Updated Member and Guest Policies (6/26/2020)

The Pony Activity Center is committed to providing a safe and healthy facility for all our members, guests, students and staff. This document outlines our reopening plan for the Pony Activity Center. These practices were created under the guidance of the Centers for Disease Control (CDC) and Minnesota Department of Health (MDH). We will continue to update and revise procedures based on their guidance. Our goal is to mitigate the potential for transmission of COVID-19 at the Pony Activity and within the communities we serve, and that requires full cooperation among our members, guests, students, staff and other programming that occurs in the building. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our facility.

Membership Forms Requiring Signature Before Using The PAC

- Prior to using the Pony Activity Center all members and/or day pass guests must sign off on updated Pony Activity Center Guidelines and COVID-19 Waiver and Release Form. The purpose of this form is to ensure members and guests are aware of the updated guidelines for the PAC and share the inherent risks of using a fitness facility during a pandemic.
- Children 17 and under using the PAC will need parent/guardian permission to use the PAC as a guest or member.
- These forms can be filled out online or on paper while visiting the PAC.

Reopening Date and Hours

The PAC will reopen on Monday, July 6, 2020. Reopening hours will vary for each day due to High School Activities and Community Education programming for youth athletics. Members and guests will not be able to use the PAC while these programs are taking place, in order to adhere to social distancing and reduced capacity guidelines.
Summer Hours July 6 - August 2
Monday 3-9:30 PM
Tuesday 3-9:30 PM
^Wednesday 5:30 AM - 9:30 PM
Thursday 3-9:30 PM
Friday 5:30 AM - 9:30 PM
Saturday and Sunday 7 AM - 7 PM

*PAC Hours may change depending on MDH Guidelines. We will communicate these changes as soon as we are able.
^Refer to Cardio room schedule for hours as Pony Speed programming may limit morning hours in that space on Wednesdays.

August 2-30, 2020 Hours
The hours after August 2 will vary due to floor resurfacing and the start of the high school fall sports schedule.

School Year 2020-2021 Hours
PAC hours and availability during the school year will be communicated closer to the start of the school year.

Ages - There has been no change in age guidelines.
- Users must be 13 or older to be in the facility by themselves.
- Children 12 and under must be accompanied with an adult in the PAC.
- Children 10 and under must be accompanied with direct supervision of an adult.
- An adult is considered 18 years of age or older and is in direct vision of the child(ren).

Using your PAC Credit during COVID-19 Closure
The PAC closed on March 14, 2020. Recurring and fixed memberships each have different days of credit to be redeemed.
- All recurring memberships were cancelled on March 31, 2020 and will be honored 18 days of credit for use of the Pony Activity Center.
  - Recurring memberships will not automatically be started after credits have been used. Any recurring memberships will need to be reactivated by the member via the online membership system.
- All fixed memberships will be credited the number of days remaining on their 30, 60 or 90 day memberships during the closure. The number of days has been quantified for each fixed membership.

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Members will have **flexible options** in determining when to use their membership credit. Members will need to communicate with PAC staff when they want to use their credit. These must be redeemed by December 31, 2020. After December 31, 2020, credits during the COVID-19 closure will not be honored, unless medically warranted.

If you don’t plan on redeeming your membership credit until the fall/winter, please wait to communicate your starting date.

**Silver Sneakers, Silver and Fit, and Renew Active Memberships**  
These are ongoing memberships sponsored by Medicare Providers. These memberships were not canceled. If you wish to return to the PAC, you may do so at any time. Reservation of a workout space or equipment piece will still be required. Upon returning to the PAC, you must provide a valid government issued ID to be scanned in our visitor management system.

**Social Distancing**  
Social distancing refers to measures being taken to restrict where and when people can gather in order to stop or slow the spread of an infectious disease. In general, 6 feet of separation is the distance that should be kept between people interacting within their community. Fitness and weight equipment will be rearranged to ensure maximum space between users.

