All residents entering the PCC will be required to wear a protective mask covering their mouth and nose (resident must provide their own mask) within the PCC facilities at all times, except for those under 10 years of age.
6. No guests will be allowed during this phase of operations.
7. During this phase, entry into the PCC will be limited. Residents who need to come into the PCC for new homeowner set-up, etc. should call the PCC and make an appointment with the front desk team. ARC applications can be emailed to the [Community Standards Coordinator](#), or dropped-off in the drop box in front of the PCC.
8. Reservations at this time will not be required for the fitness center, but will be required for gymnasium use (basketball and badminton). Reservations can be made up to 10-minutes prior to the registration time, and canceled up to 30-minutes prior to the start time. If a registered resident fails to cancel, and no-shows for their reservation 3 times they will lose the ability to register again for 7 days.
9. Disinfectant spray bottles will be provided to every resident at check-in to use during their visit, and towels will be available throughout the facility. Residents will be required to clean-off all equipment surfaces that they have come in contact with once they finish using the equipment.
10. PCC hours of operations during this time will reflect needs for proper staffing and current State and CCOB mandates while accommodating high-use facility times and allowing time for

necessary sanitizing and cleaning (which at this point in time are going back to standard winter operational hours):

- a. Monday-Friday: 5:30am-9pm
  - b. Saturday: 7am-5pm
  - c. Sunday: 8am-5pm
11. Access to the PCC will be limited to approved programming in MP1-2, and limited gym and fitness area usage as outlined below. Residents using the facility will check-in and out at the main entrance (staff will enter their number). Until you are admitted, you will be asked to maintain proper social distancing while waiting in line for check-in.
  12. All reservations will be made through RecDesk on a first come, first served basis. Please reference the Anthem Highlands RecDesk Registration Instructions and Schedule document link.
  13. No cash handling will take place during this phase of PCC operations.
  14. Vending machines, water fountains and the community coffee bar area will be closed.

### **Indoor Fitness Area Usage:**

1. During this phase of operations, indoor fitness area activities will be limited to usage of the cardio equipment (steppers, elliptical, treadmills, and spin bikes), circuit area, and weightlifting equipment. No other equipment will be accessible for workouts. Some individual equipment may be blocked off from use in order to maintain social distancing.
2. All Facility Users agree to abide by any safety guidelines and/or restrictions imposed by the manufactures of the fitness equipment. If a Facility User is in violation of any safety guideline or restriction imposed by the manufacturer while operating the fitness equipment, they may be asked to discontinue their usage of said equipment. The Association assumes no liability for those who disregard the safety guidelines. Association staff shall not be responsible for the direct supervision of Facility Users.
3. Social distancing must be maintained at all times.
4. Per the state of Colorado, CCOB, and the AHCA attorney, masks must be worn at all times when in the facility including when using the equipment in the fitness area. You may remove it temporarily if you need to catch your breath or safely perform an activity, but must wear a mask as much as feasible.
5. The number of residents allowed to simultaneously use the indoor fitness area will be maxed at 50 total during this phase of PCC operations per current state and CCOB mandates while CCOB is in Level Yellow on the COVID scale. Reservations will not be required to use the fitness area, but if capacity has been met, residents may be denied entry into the fitness center until space is available.
6. Residents using the weightlifting area and circuit machine area will be asked to maintain social distancing, and avoid using equipment within the 6-foot social distancing limitation when other residents are also using the area. Residents will be asked to monitor their own usage of the

weightlifting and circuit areas, and expected to wait before entering the areas if the limits have been reached.

7. If wearing a mask would compromise an individual's health or ability to participate in a fitness activity, please contact the PCC staff for potential reasonable accommodation options. Options to limit risk for residents at a higher risk for severe illness from COVID-19 can also be accommodated by contacting the PCC Staff.

### **Multipurpose Room 1-2 | Programming | Effective October 26**

1. Multipurpose Rooms 1-2 will be utilized for approved programming during the evening hours at the Parkside Community Center.
2. Programming at the PCC is available for pre-registered residents only. Walk-ins/guests are not allowed.
3. Resident participants must check-in at the side door of the PCC near the kitchen/MP rooms. Upon check in, the instructor will walk the resident participants to the designated room(s) for duration of the program.
4. Parents/Guardians must check-in. They may stay if they have a reservation for the fitness area, otherwise they must leave the PCC until pick-up time.
5. Parents/Guardians will pick up their resident participant at the main entrance of the PCC.
6. Resident participants are required to wear masks upon entrance, exit, and during the duration of the program within the facility.
7. Fifteen minutes will be given in between classes to adequately clean the surfaces and touch points.

