

**Grand Hampton Homeowners Association  
COVID-19 Amenity Reopening Plan**

**Phase 1 – Pools and Tennis Courts**

**June 1, 2020**

# **Grand Hampton Homeowners Association COVID-19 Amenity Reopening Plan Phase 1 – Pools and Tennis Courts June 1, 2020**

## **Objectives**

COVID-19 was designated a world pandemic on March 11, 2020. In order to protect the health and safety of the community, and in-line with local and state mandates, the Grand Hampton Board of Directors (Board) ordered the closure of the community amenities. This virus, which has no vaccine or medically proven treatment has infected over 1.5 million and killed over 100 thousand Americans.

Now, with infection rate curves starting to flatten, local and state governments are beginning the process of reopening their economies and societies. The Board, again in-line with outside governmental actions, has begun the process of reopening it amenities to residents' use. However, with the continuing lack of a vaccine or medically proven treatment, the Board feels that amenity reopening should be controlled with the primary goal being the continued health and safety of the Grand Hampton (GH) community.

The objective of this plan is to define, document and set up procedures for a systematic, controlled and phased reopening of Grand Hampton amenities. Documenting this process is important so that the plan is uniformly understood by all Grand Hampton stakeholders, including homeowners, the HOA management company, the Board, and any other outside interests; it is used as a reference for staff training; and used as a basis for uniform execution of the procedures necessary to keep the community safe.

## **Amenity Preopening**

**Phased Reopening – Pools and Tennis Courts.** This version of the reopening plan applies to the pools and tennis courts only. It is the Board's belief that other outdoor amenities such as the basketball court and play ground, as well as the indoor amenities, are not conducive to social distancing guidelines as outlined by the CDC. This plan will be amended as the Board feels it safe for these amenities to reopen.

**Reopening Criteria – June 15 (arbitrary date).** The CDC has recommended that a 14-day period of declining new COVID-19 cases be used as a basis for reopening businesses and other social amenities. As of this date, only the New York area has experienced this type of decline in new infections, however Hillsborough County, the state of Florida and the country as a whole is proceeding with the opening of society. As such, and at the request of many members of the Association, the Board has targeted June 15 as the date for opening the pools and tennis courts provided all preopening functions outlined here are accomplished prior to that date.

**Stay Open Criteria.** At this time there is no consensus among government or health agencies regarding criteria for public facilities to remain open. The Board will monitor the local health environment, including but not limited to official government guidelines, local hospital availability, and COVID-19 infection statistics. Based on these factors, and the ongoing operational conditions of the reopened GH amenities, the Board reserves the right, at its discretion, to reclose any amenity.

**Staff PPE Procedures – Gloves and Masks.** At a minimum, GH staff members involved in cleaning and disinfecting activities in the GH pool and restroom areas are required to wear PPE masks and gloves while performing these duties. All GH staff are required to wear masks while performing duties placing them in close contact to GH residents and other GH employees. CDC social distancing guidelines are to be followed at all times.

**Resident PPE Usage – Masks.** Residents are encouraged to wear masks during the pool check-in process. The protective nature of mask usage is maximized when all parties in close proximity use them. Residents’ use of masks acknowledges and shows respect of the efforts made by the staff toward the protection of the residents.

**PPE Minimum Inventory Levels – 14 Day Supply On Hand.** Due to the fluctuating unavailability of PPE supplies, the Board has determined that the HOA management staff must retain a minimum stocking level of 14 days of supply use on hand. See Attachment 1 for supply names, primary and secondary sources, and usage calculations.

**Preopening Cleaning – Pool.** Prior to the reopening of the pool areas, all high-traffic touch areas will be cleaned and sanitized. A check-list of cleaning activities will be followed by cleaning staff members (Attachment 2). Furniture will be arranged to meet the 50% maximum occupancy level (Attachment 3). A “mock” cleaning exercise will be conducted to train GH staff members on proper cleaning procedures and to make a close estimation on the disinfectant product usage levels.