**Sanitation/Cleaning**
- Disinfectant wipes will be available for members to use to wipe down equipment. They will be located throughout the PAC in strategic locations to ensure ease of use.
- It is recommended that members wipe down all equipment they use: **once before and once after** use on all equipment.
  - Anything such as weight plates, pins, handles, bar clamps, back, seat and leg pads should be wiped down.
- PAC Staff will clean and disinfect frequently touched surfaces such as workstations, door handles, railings, writing utensils, keys and tables.
- There are 15 minutes of time built into the weight and cardio room schedules for PAC Staff to clean areas that were used.
- If an area or item needs further attention, please communicate to PAC Staff immediately.
Online purchasing of memberships and day passes
To mitigate the spread of COVID-19 the purchasing of memberships and day passes
will move to online purchasing. This will help reduce direct transaction of money and
wait time in line.
   a. If members are unable to purchase a membership or daily pass online, they will
      be directed to a staff member who can help them. Wait times may vary.
   b. If members need assistance with billing issues/account disputes, refund
      requests, insurance reimbursement registration, and registration for Medicare
      supplemental memberships, appointments can be made with Alexa Hansen in
      the PAC Office by phone 651-351-8036.

Steps for returning to the PAC
   2) Sign off on forms online or in person acknowledging and agreeing to updated
      membership guidelines, COVID-19 waiver and release form permission from
      parent/guardian for minors to use the facility, if applicable.
   3) Reserve equipment in the weight room, cardio or resistance equipment area.
   4) Contact the PAC to notify how you would like to redeem your credit
      a) pac@stillwaterschools.org
      b) or show up in person for reactivation, wait times may vary.
   5) Bring your ID to comply with visitor management policy.
   6) Bring your keycard.

Reserving your workout space
To adhere to social distancing and capacity limitations set by Minnesota Department of
Health, all areas used by members will require online reservation prior to visiting the
PAC. To reserve your workout space, go to the PAC homepage for the link. If a person
does not show up after 10 minutes of their reserved time, the remaining time may be
offered to a walk in. Reservations will be available online to view openings and sign up
is available one week in advance for the following durations:
   - **Cardio Room** - 30 minute reservations, members can sign up for a maximum of
     2 consecutive reservations.
   - **Weight Room** - 45 minute reservations
   - **Resistance Equipment** - 30 minute reservation

Prior to visiting the PAC
   - Assess your health
      a. If you are sick, stay at home.
      b. Refer to the COVID-19 Decision Tree for People with symptoms
c. Users must be healthy and symptom free for the last 10 days and have a temperature under 100 degrees fahrenheit. Symptoms include the following:
   i. Fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, loss of taste or smell and nausea, vomiting or diarrhea.
d. Users who have been in close contact with someone who was diagnosed or suspected to have COVID-19 within the last 14 days should not come to the PAC.
e. If a PAC member is diagnosed or presumed positive for COVID-19, please contact Coordinator of Pony Activity Center, Jodi Loeblein-Lecker immediately at 651-351-8037.

- It is expected that you arrive at the PAC dressed for exercise.
- Bringing excess personal items is discouraged at this time to reduce spreading germs and due to limited space. Locker rooms will not be available.
- The small personal belonging lockers will be available by requesting a key from a PAC Staff person at check in.
- It is recommended you bring sealable filled water bottles. The bottle fillers are available for use.

Checking In
- For the summer, read daily directional signage for where PAC members should check in. With multiple programming occurring at the PAC, the check in procedures may vary depending on the schedule.
  ○ The areas of the stations will remain the same: PAC Office, gym, upstairs or the lobby.
- Check in stations will provide social distancing markers for PAC members to adhere to.
- Users will be asked health screening questions.
  ○ If the answers to any of the questions on the health screening form are “Yes,” you will be asked to go home.
- It is preferred that members check in by scanning their key card.
- If a daily pass was purchased online, provide your first and last name for check in. If you are 18 years of age or older, you will be asked to provide identification.
- After checking in, members will be directed to sanitize hands or wash in the nearest available restroom.
- The elevator may be used by one person or a family at a time.

While at the PAC
- Adhere to entrance and exit signage.
• PAC Members and employees will practice proper hygiene by washing/sanitizing hands upon arrival.
• Avoid touching your eyes, nose, and mouth with unwashed hands.
• Cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
• PAC Members and staff are encouraged but not required to wear a personal mask.
• If you become ill while working out at the PAC, inform a PAC Staff that you are leaving and your area will be cleaned by PAC Staff.
  ○ If you do not have a ride home, you will be directed to a designated area to wait.
• Staff will be provided gloves to utilize while cleaning. Staff will be trained on cross contamination policies.
• Members should follow all policies and also encourage and reinforce social norms and health etiquette.
• Staff will enforce proper health policies and etiquette.
• PAC Staff have the right to ask a member and/or day pass guest to leave if they are not practicing appropriate social distancing, cleaning protocols and health etiquette.

