

**CAMERON STATION COMMUNITY ASSOCIATION  
SPECIAL BOARD OF DIRECTORS MEETING  
7:00 PM, June 16, 2020  
Zoom Call  
Draft Agenda (*Note timed agenda*)**

- |             |  |                |
|-------------|--|----------------|
| <b>I.</b>   | <b>Call to Order/ Establish Quorum</b>   | <b>7:00 PM</b> |
| <b>II.</b>  | <b>Approve Agenda</b>  | <b>7:01 PM</b> |
| <b>III.</b> | <b>Homeowner Open Forum</b>  | <b>7:05 PM</b> |
| <b>IV.</b>  | <b>Board Discussions</b>   | <b>7:25 PM</b> |
|             | <ul style="list-style-type: none"><li>a. Re-Opening plans for Cameron Station Amenities</li><li>b. Update from CCFC regarding status of pool to include<ul style="list-style-type: none"><li>• Lifeguard Status/American Pool readiness</li><li>• Reservation system readiness</li><li>• Proposed Rules/Procedures for opening</li><li>• Additional costs associated with opening the pool during Phase 2</li></ul></li><li>c. Update from CCFC regarding status of fitness facility to include<ul style="list-style-type: none"><li>• ProFit readiness</li><li>• Reservation system readiness</li><li>• Proposed Rules/Procedures for opening the gym</li><li>• Proposal regarding outdoor fitness classes?</li><li>• Additional costs associated with opening the gym during Phase 2</li></ul></li></ul> |                |
| <b>V.</b>   | <b>Executive Session -If Needed (<i>State purpose prior to entering ES</i>)</b>  | <b>9:00 PM</b> |
| <b>VI.</b>  | <b>Adjournment</b>   | <b>9:30 PM</b> |

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## Cameron Station Pool and Fitness Center Re-opening Guidelines

### Overview

This document contains the CSCA guidance for **Phase Two** reopening of the pool, fitness center, and gymnasium (basketball court) at Cameron Station. Phase Two is defined by the State of Virginia and the City of Alexandria. The document includes:

- I. Pool Guidance
  - A. CSCA Guidance for Using the Pool
  - B. Additional information for residents about pool operations
  - C. Additional information for residents about the protective actions being taken by CSCA to protect the residents
- II. Fitness Center Guidance (in addition to Pool guidance)
- III. Gymnasium (basketball court) Guidance
- IV. Actions items
  - A. Action items for the CCFC and the BOD
  - B. Action items for CMC Management
  - C. Action items for ProFIT
  - D. Action items for American Pool
- V. References for guidance on COVID-19 and pool operations

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### I. Pool Guidance – Phase Two

A. CSCA Guidance for Using the Pool (to be sent to Cameron Station residents AND posted on signage 1) near the check-in desk and 2) on the pool deck)

**1. A valid, current Cameron Station ID card is required.**

To gain access to the pool, patrons must present a valid ID card, which includes the 2020 sticker.\*

**2. No guests are allowed.**

Only patrons with a valid ID card are allowed.

**3. All patrons are required to complete a COVID-19 screening at the front desk.**

Patrons must submit to a no-touch, forehead temperature check and complete a COVID-19 screening questionnaire.\*\*

**4. The pool is open for lap-swim and exercise; three persons per lane.**

The lane dividers will remain installed at all times during Phase Two. Exercise may include pool walking, water aerobics, etc. All patrons must observe 10 feet of social distancing at all times.

**5. All patrons are required to shower immediately prior to entering the pool.**

A shower has always been required but is now more important than ever.

**6. The wading pool is closed.**

Phase Two restrictions prohibit the opening of splash pads and wading pools.

**7. Maximum capacity in the water and on the pool deck is 18 patrons.**

[6 lap lanes x 3 people per lane = 18]. In addition to the lifeguards and facility staff.

**8. All persons must maintain 10 feet of social distancing.**

This applies to residents and lifeguards (except in an emergency/for lifesaving). This will be monitored and enforced by additional ProFIT staff.

**9. When not swimming, all persons are encouraged to wear a face covering.**

A face mask covering the nose and mouth is encouraged, but not required.

\* [list the hours of operation for obtaining or updating ID cards]

\*\* See Attachment 1.

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### B. Additional information about pool operations - to be provided to residents.

