



COVID 19 Facilities Reopening and Safety Plan

Ed Davis Learning Center

Hours of Operation:

- Monday – Friday: 1:00PM - 8:00PM
Saturday: Closed
Sunday: Closed

Facility Usage:

- Ed Davis Learning Center will open with full usage of the facility. However, staff and patrons are still encouraged to practice social distancing.
- **All** people to include staff and patrons, must undergo temperature checks prior to entering the facility, **no exceptions. Anyone with a temperature above 100.4 degrees will not be permitted into the facility.** If that individual is a staff member, they must be given The Centers for Disease Control and Prevention’s Document: Coronavirus Disease 2019 – What to Do if You Are Sick Handout and sent home immediately. This policy also applies to those employees displaying symptoms of COVID 19. The employee is **not** to be permitted back to work until they have been officially cleared by a medical professional, or they can present official documentation of a negative result of the COVID 19 test.
- All staff and patrons must participate in our digital contact tracing and registration questionnaire upon entrance to the facility; this includes acknowledgement of our participant waiver. If this process is refused, the patron will not be admitted into the facility.
- Patrons are encouraged to wash their hands or utilize hand sanitizer as soon as they enter the facility. Hand sanitizer is located next to the manager’s office.
- GSC Parks will not maintain a “lost and found” bin, patrons are encouraged to keep track of their belongings.

PPE:

- All staff and patrons **will not be permitted** to enter the facility without wearing a face mask. Staff will be issued masks.

- Patrons are strongly encouraged, but not required to wear face masks while in and about Ed Davis Learning Center.
- All staff are required to wear gloves while working in communal areas of the facility, (front desk, maintenance staff and duties). **Most importantly, all staff must wear gloves when interacting in and cleaning areas accessible to the public, making sure that gloves are discarded and changed as they move from room to room cleaning!**

Computer Lab:

- There are to be no more than **6** people allowed in the computer lab at any time.
- All computers are distanced a minimum of 6 feet apart.
- Each patron will be allowed to use the Computer lab for 45 minutes at a time. The last 15 minutes of every hour, the computer lab will be closed so that staff can disinfect the lab and computers.
- The computer lab is to be monitored by staff.

Cleaning of Fitness Equipment:

- All heavily touched and trafficked areas of the facility is to be cleaned once per hour. This includes but is not limited to: door handles, tables, chair backs, computers, water fountain.
- **All staff is expected to assist in this process.**
- Fitness equipment is to be checked every hour to check availability for cleaning.
- The entire facility must be cleaned and disinfected thoroughly at the end of the day.

Signage:

- GSC Parks management staff will create and maintain applicable signage throughout the facility.
- Signage is to include, but not limited to: social distancing reminders, and CDC Guidelines.

Note:

- **All staff are expected to follow the social distancing recommendations of the CDC and The State of Kentucky Health Department at all times.**
- **Any patron not willing to follow these safety guidelines will be asked to leave the facility. If a patron is made to leave for the above reason more than 2 times they will be asked not to return until Phase 5 of our opening plan.**

These guidelines are subject to change at the discretion of GSC Parks Management.