

CCHOA Board Meeting Agenda
29 July 2020, 6:30pm
Circle C Community Center via zoom

- I. Roll Call
- II. Acceptance of Agenda
- III. Acceptance of June 24, 2020 board meeting minutes *Steve Urban*
- IV. Homeowner Forum (*3 min each*)
 - a. Angela Pillsbury
 - b. Lisa Williams
- V. Management Reports
 - a. General Report, *Karen Hibpshman*
 - 1. June YTD Financials
 - b. Landscape Report, *Clayton Hoover*
 - c. Aquatics Report, *Brody McKinley*
 - d. Maintenance Report, *Robert Bardeleben*
- VI. Discussion Items
 - a. CC&R vote Update
 - b. CCN Landscaping
- VII. Action Items
 - a. Escarpment Loop
 - b. Monument survey bid
 - c. Pool Opening Plan
- VIII. Adjourn Public Meeting
- IX. Executive Session
 - a. Violation Enforcement

Attachments

- 1. June 2020 Board Meeting Minutes
- 2. General Report (including YTD Financials)
- 3. Landscape Report
- 4. Aquatics Report
- 5. Maintenance Report

Circle C Homeowners Association
Board Meeting Minutes
June 24, 2020

1. The CCHOA Board of Directors convened on June 24, 2020 via video conferencing (zoom). Russ Hodes called the meeting to order at 6:30 p.m. In attendance were board members Russ Hodes, Kim Ackermann, Natalie Placer-McClure, Michael Chu, Steve Urban and AE Martin. Jason Bram was not present. CCHOA Manager Karen Hibpshman was in attendance. Marnie McLeod, Assistant Manager was in attendance. Brody McKinley, Aquatics Director was present. Robert Bardeleben, Facilities Coordinator was present. Clayton Hoover from Circle C Landscape was present.
2. Russ asked if there were any changes to the agenda. Michael motion to approve the agenda with one spelling correction (COVID) on Action Item a. Kim seconded the motion. All were in favor and the motion passed.
3. Russ presented the May 27, 2020 board meeting minutes. Michael motioned to accept the minutes as written. Kim seconded the motion. All were in favor and the motion passed.
4. Russ introduced the Homeowner Forum. Lisa Williams emailed her two items of concern. Investigate the possibility of armed security patrol. We need to have a larger rec swim area so people aren't so crowded together (Lap swim can be limited during rec hours). With COVID-19, I think we need to change that and also going forward.
5. Karen presented the management report and the YTD Financials.
6. Clayton presented the landscaping report.
7. Brody presented the aquatics report.
8. Robert presented the maintenance report
9. The first discussion was the CC&R vote update. Karen updated the board on where we are on the email vote. The voting website is completed and the voting ballot will be included in the July assessment billing. We are using the same envelopes that were used in the February mailing which have "Statement and Voting Material Enclosed".
10. The first action item was the Resolution per COVID-19 pool rules. Kim motioned to adopt the Resolution per COVID-19 pool rules. AE seconded the motion. All were in favor and the motion passed.
11. The second action item was Phase two of the Pool re-opening plan. Russ asked for the items to be taken in reverse order.
 - a. Opening the Avana and GreyRock pools following the action of the City of Austin. Kim motioned to amend the re-opening plan to follow the City of Austin plan. Natalie seconded the motion, Kim and Natalie voted yes. Russ, Michael, AE and Steve voted no. The motion failed 4-2.
 - b. Opening the pools at 25% capacity at Avana and GreyRock. Kim motioned to us the recommended capacity by staff. Natalie seconded the motion. Kim voted yes. Russ, Natalie, Michael, AE and Steve voted no. The motion failed 5-1.

- c. Opening the pool using the 7-day moving average on hospitalizations. Michael motioned to pass the Circle C Aquatics Phased Reopening plan with the following amendments:
- Operational to Closure to Phase 1 Reopening using Public Health Department data, effectively meet 7-Day Moving Average of new hospitalizations below 10.
 - Phase 1 to Phase 2 Reopening using Public Health Department data; effectively maintain 7-Day Moving Average of new hospitalizations below 10 for the past 14 days.
 - Phase 2 to Phase 3 Reopening using Public Health Department data; effectively maintain 7-Day Moving Average of new hospitalizations below 10 for the past 28 days.
 - Phase 3 to Phase 4 Reopening using Public Health Department data; effectively maintain 7-Day Moving Average of new hospitalizations below 10 for the past 42 days.
 - Phase 4 to Normal Operations using Public Health Department data; effectively maintain 7-Day Moving Average of new hospitalizations at 0 for the past 7 days.

Steve seconded the motion. Michael and Steve voted yes. Russ, Natalie, Kim and AE voted no. The motion failed 4-2.

