

MI SAFE START: INDOOR RECREATIONAL FACILITIES

An informed-choice guidance for evaluating protective measures

As locations begin the process of reopening or scaling up after their initial response to COVID-19, certain actions will be inherently more protective of their staff and the general public. This document provides guidance that should be followed regardless of the current level of COVID-19 transmission, and additional measures that can be scaled depending on local levels of COVID-19 transmission and the protective measures desired.

Note: This guidance does not constitute legal advice and is subject to change. MDHHS will continue to monitor best practices and will issue updated guidance as our collective knowledge of COVID-19 continues to improve. Visit www.michigan.gov/coronavirus for updates. New versions of this document will be posted online.

Guidelines for all indoor recreational facilities, regardless of local COVID-19 transmission levels:

Understand your community

- Establish and maintain communication with tribal, local and state authorities to determine current contact tracing protocol, local mitigation levels, or local reengagement phase for your community, as described in the [MI Safe Start](#) plan.
- Strongly consider special accommodations for employees who are members of an at-risk population. Possible considerations could include flexible leave, telework when feasible, or the reassignment to duties to reduce contact with the general public. Members of households with at-risk residents should be aware that by returning to work or other environments where distancing is not possible, they could carry the virus back home. Precautions should be taken to isolate from at-risk residents.
- Strongly consider special accommodations for clients who are members of an at-risk population. Possible considerations could include special operating hours solely for those at-risk individuals, separate recreational areas isolated from the rest of the establishment, or enhanced sanitation measures. Members of households with at-risk residents should be aware that by returning to environments where distancing is not possible, they could carry the virus back home. Precautions should be taken to isolate from at-risk residents.
- Employers should follow applicable Occupational Safety and Health Administration (OSHA) and Centers for Disease Control (CDC) guidance for businesses to plan and respond to COVID-19.



Safe behaviors

- Enforce hand washing and the covering of coughs and sneezes at all times.
- Ensure adequate supplies to support healthy hygiene practices for both employees and customers including soap, hand sanitizer with at least 60 percent alcohol (at every entrance and other high contact locations), paper towels, and tissues.
- Use gloves when removing garbage bags or handling and disposing of trash. Remove gloves properly and wash hands afterwards.
- No pre or post event handshakes, hugs, fist bumps, high fives, or contact celebrations.
- Participants should be discouraged from congregating before, during, or after spending time at the facility.
- No spitting, chewing gum, or tobacco in the event areas.
- For locker rooms or athletic facilities, ensure enough time between competitions for proper cleaning and disinfection of the facility and shared equipment.
- When disinfecting, use products that meet [EPA's criteria for use against SARS-CoV-2](#) and that are appropriate for the surface. Prior to wiping the surface, allow the disinfectant to sit for the necessary contact time recommended by the manufacturer. Train staff on proper cleaning procedures to ensure safe and correct application of disinfectants.
- Consider making available individual disinfectant wipes in bathrooms and locker rooms.
- Provide no-touch trash cans and, if equipped, encourage use of no-touch doors.
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible such as by opening windows and doors. Do not open windows and doors if doing so poses a safety risk to employees, children, or customers.
- Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other contaminants associated with water.
- Train all employees in the above safety actions while maintaining social distancing and/or use of face coverings during training.

Health checks and response actions

- Require staff who are sick to stay at home.
- If implementing health checks, conduct them safely and respectfully, and in accordance with any applicable privacy laws and regulations. Confidentiality should be respected. Employers may use examples of screening methods in [CDC's General Business FAQs](#) as a guide.
- Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
- Create and test communication systems for employees for self-reporting and notification of exposures and closures.
- Employees with symptoms of COVID-19 (fever, cough, or shortness of breath or difficulty breathing, chills, muscle pain, sore throat, new loss of taste or smell, nausea, vomiting, diarrhea) at work should immediately be sent to their home.



- Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and to follow [CDC guidance for home isolation](#) if symptoms develop. If a person does not have symptoms follow appropriate [CDC guidance for home quarantine](#).
- Establish procedures for safely transporting anyone sick to their home or to a healthcare facility.
- Notify local health officials, staff, and customers (if possible) immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- Close off areas used by a sick person and do not use them until after cleaning and disinfection. Wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
- Advise sick staff members not to return until they have met [CDC's criteria to discontinue home isolation](#).
- Implement flexible sick leave and other flexible policies and practices, such as telework, if feasible.
- Monitor absenteeism of employees and create a roster of trained back-up staff.
- Support coping and resilience among employees.

Be prepared for closings

- Check State and local health department notices about transmission in the area daily and adjust operations accordingly.
- Be prepared to consider temporarily closing facilities if there is a case of COVID-19 in the establishment or if cases increase in the local area.

