



Parks and Recreation Reopening Strategy Statement

The goal of the Parks and Recreation Department is to reopen the Department's amenities, programs and services to community members in full compliance with state and federal regulations, adhering to all safety protocols for both patrons and staff. In order to accomplish this, staff recommends a staggered opening of amenities, programs, and services, determined by community need as well as identified essential services. Consequently, the Parks and Recreation Staff recommends:

- Opening the Erie Community Center for daily drop-in use only.
- Operating the Senior Lunch Program and Camp Erie as essential services to the community.
- Strategically reintroduce programs, events and rentals as COVID restrictions lift.

These guidelines are intended to be fluid, allowing staff discretion to make operational decisions as needed to protect the safety and wellbeing of patrons and staff. This information is to be used in concert with other guiding documents and policies provided by the Town. Detailed plans regarding modifications and solutions to fluid conditions to adhere to safety protocols are outlined in this document.

Reopening the Erie Community Center

Parks and Recreation staff recommend opening the Erie Community Center for daily drop-in use on **Tuesday, May 26, at 5:00 am**, adhering to all social distancing guidelines set by the Center for Disease Control. Staff will limit patron capacity to approximately 50% of room & building code to ensure patrons can distance themselves from one another. During the initial opening phase, patrons will be asked to limit workout times to a 60-90-minute window to maximize the number of patrons that can safely access the facility each day. Results of the COVID Sentiment Survey indicated a favorable response to predetermined timeslots. A limited number of dedicated hours will be established to accommodate those identified by the CDC to be at a higher risk for severe illness from COVID-19 such as older adults or anyone with a serious underlying health condition.

Staff is currently researching software/applications to communicate to the public in real time the number of patrons in the facility at any given time. This communication is necessary to prevent people traveling to the facility and having to wait in a line prior to entry.

Proposed Facility Capacity

- **A-Side: To be used as a Drop-in Facility**
 - Fitness Atrium: 15
 - Racquetball Courts: 12 (6 each) turn into a stretching area
 - Fitness Studio: 15
 - Gymnasium: 60 (30 each side)
 - Pool: 10
 - Cycle Garage: 10
 - Upstairs Weights: 20
 - Track: 5 (One lane of track open)

Total: 147

- **B-Side: Will be used for camp**
 - Columbine Lounge: 15
 - Garfield Commons: 139 (50% of fire code capacity)
- Total: 154**

Decision Making Criteria

Several metrics have been used to help determine opening criteria; these metrics will also serve as best practices and guidance of operations. Metrics include:

- National, State, County, and Local Orders
- Operation status of local schools
- The Centers for Disease Control and Prevention Guidelines
- Ability to acquire necessary cleaning supplies and PPE for staff
- State of Colorado Childcare Licensing regulations
- Review of ECC patron sentiment survey

Click Here for [COVID-19 Reference Spreadsheet](#)

Hours of Operation

Staff recommends closing the facility one hour early each day to provide a more thorough cleaning process. While the Town has a contracted cleaning company to clean the ECC nightly, these efforts often including taking out trash, vacuuming and mopping floors, and wiping down surfaces. Closing an hour early allows for extra cleaning such as fogging and wiping down lobby furniture, cardio equipment, weight equipment, and shared office space with a hospital grade disinfectant. Frequent mid-day cleanings will also be scheduled and conducted by staff.

Facility Restrictions for Drop-in Use:

Entry of Erie Community Center: Entry and exit of the Community Center by drop-in users will be limited to the main west entrance to ensure capacity requirements. One-way walking flow will be used and marked on the floor. **Pool:** Per the CDC guidelines, pool amenities will only include the lap lanes and lazy river. Staff recommends limiting pool users to adults only and offering limited scheduled family swim times. A complete contingency plan is included in this document.

Locker rooms: Restrict use of showers in locker rooms upon opening. Signs will be posted requesting patrons to follow social distancing guidelines. Use of individual cabanas will be encouraged.

