Hawley Armory Reopening Plan

Safety Guideline Information Sheet
This document has been compiled using resources and input from UConn’s reopening guidelines, CT State reopening guidelines and input from various campus partners, including UConn Facilities, UConn Recreation, and UConn Student Union. As the reopening of the University unfolds this fall, changes and updates will be made and posted.

Available Hawley Armory Fitness Facilities
The Fitness Center will be closed to members until further notice. Hawley Fitness classes are also be postponed until further notice. Student reservations are postponed until further notice. Locker rooms and bathrooms will remain open for use, however, the shower areas are closed until further notice.

Until further notice, the Hawley Armory gymnasium is accessible only to groups with authorized reservations. Please see “Groups with Gymnasium Reservations” section for more information.

Face Masks required
All individuals in Hawley Armory are required to bring and wear masks or cloth face coverings that completely cover the nose and mouth unless doing so would be contrary to their health or safety due to a medical condition.

All employees are also required to wear a facemask or other cloth face covering that completely covers the nose and mouth, unless doing so could be contrary to their health or safety due to medical conditions. Employees may utilize their own cloth face coverings over those provided by their employer if they choose.

Walkways – stay to the right
When walking through the hallways, and throughout the building, remain on the right side of the walkways to help create clear, two-way pedestrian traffic paths.

Locker Rooms and bathrooms
Locker rooms and bathrooms will remain open. However, the showers in the locker rooms are closed until further notice. Besides regular cleaning, UConn Facilities Operations & Building Services cleaning staff will additionally disinfect twice a day, including high-touch areas (for example, faucets, door handles). Hand Sanitizer dispensers will be or are installed at all building entrances, as well. Spray bottle disinfectant and paper towels, will be in the bathrooms. Individuals using the locker rooms/bathrooms must disinfect their areas before and after using the facilities.
Common Areas
The common areas (hallways, stairwells, bathrooms) will be cleaned and high-touch areas will be disinfected twice daily by the UConn Facilities Operations & Building Services cleaning staff.

Water Fountains
There are two water fountains/fill stations in Hawley Armory: inside the Fitness Center, currently closed, and one on the 2nd floor lobby; part of the Veteran’s Affairs offices in the north tower of the building.

Water fountain use shall be restricted to water bottle filling stations only. Congregating at water bottle filling stations shall be limited. The water fountain will be disinfected regularly as part of the established cleaning schedule. At least 6-feet social distancing must be followed at the water fountain/fill station.

Gymnasium & Groups with Reservations in the Gymnasium:
Hawley Gymnasium may only be used by authorized groups with approved reservations. In addition to the regular cleaning and disinfecting of high-touch areas by UConn facilities cleaning staff, participants will follow all designated campus guidelines and Hawley guidelines:
- Wear face masks/covering
- Maintain social distancing of at least 6 feet
- No mats are available – participants may bring, and remove their own mats
- Any equipment brought in by participants must be authorized, cleaned and removed after reservation
- No food or drink is allowed inside the gymnasium or common areas
- Sweep the floor before and after use
- Clean any high-touch surfaces before and after use

Fitness Center – Closed until further notice to Hawley Fitness Members
When the Fitness Center reopens, it will be limited to 25 people, or 50% of the capacity, whichever is lesser. Members are responsible for cleaning their own machines after each use.

Before entering the Fitness Center, members must wash their hands for at least 20 seconds or use a waterless hand sanitizer, which will be available in touchless dispensers by the entrances to the Fitness Center.

Individuals in the fitness center must maintain at least 6 feet of distance or at least one empty machine’s space between each other. Due to space constraints, some machines may be temporarily closed to promote distancing. Masks are required when working out in accordance with state guidelines regarding social distancing.

Tape will be used to mark distances of 6 feet in the common areas, such as near the water bottle fill station, near the towels, and near the front desk.