- The Board of Directors reserves the right to cease operations of the pool at any time during Phase Two. This action can be taken at the sole discretion of the Board of Directors.
- Pool reservations will be managed using a computer application [TBD] that can be accessed by desktop computer, tablet, or smart phone. [This will require users to download a free app and set up an account with a username and password].
- Reservations can be made for the use of one of five lap lanes (lanes 1 – 5). Lane 6 will be reserved for walk-ins, on a first come – first served basis – but, ending at 45 minutes past the hour.
- There is a 45-minute time limit in the pool area (to be fair to others wishing to use the pool). The 45-minute reservation will start at the top of the hour and end at 45 minutes past the hour to allow 15 minutes every hour for cleaning and disinfection.
- The locker rooms will be open for access to sinks, showers, and toilets. However, the lockers will be blocked off and are not to be used (to reduce the cleaning and disinfection demand on the clubhouse staff).
- No pool toys or items that may be shared are allowed in the pool area (to prevent the spread of COVID-19).
- No community pool-deck furniture will be put out to minimize the chance of spreading COVID-19 (and to reduce the cleaning demand on the clubhouse staff). Patrons may bring their own pool-deck furniture.
- Free-standing umbrellas (but no tables) will be set up – at least ten feet apart.
- Sitting/gathering areas for individuals or family units that live together will be marked on the pool-deck with tape. These areas will be spaced to maintain 10 feet of social distancing.
- During Phase Two pool operations, no second check-in at the pool deck is required.
- **IF** the gym and fitness center will not be open, then add a note: the gymnasium (downstairs) and the fitness center (upstairs) are not open and are not to be used.

### C. Additional information regarding actions the Association is taking to protect all residents – to be provided to residents.

- All customer-facing employees in the Cameron Station clubhouse and pool (i.e., CMC Management, ProFIT, and American Pool) area are required to wear face coverings over their nose and mouth. Lifeguards can remove face coverings for lifesaving actions.

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- All employees at the clubhouse and pool are required to wash their hands frequently.
- All employees are required to have a daily temperature check. If they have an elevated temperature [100.4° F (38° C) or greater] or if they are feeling sick, they will not come to work.
- Hand sanitizing stations will be placed at the check in desk and on the pool deck, near the doors to the men's and women's locker rooms. The hand sanitizing stations will be stocked with alcohol-based hand sanitizers containing at least 60% alcohol.
- The men's and women's locker rooms will be open to allow access to the facilities, including sinks where employees and residents can wash their hands. However, the lockers will be roped off and are not to be used.
- The drinking fountain on the pool deck will be secured and is not to be used.
- During pool operating hours, commonly used areas of the clubhouse and pool will be cleaned with a recommended disinfectant every hour. These areas are to include, at a minimum, all entry and exit door handles/knobs, locker room doors, bathroom stalls, sinks, faucets, shower fixtures, and pool entry railings.

## **II. Fitness Center Guidance (in addition to Pool Guidance)**

- Employ the same reservation system [TBD] as that proposed for the pool above.
- Reservation will be one hour long. The facility will close after each one-hour reservation period for a 30-minute period to allow thorough cleaning and disinfection. So, there will be a repeating 1.5-hour cycle of open and closed for cleaning during operating hours.
- During check-in at the front desk, each patron will commit to cleaning and disinfecting each piece of equipment they use after each use – and will sign the check-in sheet acknowledging this commitment.
- Fitness center occupancy is limited to 12 patrons plus one ProFIT employee.
- Ensure that all patrons remain 10 feet apart. This will be monitored by a full-time person in the fitness center.
- All shared equipment must be 10 feet apart. (some equipment can be secured/roped off to achieve the spacing requirement).
- Add two new hand sanitizing stations in the fitness center to meet the mandatory requirement that facilities “Provide hand sanitizing stations, including at the entrance/exit and where shared fitness equipment is utilized.”
- Equipment that cannot be thoroughly disinfected between uses will be removed and stored (e.g., jump ropes, climbing ropes, exercise bands, foam rollers, floor mats, etc.).

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We will also prohibit the use of equipment requiring more than one person to operate, unless those operating are from the same household (e.g., free weights when it requires a spotter).

- Every piece of exercise equipment must be cleaned and disinfected after each use. The full-time ProFIT employee can assist with cleaning and disinfection supplies (while maintaining 10 feet of social distance).
- During operating hours, commonly used areas of the clubhouse will be cleaned with a recommended disinfectant after every one-hour operating period. These areas are to include, at a minimum, all entry and exit door handles/knobs, locker room doors, bathroom stalls, sinks, faucets, shower fixtures, and stairwell hand railings.