Drop-In Fitness Equipment: Staff recommend utilizing different spaces within the community center to relocate pieces of equipment, especially self-powered equipment. Alternative spaces for consideration include the gym, racquetball courts, hallways and community rooms.

Drop-In Fitness Classes: Reduce number of drop-in fitness classes. Mark fitness floor with spots spaced 6 feet apart to ensure social distancing. A complete list of recommendations is included in this document. **Still researching limits of 10 people.**

Staffing Numbers

Part time staff will be reduced due to limited services and amenities. Given the timelines and staff recommendations mentioned above, we anticipate part time will be reduced in May by:

- Active Adults: 50%
- Aquatics: 80%
- General Interest: 60%
- Guest Service: 80%

- Fitness: 75%
- Sports: 95%

By June, we anticipate bringing on all PT staff working in a reduced capacity. PT Guest Services will work at 90% of normal capacity assuming additional cleaning and social distancing responsibilities.

- Active Adults: 50%
- Aquatics: 50%
- General Interest: 10%
- Guest Service: 10%
- Fitness: 50%
- Sports: 90%

Revenue Implications

Based on the limited reopening strategy described herein, staff anticipates beginning to collect revenue towards the end of May/beginning of June. Staff is conservatively assuming a 50% reduction in revenue collected in June compared to 2019 actuals, i.e. \$177,000 revenue collected in June 2019 - \$88,800 projected in June 2020. Staff is projecting revenue to climb steadily through the remainder of the year as operations normalize.

Overall for 2020, staff is conservatively projecting a revenue loss of up to \$600,000. These projections have been discussed with the Finance Director and are incorporated in the financial forecast that has been communicated to the Town Administrator.

Staffing Safety Considerations

Safety of staff is a high priority to ensure continuation of services and programs. Staff recommends telecommuting for full time staff on a rotational basis to ensure social distancing. While in the building, staff will remain six feet apart from one another and patrons, and wear recommended PPE. It will be imperative to secure necessary PPE and cleaning supplies to continue operations.

Communication Plan:

Communication to the community will be thoughtful, thorough, and timely. Our message will reinforce that all decisions are based on the well-being and safety of the community. Communication efforts will be tailored to the specific user group through established methods. For example, Camp Erie families will receive updates through our Camp Erie distribution list. Information regarding workout timeslots will be distributed through our ActiveNet email software. A full list of our communication methods includes:

- Email
- Website
- Social Media
- Print Marketing through mail or inside the ECC
- Notify Me
- Monument sign on County Line and Erie Parkway

Essential Programming

The following programs have been deemed essential based on feedback collected from the community during the shutdown period:

Senior Lunch: Continue to offer senior lunch in a modified format twice a week. Staff will prepare lunches in to-go containers and bring outside for a curbside pick-up. This program is currently operating successfully in this format.

Camp Erie: Run Camp Erie with necessary safety precautions per State Licensing and CDC guidelines. Early suggested modifications include creating small groups of no more than 10 campers, designated drop-off and pick-up areas outside the community center, temperature checks, increased sanitation efforts, and more. In addition, staff recommends cancelling field trips. A complete list of recommendations is included in this document.

Summer Programming and ECC Ramp up

Staff recommends introducing summer programming based off the decision criteria mentioned above as well as the following:

- Location of programs: can the programs be moved to an alternate location such as a park shelter
- Size of programs: limit program size

The goal is to be fully operational by the end of summer/early fall. Recommended programs, services and amenities by month include:

June:

- ECC drop-in
- Camp Erie
- Cap programs and activities to a maximum of 10 and move outside, if possible
- Outside rentals

July:

- Additional ECC drop-in amenities such as Kidstation
- Under 50 participant programs and activities such as Lego camp, tennis lessons, and swim lessons in the ECC
- Youth and Adult sports
- Smaller rentals and birthday parties
- Smaller special events

August:

- Full opening of the ECC
- All programs and activities
- Youth and Adult sports
- Rentals and birthday parties
- Special Events
- Tournaments

Staff will continue to seek alternative ways to creatively engage with the community through virtual programming and social media. Current virtual offerings include Senior Coffee Talk, SilverSneakers classes and the Erie Never Stops Walking program. A full list of current offerings can be found on our [website](#). Additional offerings staff are looking into include dance, karate, e-sports, nutrition consultations, etc. Specific virtual offerings are identified in each contingency plan.

