



Facilities Plan

A roadmap for providing exemplary experiences, services and spaces during the Covid-19 Pandemic

June 2020

In March of 2020 the City of Yankton temporarily closed some of our facilities and suspended certain services to assist our community and state to flatten the curve and stop the spread of the Covid-19 pandemic. Since that time, adjustments have been made to our physical spaces, staffing levels, and procedures with the health of our employees and the health of the community in mind. While we are confident these measures have been successful in assisting our health care providers and first responders prepare and manage the onset of the virus, there is still work to be done. Covid-19 may stay with us for a while. Additional “waves” may reoccur in the future and we are still at risk of being a “hotspot” for the spread of the virus. At minimum, we have reached a point where we can all recognize operations at our public facilities have to be rethought and, in some instances, reinvented.

This document is intended to communicate to the citizens of Yankton and our community partners what they can expect when utilizing our services and facilities during the various stages of this and any future public health concern.

There are four phases associated with our Facilities Plan that outline general levels of access and interaction. Generally, phases of operation are based upon active cases and the trending of cases in our county. But these phases are not a “one size fits all” plan for City operations. For example, situations impacting the availability of Personal Protective Equipment and health of employees may result in the Summit Activities Center operating at Phase Two at the same time the Yankton Community Library is operating at Phase One. In addition, emergency responders and essential services will remain our priority throughout all phases. These operations may impact the availability and accessibility of nonessential and quality of life services.

Below is a description of the conditions that will determine our phasing.

- Phase 0 - **Planning and Implementation**: the stage we are currently in. March-at least May 18
- Phase 1 - **Open with substantial restrictions**: active case numbers 50+ in county, upward trend in COVID-19 active cases or doubling rate lower than 5, facility risk factors, staffing and / or PPE
- Phase 2 - **Open with moderate restrictions**: active case numbers <50 in county, downward or flat trend in COVID-19 active cases and doubling rate of 5 or higher, facility risk factors, staffing and PPE

- Phase 3- **Open with minimal restrictions:** active case numbers <20 in county, downward or flat trend in COVID-19 active cases, facility risk factors, staffing and PPE

The following pages outline plans for the facilities that are most frequently utilized by the public. The operational plans for facilities such as water, wastewater, information technology services, police, fire, and dispatch will remain as an internal document as there are some safety and security concerns associated with these departments. Facilities such as the street shop and the parks shop also have plans, however, they were not included as these services primarily occur outside the base facility and are not frequented by the public.

In addition, it should be noted that the City of Yankton leases the Fox Run Golf Course to Great Life Golf and Fitness. As a private business, Great Life is responsible for their own operations plan. The City of Yankton also maintains The Center where their Board of Directors is responsible for operations and developing plans for their operations. The City of Yankton will support these operations in their plans.

Government services will likely be slower to re-open than private businesses. Essential services need to function regardless of the current situation. Small cities like Yankton have very little or no duplication of personnel. The loss of team members can severely reduce the ability to provide those critical services. That in turn jeopardizes those service for everyone, including those at the greatest level of risk for infection.

Please note: This plan is not exhaustive of all the precautions, procedures and policies these facilities and operations will include. It is intended to be a summary describing expectations the public can have when interacting with City staff and utilizing our facilities.

Yankton Community Library

- Phase 1:**
- Doors closed to public
 - Staff assistance by phone, email, Facebook
 - Curbside no-contact pickup available
 - Virtual story times and programs via Facebook
 - Planning virtual programming for summer and packets for children's program
 - Preparing and rearranging the facility for re-open to public
- Phase 2:**
- Doors open to public 1pm to 5pm with 20-patron limit
 - High risk population appointments offered from 8:30am to 12pm
 - Library open hours 8am to 5 pm Monday through Friday
 - No physical programs offered
 - No meeting room use by outside groups
 - Staff assistance by phone, email, Facebook
 - Curbside no-contact pickup available
 - Virtual story times and programs via Facebook
 - 6 of 14 computers available for public use (socially distanced and cleaned between use)
 - Extra cleaning/sanitizing practices in place
 - Staff will wear face coverings, public will be encouraged to wear face coverings
- Phase 3:**
- High-risk population appointments offered 8:30am to 10am
 - Doors open to public 10am until closing with patron limit dependent on CDC guidelines
 - Normal summer hours Mon. & Tues. 9am-8pm, Wed. & Thurs. 9am-6pm, Sat. 9am-5pm
 - Curbside no-contact pickup available
 - Virtual story times and programs via Facebook

- Library in-house programs and meeting room use by public resume on limited basis
- More computers offered
- Extra cleaning/sanitizing practices in place

