



## **Welcome Back!**

The Sun City fitness staff feels it is in the best interest of staff, residents, and their guests to open slowly and safely in three phases beginning Monday, June 1 with the approval of state/local government, Pulte, and the Board of Directors. These plans may change in mid-May with the directives of how gyms may open with new policies and procedures put forth. The fitness staff put these opening procedures together based on the direct knowledge of our fitness center operations, the everyday business of fitness and the residents of Sun City, all with the sincere safety and well-being in mind for everyone who enters the fitness centers when we open.

**\*\*Please note that these phases will be revised and updated as the above parties see fit if new issues or concerns develop before each phase is implemented. These phases do reflect a more stringent plan than those of Pulte.**

## Phase One

	Total Capacity	Governor's 25%	Fitness Recommend
<b>Texas Drive</b>			
Fitness Area	130	33	33
<b>TOTAL</b>	<b>130</b>	<b>33</b>	<b>33</b>

### Cowan Creek

Fitness Area	48	12	12
<b>TOTAL</b>	<b>48</b>	<b>12</b>	<b>12</b>

### The Retreat

Fitness Area	42	11	11
<b>TOTAL</b>	<b>42</b>	<b>11</b>	<b>11</b>

## Phase Two

	Total Capacity	Governor's 50%	Fitness Recommend
<b>Texas Drive</b>			
Fitness Area	130	65	65
Aerobic Studio	39	20	20
<b>TOTAL</b>	<b>169</b>	<b>85</b>	<b>85</b>

### Cowan Creek

Fitness Area	48	24	24
Upstairs Studio	38	19	19
Salado Studio	23	12	12
Cycle Studio	25	13	13
<b>TOTAL</b>	<b>134</b>	<b>68</b>	<b>68</b>

### The Retreat

Fitness Area	42	21	21
<b>TOTAL</b>	<b>42</b>	<b>21</b>	<b>21</b>

**Phase Three**

<b>Texas Drive</b>	Total Capacity	Fitness Recommend
Fitness Area	130	130
Aerobic Studio	39	39
Indoor Pool	50	50
Spa	3	3
Aerobic Pool	35	35
Outdoor Pool	64	64
Spa	3	3
<b>TOTAL</b>	<b>324</b>	<b>324</b>

**Cowan Creek**

Fitness Area	48	48
Upstairs Studio	38	38
Salado Studio	23	23
Cycle Studio	25	25
Aerobic Pool	42	42
Outdoor Pool	64	64
Spa	2	2
<b>TOTAL</b>	<b>242</b>	<b>242</b>

**The Retreat**

Fitness Area	42	42
Outdoor Pool	64	64
Spa	4	4
<b>TOTAL</b>	<b>110</b>	<b>110</b>

## Phase changes when Pulte get to Phase Three and allows pools

	Total Capacity	Governor's 25%	Fitness Recommend
<b>Texas Drive</b>			
Fitness Area	130	33	33
Indoor Pool *	50	13	7
Aerobic Pool **	35	9	6
Outdoor Pool *	64	16	16
<b>TOTAL</b>	<b>279</b>	<b>70</b>	<b>62</b>

### Cowan Creek

Fitness Area	48	12	12
Aerobic Pool ***	42	11	6
Outdoor Pool *	64	16	16
<b>TOTAL</b>	<b>154</b>	<b>38.5</b>	<b>34</b>

### The Retreat

Fitness Area	42	11	11
Outdoor Pool *	64	16	16
<b>TOTAL</b>	<b>106</b>	<b>26.5</b>	<b>27</b>

\* - Includes Spa

\*\* - Walking only

\*\*\* - Walking only.