Program and Area Specific Decision Making and Planning

The following information is specific to each program and facility area.

Guest Service

This Contingency Action Plan [CAP] is created to supply the Town of Erie with our recommendations and plans for reopening the Erie Community Center [ECC] to the public.

Upon reopening, Guest Service Operations [GSO] will need to implement significant changes to our daily operations. At a high level, this includes:

- **Drop-in only**

Per Social Distancing guidelines, we should only allow drop-in visits as our sole source of entry into the facility. Programming and formal classes should be suspended until further notice.

- **Controlled access**

We will implement a sign-up for drop-in access that patrons can utilize to reserve a time block in the facility. Patrons will be unable to visit the ECC without a reserved timeslot unless there are open slots available. We will encourage all patrons to sign up in advance. We are also advising against allowing minors [<18yo] to be dropped off by their parents.

- **Elimination of monthly annual memberships**

GSO is unable to guarantee access to our members due to controlled access. Thus, the value of memberships has taken a significant hit. We are still considering eliminating all memberships or allowing them to expire. In the meantime, we will not sell any new memberships until we are able to return to normal operations.

- **Facility usage change**

The gym will not be made available for basketball/volleyball/etc. We will aim to re-position cardio equipment in the gym to increase social distancing while achieving higher utilization of equipment, which will allow additional people to recreate in the facility.

We will re-assign Community Rooms for a stretching area as well as potentially utilize them as a KidStation extension in the future [more below].

- **Facility Signage**

We will post signs around the facility encouraging Social Distancing and disinfectant after machine/equipment usage.

- **KidStation**

We recommend closing KidStation and Mini Miners until Social Distancing requirements are relaxed.

- **Rentals**

We are asking to disallow all external Rentals [Community Rooms, Birthday Parties, and Park Shelters] until Social Distancing requirements are relaxed.

AQUATICS CONTINGENCY PLAN

Open Amenities:

1. Lap Lanes: All three lanes open for lap swim with 1 person per lane at any given time.
 - a. Create sign in sheet and have people sign up for times
2. Lazy River: To be used by no more than 3 people at a time for walking and exercise
 - a. Create sign in sheet and have people sign up for times

Closed Amenities:

1. No outside groups/rentals, at least through June
2. No swim lessons or private lessons, at least through June
3. Hot Tub: Keep closed due to CDC regulations
4. Zero Depth Area: Keep closed due to CDC regulations
5. Spray Garden: Water feature closed but keep sun deck open for people to use

Operations:

1. Lifeguards and managers
 - a. Have a total of 4 lifeguards (3 LG and 1 MOD; not including AMT)
 - b. 2 AMT here at most (out of 4 both sets on alternating schedule to keep all of us from being here at 1 time, unless needed for guarding purposes):
 - i. Only 1 manager in office at a time; other can be helping with pump room and sanitation if needed or rotating
 - c. PPE's given to staff to wear while on shift
 - i. Gloves, Mask, or whatever else is deemed necessary to keep them safe
2. Pool would close for 10 minutes every hour to clean and sanitize common areas and check pool chemicals (every other hour)
 - a. Cabanas
 - b. Deck furniture
 - c. Equipment : pool and LG
 - d. Office
 - e. Door handles
3. After every shift LG disinfects all equipment they used and sets out to not be used again that day (rotate equipment every other day)
 - a. Equipment: Kick boards, exercise equipment, Lifeguard tubes, fanny packs, etc.
4. Amended hours to allow for guards and staff to deep clean pool area every night. 5am to 7pm for week days and 7am-5pm Saturday and 8am to 4pm on Sunday.