### **III. Gymnasium (basketball court) Guidance (I addition to pool guidance)**

- The gym will be open for instructed classes only. No basketball or non-class activity will be allowed.
- Classes are limited to 10 people, plus the instructor.
- The existing sign-up process will be restarted.
- If floor mats, weights, or other equipment are needed, they must be brought in by the patrons. (Sharing of equipment is not allowed).
- The floor will be cleaned and disinfected after each class.

### **IV. Action Items**

#### **A. Actions for the CCFC and the BOD:**

- Fill out, approve, and submit the American Pool COVID-19 contract addendum.
- Ensure the pool receives its annual operating permit from the City of Alexandria (process will be managed by American Pool)
- Approve and direct management to publish the “guidance for Using the Pool” and the “Additional Information” about pool reservations and protective actions being taken by the Association.
- Direct management to produce/procure and install signage listing the “Guidance for Using the Pool.”

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- Ensure management posts “signage at the entrance that states that no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted in the establishment.”
- “Post signage to provide public health reminders regarding physical distancing, gatherings, options for high risk individuals, and staying home if sick.”
- Direct management to procure and install four new hand sanitizing stations: one near the check-in desk, one on the pool deck near the doors to the men’s and women’s locker rooms, and two more for the fitness center.
- Ensure CMC, ProFIT, and American Pool will either provide face coverings for their employees or direct management to purchase face coverings to be used by all employees.
- Direct management to procure cleaning services with the capacity to complete a disinfectant wipe down of all commonly used areas/surfaces in the clubhouse and pool area at least every two hours when the pool is open. (see 1.C.)
- Direct management to Purchase a COVID-19 Trauma Kit for the lifeguards (bulk-purchase pricing available from American Pool).
- Select, and direct management (or ProFIT) to purchase, a reservation application [TBD] (for online and smart phone access)—to be implemented to by ProFIT and managed at the check-in desk.

### B. Actions for Management (CMC and successor):

Ensure all employees:

- are trained on the COVID-19 guidance promulgated by the Centers for Disease Control, the State of Virginia and the City of Alexandria
- self-monitor their symptoms by self-taking of temperature to check for fever and utilizing the questions provided in the “VDH Interim Guidance for COVID -19 Daily Screening of Employees” before reporting to work.
- are instructed that, if they have an elevated temperature [100.4° F (38° C) or greater] or if they are feeling sick, they are to stay home and not report to work.
- wear face coverings over their nose and mouth.

When directed by the CCFC or the BOD:

- provide/procure and install signage containing the “Guidance for Using the Pool”. Install signs at the check-in desk and on the pool deck.
- procure and install two hand sanitizing station, described above.
- Provide or procure additional cleaning services to be performed during pool operating hours (see 1.C).

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- In consultation with the CCFC, mark off sitting/gathering areas on the pool deck with tape. These areas will be designated for individual or family units that live together. The sitting/gathering areas will be spaced to allow 10 feet of social distancing between areas.

### C. Action items for ProFIT

Ensure all employees:

- are trained on the COVID-19 guidance promulgated by the Centers for Disease Control, the State of Virginia and the City of Alexandria
- self-monitor their symptoms by self-taking of temperature to check for fever and utilizing the questions provided in the “VDH Interim Guidance for COVID -19 Daily Screening of Employees” before reporting to work.
- are instructed that, if they have an elevated temperature [100.4° F (38° C) or greater] or if they are feeling sick, they are to stay home and not report to work.
- Wear face coverings over their nose and mouth.
- When directed by the CCFC or the BOD, procure the TBD application for reserving lap lanes at the pool and train employees on the use of the TBD application.
- During pool operating hours, check the pool area continuously to ensure residents are practicing social distancing (10 feet apart) - offer polite reminders to those who are not social-distancing.
- Clean and disinfect the locker rooms and pool area every hour, at 45 minutes past the hour, focusing on all entry and exit door handles/knobs, locker room doors, bathroom stalls, sinks, faucets, shower fixtures, and pool entry railings.

