



## **Facilities Plan**

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

*November 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 flatten the curve and stop the spread of the Covid-19 pandemic. Since that time, we have learned a lot. The City of Yankton has made changes 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 were successful in assisting our health care providers and first responders prepare and manage the onset of the virus, COVID-19 has hit our community, region, and state hard, and our positive active case numbers continue to rise.

We now know that Covid-19 will stay with us through the winter. Additional “waves” will reoccur in the future and we could remain a “hotspot” for the spread of the virus or become a “hotspot” at any time.

This document is intended to communicate to the citizens of Yankton and our community partners what they might 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 and region. 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.

The phases themselves are also guidelines. Much of our decision making about our facilities will be determined based on the health and availability of our staff. Prioritizing essential services, some decisions will be made due to our staff assisting other departments throughout the pandemic.

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

- Phase 0 - **Planning and Implementation:** March-May
- Phase 1 - **Open with substantial restrictions:** Upward trend in active cases in county and/or region, active cases or doubling rate lower than 5, facility risk factors, facility staffing and / or PPE shortages
- Phase 2 - **Open with moderate restrictions:** upward or flat trend in active cases in county and/or region and doubling rate of 5 or higher, facility risk factors, facility staffing and or PPE shortages
- Phase 3- **Open with minimal restrictions:** active case numbers declining in county and/or region, low facility risk factors, adequate facility staffing and PPE

It should be noted that at the time of this update (late October 2020) most facilities are operating between a Phase 2 and a Phase 1.

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 internal documents 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 services 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: -Masks required by all patrons and staff**

- Doors closed to public
- Staff assistance by phone, email, Facebook
- Curbside no-contact pickup available
- Virtual story times and programs via Facebook
- Planning upcoming virtual programming events and activity bags for patrons
- Preparing and rearranging the facility for re-open to public

### **Phase 2: -Masks required by all patrons and staff**

- Doors open to public 9am to 12pm with 15-patron limit
- High risk population appointments offered from 2:30pm to 4:30pm
- Library open hours 8am to 6pm Monday - Thursday; Friday & Saturday 8am to 5pm
- 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

### **Phase 3: -Masks required by all patrons and staff**

- High-risk population appointments offered 8:30am to 10am
- Doors open to public 10am until closing with patron limit dependent on CDC guidelines
- Normal business hours Mon-Thurs: 9am-8pm, Fri & Sat: 9am-5pm, Sun: 1pm-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

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

**Phase 0:** -Planning & Implementation

**Phase 1:** -Masks required by staff requested for all public

-Public access City Hall through north door only

-Finance and Community Development transactions may 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-sanitizing and mask station in the lobby

**Phase 2:** -Masks required by staff requested for all public

-Separate socially distant consultation area in gym for one-on-one visits with public

-Minimal pre-authorized public access to departments beyond their service counters based on screening

**Phase 3:** -Masks required by staff requested for all public

-Remove central counter in gym

-Install shielding at service counters in Finance and Community Development

-Consider installing access barriers on west stairwell

## Chan Gurney Airport

**Phase 0:** -Planning & Implementation

**Phase 1:** -Masks required by staff requested for all public

-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:** -Masks required by staff requested for all public

-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 for essential purposes only with capacity restrictions that maintain appropriate social distancing

**Phase 3:** -Masks required by staff requested for all public

-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. Social distancing is encouraged for people who are not in your household. Masks are not required, however, should be considered.

-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.

-Some drinking fountains are available as weather allows.

-Individuals are responsible for implementing recommended personal-level social distancing and hygiene actions.

-A limited number of restroom facilities will be open and regularly cleaned and sanitized in warm weather months.

-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 less than 50 people.

-Amphitheater will not be rented until Phase 3.

### **Field rentals**

In general, most organized activities and sports such as basketball, baseball, soccer, and football that are held on park fields, open areas, and courts are not recommended during times in which individuals are encouraged or required to practice social distancing (Phase 1, 2, and 3). These activities and sports typically require coaches and athletes who are not from the same household or living unit to be in close proximity, which increases their potential for exposure to COVID-19.