A “workout zone” for the use of dumbbells and free weights will be established using floor tape and signage. Free weight exercises that require a spotter cannot be conducted while honoring social distancing norms.
Any exerciser in the Fitness Center is also responsible for disinfecting each machine after use. There are two wipe dispensers in the Fitness Center. Reminders for members to wipe down their machines and equipment after each use will also be posted around the fitness center.

For any academic classes that meet in the Fitness Center: At the beginning and end of every class period, students will sanitize all machines, equipment, counter tops, light switches, doorknobs, and any surfaces they had contact with. No mats may be used – individuals may bring their own mat. The Hawley Armory Fitness Center uses sanitizer that meets the EPA’s criteria for use against COVID-19.

Student employees (not present until Fitness Center members are welcomed back): Responsibilities for cleaning will be outlined thoroughly in the shift responsibilities and reminders for cleaning procedures will be posted in the Fitness Center. Gloves and eye protection are required for employees when using cleaning chemicals.

**Hawley Exercise Classes**
Exercise classes are postponed until further notice. Resources for free, online exercise and yoga classes are available on the Hawley website: [https://hawleyfitness.uconn.edu/](https://hawleyfitness.uconn.edu/)

**Laundry**
Laundry services are closed until further notice.

**Spin Room** ...
Spin Room is closed until further notice.

**Questions and Concerns**
Members and individuals using the Hawley Armory can direct any concerns to Janet Rochester, the Director of the Armory, at janet.rochester@uconn.edu. The state of CT also provides a hotline for businesses that violate social distancing guidelines by calling 211. This hotline will be posted on signs around the Fitness Center.

Questions about payment plans and membership can be directed to Bambi Mroz, our Business Service Supervisor, at bambi.mroz@uconn.edu, and Janet Rochester, our Director, at janet.rochester@uconn.edu.

**Employees/Student workers – No current employees are scheduled until reopening date is announced.**
Employees will be required to review the state guidelines for the reopening of sports, sports clubs & complexes, gyms, fitness centers, and pools. Employees will also be trained on how to properly disinfect equipment and common areas at the start of the fall semester. The training will be provided during working hours.

Employees should enforce social distancing and safety among members to the best of their ability. Employees will be trained in conflict mediation as well. Any incident between a member and employee or between members, or between employees must be reported to Simone Fournier, Student Manager, at simone.fournier@uconn.edu, and Janet Rochester, Director, at janet.rochester@uconn.edu.
If employees need clarification on any policies or procedures, they can contact Simone Fournier, Student Manager, at simone.fournier@uconn.edu. Upon updates to any cleaning procedures or requirements based on UConn or State of Connecticut guidelines, all employees will be retrained as soon as possible to ensure best practices.

Before entering the Fitness Center, employees must wash their hands for at least 20 seconds or use a waterless hand sanitizer, which will be available in touchless dispensers by the entrances to the Fitness Center.

Upon beginning their shift each day, employees must complete the attestation form to confirm they have not experienced COVID-19 CDC-defined symptoms. Employees must monitor their own symptoms, including cough, shortness of breath, or any two of the following symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Employees should stay home if sick or experiencing any of the above symptoms. Backup staff for every shift will be established in case an employee needs to call out sick.

Contact Tracing

Participants of the Fitness Center and all Hawley Fitness Center programs will be logged using the Wellness Living system, and require check in and out, including use of the Fitness Center, exercise class participation, and use of locker rooms in order to promote contact tracing protocols in case of a positive COVID-19 case. All employees will also be required to check in and out, per their work shift.

Any authorized group using Hawley group spaces should maintain records of class or group rosters to be available should contact tracing be necessary.