Community Equipment
• Due to the difficult nature of cleaning and disinfecting certain equipment items and space constraints, some community equipment pieces will not be available for use.
  ○ These items include but are not limited to battle ropes, mats, showers, and large lockers.
• To ensure the cleaning and disinfecting of some community equipment, there will be containers/bins that are labeled “need cleaning.” Members will place items in these bins when finished using. PAC staff will clean and disinfect prior to next use.

PAC Lobby
Operating with new social distancing guidelines, please limit socializing and sitting in the PAC Lobby.

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Locker Rooms

- The PAC bathrooms on the first and second floor will be available for restroom use only. Showers and lockers will not be available for use.
- It is expected that you arrive at the PAC dressed for exercise.
- Coat hooks and cubbies will be available for jackets and shoes.

Drinking Fountains

- It is encouraged that members and day pass guests bring their own filled sealable water bottle.
- The bottle filler portion of the water fountain will be available to use.
- Sanitize your hands before and after touching the water fountain with the provided hand sanitizer.

Cardio Room

- The following number of equipment pieces will be available in the cardio room to use:
  - 4 Treadmills
  - 5 Ellipticals
  - 2 Upright Bikes
  - 2 Recumbent Bikes
  - 2 Rowing Machines
  - 1 NuStep
- Walk-ins will be honored only if space is available. Reservations are recommended.
- Equipment will be available on a rotating basis PAC Staff will direct you which equipment to use.
- Members will be required to wipe down equipment before and after use.
- Members will register online for a scheduled time period to use equipment.
- Cardio Room reservation is 30 minutes.
- Members can sign up for 2 consecutive reservations in the cardio room.
- Reservation times will be posted one week in advance.
- Between reservations there is a 15 minute period for PAC staff to clean and disinfect equipment that was used by members.

Weight Room

- There will be 10 squat racks available for reservation.
- Equipment will be available on a rotating basis PAC Staff will direct you which equipment to use.
• Walk-ins will be honored only if space is available. Reservations are recommended.
• Members will be required to wipe down any equipment before and after use.
• All plates should be cleaned and returned by the user on the squat rack.
• Members will register online for a scheduled time period to use equipment.
• Weight Room reservation is 45 minutes.
• Reservation times will be posted one week in advance.
• The middle area of the weight room will be used for walking to and from your assigned station and gathering equipment for your workout. This will not be an area to exercise.
• Between reservations there is a 15 minute period for PAC staff to clean and disinfect equipment that was used by members.

Resistance Equipment
• Resistance Equipment will be spaced out in order to achieve proper social distancing
• Members will be required to wipe down equipment before and after use.
• Members will register online for a scheduled 30 minute time period to use equipment. There will be 4 slots available during each time period.
• Resistance Equipment will be numbered and used in a specific order.
• All repetitions should be completed on one machine before moving to the next machine.
• PAC staff will clean and disinfect equipment that was used by members on a regular basis.

Gyms
• 10 people per court will be allowed to be in a gym.
• There is no reservation needed for the gyms, however you will not be able to use the gym if the capacity for each gym is reached. This includes sitting in the bleachers.
• Gym use will follow different phases. In phase one, there are no pick up basketball games, including 1 on 1, 2 on 2, etc. Pick up basketball is not organized and accurate contact tracing is difficult.
  o Play in the gym must be contactless.
• There will be a specified entrance into the gym and exit out of the gym.
• Follow directional signage for check in and other items related to gym use.
• Sanitize your equipment before coming to the PAC.
• Users will need to bring their own gym equipment such as basketball or volleyball.
• Gym use is for active participation by members and day pass guests. Please avoid “hanging out”/socializing in the bleachers while capacity limitation and social distancing is enforced. This does not apply to adults supervising children 12 and under.
• Organized practices need to rent a gym through facility use.

Track
• 20 people will be allowed on the track at a time.
• There is no reservation for the track.
• Always walk/run on the inside lane so the outside lane can be used for passing.
• Pass on the outside lane furthest away from the person you are passing.
• Walking/running must be single file on the track.

COVID-19 Health Etiquette Resources
Stay Safe Minnesota
Face mask do’s and don’ts
Social Distancing
Proper way to wash your hands
Cleaning hands with waterless Hand Sanitizer

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