If swimming just 4

\*\* - Walking only

\*\*\* - Walking only. If swimming just 4

<b>Texas Drive</b>	Total Capacity	Governor's 50%	Fitness Recommend
Fitness Area	130	65	65
Aerobic Studio	39	20	20
Indoor Pool *	50	25	9
Aerobic Pool **	35	18	12
Outdoor Pool ***	64	32	32
<b>TOTAL</b>	<b>318</b>	<b>159</b>	<b>138</b>

**Cowan Creek**

Fitness Area	48	24	24
Upstairs Studio	38	19	19
Salado Studio	23	12	12
Cycle Studio	25	13	13
Aerobic Pool **	42	21	14
Outdoor Pool ***	64	32	32
<b>TOTAL</b>	<b>240</b>	<b>120</b>	<b>114</b>

**The Retreat**

Fitness Area	42	21	18
Outdoor Pool *	64	32	32
<b>TOTAL</b>	<b>106</b>	<b>53</b>	<b>50</b>

\* - 3 swimmers, 3 walkers, 3 in Spa

\*\* - Classes only

\*\*\* - Include Spa

**Transition Plan: Three Phases of Fitness: All fitness staff, contract staff, housekeeping, CA staff, and maintenance will be required to wear mask and gloves when inside the fitness centers.**

1. Phase One (residents only): Initial plan to open only fitness floors with a limited number of residents and reserved times for each area. The outdoor pools (only) will be open a week later on June 8. No indoor pools, indoor/outdoor spas, classes, and training until later phases or upon approval from Pulte and Board of Directors. However, virtual personal training and small classes in the pavilions may be considered during this phase. No vending machine. No water fountains with the exception of bottle fillers. Residents must bring their own water or reusable bottle. No showers or lockers. Doors will be propped open to eliminate person to person contact that could spread on door handles. Restrooms will be cleaned multiple times a day. Limited time in the locker room for restroom only use. That means no shaving, blow-drying hair, loitering, no locker keys given out, etc.  
Clearance to open indoor pools and spas in this phase only **if Pulte has begun their Phase Three.**
2. Phase Two (residents only): This plan includes Phase One and opening of classes and training sessions. Limited class sizes and staggered training sessions. Residents must pre-register for classes online, two hours before each class (still being determined). Clearance to open indoor pools and spas in this phase only **if Pulte has begun their Phase Three.** The same locker room rules apply from Phase One.
3. Phase Three (residents and their guest w/limits): Phase One, Phase Two, and now guest may be added but in limited numbers and days/times/areas. Locker rooms may also be open for showers if it is determined to be safe and upon approval. All pools and spas will be opened.

The duration and capacity of each phase will be determined by the procedures and approvals that are given by the state, county, Board of Directors, the Fitness Department, and the CA staff. If at any time the Fitness staff feels conditions are unsafe for staff/residents/guests, they will converse with the Board of Directors to determine the next step.

**Rules to secure the safety and well-being of staff/residents/guest:**

These rules will apply for all three phases. Staff and Board of Directors may extend, revise, revert, and reestablish new rules that they see fit for the safety of all staff/residents/guests.

1. Mask or face covering must be worn when entering the fitness centers and when moving about inside the fitness centers at all times except for the pool areas and when performing strenuous physical exercises or persons with a pre-existing condition that makes breathing with a face mask covering difficult. Residents are required to BYOM, Bring Your Own Mask. No mask, no entrance!
2. Social distancing of a 6ft radius must take place inside the fitness centers at all-time especially on the fitness floors which include cardio and weight machines. Social distancing inside the lap pools and in/around the outdoor pools including the locker rooms and spas. In addition classes will have signage and floor markings for all classes.
3. When residents enter and exit the fitness centers we are requiring them to sanitize their hands. We will be adding extra sanitizer pumps at entrance and exit doors.
4. Residents must reserve their time online in 1 hour increment. Residents are only allowed three days per week during phase one. This system will be set up through Members First. Residents will be allowed to reserve time a week before starting on every Tuesday.
5. Pool reservations will also be required in 1 hour increments. Residents are only allowed three days per week during phase one. This system will be set up through Members First. Residents will be allowed to reserve time a week before starting on every Tuesday.
6. Residents will not be allowed to enter the facility without a reserved time and a mask or face covering.
7. When entering the facility residents cannot wait longer than 10 minutes before their time slot. They will check in with the desk monitor for their