City Hall (Finance, Housing, Community and Economic Development, City Manager's Office, Human Resources, Engineering, Facilities Maintenance)

Phase 0: - Planning & Implementation

Phase 1:

- Public access to City Hall through north door
- Finance and Community Development transactions will occur at a central service counter in gym with protective shielding and PPE. Counter may have limited service hours. Counter will have computer, payment ability (cash/card), and copier/printer
- Housing operates on appointment/separate access basis with proper shielding installed in main office. Locate fax machine in main housing office
- Establish hand-washing station in the lobby

Phase 2:

- Most transactions at central counter in gym
- Separate shielded consultation area in gym for one-on-one visits with public
- Minimal pre-authorized public access to departments based on screening

Phase 3:

- Remove central counter in gym
- Install shielding at service counters in Finance and Community Development
- Consider installing access barriers on west stairwell

Chan Gurney Municipal Airport

- Phase 0:**
- Planning & Implementation
- Phase 1:**
- Buildings closed to the public, conference room closed
 - Doors open during business hours M-F 8-5 to allow transient pilots access to restroom
 - Building closed nights and weekends
 - Lounging areas removed from buildings
 - One staff person in Terminal Building
- Phase 2:**
- Buildings open to the public for aviation use only, M-F 8-5 to allow transient pilots and passengers/business travel access to restrooms and to allow business/personal pickup
 - Lounging areas removed from buildings
 - One staff person in Terminal Building
 - Conference room will be open on an as needed basis using social distancing
- Phase 3:**
- Buildings open to the public for aviation use only 24 hours M-F, closed on weekends to allow transient pilots and passengers/business travel access to restrooms and to allow business/personal pickup
 - Table and 3 chairs will be placed in terminal
 - One staff person in Terminal Building

Parks Department

Emphasizing individual responsibility for implementing recommended personal-level actions.

Parks, Trails, Open Space

Parks, open space and trails have remained open during the pandemic. Specific facility plans include:

- Playgrounds remain open through all phases
- Signs have been placed at each playground reminding users of recommended personal hygiene practices and appropriate social distancing guidelines.
- Individuals are responsible for implementing recommended personal-level social distancing and hygiene actions.
- Drinking fountains are not available.
- A limited number of restroom facilities will be open and regularly cleaned and sanitized.
- The fish cleaning station will remain open through all phases.
- Tennis/pickle ball courts, basketball courts, bocce ball courts, horseshoe pits, disc golf course, dog park, community gardens remain open through all phases.
- Sand volleyball courts will be reopened upon reaching Phase 3.
- Shelters and the Capitol Building will not be rented until Phase 3.
- Rentals that start in Phase 3 should be for less than 50 people.
- Amphitheater will not be rented until Phase 3.
- The spray pad at the Meridian Plaza will be open during Phases 2 and 3.
- Association or club organized activities and sports such as basketball, baseball, soccer, and football held on park fields, open areas, and courts are not recommended during times when CDC guidelines recommend social distancing (Phases 1, 2, and 3).

Cemetery - Funerals (operational during all phases)

- Funerals procedures will be adapted to allow continued operations at all times due to the essential nature of this division.
- Funeral directors are encouraged to submit documents on-line. Mailing in documents and payments to the parks office is acceptable.
- Funeral directors are encouraged to follow all CDC guidelines for events.
- Visiting grave sites in the cemetery is allowed in all phases. The City emphasizes individual responsibility for implementing recommended personal-level social distancing and hygiene actions.

Community Events (Canceling all events in Phase 1; modifications of events depending on Phase 2 or 3 and utilizing CDC guidelines)

City Sponsored Events:

- Parks and Recreation will plan and operate City sponsored events designed to gather large numbers of people only when no restrictions are placed on services and facilities.

Association or Organization Events not sponsored by the City:

- Should be planned so that items/supplies are single use and not shared among participants in Phase 2 and 3
- Registration should be completed on line. There should be no in-person or at-the-event registration in order to avoid large lines of people in Phase 2 and 3.
- Activities should be designed to avoid shared equipment or enclosed spaces in Phase 2 and 3.
- Agreements with outside agencies will contain a clause referring to pandemic conditions as a reason the city can cancel permitted events

Per CDC: If the community is labeled with “substantial spread” then cancel events of any size.

Substantial spread is if there are 5+ active cases of community-acquired COVID in a county or a distinct group of cases in a single area (City or County). Phase 1.