### **Spray Pad (is open in 2, and 3)**

-Chlorine levels between 1 and 3 pm kills the COVID 19 virus on contact and that treated and maintained water is not a source of transmission.

-The water at the plaza spray pad is potable, meaning it is drinking water that flows out and sprays into the air. The water on the ground flows away to the sanitary sewer system. Water does not get re-used.

-Signage will be installed to inform and encourage the public to use social distancing.

-The City emphasizes individual responsibility for implementing recommended personal-level social distancing and hygiene actions.

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**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.

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

-Parks and Recreation will plan and operate some City sponsored outdoor events when social distancing and mask wearing is possible.

-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.

-Event registration (not sponsored by the City) should be completed on line or there will be no in-person or at-the-event registration in order to avoid large lines of people in Phase 2 and 3.

-Activities as part of any events (not sponsored by the City) will 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 reasons for the city to cancel permitted events operated by other groups.

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## Summit Activities Center

### External (Customer and Visitor based) by Department Divisions for the City of Yankton

-Emphasizing individual responsibility for implementing recommended personal-level actions.

**-Masks are required by all staff. Masks are not required by patrons but should be considered.**

-As we settle on a new “normal”- minimizing disruptions to daily life to the extent possible.

-Cash or checks in-person are discouraged. Credit cards accepted with customers swiping card. Staff to disinfect pin-pad after each transaction. On-line and pre-pay over the phone encouraged. Payments through the mail accepted.

- The patron will be instructed for using the card reader so there will be no passing credit/debit cards between staff and users. Staff will disinfect the reader/pin pad after each use.

-City Hall Gymnasium will have a plan that coincides with the City Hall Operations Plan.

## **Summit Activities Center**

Phase One SAC:

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. **-Masks are required by all staff. Masks are not required if social distancing can be maintained by patrons but masks should always be considered.**

-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 Two SAC:

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. **Masks are required by all staff. Masks are not required if social distancing can be maintained by patrons but masks should always be considered.**

-No day pass users. SAC and GreatLIFE member access only.

-Only one staff behind front desk reception area. Credit card transactions only.

- The patron will be instructed for using the card reader so there will be no passing credit/debit cards between staff and users. Staff will disinfect the reader/pin pad after each use.

-Masks, gloves, and eye protection should be worn by all staff when occupying spaces open to public and when disinfecting equipment.

-Staff offices are closed to the public.

-No facility rentals.

-No personal training will be allowed.

-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.
- Staff will need to wipe down spray bottles between users and get a clean towel for users.
- 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. 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. Remove some weight equipment benches, fitness bands, and stability balls from weight and fitness area to help promote social distancing. Facility users must wipe down equipment BEFORE and AFTER use.

-Every other cardio machine will be closed and unplugged.

-No group fitness classes.

-The gymnasiums will be closed.

-Use caution tape to limit drinking fountain access to the bottle fill spigots.

-No adult or youth recreation programming.

### Phase 3 SAC:

Open to the public, but with group size restrictions and social distancing requirements in place. Public access will be limited. **Masks are required by all staff. Masks are not required if social distancing can be maintained by patrons but masks should always be considered.**

-Day pass users allowed. SAC and GreatLIFE member access.

-Only one staff behind front desk reception area. Credit card transactions only.

- The patron will be instructed for using the card reader so there will be no passing credit/debit cards between staff and users. Staff will disinfect the reader/pin pad after each use.

-Masks, gloves, and eye protection should be worn by all staff when occupying spaces open to public and when disinfecting equipment.

-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 mask.

-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.
- Staff will need to wipe down spray bottles between users and get a clean towel for users.
- 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. Remove some weight equipment benches, fitness bands, and stability balls from weight and fitness area to help promote social distancing. Facility users must wipe down equipment BEFORE and AFTER use.