Additional guidelines for indoor recreational facilities arranged by level of protective behavior:

Facial Coverings and Distancing:



Facial Coverings: Clients and Visitors	Facial covering required at all times; activities that require facial covering removal are not allowed	Facial covering required at all times; individuals may remove facial covering during activities if necessary	Facial covering encouraged at all times; individuals may remove facial covering during activities if necessary	No recommendations on facial coverings
Facial Coverings: Employees	Facial covering required at all times	Facial covering encouraged at all times, facial covering required when within six feet of clients	Facial encouraged when within six feet of clients	No recommendations on facial coverings
Personal Distancing: Clients	Clients are never within six feet, equipment and use areas are separated with partitions	Clients are never within six feet -or- Equipment and use areas are separated with partitions		Clients are often within six feet without the use of partitions
Personal Distancing: Client to Employee (excluding during services being rendered)	Employees and clients remain six feet apart during all interactions	Partitions are used when employees and clients are within six feet of each other during all interactions	Employees and clients are within six feet of each other (without partitions) numerous times	Employees and clients are within six feet of each other (without partitions) for majority of their interactions
Personal Distancing: Employees	Employees are never within six feet of each other	Employees are within six feet of each other occasionally while passing	Employees are within six feet of each other commonly at typical choke points	Employees are within six feet of each other often



Business Operations:



Activities and Services Offered	No in-person activities or services are offered	In-person activities or services that allow for social distancing or facial coverings are offered	All activities and services are offered, including ones that require the removal of the facial covering
Childcare or Day Camps	Childcare and day camps are open for dependents of essential workers and others returning to the work force, attendees are limited to those from the immediate geographic area	Childcare and day camps are open, attendees are limited to those from the immediate geographic area	Childcare and day camps are open
High Use Areas	Close facilities and areas where social distancing cannot be maintained (e.g., water parks, game rooms, playgrounds)	Post signage encouraging facial coverings in facilities and areas where social distancing cannot be maintained (e.g., water parks, game rooms, playgrounds)	Facilities and areas where social distancing cannot be maintained (e.g., water parks, game rooms, playgrounds) are open without restriction
Indoor Sports Teams	No indoor sports competitions or team activities allowed	Skills development and conditioning activities are allowable under social distancing guidelines	Group training and competition events (within the same team) can occur if 6-foot distancing can be maintained between participants
Exercise Facilities	Exercise facilities are closed	Exercise equipment rooms are open with reduced capacity in order to ensure proper distancing, classes remain closed	Exercise equipment rooms are open with reduced capacity in order to ensure proper distancing, classes are open at reduced capacity to allow for proper distancing
Sign-In Protocol	No sign-in sheets, touchpads, or touch surfaces required for entry	Sign-in sheets, touchpads, or touch surfaces required for entry are sanitized between each individual	Sign-in sheets, touchpads, or touch surfaces required for entry are sanitized frequently



Reservations of Facilities	All reservable facilities are prescheduled only, no walk-in use for unreserved facilities		Walk-in use of unreserved facilities allowed	
Sharing of Facilities	Sporting facilities, practice facilities, and exercise rooms are used by a single team or group and deep cleaned at the end of the day	Sporting facilities, practice facilities, and exercise rooms are shared by multiple teams over the course of the day, increase the amount of time between uses to allow for one group to leave before another group enters the facility, clean and disinfect the facility between uses	Sporting facilities, practice facilities, and exercise rooms are shared by multiple teams over the course of the day, increase the amount of time between uses to allow for one group to leave before another group enters the facility	Sporting facilities, practice facilities, and exercise rooms are shared by multiple teams over the course of the day, usage time for teams sometimes overlap
Spectators	Spectators are not allowed at practices or competition events	Require social distancing between spectators from different households, and limit spectator capacity so social distancing guidelines can be adhered to	Encourage social distancing between spectators from different households	Spectators are allowed at practices or competition events
Signage	Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering		No signage posted	
Locker Rooms	Locker rooms are closed, participants report in proper gear before events, practices, or competition	Locker rooms are open with limited capacity, social distancing in locker room enforced, participants report in proper gear before events, practices, or competition	Locker rooms are open for limited use, encourage social distancing	Locker rooms are open, encourage social distancing
Shared Items (e.g. magazines, floor mats, sports equipment)	No shared items	Shared items sanitized after each use	Shared items sanitized each day	Shared items unmonitored