12. The third action item was the monument. Kim motioned for the President to sign the agreement with the City of Austin. Russ asked Kim to offer an amended motion with a friendly amendment designating her to sign the agreement because of all her work to secure the agreement. Kim amended her motion for her to sign the agreement. Steve seconded the amended motion. Michael has a question concerning the time frame for construction and also #7 in the agreement that gives the City/PARD the right to remove the sign. Karen explained that the City did not give a time frame to complete the project and #7 is a requirement by city per our conversations. As of our meeting, the city has not removed any signage that they have approved. All were in favor and the motion passed.
13. The fourth action item was the Escarpment Loop Project. Clayton Hoover, representing Circle C Landscaping (CCL) presented his original proposal and an updated proposal which more closely matched eh Hitchcock Design, which is being used as an RFP specification. Clayton recently met with Jason and AE on site. The original proposal primarily focused on installation of new wiring and hardware with micro-trenching, with CCHOA paying for boring. The new proposal follows the RFP as did the other bids received at the end of 2019. AE commented that street cuts and boring were more expensive than he expected, he thought it would be less expensive doing it all at one time. Kim and Natalie, will Clayton would continue to work with Jason and AE on more discreet deliverables and timelines? Michael pointed out that the first CCL bid is for the bare minimum. AE asked, as alternative, is it possible to do the project in phases and sub contract with Clayton on the boring? Natalie asked, is there a middle ground for the bid to bring it in around 2 mil? Clayton explained that the plan is to complete the boring by the end of 2021 and connecting the two wire system to save existing landscaping and then phase in the remainder of Escarpment. Michael clarified to those attending the board meeting that we also received 3 other bids for the Escarpment Loop RFP and that the board has met with all bidders. Russ motioned to table. Michael seconded the motion. All were in favor and the motion passed.
14. The fifth action item was Café AC Unit. Robert explained the reason for the replacement. The coil is not able to be repaired. To replace the coil and the unknown life of the AC unit, Michael motioned to move forward with the replacement of the Café AC unit. Steve seconded the motion. All were in favor and the motion passed.

15. Three owners raised their hand to speak. Cindy Groves had a concern over the political signs that are being placed in owner's yards. Another owner asked about speed limits in Circle C and how to get them enforced. Judith asked about above ground pools being allowed during the COVID-19 pandemic.
16. Steve motioned to adjourn the Public Meeting at 8:29 pm. Kim seconded the motion. All were in favor and the motion passed.
17. The Board went into executive sessions at 8:38 pm to discuss the political sign complaints received from residents. No votes or actions were taken. The Board adjourned the executive session at 8:47 pm.

**Circle C Homeowners Association
Manager's Report
June 22, 2020 – July 24, 2020**

Violation Report (June 22, 2020 – July 24, 2020)

497 Violations

- 307 (61.77%) Rubbish and Debris
- 104 (20.93%) Front Yard Maintenance
- 33 (6.64%) Repair of Exterior Damages
- 10 (2.01%) Exterior Lighting
- 12 (2.41%) Vehicle Storage
- 5 (1.60%) Driveway
- 2 (1.07%) Use Limitations
- 13 (2.62%) Architectural
- 7 (1.41%) Recreations Equipment
- 1 (.80) Fencing

497 Violations by Stage

- 2 (.4%) stage 0
- 450 (90.54%) stage 1/cooperative letters
- 32 (6.43%) stage 2 letters
- 15 (3.01%) stage 3 letters

497 Violation Updates/Creates

- 165 (33.20%) Closed
- 294 (59.15%) New
- 10 (2.01%) re-Opened
- 28 (5.63%) Escalated
- 2 (1%) Attorney

Administration

26 New Homeowner Packets mailed June 13th – July 17th

Financial

AP checks were signed July 17th with Terri Giles

Upcoming Special Events

All events through August 15th have been cancelled
August 26th – Board Meeting – will be held via Zoom

Project/Updates

- All reservations have been cancelled at the Community Center through August 15th. All hosts were contacted that all cancellations were being done without penalty. We will continue to monitor the situation to start reservations again safely
- The HOA office is still closed to all walk-in traffic. We slowly working to move employees back to working at the office and observe social distancing guidelines and CDC recommended cleaning. The Community Center will not be open to walk-in traffic when employee's return to the office. Owners are able to schedule an appointment to meet with staff. Mail and the drop box are being checked daily to ensure everything is being distributed timely.
- The invoice for Rowell has been submitted to RealManage for \$30,145.94.
- The invoice for the Commercial Agreement for the 1st half of the payment for \$48,500 has been submitted.
- The invoice for the City of Austin has been submitted for \$17,600.
- Meeting with the AISD construction team on the GATTN line which will be run along east side of Escarpment from the school site down to Estana Lane before it continues along the existing poles was earlier this week. Once they have their pre-meeting with the City and Watershed Department, they will be marking the locations of the 3 boxes and the pit locations for the boring. Circle C Landscaping will mark the approx location of the mainline and wiring which hopefully prevent any major damage to our irrigation system. Their plans current show all trenching, boring and box placement will be 6 ½'-9' back from the pavement which should be out of the way of the mainline. Per the MOU, the company installing the GATTN line must supply the approved plans to the HOA and they are responsible all the repairs.
- Corridor Mobility Project – Circle C Landscaping have marked approximate locations of irrigation and provided a map of the Slaughter/Escarpment intersection and Slaughter/Vinemont to the Corridor Mobility folks so this can so that it can be included on their survey/construction documents. Robert also marked the electrical locations and junction boxes and provided a map to the Corridor Mobility folks. Per their letter of “Going Above and Beyond for Circle C HOA”, if they damage our irrigation or electrical and it is marked on their survey/construction documents, they are responsible for having the repairs done. Susan, Clayton, Robert and I attended a virtual meeting on July 27th to answer any questions they may have had. They will be setting up an on-site meeting to ensure proper marking on their documentation.
- The agreement between Circle C HOA and PARD concerning the monument location was signed and executed by PARD. Contract with Outback Masonry has been signed and they are working on the sign permit. Outback masonry expects to start no later than mid August on the construction of the monument.
- Staff meetings are still being held via zoom as needed to keep staff updated on any new information. Attending webinars that are hosted by CAI, CAI Houston and RMWBH for

the most up to date legal interpretation of the current stay at home orders and Governor's orders as they pertain to HOA's and guidance/protocols for a re-opening plan.