CAMP ERIE CONTINGENCY OPERATIONS

Camp runs as originally anticipated, but with safety precautions in place

- Precautionary measures
 - Updated cleaning and sanitizing procedures:
 - All chairs, tables, counters, sanitized multiple times/day
 - Toys sanitized before/after use
 - Use Giaim sanitizing wand/fogger
 - Staff wear face masks, hand gloves (as needed), and other PPE's
 - Campers wear face masks
 - Backups provided by Camp if needed
 - Hand washing for campers increased to at least once/hour (20 seconds; hot water)
 - Use hand sanitizer of at least 60% alcohol content if soap/water is unavailable
 - Pick up/drop off outside of facility
 - Staggered times for different age groups if needed
 - 6 feet apart to encourage social distancing
 - Post signs and symptoms of COVID-19 and encourage staff/parents/campers to be vigilant
 - Staff/campers will have temperature checked/do health screening before being admitted into Camp each day
 - Thermometers will be sanitized in between each use
 - Parents can also administer temperature in car
 - Any staff member or camper exhibiting any symptoms of COVID-19 will not be allowed into camp until doctor's clearance letter is provided
 - If staff member or camper transmits COVID-19 virus they (and family members) will be quarantined for 14 days
 - Contact Weld County Health Department
- Parent Meeting held during Zoom call/record and send to parents via email
 - Meeting notes uploaded to Camp Erie website
- All staff training held in person at ECC
 - Online trainings done at home prior to start of training week
- Still operate out of Briggs Room
 - Drop off/pick up will be held outdoors at each location
 - Camp Erie staff will walk participants to group location
- Utilize outdoor areas/parks/shelters for campers
 - Separate groups and have each meet at specific location every day:
 - Miners (ages 5) meet outside on Southeast side of ARPS turf
 - Miners (ages 6) meet outside on Northwest side of ARPS turf
 - Miners (ages 7) meet inside gym of ARPS
- Cancel offsite field trips (if needed)
 - Bring in additional assemblies
 - Additional swim day

ACTIVE ADULTS CONTINGENCY PLAN:

Classes and Programs to Continue:

- Erie Never Stops Walking (done virtually)
- Zoom fitness classes as it is running now
- Zoom Coffee Talk as it is running now
- We can continue the drive by meal service as it is running now. We can also expand to 2 days per week keeping staff employed.

List of canceled programs or closed areas in May:

- Lounge
- All drop in activities
- Thursday congregating sit down meal
- Blood pressure checks
- Alzheimer's support group
- RA & SS New Member Meeting
- Beginner Tai Chi
- Thai Foot Reflexology
- Healthier Living with Diabetes - could happen via phone with Boulder & Weld AAA running the program
- Hiking Orientation - can reschedule if trips actually go
- Sunset Stroll
- Mardi Gras Casino
- Hike
- Trip to Brown Palace
- Trip to Food Lab
- Trip to Google Campus
- Supper Club
- Older Americans Lunch
- Hazel Miller dinner & concert - try to reschedule to fall
- Watercolor class - try to reschedule to July
- Erie Connect - reschedule to July
- CarFit - try to reschedule
- Beginning Jewelry - try to reschedule to July or August
- Line Dance I & II

SPORTS CONTINGENCY OPERATIONS

Sports are able to begin at some point in June

- Spring Adult Sports that were postponed from the spring will run
 - Adult Volleyball
 - Adult Soccer
 - 50+ Softball
- Adult sports will run on time for the summer
 - Adult Softball
 - Adult Cornhole
 - Adult Racquetball
 - Adult Grass Volleyball
 - 50+ Volleyball
- Youth sports will start on time
 - Youth Baseball begins May 26th
 - IPGSA Youth Softball will resume and season will be extended in to July
- Field and tournament rentals start back up
- All contracted sports and camps for the summer will run starting in May
 - Skyhawks/SuperTots
 - Challenger Soccer Camp
 - Rocky Mountain Rattlers Lacrosse
 - Hitman Sports Management Tennis (CARA and Youth/Adult lessons)
- Look in to feasibility of additional programming on top of current (make up for cancelled spring programs)