<p>Self-Serve Food Options</p>	<p>Avoid offering any self-serve food or drink options, such as buffets, salad bars, and drink stations</p>			<p>When offering self-serve food or drink options (e.g., buffets, salad bars, drink stations) employ enhanced sanitation and hygiene measures, particularly for high-touch surfaces</p>
<p>Drinking Water</p>	<p>Clients bring their own water, no water coolers, bottle filling stations, bottled water or drinking fountains</p>	<p>Clients encouraged to bring their own water, unopened water bottles provided, no water coolers, bottle filling stations, or drinking fountains</p>	<p>Clients encouraged to bring their own water, unopened water bottles or water coolers provided, no bottle filling stations or drinking fountains</p>	<p>Unopened water bottles, water coolers, bottle filling stations, or drinking fountains are provided for clients</p>
<p>Payment</p>	<p>Use touchless payment options</p>		<p>Exchange cash or credit card payment by placing method of payment on receipt tray or on counter rather than by hand, disinfect pens before and after use</p>	<p>No payment restrictions in place</p>
<p>Merchandise Returns</p>	<p>Prohibit the return of purchased products or merchandise</p>	<p>If return of purchased products or merchandise allowed, disinfect merchandise before restocking, do not allow a return on merchandise that cannot be disinfected</p>	<p>If there must be a return of purchased products or merchandise, disinfect returned merchandise if possible</p>	<p>No restrictions on returns</p>



Sanitation and Cleaning:



<p>Clean and disinfect frequently touched surfaces (for example, door handles, countertops)</p>	<p>Frequently touched surfaces cleaned hourly</p>		<p>Frequently touched surfaces cleaned daily</p>	
<p>Clean and disinfect shared objects (for example, sports equipment, payment terminals)</p>	<p>Shared objects cleaned between each use</p>		<p>Shared objects cleaned hourly</p>	<p>Shared objects cleaned daily</p>
<p>Exercise Equipment Cleaning</p>	<p>Make chemical disinfectant supplies available throughout the establishment, post signs encouraging patrons to disinfect equipment after use, equipment additionally cleaned by staff <i>hourly</i></p>	<p>Make chemical disinfectant supplies available throughout the establishment, post signs encouraging patrons to disinfect equipment after use, equipment additionally cleaned by staff <i>daily</i></p>	<p>Make chemical disinfectant supplies available throughout the establishment, post signs encouraging patrons to disinfect equipment after use</p>	<p>Make chemical disinfectant supplies available throughout the establishment</p>
<p>Towel Service</p>	<p>All used towels should be placed in a closed container and not used again until properly laundered by a commercial laundering facility or equivalent process</p>			<p>Used towels are not stored in a closed container</p>
<p>Merchandise</p>	<p>Clean all merchandise before stocking, merchandise handled by staff only</p>		<p>Clean all merchandise before stocking</p>	<p>Merchandise stocked without being cleaned</p>
<p>Deep Cleaning</p>	<p>Close one day per week (or proceed after business hours) for a thorough deep cleaning of the entire establishment</p>		<p>Deep cleaning of the entire establishment regularly performed, but not weekly</p>	<p>Deep cleaning of the entire establishment not regularly performed</p>
<p>Employee Duties</p>	<p>Cleaning and disinfecting time is built into the employee's daily work schedule</p>			<p>Cleaning and disinfecting time is not accounted for in the employee's work schedule</p>



Health and Wellbeing:



Health Screening: Client	Screening questions asked of all individuals when entering facility and signage posted on door explaining symptoms of COVID-19		Signage posted on door explaining symptoms of COVID-19	No signage posted
Health Screening: Employee	Conduct pre-shift health checks (including temperature and symptom screening) of all employees	Conduct pre-shift symptom screening of all employees (excluding temperature check)	No health screening of employees	
Contact Tracing	Keep a list of contact numbers for all individuals, including individual team members, using or visiting the facility		Keep a list of contact numbers for all individuals and coaches using or visiting the facility	List of individuals using the facility is incomplete

Employee Policy:



Telework	Telework required whenever possible and feasible with business operations	Telework encouraged whenever possible and feasible with business operations	Telework considered whenever possible and feasible with business operations	Telework not supported
Employee Shifts	Set shifts so that employees are working with the same cohort of employees on a day-to-day basis, stagger start times so employee cohorts do not overlap	Set shifts so that employees are working with the same cohort of employees on a day-to-day basis	Employees work with different employees from day to day	
Employee Common Areas	Common areas closed	Common areas open but enforce capacity to ensure six feet separation	Common areas open with six feet separation encouraged	Common areas open with no restrictions
Business Travel	Non-essential business travel not allowed	Non-essential business travel limited to local travel between similar transmission areas	Non-essential business travel limited to domestic travel between similar transmission areas	Non-essential business travel not restricted