### D. Action items for American Pool

Ensure all employees:

- are trained on the COVID-19 guidance promulgated by the Centers for Disease Control, the State of Virginia and the City of Alexandria.
- self-monitor their symptoms by self-taking of temperature to check for fever and utilizing the questions provided in the “VDH Interim Guidance for COVID -19 Daily Screening of Employees” before reporting to work.
- are instructed that, if they have an elevated temperature [100.4° F (38° C) or greater] or if they are feeling sick, they are to stay home and not report to work.
- Wear face coverings over their nose and mouth (except for lifesaving activities).
- Work with the City of Alexandria to obtain the annual operating permit for the pool—keep the CCFC (Ray Celeste) informed of progress.
- Clean and disinfect the pool area every hour, at 45 minutes past the hour, focusing on all entry and exit door handles/knobs, pool entry/exit railings, and all other high-touch areas.



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### V. REFERENCES:

**Virginia Forward: guidelines for all business sectors - fitness and exercise facilities**  
<https://www.virginia.gov/coronavirus/forwardvirginia/>

#### **Fitness and Exercise Facilities**

##### Mandatory Requirements:

Businesses must strictly adhere to the physical distancing guidelines, enhanced cleaning and disinfection practices, and enhanced workplace safety practices provided in the “Guidelines for All Business Sectors” document. If businesses choose to offer fitness and exercise services, they must adhere to the following additional requirements for operations:

- ☐ Post signage at the entrance that states that no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted in the establishment.
- ☐ Post signage to provide public health reminders regarding physical distancing, gatherings, options for high risk individuals, and staying home if sick (samples at bottom of this document).
- ☐ Occupancy must be limited to no more than 30% of the lowest occupancy load on the certificate of occupancy, if applicable, while maintaining a minimum of ten feet of physical distancing between all individuals as much as possible.
- ☐ Facilities should separate fitness equipment to ensure ten feet of separation between patrons, members, and guests using such equipment.
- ☐ Facilities should screen patrons for COVID-19 symptoms prior to admission to the facility. Patrons should be asked if they are currently experiencing fever (100.4 degrees Fahrenheit or higher) or a sense of having a fever, a new cough that cannot be attributed to another health condition, new shortness of breath that cannot be attributed to another health condition, new chills that cannot be attributed to another health condition, a new sore throat that cannot be attributed to another health condition, or new muscle aches that cannot be attributed to another health condition or specific activity (such as physical exercise). Anyone experiencing symptoms should not be permitted in the facility. Screenings should be conducted in accordance with applicable privacy and confidentiality laws and regulations.
- ☐ Instructors and all participants of group exercise and fitness classes must maintain at least ten feet of physical distancing between each other at all times.
- ☐ The total number of attendees (including both participants and instructors) in all group exercise and fitness classes cannot exceed the lesser of 30% of the minimum

## DRAFT

occupancy load on the certificate of occupancy or 50 persons.

- ☐ Personal trainers must maintain at least ten feet of distance between themselves and their clients.
- ☐ Employees working in customer-facing areas are required to wear face coverings over their nose and mouth, such as using CDC Use of Cloth Face Coverings guidance. Lifeguards responding to distressed swimmers are exempt from this requirement.
- ☐ Provide hand sanitizing stations, including at the entrance/exit and where shared fitness equipment is utilized.
- ☐ Employers must ensure cleaning and disinfection of shared equipment after each use.
- ☐ Facilities must prohibit the use of any equipment that cannot be thoroughly disinfected between uses (e.g., climbing rope, exercise bands, etc.). Facilities must also prohibit the use of equipment requiring more than one person to operate, unless those operating are from the same household (e.g., free weights when it requires a spotter).
- ☐ Hot tubs, spas, saunas, splash pads, spray pools, and interactive play features must be closed. Basketball courts and racquetball courts may operate provided patrons maintain ten feet of physical distancing while utilizing such courts. Swimming pools may operate in accordance with the Guidelines for Swimming Pools.

### Virginia Forward – Phase Two Guidance (cont.)

#### Swimming Pools

##### Mandatory Requirements:

Businesses must strictly adhere to the physical distancing guidelines, enhanced cleaning and disinfection practices, and enhanced workplace safety practices provided in the “Guidelines for All Business Sectors” document. If businesses choose to offer fitness and exercise services, they must adhere to the following additional requirements for outdoor operations:

- ☐ Post signage at the entrance that states that no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted in the establishment.
- ☐ Post signage to provide public health reminders regarding physical distancing, gatherings, options for high risk individuals, and staying home if sick (samples at bottom of this document).
- ☐ Hot tubs, spas, saunas, splash pads, spray pools, and interactive play features must be

## DRAFT

closed.