Sports items to consider:

- Sanitary and distancing methods to contain or prevent spread of COVID-19
 - Host coaches meeting electronically
 - Disinfect all sports equipment prior to handing out
 - Hand out sports equipment as a pick up station outside of ECC with controlled staffing
 - Ask coaches to assist with sanitation of sports equipment and provide hand sanitizer for participants at practices
 - Ask players/family members who have any illness to avoid practices or games
 - Provide sanitation stations at fields
 - Have MOD's review and implement sanitation guidelines and assist in cleaning
 - No handshakes or contact in pre/post game
 - Allow parents/coaches/players/staff to wear masks and gloves if they would like
 - Contact spring youth sports coaches and request sports equipment be returned
 - Set up spectator seating guidelines for programs prior to events to promote social distancing
- Minimal equipment purchasing
 - Avoid large equipment purchases to assist with healing and reallocating budget

Sports are able to operate but with social distancing in place

- Generating new programming ideas
 - Individual sports and lessons (track/golf)
 - E-Sports
 - Virtual private lessons

- 3v3 soccer tournament
- Youth running club / Virtual 5K
- 1 day tournaments
- Modify team sizes to smaller numbers
- Revamp practice/game schedule to avoid larger groups
- Modifications made to amount of fans we allow at the park

Sports run on a delayed start

- Make every effort to still run scheduled summer sports
 - Look at shorter season for youth and adult sports
 - Place doubleheaders into the schedule to get as many games as possible
 - Remove end of season tournaments
- Communicate with spring adult sports to see if they are ok with playing in the summer
- Work directly with tournament directors/contractors/field rentals to navigate and reschedule if possible
 - Remain proactive in refunds and reschedules to try and move items to later in summer
 - Look at prorating activities that do not meet our programming standards or length
 - Allow contractors to do virtual trainings and modify programming to fit delays

Sports are cancelled through the summer due to COVID-19

- Look to refund registered participants in a timely fashion
- Over communicate with participants on options we have coming up
- Look at alternative and/or additional fall sport options to complement our programs
- Utilize volunteer coaches to remain in contact with families and share sports skills and ideas
- Modify fall sport age ranges to allow players who have aged out to get another season
- Collaborate with other agencies in the event fall enrollment is low
- Reintroduce PT staff to new norms and reschedule spring staff meeting to late summer/fall

FITNESS CONTINGENCY OPERATIONS

- Drastically reduce drop in classes and class sizes. Mark out participant spots on the floor. Take classes outside if weather permits
- Offer Zoom meeting (invitation only) OR FB Live OR YouTube fitness classes
- Only offer equipment that can be sanitized on the spot. Instructors can sanitize and lay out minimal equipment before class and ask participants to clean after. (NO stations with equipment where participants rotate)
- Offer Zoom Nutrition and PT sessions if participants do not want to come back to the gym yet. Fitness management can process session purchases over the phone. Take sessions outside if weather permits
- Add an additional Fitness Attendant so one can monitor and clean equipment upstairs and one can do the same downstairs.
- Staff meetings and evaluations are still conducted via phone or Zoom

SPECIAL EVENTS CONTINGENCY PLAN

FOR ALL SPECIAL EVENTS

- Postpone/reschedule events
- Ensure that hand washing stations and hand sanitizers are available to meet every participant demands.
- Possibly require masks for participants
- Signage for safety/health concerns
- Social distancing floor decals, A-frame health/safety regulations, additional signs for booth areas
- Cleansing wipes for high touch areas
- Require masks for everyone
- Place booths/vendors farther apart
- Limit number of people through pre-registered timeslots/waves