- **Capital Projects**

2020 Capital Budget Projects include:

Swim Center - Furniture	Completed
Landscaping – Irrigation Infrastructure	Continuing Project
Landscaping – Rock Work	Continuing Project
Pool Covers	Completed
SC wade Pool Repairs (slide)	Completed
CC Splash Pad	Shimmer Sheet is refinished/Rope and netting to be replaced when restrictions eases, possibly 2021
Picnic Table/Benches – Wildflower Park	Received – to be replacement when restrictions ease
Trash Receptacles	Recycle cans have been ordered/Neighborhood trash cans will be completed with restrictions ease
Park Place Renovation	Completed
Avana – Beach Entry Repair	Completed
HVAC Coil Repair	Scheduled for July 28th
SC Replacement Benches	Permanent bench on composite deck completed. Remaining benches will be ordered when needed.
CC Seal Coat/Repair	Completed
Escarpment Project	Not Started
Valve to valve Upgrade	Not Started
Construction Repairs	Repairs due to construction have been done at Bernia, Trissino, Slaughter, La Crosse, Escarpment and Archeleta.

Current or Future Projects

- Irrigation Infrastructure
- Signage
- Monuments
- Landscape Prep
- Expansion of CCCC pool
- Phase II
- Additional Playgrounds/shade covers

2020 CCHOA INCOME BUDGET

Category	Subcategory	2020 Budget	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Totals	%
Homeowner Income	Homeowner Dues	\$3,802,214	\$44,204.58	\$1,014,578.94	\$581,078.30	\$69,289.32	\$98,903.59	\$122,516.09	\$1,930,570.82	51%
Homeowner Income	Resale Certificates	\$73,125	\$5,175.00	\$5,175.00	\$5,625.00	\$5,850.00	\$7,204.50	\$9,900.00	\$38,929.50	53%
Homeowner Income	Transfer Fees I0come	\$75,000	\$4,200.00	\$4,475.00	\$6,828.00	\$5,075.00	\$3,500.00	\$7,175.00	\$31,253.00	42%
Homeowner Income	Late Fees Collected	\$18,000	\$2,040.63	\$1,912.59	\$1,762.82	\$1,155.17	\$3,313.61	\$4,602.54	\$14,787.36	82%
Homeowner Income	Lien Admin Fees Income	\$400	\$189.06	\$33.42	\$56.00	\$42.00	\$14.00	\$14.00	\$348.48	87%
Homeowner Income	Filing Fee Income	\$224	\$714.00	\$204.28	\$224.00	\$190.05	\$56.00	\$175.28	\$1,563.61	698%
Homeowner Income	NSF Charges	\$100	\$0.00	\$0.00	\$25.00	\$0.00	\$50.00	\$50.00	\$125.00	125%
Homeowner Income	Collection Fee Income	\$50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Homeowner Income Total		\$3,969,113	\$56,523.27	\$1,026,379.23	\$595,599.12	\$81,601.54	\$113,041.70	\$144,432.91	\$2,017,577.77	51%
Architectural Review Income	Architectural Review I0come	\$10,000	\$4,255.00	\$4,590.00	\$5,505.00	\$300.00	\$690.00	\$2,875.00	\$18,215.00	182%
Architectural Review I0come Total		\$10,000	\$4,255.00	\$4,590.00	\$5,505.00	\$300.00	\$690.00	\$2,875.00	\$18,215.00	182%
Rental Income	Office Rent	\$14,400	\$2,193.28	\$1,438.65	\$0.00	\$2,193.28	\$1,438.65	\$0.00	\$7,263.86	50%
Rental Income	Grill Rent	\$6,300	\$512.50	\$0.00	\$0.00	\$0.00	\$0.00	\$525.30	\$1,037.80	16%
Rental Income Total		\$20,700	\$2,705.78	\$1,438.65	\$0.00	\$2,193.28	\$1,438.65	\$525.30	\$8,301.66	40%
Aquatics Income	Pool Programs	\$85,000	\$3,383.00	\$3,451.00	\$1,722.00	\$496.00	\$280.50	-\$515.00	\$8,817.50	10%
Aquatics Income	Pool Programs - Swim Team	\$119,500	\$9,840.00	\$10,972.50	\$11,305.00	\$0.00	\$140.00	\$125.00	\$32,382.50	27%
Aquatics Income	Facility Income	\$37,500	\$3,605.32	\$1,346.92	\$134.56	\$4,411.39	\$0.00	\$2,429.00	\$11,927.19	32%
Aquatics Income Total		\$242,000	\$16,828.32	\$15,770.42	\$13,161.56	\$4,907.39	\$420.50	\$2,039.00	\$53,127.19	22%
CCCC Income	CCCC Facility Rentals	\$50,000	\$5,510.75	\$4,275.00	\$2,397.50	\$478.00	-\$355.00	-\$970.00	\$11,336.25	23%
CCCC Income Total		\$50,000	\$5,510.75	\$4,275.00	\$2,397.50	\$478.00	-\$355.00	-\$970.00	\$11,336.25	23%
Landscape Reimbursements	Stratus Reimb	\$97,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Landscape Reimbursements	COA Reimb	\$17,600	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Landscape Reimbursements Total		\$114,600	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Miscellaneous	Interest Income	\$15,000	\$1,049.41	\$971.70	\$4,719.30	\$159.97	\$378.06	\$377.73	\$7,656.17	51%
Miscellaneous	Sales Tax Discount	\$0	\$1.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.13	
Miscellaneous Total		\$15,000	\$1,050.54	\$971.70	\$4,719.30	\$159.97	\$378.06	\$377.73	\$7,657.30	51%
Rowell Reimbursement	The Rowell HOA	\$53,000	\$26,184.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,184.40	49%
The Rowell Total		\$53,000	\$26,184.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,184.40	49%
Grand Total		\$4,474,413.00	\$113,058.06	\$1,053,425.00	\$621,382.48	\$89,640.18	\$115,613.91	\$149,279.94	\$2,142,399.57	48%