- ☐ Indoor and outdoor swimming pools may be open for lap swimming, diving, exercise, and instruction only.
- ☐ Lap swimming must be limited to three persons per lane with ten feet of physical distance per swimmer.
- ☐ Diving areas must be limited to three persons per diving area with ten feet of physical distance per diver.
- ☐ Swimming instruction and water exercise classes must be limited to allow all participants to maintain ten feet of physical distance at all times unless necessary to protect the physical safety of the participant.
- ☐ Seating may be provided on pool decks with at least ten feet of spacing between persons who are not members of the same household.
- ☐ All seating (including lifeguard stations) must be cleaned and disinfected between uses.
- ☐ Employees working in customer-facing areas are required to wear face coverings over their nose and mouth, such as using CDC Use of Cloth Face Coverings guidance. Lifeguards responding to distressed swimmers are exempt from this requirement.
- ☐ Provide hand sanitizing stations, including at the entrance/exit and where shared equipment is utilized.
- ☐ Facilities should screen patrons for COVID-19 symptoms prior to admission to the facility. Patrons should be asked if they are currently experiencing fever (100.4 degrees Fahrenheit or higher) or a sense of having a fever, a new cough that cannot be attributed to another health condition, new shortness of breath that cannot be attributed to another health condition, new chills that cannot be attributed to another health condition, a new sore throat that cannot be attributed to another health condition, or new muscle aches that cannot be attributed to another health condition or specific activity (such as physical exercise). Anyone experiencing symptoms should not be permitted in the facility. Screenings should be conducted in accordance with applicable privacy and confidentiality laws and regulations.

### **Guidance from Todd Sinkins, CSCA Attorney (for Phase One):**

- The only people using it are engaged in lap swimming only.
- There is no pool furniture on the pool deck.
- No more than ten people are present on the pool deck and any one time.
- People on the pool deck are no closer than ten feet from each other at all times.

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- Provide a place for employees and customers to wash hands with soap and water, or provide alcohol-based hand sanitizers containing at least 60% alcohol. (See sector-specific guidelines for more detailed information.)
- When developing staff schedules, implement additional short breaks to increase the frequency with which staff can wash hands with soap and water. Alternatively, consider providing alcohol-based hand sanitizers with at least 60% alcohol so that workers can frequently sanitize their hands.

### **Actions required in the American Pool COVID-19 contract addendum**

- Confirmation of all required signage as outlined under the "Patron Education & Signage" portion
- What policies does the community want in place for PPE, will you require masks on the pool deck, etc.
- A sanitation station of hand sanitizer and wipes if the furniture is placed out is required in the facility by state mandate. We will need confirmation that this station is ready and stocked prior to opening
- A plan on how capacity will be enforced (we make recommendations under the "Physical Distancing Category - Coming and going, Reduced Capacity")
- How you would like the furniture set up (we make recommendations under the "Physical Distancing Category - Area Layout and Furniture")
- How is the community going to enforce these policies? (under the "Physical Distancing Category - Enforcement")
- Purchase of COVID-19 trauma kit (Under protections for our Staff)

**Centers for Disease Control** - "Considerations for Public Pools, Hot Tubs, and Water Playgrounds During COVID-19". See: <https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html>

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## **ATTACHMENT 1**

### **Virginia Forward – Phase Two Guidelines**

#### **Swimming Pool Mandatory Requirements**

##### **COVID-19 Screening**

[The following will be converted to a screening questionnaire, on paper, that will include the patron's full name, date, and signature.]

“Facilities should screen patrons for COVID-19 symptoms prior to admission to the facility. Patrons should be asked if they are currently experiencing fever (100.4 degrees Fahrenheit or higher) or a sense of having a fever, a new cough that cannot be attributed to another health condition, new shortness of breath that cannot be attributed to another health condition, new chills that cannot be attributed to another health condition, a new sore throat that cannot be attributed to another health condition, or new muscle aches that cannot be attributed to another health condition or specific activity (such as physical exercise). Anyone experiencing symptoms should not be permitted in the facility. Screenings should be conducted in accordance with applicable privacy and confidentiality laws and regulations.”