- name on the reserved time printout. Markers on the floor will be designated for people to stand while waiting to get checked in.
8. It is mandatory and will be enforced that each resident wipes down machines, equipment, and pool chairs before and after use. We will have a designated monitor on the floor to enforce this.
  9. No guest in Phase One or Phase Two or Guest of badges. Guest will begin in Phase three.
  10. No cash or check exchanges. No credit card exchanges. We will push for member charges only during these phases.
  11. No children at any time (no Kids' Swim). Kids' Swim may be evaluated to resume in Phase Three.
  12. No outside pool/spa weekend after hours in Phase One or Phase Two. This rule will be reconsidered in Phase Three. This means all outdoor pools will close at 5 p.m. on weekends instead of staying open unattended until 9 p.m.
  13. If any of these rules are not followed the resident will lose their space and time for future dates.
  14. Fitness staff may enforce other rules that aren't specified during the duration of these phases for the safety of the fitness centers and its users. They may also ask a resident to exit the fitness center if they are not following the rules or jeopardizing the safety of staff or residents.

### **Phase One:**

#### **Hours of operation changed to reflect:**

Monday-Friday: modified hours from 6 a.m.-6 p.m. with a two-hour break from 11 a.m.-1 p.m. for staff/housekeeping to deep clean (No residents will be allowed inside the fitness centers or pools during the break). Closing at 6 p.m. instead of 9 p.m. will give staff/housekeeping time again in the evening to deep clean and reset for the next day which will be very crucial to help eliminate the spread of the virus.

Saturday: modified hours from 8 a.m.-5 p.m. with a one-hour closing from noon-1 p.m. (deep clean) (No residents will be allowed inside the fitness centers or pools during the break).

Sunday: modified hours of 10 a.m.-5 p.m. with a one-hour closing from 1-2 p.m. (deep clean) (No residents will be allowed inside the fitness centers or pools during the break).

### ***Phase One Procedures:***

Please acknowledge that these procedures may change due to issues and concerns from state and/or local officials. These are just thoughts on how the fitness centers could be managed through this transitional time during the pandemic.

- The governor and local officials we could open up at 25% capacity at all three fitness centers.
  - 1. Texas Drive at 25% capacity is 33 per hour**
    - a. Outdoor Pool Capacity is 16 per hour**
  - 2. Cowan Creek at 25% capacity is 12 per hour**
    - a. Outdoor Pool Capacity is 16 per hour**
  - 3. The Retreat at 25% capacity is 11 per hour**
    - a. Outdoor Pool Capacity is 16 per hour**
- If we do open with 25% or larger capacity, we would open as follows with these new procedures.
  - We would have one monitor at the desk, one supervising monitor on the fitness floor and at pools, at least one manager at TD/CC.
  - All staff, contractors and residents will have to wear a mask inside the fitness centers. The only exception would be pool areas which will be addressed later in this report.
  - To limit the number of residents and have them pre-register will require IT to set up a system online so that residents could accomplish this (working on that now with Rob). Also, residents will not be allowed to register more than three times per week.
  - Have a monitor present who is designated to only clean and disinfect equipment and surfaces during the day.

- Each monitor will wipe down their entire area that they will be using or touching before and after their shift.
  - More sanitizer machines will be added to each fitness center.
- 33 people at Texas Drive, 12 at Cowan (including track users) and 11 at The Retreat:
  - This phase will only be set up for residents using the cardio/weight equipment. Classes and training will not begin in Phase One, but in Phase Two. Pools and Spas will be opened in Phase 3 per Pulte guidelines unless Pulte is already in Phase three.
  - Residents will reserve time online in 1 hour increments. Only allow each resident to reserve a time three days a week.
  - Make it mandatory that each resident wipes down any equipment or area they use.
  - Stagger and place Out of Order signs on every other piece of equipment such as treadmills, ellipticals, bikes, and any other equipment of which we have duplicates so we could maintain social distancing.
  - Markers placed on floor for social distancing.
  - Each fitness center will have an entry door and exit door that are opposite of each other. Residents will not enter and exit through the same door.