2020 CCHOA EXPENSE BUDGET

Category	Subcategory	2020 Budget	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Totals	%
Commons Area Services	Landscape Maint Contract	\$1,234,458	\$102,867.33	\$102,867.33	\$102,867.33	\$102,867.33	\$102,867.33	\$102,867.33	\$617,203.98	50%
Commons Area Services	Contract Landscape SC	\$31,834	\$2,652.88	\$2,652.88	\$2,652.88	\$2,652.88	\$2,652.88	\$2,652.88	\$15,917.28	50%
Commons Area Services	Contract Landscape CCCC	\$31,834	\$2,652.88	\$2,652.88	\$2,652.88	\$2,652.88	\$2,652.88	\$2,652.88	\$15,917.28	50%
Commons Area Services	Contract Landscape AV	\$22,575	\$1,881.23	\$1,881.23	\$1,881.23	\$1,881.23	\$1,881.23	\$1,881.23	\$11,287.38	50%
Common Area Services	Contract Landscape GR	\$22,575	\$1,881.23	\$1,881.23	\$1,881.23	\$1,881.23	\$1,881.23	\$1,881.23	\$11,287.38	50%
Common Area Services	Common Area Holiday Lighting	\$44,729	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Commons Area Services	2016 Land Additions	\$5,000	\$0.00	\$0.00	\$0.00	\$2,002.63	\$0.00	\$0.00	\$2,002.63	40%
Commons Area Services	Landscape Repairs	\$80,000	\$0.00	\$0.00	\$1,000.00	\$15,496.56	\$16,102.34	\$13,584.00	\$46,182.90	58%
Commons Area Services	Landscape Water Utilities	\$255,000	\$5,771.47	\$5,158.59	\$5,526.38	\$5,558.91	\$5,433.47	\$12,065.87	\$39,514.69	15%
Commons Area Services	COA Water Utility Compliance	\$8,000	\$0.00	\$1,125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,125.00	14%
Common Area Services	Landscape Electric Utilities	\$36,000	\$2,861.21	\$2,658.23	\$2,717.67	\$2,878.80	\$2,527.66	\$3,733.29	\$17,376.86	48%
Common Area Services	Tree Care	\$50,000	\$2,250.00	\$9,000.00	\$13,250.00	\$3,395.00	\$2,030.00	\$3,123.75	\$33,048.75	66%
Commons Area Services	Fence Repairs & Maint	\$6,000	\$0.00	\$0.00	\$0.00	\$314.36	\$179.54	\$1,548.96	\$2,042.86	34%
Commons Area Services	Electrical Repairs & Maint	\$15,000	\$0.00	\$0.00	\$0.00	\$911.69	\$670.30	\$699.06	\$2,281.05	15%

