



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Winona Family YMCA Reopening Shifts Responsibilities

All Staff Must

- Complete the reopening training once recalled <https://www.winonaymca.org/employee>
- Wear masks during all member-facing shifts/interactions
- Wear Y branded apparel and/or name tag
- Clean!

Cleaning Protocols

- General Areas
 - Hourly wipe down of all surfaces & high touch areas - doorknobs, hand railings, elevator buttons, workstations, keyboard, etc.
 - Wipe off time clocks and shared phones after each use
- Wellness Center & Gym Overflow
 - Wipe everything down after each 60 minute workout shift
 - Enforce wipe down protocols
- Service Desk
 - Hourly wipe down
 - Associates should not share phones and computers without cleaning in between

Health Screen

- Wear gloves (change gloves if you move to another station that requires gloves)
- Prop doors open
- Welcome them with a verbal greeting (they can't see your smile behind your mask)
- Ask if they have a reservation or a Personal Training appointment
- Ask if the answer is "yes" to any of the health screen questions
 - If "yes" to any of the questions, ask them to go home, stay away from other people, and contact their health care provider
- Take their temperature (if over 100.4 not allowed in)
- Ask them to sanitize their hands
- Invite them to check in for their reservation & scan in at the front desk
- Once you have checked everyone in on the list, close front door

Front Desk

- Opener - prop open former entrance (by McBurnie Room) for touchless exiting
- Closer - close former entrance (by McBurnie Room)
- Welcome them with a verbal greeting (they can't see your smile behind your mask)

- Ask their name and confirm they have a reservation (spreadsheet or print out will be available) or Personal Training appointment
- Collect the signed waiver if they bring a copy, or have them sign the signature pad
- Wipe the signature pad pen after each use
- Once health screen person has checked everyone in on the list and closed the door, make sure you keep an eye on the door for any other traffic

Wellness Center - Report to your primary department supervisor

- Wear closed-toed shoes
- Wear gloves (change gloves if you move to another station that requires gloves)
- Welcome them with a verbal greeting (they can't see your smile behind your mask)
- Monitor social distancing of members
- Monitor and clean machines, equipment, and high-touch points after each use
 - Members may use multiple pieces of equipment each session
 - If members clean they should use the rag once and place in dirty laundry basket
 - If staff clean with gloves on they can reuse the same rag
- Wipe down all hand weights and plate weights after each shift
- Monitor volume of dirty rags. Start/check on towels after your shift, or sooner if needed.
- Always wear mask and gloves when doing laundry
- Politely but firmly intervene if members violate our code of conduct or disobey our rules. If you do not feel comfortable approaching a member about their behavior, talk to your supervisor or a leadership team member

Violations of Winona Family YMCA Rules (document every occurrence in Daxko)

- 1st incident - verbal warning
- 2nd incident - One month facility ban
- 3rd incident - Six month facility ban
- 4th incident - 12 month facility ban