

# Lifestyle & Activities Transition Plan

---



MAY 14, 2020

**Sun City Texas Community Association**  
**Authored by: Jenny Phillips**

# Lifestyle & Activities

## Transitional Opening

The Lifestyle and Activities department contributes to Sun City's active lifestyle by offering residents many popular, informative and fun onsite events: fairs, garage sales, dances, performances, movies and outdoor concerts, as well as exciting bus outings. Our goal is to resume activities on (Date TBD), with the approval of the state, county, Pulte and CA board. We have developed four phases for the transition: Phase one is 25 percent of capacity, Phase two is 50 percent of capacity, Phase three is 75 percent capacity and then all clear.

***"You can do as much as you want or as little as you want," said one Sun City resident. "That's life here. It keeps you moving and keeps you young."***

### Phase One

	Total Capacity	Governor's 25 %	Lifestyle Recommendation
SCB	600	150	
SCB Dances	400	100	0
SCB Performances	432	108	0
SCB Movies	300	75	75
RLSR	220	55	
RSLR Movies	150	37	30
RSLR Performances	150	37	0
Cowan Amphitheater	outside		recommend residents 6-ft distancing, use flags
Bus Outings	56	14	0
Fairs	72-80 indoor booths	150	0
Garage Sales	outside		0

### Phase Two

	Total Capacity	Governor's 50 %	Lifestyle Recommendation if 6-ft physical distancing is not mandatory
SCB	600	300	
SCB Dances	400	200	200
SCB Performances	432	216	216
SCB Movies	300	150	150
RLSR	220	110	
RSLR Movies	150	75	75
RSLR Performances	150	75	72
Cowan Amphitheater	outside		
Bus Outings	56	28	0
Fairs	72-80 indoor booths	300	0
Garage Sales	outside		

### Phase 3

	Total Capacity	Governor's 75 %	Lifestyle Recommendation if 6-ft physical distancing is not mandatory
SCB	600	450	
SCB Dances	400	300	300
SCB Performances	432	324	324
SCB Movies	300	225	225
RLSR	220	165	
RSLR Movies	150	112	112
RSLR Performances	150	112	112
Cowan Amphitheater	outside		
Bus Outings	56	42	42
Fairs	72-80 indoor booths	450	450
Garage Sales	outside		

## ***Transitional Plan: THREE Phases***

### ***Phase ONE***

All attendees and Lifestyle employees must wear a mask at indoor activities. No mask, no entrance. Only SCB and RLSR movies and outdoor concerts at the Cowan Creek Amphitheater will be able to resume if the order is 25 percent capacity and 6-ft physical distancing is mandatory. The reasons are financial responsibility and physical distancing. Attendance will be limited to residents only (no outside guests). No resident volunteers helping at this time. Prior to each event, ticket purchasers will be notified of our transitional procedures and that participation in any Lifestyle activity is an individual choice.

**Movies:** Staff will be responsible for ticket taking. Alphabetized reports will be printed to check in residents. To allow for physical distancing, Facilities will be marking floors to show proper distancing outside SCB and RLSR so that residents can line up prior to checking in and entering SCB and RLSR. Lifestyle employees will communicate with attendees prior to events and in the lobby that gatherings are not allowed and residents must maintain 6' physical distancing. Residents will check in verbally with Ticket Taker employee by providing the ticket purchaser's last name. Residents will not need to present paper tickets at the door. No door sales, no cash or checks - all tickets must be purchased online or at Member Services. No popcorn, drinks, water, ice, cups or napkins will be provided. Residents will be responsible for bringing their own water, beverages, snacks, cups and napkins. Layout will be chairs only; no tables. Chairs will be spaced 6-ft apart and each aisle will be offset. Residents that live in the same household can move their chairs next to one another. Since the public restrooms in the Social Center are more frequently cleaned and sanitized, residents will be encouraged to use the public restrooms only, and will be discouraged from using the employee restroom (SCB kitchen area) and the SCB backstage restroom. Chairs will be wiped down with disinfectant prior to opening the doors to the movie by Lifestyle staff. Residents will enter and exit through one set of doors and must sanitize hands when entering and exiting the room.

**Outdoor CCAM Concerts:** Staff will place orange stake flags 6-ft apart and will offset each aisle. Communication will go out via eblasts letting residents know that only same household members can sit together and that residents must sit at the flags to ensure

physical distancing. Lifestyle staff will remind residents while patrolling the Cowan Creek Amphitheater. Performers will not be wearing masks, however, physical distancing will not be an issue since performers will be onstage and will be sufficiently distanced from attendees.