Surfaces to be disinfected include:

- Chaise lounges
- Chairs
- Tables
- Gate handles
- Light switches
- Door knobs
- Gate exit button
- Pool handrails
- Outdoor shower handles and fixtures
- All restrooms
  - Fixtures

- Handles
- Stools
- Stall doors
- Changing stations
- Floors

**Other Preopening Preparations – Pools.** Drinking fountains are to be covered. The waterslide, spa areas, vending machines and picnic tables are to be taped-off as unavailable.

**Preopening Preparation – Tennis Courts.** Benches are to be removed. USTA COVID-19 best practices signage to be installed. Timers on lights over tennis courts to be deactivated. Water fountains are to be covered.

**Hand Sanitizers and Disinfectant Wipes – Pool and Tennis Court Locations.** Hand sanitizers and disinfectant wipes are to be made available to residents' usage at both the tennis courts and the pool areas. Should these products become unavailable to GH on the open market, residents may be asked to provide their own products. Locations for dispensers are as follows:

Tennis Courts:

- Hand Sanitizer – Entry gate
- Disinfectant Wipes – Entry gate

Pool Area:

- Hand Sanitizers – Entry gate, each restroom
- Disinfectant Wipes – Entry gate

**Staff Training – One Week Prior to Opening.** Staff training sessions will be held one week prior to amenity reopening. Trainings will include:

- Proper cleaning and sanitizing methods
- High-traffic surfaces that require cleaning
- Use of PPE
- Amenity usage monitoring and reporting
- Incident monitoring and reporting
- Proper social distancing practices

A full staff training agenda is found in Attachment 4.

**Signage.** Signage encouraging CDC social distancing best practices and usage rules for GH amenities during the COVID-19 pandemic are to be procured and placed in the tennis courts and pool areas prior to opening of the amenities. See Attachment 3 for sign placement, Attachment 5 for a sample of the CDC social distancing sign, Attachment 6 for COVID-19 tennis court rules and Attachment 7 for COVID-19 pool usage rules. Signs with operating rules will include:

- Hours of operation
- Social distancing guidelines
- Request for reporting instances of COVID-19 in community
- Other specific rules for use of the amenity

Signs must be purchased and in place prior to amenity opening. Delays in obtaining signs will delay openings.

**Board Approval – June 8, 2020.** This plan will be presented to the full Board of Directors for approval during its scheduled meeting on June 8, 2020, with a target opening date for the pools and tennis courts on June 15, 2020. This opening date is contingent upon the completion of all preopening activities and requirements.

**Communication of this Plan to GH Residents.** Subsequent to board approval, this plan will be communicated to the GH residential community through any of several methods, based upon board direction. These methods include:

- E-Mail
- Posting to GH web page
- Hardcopy available at the GH club house for pick-up

## Open Amenity Operating Procedures - Pools

**Hours of Operation/Cleaning and Disinfecting.** The hours for pool operation is a follows:

8:00am – 9:00am	Perform cleaning and disinfecting protocol
9:00am – 12:00 noon	Pools open for use
12:00pm – 1:00pm	Pools closed, perform cleaning and disinfecting protocol
1:00pm – 4:00pm	Pools open for use
4:00pm – 5:00pm	Pools closed, perform cleaning and disinfecting protocol
5:00pm – 8:00pm	Pools open for use

During the times when the cleaning and disinfecting protocol is being performed, all resident must leave the pool area.

**Maximum Occupancy – 50%.** The total pool occupancy for both pools is 180 persons. This means that during this time, HOA staff will limit the total number of people allowed at one time of 90. Staff members will keep track with a counter and close the entry gate when capacity is reached. Residents wishing to use pool facilities when capacity is reached can wait for people to exit or return during another opening time slot.

**Resident Usage Only – No Guests.** As occupancy is limited, only residents will be allowed to use the pool facilities.

**Pool Check-In – Must Have ID.** As pool usage is limited to GH residents only during COVID-19 operations, all residents must check in with valid picture ID displaying a GH address when entering the pool area. GH staff members will man a check-in desk located at the pool area’s entrance gate during all hours the pool area is open.