Common Area Services	Neighborhood Maint & Repair	\$17,000	\$1,017.55	\$1,468.74	\$2,424.55	\$0.00	\$0.00	\$886.47	\$5,797.31	34%
Common Area Services	Non Contract Landscape - SC	\$15,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Commons Area Services Total		\$1,875,005	\$123,835.78	\$131,346.11	\$136,854.15	\$142,493.50	\$138,878.86	\$147,576.95	\$820,985.35	44%
Aquatics Facilities	Administrative	\$59,000	\$2,505.49	\$1,198.39	\$3,970.10	\$525.76	\$4,809.72	\$3,866.74	\$16,876.20	29%
Aquatics Facilities	Supplies - Pool	\$16,000	\$2,349.45	\$32.33	\$331.19	\$128.00	\$4,683.01	\$4,701.96	\$12,225.94	76%
Aquatics Facilities	Supplies - Chemicals	\$71,000	\$2,305.18	\$2,929.20	\$2,234.77	\$6,042.79	\$4,123.69	\$4,369.80	\$22,005.43	31%
Aquatics Facilities	Supplies & Fees - Swim Team	\$23,500	\$1,820.57	\$1,301.11	\$919.33	\$25.00	-\$490.00	\$0.00	\$3,576.01	15%
Aquatics Facilities	Maintenance - Pool	\$85,300	\$3,108.12	\$4,319.02	\$6,017.68	\$3,677.65	\$3,539.64	\$1,251.34	\$21,913.45	26%
Aquatics Facilities	Maintenance - Building	\$54,700	\$2,448.21	\$4,602.06	\$2,647.04	\$1,448.02	\$4,031.43	\$2,715.87	\$17,892.63	33%
Aquatics Facilities	Payroll - Staff	\$726,000	\$22,490.05	\$25,901.12	\$24,956.42	\$17,712.91	\$12,707.98	\$33,928.72	\$137,697.20	19%
Aquatics Facilities	Payroll - Programming Staff	\$45,500	\$361.05	\$534.48	\$660.23	\$0.00	\$0.00	\$0.00	\$1,555.76	3%
Aquatics Facilities	Payroll - Swim Team	\$103,825	\$7,763.13	\$8,818.59	\$8,781.31	\$6,485.22	\$4,320.82	\$4,340.17	\$40,509.24	39%
Aquatics Facilities	SC-Utilities - Water	\$30,000	\$1,628.27	\$1,738.60	\$1,788.45	\$1,340.80	\$1,282.65	\$1,672.21	\$9,450.98	32%
Aquatics Facilities	Avana _Utilities-Water	\$3,000	\$282.65	\$931.27	\$631.30	\$540.40	\$273.62	\$252.46	\$2,911.70	97%
Aquatics Facilities	GR- Utilities - Water	\$4,000	\$200.96	\$164.51	\$171.82	\$152.86	\$176.17	\$181.10	\$1,047.42	26%
Aquatics Facilities	SC-Utilities - Electric	\$28,000	\$1,989.86	\$2,384.52	\$2,377.64	\$2,169.51	\$2,403.95	\$1,115.37	\$12,440.85	44%
Aquatics Facilities	Avana - Utilities- Electric	\$12,000	\$667.02	\$137.08	\$131.04	\$682.17	\$762.30	\$799.39	\$3,179.00	26%
Aquatics Facilities	GR -Utilities-Electric	\$6,000	\$414.88	\$428.83	\$446.50	\$411.70	\$409.55	\$392.61	\$2,504.07	42%
Aquatics Facilities	Utilities - Natural Gas	\$34,000	\$3,129.24	\$3,070.96	\$3,251.19	\$1,323.46	\$331.22	\$333.50	\$11,439.57	34%
Aquatics Facilities	SC-Utilities - Telephone/Internet	\$11,000	\$169.86	\$516.05	\$1,381.22	\$526.77	\$969.23	\$195.45	\$3,758.58	34%
Aquatics Facilities	Avana - Telephone/Internet	\$4,000	\$170.96	\$430.84	\$291.08	\$300.12	\$290.17	\$189.50	\$1,672.67	42%
Aquatics Facilities	GR- Telephone/Internet	\$4,000	\$202.32	\$192.13	\$192.32	\$191.70	\$191.46	\$201.21	\$1,171.14	29%
Aquatic Facilities Total		\$1,320,825	\$54,007.27	\$59,631.09	\$61,180.63	\$43,684.84	\$44,816.61	\$60,507.40	\$323,827.84	25%
Circle C Community Center	Utilities - Water	\$35,000	\$2,628.03	\$1,584.82	\$324.50	\$328.89	\$333.24	\$487.68	\$5,687.16	16%
Circle C Community Center	Utilities - Electric	\$22,000	\$15.00	\$1,494.66	\$1,498.29	\$1,451.20	\$1,324.45	\$1,302.73	\$7,086.33	32%
Circle C Community Center	Utilities - Telephone/Internet	\$9,600	\$650.37	\$650.37	\$650.37	\$650.37	\$661.90	\$661.90	\$3,925.28	41%
Circle C Community Ctr	Events Payroll	\$6,000	\$722.42	\$1,236.11	\$1,000.73	\$1,278.40	\$525.20	\$87.00	\$4,849.86	81%
Circle C Community Center	Furniture	\$2,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Circle C Community Center	Maintenance - Building	\$47,000	\$3,405.24	\$2,949.50	\$2,694.06	\$1,605.35	\$2,451.23	\$1,383.98	\$14,489.36	31%
Circle C Community Ctr Total		\$121,600	\$7,421.06	\$7,915.46	\$6,167.95	\$5,314.21	\$5,296.02	\$3,923.29	\$36,037.99	30%
Maintenance Operations	Office Supplies	\$1,500	\$0.00	\$99.55	\$0.00	\$0.00	\$0.00	\$61.79	\$161.34	11%
Maintenance Operations	Employee Education	\$1,200	\$135.00	\$135.00	\$0.00	\$0.00	\$0.00	\$0.00	\$270.00	23%
Maintenance Operations	Uniforms	\$1,800	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$552.08	\$552.08	31%
Maintenance Operations	Staff Recruitment	\$300	\$35.00	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105.00	35%
Maintenance Operations	Safety Equip/Supplies	\$900	\$334.33	\$334.33	\$0.00	\$62.76	\$0.00	\$0.00	\$731.42	81%
Maintenance Operations	Maintenance Payroll	\$180,000	\$13,346.48	\$26,692.96	\$13,346.48	\$20,019.72	\$13,346.48	\$13,346.48	\$100,098.60	56%
Maintenance Operations	Pool Tech	\$72,000	\$3,335.00	\$5,807.25	\$3,121.96	\$4,462.64	\$2,980.36	\$3,973.20	\$23,680.41	33%
Maintenance Operations	Payroll Taxes	\$15,000	\$1,262.55	\$2,473.98	\$1,135.05	\$1,571.16	\$1,038.58	\$1,103.01	\$8,584.33	57%
Maintenance Operations	Computer/Software	\$1,000	\$0.00	\$128.00	\$227.30	\$0.00	\$27.05	\$0.00	\$382.35	38%
Maintenance Operations	Tools/Supplies	\$5,000	\$0.00	\$550.98	\$0.00	\$302.39	\$567.70	\$378.06	\$1,799.13	36%
Maintenance Operations	Office Furniture	\$700	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Maintenance Operations Total		\$279,400	\$18,448.36	\$36,292.05	\$17,830.79	\$26,418.67	\$17,960.17	\$19,414.62	\$136,364.66	49%
HOA Operations	Office Supplies	\$9,000	\$2,458.77	\$180.68	\$0.00	\$48.69	\$600.68	\$2,426.38	\$5,715.20	64%
HOA Operations	Equip & Maintenance	\$15,000	\$152.30	\$533.87	\$1,798.77	\$1,096.23	\$294.15	\$56.41	\$3,931.73	26%
HOA Operations	HOA Owned Vehicle Expense	\$8,000	\$267.52	\$139.33	\$89.28	\$230.01	\$136.58	\$154.74	\$1,017.46	13%
HOA Operations	Postage	\$16,000	\$3,749.90	\$2,148.07	\$180.60	\$39.60	\$889.75	\$3,462.30	\$10,470.22	65%
HOA Operations	Web Operations	\$3,000	\$20.47	\$750.47	\$199.98	\$20.47	\$60.00	\$37.74	\$1,089.13	36%
HOA Operations	Printing	\$2,000	\$592.34	\$0.00	\$0.00	\$0.00	\$0.00	\$171.79	\$764.13	38%
HOA Operations	HOA Meetings	\$5,000	\$672.34	\$0.00	\$116.70	\$31.96	\$138.55	\$982.22	\$1,941.77	39%
HOA Operations	Deed Restrictions	\$5,000	\$708.56	\$0.00	\$60.00	\$708.56	\$0.00	\$0.00	\$1,477.12	30%
HOA Operations	HOA Special Events	\$30,000	\$9,997.93	\$970.88	-\$1,357.21	\$2,250.00	\$0.00	\$0.00	\$11,861.60	40%
HOA Operations Total		\$93,000	\$18,620.13	\$4,723.30	\$1,088.12	\$4,425.52	\$2,119.71	\$7,291.58	\$38,268.36	41%
Financial Management	Management Services	\$112,000	\$9,314.25	\$9,383.27	\$9,420.39	\$9,365.87	\$9,314.25	\$9,614.25	\$56,412.28	50%
Financial Management	Resale Certificate	\$16,250	\$800.00	\$1,100.00	\$1,450.00	\$1,250.00	\$1,500.00	\$1,900.00	\$8,000.00	49%
Financial Management	Lien Filing Administrative Fees	\$1,000	\$208.00	\$212.00	\$156.00	\$0.00	\$0.00	\$0.00	\$576.00	58%
Financial Management	Bank Fees	\$30,000	\$2,542.07	-\$27.42	\$7,413.90	\$6,283.63	\$1,086.58	\$2,322.12	\$19,620.88	65%