## ***Phase TWO***

If capacity is at 50 percent and 6-ft physical distancing is not mandatory, we can move into Phase Two which increases the capacity for movies and also brings back performances and dances. This phase will allow for cabaret seating around tables, instead of chairs only. All attendees and Lifestyle employees must wear a mask at indoor activities. No mask, no entrance. Attendance will be limited to residents only (no outside guests). No resident volunteers helping at this time. Prior to each event, Ticket Purchasers will be notified of our transitional procedures and that participation in any Lifestyle activity is an individual choice. Staff will be responsible for ticket taking. Alphabetized reports will be printed to check in residents. To allow for physical distancing, Facilities will be marking floors to show proper distancing outside SCB and RLSR so that residents can line up prior to checking in and entering SCB and RLSR. Residents will check in verbally with Ticket Taker employee by providing the ticket purchaser's last name. Residents will not need to present tickets at the door. No door sales, no cash or checks - all tickets must be purchased online or at Member Services. No popcorn, drinks, water, ice, cups or napkins will be provided. Ice machine will be taped off and no Hospitality Table will be provided. Residents will be responsible for bringing their own cups, napkins, drinks, snacks and cleaning up after themselves. Tables will be sanitized by Lifestyle staff before events. After events, Maintenance of Austin will sanitize tables. Since the public restrooms in the Social Center are more frequently cleaned and sanitized, residents will be encouraged to use the public restrooms only, and will be discouraged from using the employee restroom (SCB kitchen area) and the SCB backstage restroom. Performers at indoor events will not be wearing masks, however, physical distancing will not be an issue since performers will be onstage and will be sufficiently distanced from attendees.

- SCB dances will have 10 tables (10 chairs per table) on each side of the room instead of 20 tables on each side of the room.
- SCB performances will have 27 tables (8 chairs per table) instead of 54 tables.
- RLSR performances will have 12 tables (6 chairs per table) instead of 25 tables.

## ***Phase THREE***

If capacity is at 75 percent and 6-ft physical distancing is not mandatory, we can move into Phase Three which increases the capacity and brings back fairs and garage sales. All attendees and Lifestyle employees must wear a mask at indoor activities. Since our Volunteer Trip Planners arrange bus outing details and also act as guides on their trips, we will obtain their input and they will be responsible for procedures on their respective outings. All attendees and Lifestyle employees must wear a mask at indoor activities. No mask, no entrance. Prior to each event, Ticket Purchasers will be notified of our transitional procedures and that participation in any Lifestyle activity is an individual choice. Volunteers will be responsible for ticket taking. Tickets will be presented at the door. No door sales, no cash or checks - all tickets must be purchased ahead of time online or at member services. No popcorn, drinks, water, ice, cups or napkins will be provided. Residents will be responsible for bringing their own cups, napkins, drinks, snacks and cleaning up after themselves. Tables will be sanitized by Lifestyle staff before events. After events, Maintenance of Austin will sanitize tables. Volunteers will be responsible for ticket taking. Tickets will be presented at the door. No door sales, no cash or checks - all tickets must be purchased ahead of time online or at member services. At movies and performances, Volunteer Ushers will return to help residents find seats. No Hospitality volunteers until all phases are complete. Since the public restrooms in the Social Center are more frequently cleaned and sanitized, residents will be encouraged to use the public restrooms only, and will be discouraged from using the employee restroom (SCB kitchen area) and the SCB backstage restroom.

- Fairs - Lifestyle employees will need to count number of residents entering the Ballroom and maintain number at 450 at all times (count must include the number of vendors in the ballroom, count must take place before fair start time). Once capacity has been reached, we will then ask attendees to wait until someone exits the ballroom or ask them come back at a later time. In order to facilitate monitoring number of attendees, we will have one designated Ballroom entrance and one designated exit from the Ballroom

## ***Lifestyle Building and Set-up Monitors***

- Stay at home if you are sick.
- At beginning and end of shift sanitize your hands.
- Maintain 6' distancing from residents.
- Make sure hand sanitizer is available at monitor desk for residents.
- Wear face mask.



- Keep doors propped open when possible at beginning and end of events to eliminate hands touching doors.
- Set-up monitors will wear gloves when setting up rooms.
- At the Start and End of each shift, the monitor will do the following:
  - Wipe down all computers, phones, countertops and printers with disinfectant wipes.
  - Wipe down all office chairs.
  - Handle all cash in the cash drawer with gloves.
  - Clean plexiglass shields front and back.
- Additional Steps:
  - Any requested copies made shall be handled wearing gloves.
  - Wipe down any keys or TV remotes if used from the drawers.
  - Any items in the Lost and Found should be handled with gloves.
  - For deliveries received, wipe down pen and sign tablet with wipes before signing and wipe down packages received if possible, all while wearing gloves.

## ***Lifestyle Employees***

### ***Opening and Closing Procedures***

- Stay at home if you are sick.
- At beginning and end of shift sanitize your hands.
- Make sure hand sanitizer is available at ticket check in table for residents.
- When tables are available for residents use (Phase two and three) then tables will be wiped down at the set up by Lifestyle Employees and at end of the event by Maintenance of Austin.
- Maintain 6' distancing from residents.
- Wear face masks when outside of Communications and Lifestyle office.
- When using the microphone, wipe down the microphone, remove mask to talk into microphone and then wipe microphone down when done.
- Keep doors propped open at beginning and end of event to eliminate hands touching doors.

## ***Lifestyle Volunteers***

- Stay at home if you are sick.
- At beginning and end of shift sanitize your hands.
- Maintain 6' distancing from residents.

- Make sure hand sanitizer is available at ticket check in table for residents.
- Wear face mask.
- Keep doors propped open at beginning and end of event to eliminate hands touching doors.

As we begin to reopen some of our facilities on a transitional basis it is still an individual choice to participate or not. It must also be understood that choosing to enter or participate in any CA activity or venue you are doing so at your risk. Please take your personal safety and others seriously during this particularly difficult time.