**Group Size Limit – No Larger Than 10 Persons.** This rule is in compliance with CDC social distancing guidance.

**Only Staff to Move Furniture.** Residents are asked to request assistance from staff before moving furniture. This will help staff regulate group sizes and social distancing.

**No Pool Toys.** This includes floats, noodles, balls, etc. Water wings for toddlers are acceptable.

**Spa, Waterslide, Vending Machines, Water Fountains, Picnic Tables are Closed.** As these are high contact areas, these areas are not available for use. Residents should not attempt to use these.

**Maximum Daily Usage – 3 Hours.** Residents will be allowed to use the pool facilities to a maximum of three (3) hours per day. As total occupancy is limited, this will help ensure that all residents have a chance to use these facilities.

**Staffing Schedule.** The following is an outline of the staffing schedule for pool management. Duty assignment to specific individuals is the ongoing responsibility of the property manager. These staffing targets do not include senior staff members (Rocco Iervasi, Barry Moon, Vicki Teeter)

Monday – Friday	
8:00am – 2:00pm	Two Staff Members
2:00pm – 8:00pm	Two Staff Members
Saturday – Sunday	
8:00am – 2:00pm	Two Staff Members
2:00pm – 8:00pm	Two Staff Members

## **Open Amenity Operating Procedures – Tennis Courts**

**Hours of Operation.** The hours for tennis court operation are as follows:

8:00am – Nightfall

Lighting for the tennis courts will be disabled. The courts will close at nightfall.

**USTA Guidelines.** Guidelines for safe tennis play during the COVID-19 era will be posted in the tennis court area. Players are asked to abide by these guidelines.

**No Congregating on Tennis Courts.** Only active players are allowed in the tennis court areas.

## **Monitoring and Reporting**

An essential part of the successful management of the GH amenities is regular data monitoring and reporting to the GH board. There are two types of activities that will be monitored and reported: amenity activity data and virus spread data. During the initial phase of amenity reopening, monitoring data will be reported to the board on a bi-weekly basis – once during its regular public board meeting and once mid-month via e-mail. Based on this information, the board will decide whether to continue amenity usage at its current level, increase amenity usage to other currently closed assets, or discontinue amenity usage.

**Amenity Usage.** GH staff members will complete amenity usage reports (attachment 8). These reports will provide the board with information including:

- Name of person completing the report
- Date and time of the report
- Number of residents using the amenity

Due to the lack of a check-in process, and due to there not being any intra-day closing periods for cleaning and disinfection, No statistics will be monitored for the tennis courts.

**Incident Reporting.** Minor incidents of breaches in social distancing or pool rules are recorded on an incident reporting form (appendix 9) and reported to the board during a regular reporting cycle. Any major incident, such as needing fire or police services, are to be recorded and reported to the board immediately. Names of residents involved in incidents will remain confidential to the property manager and the board. Only incident statistics will be reported to the residents during regular board meetings.

**Infection Rates/Hospital Availability.** Precipitous increases in COVID-19 infection rates and unavailability of hospital services can pose serious threats to the Grand Hampton community. As use of community amenities carries an inherently higher risk of infection than sheltering-in-place, it is important for the board to know that use of community amenities remains safe. Rates of new infections and hospital bed availability will be monitored weekly and reported to the board bi-weekly. Sources for this information are as follows:

### **Hospital Bed Availability –**

[https://bi.ahca.myflorida.com/t/ABICC/views/Public/HospitalBedsHospital?:embed=y&:isGuestRedirectFromVizportal=y&:display\\_count=n&:showAppBanner=false&:origin=viz\\_share\\_link&:showVizHome=n](https://bi.ahca.myflorida.com/t/ABICC/views/Public/HospitalBedsHospital?:embed=y&:isGuestRedirectFromVizportal=y&:display_count=n&:showAppBanner=false&:origin=viz_share_link&:showVizHome=n)

**New COVID-19 Infection Rate -**

Tampa Bay Times, Sunday edition