Financial Management	CPA/Audit	\$8,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Financial Management Total		\$167,250	\$12,864.32	\$10,667.85	\$18,440.29	\$16,899.50	\$11,900.83	\$13,836.37	\$84,609.16	\$113,754.42	51%
HOA Management	Management Payroll	\$190,000	\$12,759.48	\$12,759.48	\$12,759.48	\$19,139.22	\$12,759.48	\$13,308.28	\$83,485.42	\$113,754.42	44%
HOA Management	Management Payroll Taxes	\$15,000	\$1,275.37	\$1,270.34	\$1,170.24	\$1,602.39	\$1,033.77	\$1,107.04	\$7,459.15	\$113,754.42	50%
HOA Management	Mileage Reimbursement	\$6,000	\$109.25	\$201.25	\$0.00	\$0.00	\$0.00	\$0.00	\$310.50	\$113,754.42	5%
HOA Management	Insurance Stipend	\$44,000	\$3,900.35	\$3,422.74	\$2,678.07	\$2,382.41	-\$1,527.12	\$9,892.90	\$20,749.35	\$113,754.42	47%
HOA Management	Cont Ed & Skills Enhancement	\$2,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$113,754.42	0%
HOA Management	Professional Services	\$2,000	\$0.00	\$0.00	\$1,750.00	\$0.00	\$0.00	\$0.00	\$1,750.00	\$113,754.42	88%
HOA Management Total		\$259,000	\$18,044.45	\$17,653.81	\$18,357.79	\$23,124.02	\$12,266.13	\$24,308.22	\$113,754.42	\$113,754.42	44%
Architectural Review Expenses	Architectural Review Expenses	\$7,500	\$2,072.25	\$2,073.75	\$2,460.00	\$255.00	\$586.50	\$2,443.75	\$9,891.25	\$113,754.42	132%
Architectural Review Expenses Total		\$7,500	\$2,072.25	\$2,073.75	\$4,210.00	\$255.00	\$586.50	\$2,443.75	\$11,641.25	\$113,754.42	155%
Legal Services	Legal Services	\$20,000	\$1,789.26	\$350.00	\$476.56	\$4,689.20	\$120.00	\$0.00	\$7,425.02	\$113,754.42	37%
Legal Services Total		\$20,000	\$1,789.26	\$350.00	\$476.56	\$4,689.20	\$120.00	\$0.00	\$7,425.02	\$113,754.42	37%
Taxes	Property	\$5,500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$113,754.42	0%
Taxes Total		\$5,500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$113,754.42	0%
Insurance	General, Property, Boiler & Auto	\$65,000	\$6,117.82	\$6,466.91	\$6,117.82	\$6,117.81	\$6,117.80	\$6,117.80	\$37,055.96	\$113,754.42	57%
Insurance	Auto	\$5,000	\$349.09	\$349.09	\$349.09	\$349.09	\$649.09	\$349.09	\$2,394.54	\$113,754.42	48%
Insurance	D & O Insurance	\$12,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$113,754.42	0%
Insurance	Worker's Comp	\$16,000	\$0.00	\$0.00	\$0.00	-\$9,013.76	\$0.00	\$26,498.00	\$17,484.24	\$113,754.42	109%
Insurance Total		\$98,000	\$6,466.91	\$6,816.00	\$6,466.91	-\$2,546.86	\$6,766.89	\$32,964.89	\$56,934.74	\$113,754.42	58%
Community Enhancement	Donations	\$1,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$113,754.42	0%
Community Enhancement	Association Memberships	\$2,000	\$100.00	\$2,852.32	\$259.00	\$0.00	\$0.00	\$0.00	\$3,211.32	\$113,754.42	161%
Community Enhancement Total		\$3,000	\$0.00	\$2,852.32	\$259.00	\$0.00	\$0.00	\$0.00	\$3,111.32	\$113,754.42	104%
Reserve Transfer		\$248,333	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$113,754.42	
Grand Total		\$4,250,080	\$245,121	\$280,322	\$271,332	\$264,758	\$240,592	\$312,267	\$1,496,595	\$1,496,595	35%

