

PCC Operations Plan during COVID-19 Restrictions **Effective November 9, 2020**

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 variances related to the current COVID-19 pandemic response. 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. 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.
8. PCC hours of operations during this time will reflect needs for proper staffing while accommodating high-use facility times and allowing time for necessary sanitizing and cleaning:
 - a. Monday-Friday: 5:30am-8pm (closed for cleaning between 1-2pm)
 - b. Saturday: 8am-5pm
 - c. Sunday: 9am-4pm
9. Access to the PCC will be limited to approved programming in MP1-2, gym use by reservations as outlined below, and to 25 total residents in the fitness center. Residents using the facility will check-in and out at the main entrance only, (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.
10. No cash handling will take place during this phase of PCC operations.
11. 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. Due to manufacturers' restrictions on the safe operation of fitness equipment, no resident under the age of 13 will be permitted into the PCC fitness areas.
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 limited to 25 during this phase of PCC operations, based on the equipment available and the ability to maintain proper social distancing while using the equipment.
6. No more than 5 individual residents should use the weightlifting area at any given time, in order to allow for proper social distancing.
7. Residents using the 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.
8. If wearing a mask would compromise an individual's health when 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 Room1-2| 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-in's/guests are not allowed.
3. Resident participants must check-in at the front desk of the PCC. 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 working out 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

1. 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.
2. No more than 10 residents per time slot/MP Room.
3. Residents are allowed to make 1 reservation per week, one week out at a time.
4. Residents are encouraged to make a reservation with those in their own household (small personal circle).
5. 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 November 9

1. Reservations to utilize the gymnasium can be made through Anthem Highlands RecDesk starting Friday, November 6 at 12pm. 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 allowed to make 1 reservation per week, one week out at a time.
4. Residents are encouraged to make a reservation with those in their own household (small personal circle).
5. Gymnasium Activity & Time Slots:
 - a. Badminton (East Court) | Max 4 players
 - i. Monday-Friday:
 1. 9am – 10:30am
 2. 11am – 12:30pm
 3. 4pm – 5:30pm
 4. 6pm – 7:30pm

- ii. Saturday-Sunday:
 - 1. 9am – 10:30am
 - 2. 11am – 12:30pm
- b. Basketball (West court) | Max 6 players, 2 players per net (shooting only, no games allowed)
 - i. Monday-Friday:
 - 1. 9am – 10:30am
 - 2. 11am – 12:30pm
 - 3. 4pm – 5:30pm
 - 4. 6pm – 7:30pm
 - ii. Saturday-Sunday:
 - 1. 9am – 10:30am
 - 2. 11:00am-12:30pm
- 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 west court and/or lounge patio in the afternoon hours during the weekend.

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.
- 3. PCC upstairs facility bathrooms may be used by those in the upstairs fitness and weightlifting zones only.
- 4. Bathrooms near MP rooms/outside the gym may be by those utilizing the gym or MP Rooms.
- 5. The PCC family bathroom will be available for those using the indoor fitness area. It is encouraged to use the bathrooms at your home in advance of your workout at 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. Signage will be updated.

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:
 - i. Community Manager, Elizabeth Ward, eward@ccmcnet.com
 - b. Programming, events, registration, RecDesk login:
Lifestyle Director, Laura Lantzy, 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/>

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