- Per CDC: If the community is labeled with “minimal” to “moderate” spread- cancel events for groups of 250 people or more. For organizations that serve people who are at higher risk- cancel events for groups of 10 or more. “Minimal” to “moderate” spread is if there are 1-4 active cases of community-acquired COVID in a county or city. Phase 2 or 3.
- Per CDC: if there is no spread of COVID in the community
 - Encourage workers and attendees to stay home if sick.
 - Provide supplies that can be used to help prevent the spread of germs.
 - Consult local public health officials about your event.
 - Review considerations on when to cancel an event.

Summit Activities Center

- Phase 1:**
- Staffed, but no public access, and employees encouraged to work from home if possible. Facility access is also subject to recommendations of Yankton School District officials.
 - Staff to help public by phone or email.
 - Gymnasiums, meeting rooms, weight and fitness area, and aquatics area are all closed to the public.
 - No facility rentals
 - No adult or youth recreation programming.
- Phase 2:**
- Open to the public, but with group size restrictions and social distancing requirements in place. Public access will be limited. Facility access is also subject to recommendations of Yankton School District officials.
 - SAC and GreatLIFE member access only. No day pass users.
 - Only one staff person behind front desk reception area. Credit card transactions only.
 - Staff offices are closed to the public.
 - No facility rentals.
 - No personal training, adult or youth recreation programming, or group fitness classes.
 - Limit 20 patrons in facility besides staff. Open only to adults (18 and over). Facility users must respect the minimum of six-foot social distancing at all times while using the facility.
 - Each of the 20 facility users will be given a disinfectant spray bottle and clean towel and asked to wipe down all equipment or areas touched before and after use. The bottles will be numbered 1-20 and this will be a way that we are able to track when someone leaves and when a new user can enter.
 - A GREEN sign will be placed at the entrance of the SAC indicating there is less than 20 people and we are allowing more entrants. A RED sign will be placed at the entrance when the facility has the maximum of 20 users to indicate no one should enter.

- Men's and women's locker rooms remain closed. Family locker room restrooms and single stall restrooms will be open. The public will not be allowed to shower or change clothes in the facility.
- Adult lap swim open in every other lane of the pool. No open swims.
- Adult access to weight and fitness area. Limited, appropriately spaced equipment. Facility users must wipe down equipment BEFORE and AFTER use.
- The gymnasiums will be closed.
- Only bottle fill spigots available.
- Concessions: vending machines only.

Phase 3:

- Open to the public with group size restrictions and social distancing requirements in place. Public access will be limited.
- Day pass users allowed. SAC and GreatLIFE member access.
- Only one staff person behind front desk reception area. Credit card transactions only.
- Staff offices are open to the public.
- No facility rentals. Facility access is also subject to recommendations of Yankton School District officials.
- Personal training will be allowed with social distancing and the trainer wearing a face covering.
- Limit 50 patrons in facility besides staff. Open only to adults (18 and over). Facility users must respect the minimum of six-foot social distances at all times while using the facility.
 - Each of the 50 facility users will be given a disinfectant spray bottle and clean towel and asked to wipe down all equipment or areas touched before and after use. The bottles will be numbered 1-50 and this will be a way that we are able to track when someone leaves and when a new user can enter.
 - A GREEN sign will be placed at the entrance of the SAC indicating there is less than 50 people and we are allowing more entrants. A RED sign will be placed at the entrance when the facility has the maximum of 50 users to indicate no one should enter. Front desk staff will need to switch signs accordingly.
- Men's and women's locker rooms remain closed. Family locker room restrooms and single stall restrooms will be open. The public will not be allowed to shower or change clothes in the facility.

- Adult lap swim open in every other lane of the pool. No open swims.
- Adult access to weight and fitness area. Limited, appropriately spaced equipment. Facility users must wipe down equipment BEFORE and AFTER use.
- Group fitness classes with social distancing. Class limits may apply.
- Auxiliary Gym only.
 - No team activities and users must maintain social distancing of at least 6' apart.
 - Only allowing individual players at each hoop (18 hoops) on the gym floor.
- Only bottle fill spigots available.
- No adult or youth recreation programming.
- Concessions via vending machines only.

Transfer Station

- Phase 0:** -Glass barrier installed on office counter (all phases)
- Phase 1:** -Scale office will be restricted to the Transfer Station office attendant and one paying customer
- Transfer Station office staff required to wear face covering and practice social distancing
- Saturday operations suspended
- Phase 2:** -Scale office will be restricted to the Transfer Station office attendant and one paying customer
- Transfer Station office staff required to wear face covering and practice social distancing
- Saturday operations suspended
- Phase 3:** -Scale office will be restricted to the Transfer Station office attendant and one paying customer
- Transfer Station office staff required to wear face covering and practice social distancing
- Saturday operations suspended, may consider partial days as risk decreases

The afterhours yard waste and grass drop off will remain open through all phases.