### **Phase Two:**

#### **Hours of operation changed to reflect:**

Monday-Friday: modified hours from 6 a.m.-7:30 p.m. with a two-hour break from 11 a.m.-1 p.m. for staff/housekeeping to deep clean. Closing at 7:30 p.m. instead of 9 p.m. will give staff/housekeeping time again to deep clean and reset for the next day. This will also allow all evening classes to finish and clean up before we close.

Saturday: modified hours from 8 a.m.-5 p.m. with a one-hour closing from noon-1 p.m.

Sunday: modified hours from 10 a.m. -5 p.m. with a one-hour closing from 1-2 p.m.

## ***Phase Two Procedures:***

Adding modified class sizes and staggered training sessions:

- We will review all classes and the attendance that is represented in these classes and the capacity of each studio. All classes will be reduced to 50% of their normal pre-virus capacity. Class ending times will change due to sanitizing the equipment after each class. Masks must be worn and social distancing applied in classes.
- CA trainers and contract trainers' schedules will be staggered during the week. Morning shifts and afternoon shifts.
- Residents may pay for classes or training sessions at the desk with member charge only. No money exchanges. (Dave will be adding Plexiglas to all three fitness center monitor desks).
- Instructors and trainers will be responsible for making sure all equipment is cleaned after their classes and during their training sessions.

**Group Fitness:** Please acknowledge that these procedures may change due to issues and concerns from Phase One or new regulations by the state and/or local officials. These are just thoughts on how the Fitness Centers could be managed through this transitional time. Aqua classes will not resume until fitness is given the support by the developer and board to open pools.

- Residents can sign up for classes 2-4 hours in advance. Still determining the advanced sign-up procedure.
- Initially, residents will be limited to one class per day, five days a week.
- Instructors and class participants must wipe down all used equipment before leaving classes. Classes will end 10 minutes early for this process. There will be a 15-minute gap between all classes. Classes at Texas Drive will enter from lobby doors and exit from the studio exterior exit door. Classes at CC will enter through lobby/stairs/elevator and exit using the exterior doors on the track. However, exceptions will be made for residents using assisted walking devices. Sanitizers will be added to all new exit areas.

**Personal Trainers:** Please acknowledge that these procedures may change due to issues and concerns from Phase One or new regulations by the state and/or local officials. These are just thoughts on how the Fitness Centers could be managed through this transitional time.

**Texas Drive:** No more than five trainers at one time on the floor.

- M/W/F morning sessions and afternoon sessions allocated for CA trainers.
- T/TH/Sat morning sessions and afternoon sessions allocated for contract trainers.

**Cowan Creek:** No more than two trainers at one time on the floor.

**The Retreat:** Only one trainer at all times.

**Aqua Training:** During selected and reserved times.

**Phase Three:** Please acknowledge that these procedures may change due to issues and concerns from Phase One/Phase Two or new regulations by the state and/or local officials. These are just thoughts on how the Fitness Centers could be managed through this transitional time.

**Hours of operation will reflect regular hours:**

Monday-Friday: 6 a.m.-9 p.m.

Saturday: 8 a.m. - 6 p.m.

Sunday: 10 a.m.-6 p.m.

**Phase Three Procedures:**

- When and if we get to this phase safely we will transition back to regular hours, regularly scheduled classes, regular training sessions, scheduling massages again and allowing guests/Kids' Swim to return. Before this phase begins we will reflect on and revise our transitional set of rules and procedures to accommodate what is the best way to proceed with the "new normal" of fitness life in Sun City.
- Lap lanes will be staggered so that swimmers and walkers are swimming and walking opposite of each other. We will also limit the

lanes to one person per lane. No lap sharing unless it's the same household (lanes will also be reserved in advance.)

- All pools and spas are open but limited to a certain number of occupants, pool furniture would need to be reset and/or removed to make sure everyone is socially distancing themselves from each other unless they live in the same household.

**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.**

Thank you for your support!