SPONSORS/COMMUNITY PARTNERS

- Calculate amount lost during closures
- Action is based on need/want of Community Partner and or sponsor
- Options include: Refund money of advertising and special events missed, extend contract date, or discount for 2021

SPECIFICS BY EVENT

1. Strider Bike Derby (May 30)

- a. POSTPONED until Fall (Date TBD)
- b. Potential date: September 19 (Need to confirm with Pat)
- c. *Make official decision after Chamber events are finalized.*

2. Movies in the Park (June 6, July 18, August 22)

- a. Change it to a Drive-In Movie
 - i. Airbound (Screen Company) is good with the change. They may work on their end to elevate the screen for the audience.
 - ii. Working with Denise & Adam to purchase the appropriate FM transmitters. Sound can go through FM station in vehicle.
- b. Bathrooms
 - i. Utilize Garfield Shelter bathrooms. Have social distancing placement and bathroom monitor (Volunteer or Staff)
- c. Sponsors/Vendors
 - i. Drive-thru area, with tents/booths spaced apart
 - ii. Only 1 or 2 per booth space
 - iii. Guidelines for booth (Need hand sanitizer, must wear masks, etc.)
 - iv. Food Vendors: see if vendors offer an order online, or if they can text the customer when food is ready.

3. Family Health & Fitness Day (June 13)

- a. ***Based on 50 people gatherings. Leave as-is for now, but re-visit in May. Still have plans in place for changes:***
- b. Time Slots

- i. Have people sign-up for time slots for the event (Group A – 9:00-10:30a, Group B – 11:00 – 12:30p) All participants must clear the park area after their timeslot
 - c. Ninja Nation Course
 - i. See what plans they have in place.
 - ii. Can have each participant put on hand sanitizer before and after course.
 - iii. Social distance placement mats for participants waiting in line
 - d. Fitness Classes
 - i. All classes are bodyweight or small equipment (If equipment is used, it will be wiped down before/after class
 - ii. Areas marked off for participants
 - e. Vendors/Sponsors
 - i. Spaced away from each other
 - ii. Social distancing placement
 - iii. Safety guidelines like Movies in the Park
- 4. **Rad Rover (July 25)**
 - a. ***Based on 50 people gatherings. Leave as-is for now, but revisit in May. Still have plans in place for changes.***
 - b. Reach out and brainstorm with Recess Factory
 - c. Event changes
 - i. Remove any obstacles that require touching (Includes: Sack Lunch, Wall Climb, and Noodle Time??)
 - ii. 2 mile (Ages 7-11) 9:00-10:30a and 1 mile (11:00-12:30)
 - iii. Have participants register for a timeslot. Groups of 25 at a time. **Or as CDC directs**
 - d. Vendors/Sponsors
 - i. Spaced away from each other
 - ii. Social distancing placement
 - iii. Safety guidelines like Movies in the Park

Things to Consider:

- Creating guidelines for sponsors/vendors
- How to monitor/put restrictions on free events?
 - Amount of people and “clearing out” the event
- Creative ways to help out partners/sponsors and get them more involved
 - 2021 – Sponsor an event, get one ½ off?
- Is Rad Rover doable with the amount of participants?

PROGRAM & ACTIVITIES CONTINGENCY PLAN

All in-person programs and activities are cancelled in May. Begin to reintroduce programming in June.

- Go through programs and evaluate:
 - Can the program be offered virtually
 - Can the program be offered while successfully social distancing
 - Can the program be relocated to parks or shelters - should we reach out to churches and see if we can use their space
 - Should the program be postponed until normal operations resume

- New “norms” to anticipate include:
 - Cap programs at a maximum of 10 (participants and instructors) or groups of 10
 - If bathrooms are not available for handwashing, provide hand sanitizer
 - Require patrons and instructors to wear masks
 - Avoid sharing supplies/equipment and provide cleaning wipes