### **Multipurpose Room 3 | Resident Reservations | Effective October 26**

8. Multipurpose Room 3 will be utilized for resident usage that pertains to meetings, study hours, and tutoring during the early afternoon/evening hours at the Parkside Community Center.
9. No more than 10 residents per time slot/MP Room.
10. Residents are encouraged to make a reservation with those in their own household (small personal circle).
11. Reservations can be made by calling the Parkside Community Center (303.665.2693) through the Membership Services Team within the following time slots:
  - i. Monday- Friday
    1. 9:00am-10:30am
    2. 11:00am-12:30pm
    3. 4:00-5:30pm
    4. 6:00-7:30pm
  - ii. Saturday-Sunday:
    1. 9:00am-10:30am
    2. 11:00am-12:30pm
    3. 2:00-3:30pm

## **Gymnasium | Badminton and Basketball | Effective February 1**

1. Reservations to utilize the gymnasium can be made through Anthem Highlands RecDesk. Please reference the Anthem Highlands RecDesk Registration Instruction and Schedule document linked within.
2. Residents are responsible for bringing their own equipment (basketball, badminton racket and birdie).
3. Residents are encouraged to make a reservation with those in their own household (small personal circle).
4. Gymnasium Activity & Time Slots:
  - a. Badminton (East Court) | Max 4 players
    - i. Wednesday:
      1. 5:45-7:15am
      2. 7:25-8:55am
      3. 9:05am – 10:35am
      4. 10:45am – 12:15pm
      5. 12:25-1:55pm
      6. 2:05- 3:35pm
      7. 3:45pm – 5:15pm
      8. 5:25-6:55pm
      9. 7:05pm – 8:35pm
    - ii. Sunday
      1. 8:05-9:35am
      2. 9:45-11:15am
      3. 11:25-12:55pm
      4. 1:05-2:35pm
      5. 2:45-4:15pm
  - b. Basketball (West/East court daily except Wednesday/Sunday) | Max 6 players per side, 2 players per net (shooting only, no games allowed)
    - i. Monday-Friday:
      1. 5:45-7:15am
      2. 7:25-8:55am
      3. 9:05am–10:35am
      4. 10:45am–12:15pm
      5. 12:25-1:55pm
      6. 2:05- 3:35pm
      7. 3:45pm–5:15pm
      8. 5:25-6:55pm
      9. 7:05pm – 8:35pm
    - ii. Saturday:
      1. 7:05-8:35am
      2. 8:45-10:15am

3. 10:25-11:55am
  4. 12:05-1:35pm
  5. 1:45-3:15pm
  6. 3:25-4:55pm
- iii. Sunday
1. 8:05-9:35am
  2. 9:45-11:15am
  3. 11:25-12:55pm
  4. 1:05-2:35pm
  5. 2:45-4:15pm
- c. Volleyball: at this point in time volleyball is not available. We will be assessing and re-evaluating usage and requests during this phase. Please contact the Membership Services Team by calling the PCC (303-665-2693) to provide feedback and requests to be reviewed by the CCMC Management Team and resident Board of Directors.
- d. Fitness Offerings: approved in-person fitness classes/offerings will be provided on a “pop-up” basis utilizing the east court and/or lounge patio in the afternoon hours during the weekend.
- i. When fitness pop-ups are scheduled in the gym basketball/badminton reservations will not be available during this time.

### **Locker Rooms, Showers, Bathrooms, Drinking Fountains:**

1. Drinking fountains will be closed; please bring your own water.
2. Lockers within locker rooms will be closed, but showers and bathrooms in locker rooms will be open. Locker room bathrooms should be utilized only by those using the gym downstairs.
3. PCC upstairs facility bathrooms may be used by those in the upstairs fitness and weightlifting zones only.
4. Bathrooms near the MP rooms may be used only by those utilizing the MP Rooms.
5. The PCC family bathroom will be available for those using the gym. It is encouraged to use the bathrooms at your home in advance of your visit to the PCC.

### **Other Indoor PCC Facility Usage:**

1. Kid Care, Lounge, and Lobby amenities are projected to remain closed through the end of 2020.

### **Outdoor Parks/Tennis Courts/Basketball/Volleyball Court:**

1. Tennis and basketball courts are open per State guidelines, with no more than 25 people on each court at one time.
2. Playgrounds and athletic fields are open per State guidelines, allowing activities in groups of no more than 10 people.

### **Events and Programming:**

1. **Events:** Lifestyle events and offerings will remain scheduled out every 30-60 days through virtual based offering, outdoor safe-distanced in-person, and through “grab and go” options such as Food Truck Night at the PCC, Movie in the Park, etc.
2. **Other Programs:** Program requests will be taken on a first come-first serve basis.

### **Additional Information:**

1. Current PCC operating hours and time blocks available for each area of the PCC, and the current PCC Operations Plan can be accessed at <http://myahca.com> under internal documents/PCC Operations Plan.
2. Reservations for PCC activities can be made through RecDesk at <http://anthemhighlands.recdesk.com>
3. Suggestions, comments, or questions may be submitted to:
  - a. PCC general operations:  
Community Manager, Elizabeth Ward, [eward@ccmcnet.com](mailto:eward@ccmcnet.com)
  - b. Programming, events, registration, RecDesk login:  
Lifestyle Director, Laura Lantzy, [llantzy@ccmcnet.com](mailto:llantzy@ccmcnet.com)

**Please see below to review available resources and guidelines surrounding COVID-19:**

**CCOB:** <https://www.broomfield.org/3123/COVID-19-Information>

**State of Colorado:** <https://covid19.colorado.gov>, <https://covid19.colorado.gov/covid-19-dial>

**CDC:** <https://www.cdc.gov/coronavirus/2019-ncov/index.html>