2020 Capital Budget Projects

YTD

Lounge Chairs (SC Replacements)	\$11,000	\$10,953.00
Irrigation Infrastructure	\$26,000	\$0.00
Rock Work	\$38,050	\$0.00
Pool Covers	\$10,500	\$10,460.00
SC Wade Pool Repairs	\$5,000	\$3,320.00
CC Splash Pad	\$8,000	\$5,432.50
Picnic Table/Benches WF	\$4,900	\$3,444.00
Trash Receptacles	\$10,000	\$6,347.15
Park Place Renovation	\$22,000	\$21,560.20
Avana Beach Erntry Repair	\$2,500	\$6,750.00
HVAC Coil Replacement	\$4,000	\$0.00
SC Replacement Benches	\$9,000	\$6,575.97
CC Seal Coat/Repair	\$14,000	\$11,690.03
Escarpment Project	\$270,000	\$0.00
Valve to Valve Upgrade	\$25,000	\$0.00
Construction Repairs	\$35,000	\$3,744.50
Total	\$494,950	\$90,277.35

Total Capital Budget Projects **\$494,950.00** **\$90,277.35**

Grand Total Expenses **\$4,745,030.00**

**Circle C Landscape
July, 2020**

Weather

General: Hottest start to July on Record

Rainfall Total: No Rain
Temperature: 80-108 degrees
Major Events: None

Maintenance Services

General: Mowing rotation, all areas
Trimming: Shrub trimming beginning
Trees over pedestrian areas
Treatments: Ant treatments

Outlying Areas

Post office Areas: Checked and Cleaned
Community Center Pond: Cleaned and Checked

Rough Cut Areas

Circle C Park, mowed
Outlying areas and Greenbelts, Weedeated
South Bay, Sierra Ridge, Georgian Oaks, Back Bay
Mundomar, Barstow Park, Greyrock Park
Gandia Park
Rock Areas, Cleaned and Treated
Barstow Park, Vicenza, Gandia, Greyrock
Mundomar, Padua, Antigo

Irrigation:

Irrigation check and repairs is ongoing
All controllers on
Valve repairs, drip line repairs, solenoid repairs
main line and lateral line repairs.
hand watering in certain areas

Tree Treatments:

Apply special mycorrhzyza treatment to vulnerable trees, including trees treated for oak wilt, trees in non-irrigated areas, trees that experience excessive leaf drop.

Construction:

Construction Damage and Projects

Construction continues to be a major threat to the irrigation and commons areas.

Construction mostly complete at Slaughter /Escarpment area
Monument area sustained damage that has not been repaired due to possible

Circle C Landscape

July, 2020

monument construction

Slaughter at Beckett to MoPac: No water in this area

Karen has arranged with TexDot to put pavers in 1st median

Second median has no water due to construction

LaCrosse at Mopac: Continued construction and median damage

Avana: Continued construction of elementary school

Curb has been installed, area between sidewalk and curb on Escarpment
has been heavily damaged.