TO: Ray Celeste and the Cameron Club Facilities Committee (CCFC)  
FROM: Richard Mandley  
SUBJECT: Cameron Station Fitness Director Position/Front Desk Coverage Proposal  
CC:  
DATE: Updated and revised June 16, 2020

## **CAMERON STATION PHASE II OPENING PROPOSAL**

**Term:** Throughout Phase II (estimated 30 days)

### **Staffing Provided by ProFIT**

**Option #1** - ProFIT will provide three staff for a total of one hundred forty-seven (147) hours per week seven (7) hours a day, seven (7) days a week), comprised of a Manager, part-time fitness cleaning staff, and pool attendant. ProFIT will provide 10 classes per week, both indoor and outdoor according to Virginia guidelines and requirements.

**Option #2** – ProFIT will provide three staff for a total of two hundred fifty two (252) hours per week, (12 hours per day, 7 days per week), comprised of a Manager, part-time fitness cleaning staff, and pool attendant. As part of the proposal, ProFIT will provide 10 classes per week, both indoor and outdoor according to Virginia guidelines and requirements.

**Option #3** - ProFIT will provide three staff for a total of three hundred fifty four (354) hours per week, (118 hours per day, Monday – Friday and 13 hours per day Saturday and Sunday), comprised of a Manager, part-time fitness cleaning staff, and pool attendant. As part of the proposal, ProFIT will provide 10 classes per week, both indoor and outdoor according to Virginia guidelines and requirements.

### **Responsibilities: (Overview)**

1. Complete “Covid 19 Health Check” and collect forms and documentation as per Virginia guidelines and requirements at check in for each person using the fitness and pool facilities.
2. Complete Temperature check at check in.
3. Provide fitness attendant and pool attendant who will clean and control the exercise floor, locker rooms and pool area and pool and maintain 10 feet physical distancing per Virginia guidelines and requirements.

4. Ensure that all appropriate disinfecting and cleaning supplies, gym wipes, and hand sanitizer stations are available for use by staff and residents.
  5. Ensure appropriate signage is installed.
  6. Require all staff to wear appropriate PPE and complete a daily "Covid 19 Health Check" and temperature check.
  7. Manage reservation system for the gym, pool, and classes for limited capacity according to Virginia Guidelines for safe distancing. (10 Feet) or 30% capacity.
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**Cost and fees:**

The proposed fees to provide staffing and 10 Classes as per proposal and options:

Please note: Current Contract calls for 117.5 hours per week, single coverage.

**OPTION #1**- 7 hours per day, 7 days per week, three staff members (147 hours per week)

Reopening monthly fee:

**\$15,808.00**

\* \* \* \*

**OPTION #2** – 12 hours per day, 7 days per week, three staff members, (252 hours per week)

Reopening monthly fee:

**\$22,092.00**

\* \* \* \*

**OPTION #3** – Regular Full Hours, 7 days per week, three staff members, (354 hours per week)

Reopening monthly fee:

**\$28,918.00**

\* \* \* \*

If accepted this proposal will be finalized as an amendment to the Agreement between ProFIT (Professional Fitness Management, LLC) and Cameron Station HOA.





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## AMERICAN POOL CLIENT PLAN FOR OPERATIONS DURING COVID-19



American Pool continues to monitor coronavirus (COVID-19) developments with regard to swimming pool operations. While local authorities will provide ultimate direction as to what additional precautions will be required and when opening for use will be permitted, we can use the information that is available today to prepare for that eventuality.

On May 9, the CDC produced considerations for Public Pools, Hot Tubs, and Water Playgrounds During COVID-19. A review of this document as well as other industry materials has provided enough guidance for us to prepare an initial plan for opening swimming pools for bathers this season. This foundational plan will allow us to respond more quickly to our clients once local health authorities provide more specific requirements.

Once local requirements are published, they will be reviewed by our team and your Regional Manager will be in touch to plan the details of reopening with you and defining a realistic target open date.

### EVERYTHING BUT THE POOL

In the early stages of the pandemic, the CDC advised that there is no evidence that the virus can be transmitted through a well-maintained swimming pool or hot tub water. The same chemical treatments that protect bathers from waterborne illness previously have been shown to be effective in inactivating the virus.

The risk of spreading COVID-19 inside the pool area is highest through person to person interaction and any shared equipment or facilities such as restrooms. The precautions in cleaning and sanitizing will be similar to those already employed elsewhere in other areas of the community. Outdoor pool areas also benefit from open-air and some have speculated humid weather and UV rays from the sun.