Positive COVID-19 Case

If there is a positive COVID-19 case among the staff, employees shall inform their employers, and follow state testing and contact tracing protocols.
**Frequently Asked Questions**

**What is the Fitness Center reopening plan?**
Guidelines for reopening the Hawley Armory Fitness Center are based on the Phase 2 guidelines instituted by the State of Connecticut and UConn’s reopening plans. These guidelines can be found at: [CT.gov Sector Rules for reopening](https://ct.gov/sector-rules-for-reopening) and UConn’s reopening/EHS guidelines: [https://ehs.uconn.edu/ehs-covid-resources/](https://ehs.uconn.edu/ehs-covid-resources/)

Additionally, reopening the Fitness Center is based on conducting our regular business of providing membership services and programs creating revenues that cover the expenses of staffing the facility and fitness instructors.

**How many people are allowed in the Fitness Center?**
Upon reopening, the capacity of the Fitness Center will be limited to 25 people [or 50% of the capacity, whichever is lesser].

**Who can come to the Fitness Center?**
The Fitness Center is closed to members. Only authorized individuals and groups with reservations occurring in the Fitness Center currently have access to this space.

**Are exercise classes still running?**
No, not at this time. Please see resources recommended by our instructors for free online classes on our webpage: [https://hawleyfitness.uconn.edu/](https://hawleyfitness.uconn.edu/)

**What are my responsibilities as an individual?**
To ensure the safety of everyone using this space, anyone using Hawley Armory spaces are to wear facemasks and follow the guidance posted throughout the building, in the Fitness Center, gymnasium, locker rooms/bathrooms, and any other spaces. Clean all machines and equipment used after each use. Clean surfaces that are used. Everyone is required to wash their hands or use the alcohol-based hand sanitizer provided before entering the area to be used in the building.

**When do I need to wear a mask?**
The guidelines applied to the UConn campus also apply to the Hawley Armory. Masks are required when using any spaces inside Hawley Armory.

**How far do I need to be from other members?**
Please aim to maintain at least 6 feet between others when using rooms inside Hawley Armory. This includes the gymnasium, fitness center, locker rooms, and other spaces. In the Fitness Center, machines will be spaced or labeled to ensure adequate physical distancing. Please remain at least 6 feet from other members when walking around others moving about, i.e., fitness center or gymnasium. When moving past an exercising person, please remain at least 12 feet away.
Can I still use the water fountain?
The water fountain should be used only for bottle filling, not for personal mouth to faucet drinking.

What is the cleaning plan for the Fitness Center?
Once the Fitness Center reopens, at the beginning of every shift, staff members will sanitize all machines, equipment, counter tops, light switches, doorknobs, and scales, as well as the desk area. The Hawley Armory Fitness Center uses sanitizer that meets the EPA’s criteria for use against COVID-19.

For participants with authorized use of the Fitness Center, individuals must sanitize all machines, equipment, counter tops, light switches, doorknobs and high-touch surfaces using the spray/wipes provided.

What is the cleaning plan for the Gymnasium?
The Gymnasium is cleaned regularly by facilities. Additionally, those participants authorized to use the gymnasium, by reservation only, are required to follow additional guidelines, and to clean the surfaces they have contact with before and after use. See the Hawley reopening plan section on “Gymnasium & Groups with Reservations in the Gymnasium” for more information.

What is the cleaning plan for the Spin Room?
The Spin Room will be cleaned regularly by facilities. Additionally, once spin classes resume, the instructor and participants using the room are required to clean the bikes and surfaces they have contact with before and after use.

Are the locker rooms still open?
The locker rooms are currently open, but the shower areas are closed until further notice. Individuals using the locker rooms are required to clean surfaces using the provided spray and wipes before and after use.

What if I purchased a full year membership last spring and no longer feel comfortable using the Fitness Center due to the pandemic?
We want to be as flexible as possible for our members given the unpredictability of current events. Please direct any billing related questions to Bambi Mroz, our Business Service Supervisor, at bambi.mroz@uconn.edu, and Janet Rochester, our Director, at janet.rochester@uconn.edu.

If I have an issue with a staff member or questions about the responsibilities of the student staff, who can I reach out to?
Please direct all staff related questions to our Student Manager, Simone Fournier, at simone.fournier@uconn.edu, or to our Director, Janet Rochester, at janet.rochester@uconn.edu.