-Every other cardio machine will be closed and unplugged.

- No group fitness classes.

-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.

-Use caution tape to limit drinking fountain access to the bottle fill spigots.

-No adult or youth recreation programming.

## **Recreation and SAC Other Considerations**

### **Meeting Rooms**

-Meetings and activities scheduled and planned in the meeting rooms will be adjusted or in some cases cancelled to maintain the health of the users and staff.

-Meetings will be limited to no more than 10.

-6' social distancing will be required of all visitors and participants.

-Countertops, tables, chairs and public items are to be regularly disinfected following use by patrons and staff.

-Entry staff will be provided and required to use PPE while on duty.

-Wipes and hand sanitizer available in meeting room.

-Scheduled sanitizing of rooms on a regular basis.

### **Children's Programming when allowed**

-Programs will be limited and altered to allow children the opportunity to attend, keep the children safe, and the staff safe.

-Children will be dropped off in the parking lot or walk to the facility so parents don't have to enter the building.

-Temperature check of children prior to entering the program with rejection for <100.4 temps.

-Temperature check of staff prior to work day

-Groups of less than 20.

-Rooms will be set up with tables and chairs that allow for 6' social distancing.

-Scheduled bathroom/hand washing times to make sure hygiene is addressed.

-Encourage outside activities that allow for more social distancing possibilities.

-Restricting items brought from home.

-Non-disposable equipment- cleaned as needed during class and after every class.

**-Gloves and masks required for staff and participants.**

-Wipes and hand sanitizer available in class area.

#### **Adult Programming when allowed and when inside facilities are available**

-Programs will be limited and altered to allow adults the opportunity to attend and keep the staff safe also.

-Programs will be limited in attendance for only those who are participating.

-Participants will be instructed to arrive at the start time and leave the facility immediately at finish.

-Scheduling will allow time between games so facility is completely empty.

#### **Rentals**

-Rentals will not be allowed through the 2020-2021 school year. Rentals will be reevaluated in spring of 2020.

#### **Pool**

The pool faces a number of challenges in reopening due to the confined nature of the area, and the requirement of the staff to perform only lifeguard duties and nothing else.

The pool faces the challenge of recruiting lifeguards. The timeline for training and hiring often takes months to complete. This leaves a 1-month lag time, at best, from it being announced that the pool can open until we are staffed, assuming recruitment is successful..

Options for operating the pool with a smaller number of lifeguards include: reduce the number of days in the week for operating. Reduce the daily hours of operation to four so guards don't require a lunch break.

#### **Entry**

-Countertops and other public fixtures are to be regularly disinfected following use by patrons and staff

-All patrons are to stay 6' apart due to social distancing

-Some type of shield or protection will be installed to protect staff from constant patron interaction.

-Entry staff will be provided and required to use PPE (masks and gloves) while on duty and out of the water



-Only a limited number of patrons will be allowed in at any one time

**-Open swims will not be available through the months in 2020. Open swims will be considered after the holidays, depending on availability of lifeguards, health of life guards and SAC staff, as well as the local case numbers and trend.**

### **Pool Area**

-6' social distancing will remain in place both in the water and on deck

-Staff working on deck should be provided and required to use PPE while on duty.

-Lifeguards may not be used to monitor the 6' social distancing. They are to be guarding at all times.

-Handrails will be cleaned multiple times a day with a cleaning solution

The CDC reports that proper chlorine levels between 1 and 3 ppm kills the COVID 19 virus on contact and that treated and maintained water is not a source of transmission

### **Slide**

-6' social distancing will remain in place both in the water and on deck

-Staff working on deck should be provided and required to use PPE while on duty.

-Lifeguards may not be used to monitor the 6' social distancing. They are to be guarding at all times.

-Concessions: vending machines only.

### **Locker rooms**

-Shower and toilet handles will be disinfected and cleaned multiple times a day by spraying a cleaning solution.

## 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, may consider partial days as risk decreases.
- 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.