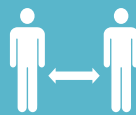
### FOUR CATEGORIES



PREVENTION



CLEANING &  
DISINFECTION



PHYSICAL  
DISTANCE



PROTECTIONS  
FOR STAFF

Requirements for operation during the COVID-19 emergency will fall into one of four categories, **Prevention, Cleaning & Disinfection, Physical Distancing, and Protections for Staff**. A successful operating plan must incorporate specific strategies to address all four of these areas with roles and responsibilities clearly defined.

## 1. PREVENTION

Preventing the spread of the COVID-19 requires a focus on patron education and reinforcement of behaviors that prevent the spread of COVID-19. Staff, patrons, and swimmers must be encouraged to wash their hands often and cover coughs and sneezes in the same way they do in other, more public areas. The CDC guidelines advise against wearing masks while swimming, but their use should be encouraged as feasible in other parts of the pool area.

### *Patron Education & Signage*

Methods of patron education and reinforcement are through the distribution of revised rules and regulations as well as signage posted at the entry and throughout the facility. While local health authorities will likely prescribe specific elements, the following information must be posted at a minimum:

1. Facility Capacity
2. Patron Responsibility
3. COVID-19 - Prevention
4. COVID-19 - Symptoms
5. COVID-19 - Sanitation

Staff and patrons should be reminded regularly of their personal responsibility to stay home if they have symptoms, have tested positive, or have been exposed to someone with COVID-19 within the last 14 days.

### *PPE at the Pool*

Most states require a mask to be worn in public places and the regular use of soap or hand sanitizer; a condition likely to persist through the summer. These expectations should be incorporated into patron expectations and pool rules.

Sanitation stations and even disposable masks should be provided by the community and placed in areas that are accessible to pool patrons at entry to the facility and other places as needed. Members can also be encouraged to bring their own PPE to the pool for their personal use and protection.

## 2. CLEANING & DISINFECTION

Cleaning and sanitizing methods and approved agents are already well documented by the CDC and EPA. It is suggested that an adequate supply of materials to support healthy hygiene must be in place ( at least 3 week supply ) at the time of opening. These materials must be replenished regularly so that products such as soap and hand sanitizers are readily available to staff and patrons at all times.

### *High Touch Areas*

High touch areas such as entry gates, handrails, handles, furniture, and restrooms must be addressed at least daily and shared items each time they are used. More frequent wipe downs of these areas may be required by local health departments. Communal use of pool vending machines, water fountains, noodles, kickboards, and water aerobic weights should be eliminated as they would need to be cleaned and disinfected between use. Some communities may elect to eliminate pool furniture or adopt a “*bring your own furniture*” policy to eliminate the chance of virus spread from contact with these surfaces.

### *Planning*

The plan for cleaning and disinfection should be shared with the community at large so that they can make an informed decision on how and if they will use the pool once it is open. Because cleaning and disinfection practices are similar to those in other common areas, it is best that the property expand their existing community plan and janitorial resources to clean and disinfect the pool area and facilities.

## 3. PHYSICAL DISTANCE

### *Reduced Capacity*

Incorporating Physical Distance protocols into the pool environment begins with figuring out a revised Maximum Capacity during restrictions. The CDC did not provide any calculations for the pool area, but some states have already defined capacity as 20% - 50% of the previous maximum. There are also formulas based on the square footage of the pool being considered to calculate this value. Ultimately, the local health authority will advise how the maximum capacity will be defined.

Whatever the maximum capacity value, the six-foot space between individuals or parties must be maintained within the pool area and in the water. A reduction in patrons at any given time should make this a reasonable condition for use.

### ***Coming and Going***

Areas outside of the pool where a line may form should be demarcated with 6 foot spacing to support appropriate spacing. Communities should reconsider guest policies to relieve pressure on a reduced pool capacity. Some forms of manual pass checking will be difficult while adhering to social distancing guidelines. Pass systems should be converted to wrist or bathing suits so they are visible from a distance.

Each facility must establish methods to manage entry and assure that the occupancy remains below the maximum at all times. Some strategies will require more resources than others, so this is a critical decision in every facility plan.

#### **Methods to consider :**

- First come, first serve - unlimited time.
- First come, first serve - set a maximum time.
- Reservations or sign up - open days managed by odd even address, or building number etc. Software Solutions or concierge solutions may be appropriate depending on community size and budget.

### ***Area Layout & Furniture***

Physical Distancing must be supported throughout the facility. Planters and other barriers can be used to help manage the flow of traffic and break up common areas.

Design furniture groupings so that patrons can maintain at least 6 foot spacing when not in the pool. This may require removal of a number of tables and chairs from the facility for the season. Some communities may elect to remove all shared furniture from the property. Should the community adopt a *"bring your own furniture"* policy, clear demarcations with adequate spacing should be defined and not left to patron discretion.

### ***Enforcement***

The lifeguards primary responsibility is to watch the swimmer(s) in the pool, and as advised by CDC, are not to enforce social distancing or capacity restrictions. Patrons carry personal responsibility for maintaining social distance throughout the facility and while swimming. Young children and non-swimmers must remain in contact with the responsible adult in their party.

Designating community volunteers, expansion of security staff, or the addition of a gate attendant are all reasonable approaches to supporting social distance at the pool entry and throughout the facility.

#### 4. PROTECTIONS FOR STAFF

As much as we care for the safety of the pool patrons, the safety of our staff is no lesser consideration. As the local health authority removes restrictions from opening swimming pools for use, a transitional period is necessary to complete lifeguard certification training and supervisory staff orientations. While we have been migrating as much training as possible online, there are physical aspects of the lifeguard curriculum that remain. In-person class sizes will, of course, be smaller and additional care is needed for the duration of the class.

There are additional pieces of PPE that our staff will need to have available for use in the current environment. Equipment such as viral filters for CPR masks, face shields, bag valve masks and supplemental staff PPE will be required for all pools under our management. These items will be addressed through a mandatory "COVID -19 Trauma Kit" that must be available at each facility during operating hours. Bulk purchasing is allowing us to provide these items in the most cost effective way possible.

Lifeguards will respect all social distance requirements in their work, however they are permitted to break the 6 foot rule when responding to emergencies as other first responders already do in the community.

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*Disclaimer: This document is not intended to, and must not be construed as or relied upon as, providing medical or legal advice of any kind on any issue. The guidelines may change from time to time as federal, state, or local authorities and healthcare organizations issue new and/or revised directives. This document is the sole and exclusive property of American Pool. Reproduction or redistribution of the document is prohibited without the prior written permission from American Pool.*

**Cameron Station Community Association, Inc.**

**Board Decision Request**

**June 16, 2020**

**Recommended Motion:**

I move to approve the proposed PPE Supply Order in the amount of \$3777 plus tax and shipping. Costs to be split between GL 6575 Fitness Center Supplies and GL 6710 Pool Supplies.

2<sup>nd</sup>:

**Summary:**

A proposed PPE supply order is provided for reference.

**Committee Recommendation:**

**CMC Recommendation:**

**Financial Information:**

This is an unbudgeted expense.

**Vote:**

Board Members	In Favor	Opposed	Abstained	Absent
Michael Johnson				
Sarah Meyer Walsh				
Tom Sugrue				
Martin Menez				
Jon Dellaria				
Joan Lampe				
Kim Canter				

## PPE Supply Order Form



Branch Name

CMC-VA

Attn:

Street Address

Suite

City

State/Province

Zip/Postal

Cameron Station

200 Cameron Station Blvd

Alexandria

VA

22304

Item	Masks	Thermometer	Nitrile Medium Gloves	Nitrile Large Gloves	Latex XL Gloves	Hand Sanitizer Stand*	Hand Sanitizer Dispenser	Hand Sanitizer	Disinfecting Wipes
Quantity	250	1 each	300	300	300	1 each	1 each	1 gal	Case of 6 canisters (1080 wipes)
Cost	\$200/per 250	\$65	\$49.50/per 300	\$49.50/per 300	\$75/per 300	\$160	\$162	\$48	\$120/case
Quantity Ordering	0	2	3	3	4	5	5	10	8
Total \$ per item	\$ -	\$ 130.00	\$ 148.50	\$ 148.50	\$ 300.00	\$ 800.00	\$ 810.00	\$ 480.00	\$ 960.00

**TOTAL COST  
OF ORDER  
(plus tax &  
shipping)**

**\$ 3,777.00**

SHIPPING - Orders will be placed each Friday. Approximate ship date is 1 week from order date or as soon as available.

\* Stand not required; Dispenser can be walled mounted

**SUBMIT COMPLETED ORDER FORMS TO JENNIFER SHANNON.**