Trissino/Cricoli area damaged by light pole installation

Gandia Post office area, damaged by builder construction

Greyrock: Assisted living and daycare under construction

Commons areas are affected

Wildflower Park: Damage to front area and medians, ongoing

Circle C Aquatics

June 2020

**Modified
Operations**

**June 1 -
June 30**

Facility Usage

	<i>Resident Entries</i>	<i>Guest Entries</i>	<i>Total Entries</i>
Swim Center	2,195	0	2,195
Community Center	0	0	0
Avaña	0	0	0
Greyrock	0	0	0
Totals	2,195	0	2,195

Member Stats

	<i>Households</i>	<i>Individuals</i>	<i>Average / Household</i>
Homeowners	5,119	16,245	3.17
Renters	395	1,481	3.75
Totals	5,514	17,726	3.21

Revenue

Programs	\$ 0
Swim Team	\$ 125
Guest Fees	\$ 9
Area Reservations	\$ 0
Facility Rentals	\$ 0
Lane Rentals	\$ 2,026

Program Enrollment

Select Swim Team	79
Masters	6
Group Swim Lessons	0
Private Swim Lessons	0
Water Aerobics	0
Lifeguard Certification	0
Water Safety Instructor	0
Scout Swim Tests	0

Private Rentals

Swim Center	0
Community Center	0
Avaña	0
Greyrock	0
Totals	0

Area Reservations

Swim Center	0
Community Center	0
Avaña	0
Greyrock	0
Totals	0

Special Events

Lane Rentals	
Food Trailer Night	
Dive-In Movie	

Incidents/Injuries

Incident Types	YTD				Jun-20			
	SC	CC	AV	GR	SC	CC	AV	GR
<i>Water Rescue Incident</i>	0	0	0	0	0			
<i>First Aid Incident</i>	0	0	0	0	0			
<i>Sudden Illness Incident</i>	0	0	0	0	0			
<i>Patron Behavior Incident</i>	3	0	0	0	0			
Total	3	0	0	0	0	0	0	0
	3				0			

Entry Data	SC	CC	AV	GR	SC	CC	AV	GR
<i>Resident Entries</i>	2,928	0	0	0	0			
<i>Guest/NonRes Entries</i>	105	0	0	0	0			
Total Entries	3,033	0	0	0	0	0	0	0
<i>Incidents / Entry</i>	0.10%							
<i>All Facilities</i>	3,033				0			
	0.10%							

Incident Data	SC	CC	AV	GR	SC	CC	AV	GR
<i>Suspensions / Expulsions</i>	0	0	0	0				
	0				0			
<i>Biohazard Cleanup</i>	0	0	0	0				
	0				0			
<i>EMS / 911 Calls</i>	0	0	0	0				
	0				0			

Circle C HOA
Maintenance Report for Board July 2020
Prepared by Robert Bardeleben -Facilities Director

SWIM CENTER COMPOUND/Maintenance Offices

- Routine Maintenance has been completed
- Minor Equipment and Facility Repairs Made
- New pool heaters have been ordered—waiting on arrival—finish install by August 1. Some preliminary plumbing has been completed.
- Working on securing ideas and bids on wade pool repairs/renovations—slide changes, etc.
- Café HVAC system replaced. All is working well.

COMMUNITY CENTER

- Routine inspections and maintenance have been completed
- HVAC Coil in Meeting Room 2 scheduled for replacement on Tuesday 7/28/2020

COMMUNITY CENTER POOL

- Routine cleaning and maintenance have been performed.
- Minor Repairs have been completed on equipment and facility.

NEIGHBORHOOD

- Minor repairs have been completed as needed
- Increase in neighborhood graffiti/removal is addressed on a regular basis
- Replaced Fence at Tollesboro Karst Area

AVANA AMENITIES CENTER

- Routine Cleaning and Maintenance has been completed
- Minor repairs have been made

GREY ROCK AMENITIES CENTER

- Routine Cleaning and Maintenance has been completed
- Minor repairs have been made

Escarpment Loop Landscaping Project



- **CIRCLE C LANDSCAPING ALTERNATE BID - \$1,150,000 (2016)**
- **STRATUS BID - \$1,879,767.12 (BORING NOT INCLUDED)**
- **WLE BID - \$2,565,188.06**
- **CIRCLE C LANDSCAPING BID - \$2,770,000 – COMPLETED OVER 7 YEARS**
- **CLEAN SCAPES - \$4,828,329.5**



PROPOSAL

11904 Jess Drive
 Austin, Texas 78737
 Phone: 512- 771-1303

To: Hitchcock Design Group

JOB DESCRIPTION
Circle C Entry Monument Surveying

ITEMIZED ESTIMATE: TIME AND MATERIALS	AMOUNT
Stake Monument Sign Corners and ROW points	\$1,500.00
TOTAL ESTIMATED JOB COST	\$1,500.00

This is an estimate only, not a contract. This estimate is for completing the job described above, based on our evaluation. It does not include unforeseen price increases or additional labor and materials which may be required should problems arise.

 Grant Keelty, Owner.
 PREPARED BY

 July 26 2020
 DATE

 ACCEPTANCE SIGNATURE

 DATE



Circle C Homeowners Association



Circle C Aquatics

Re-Opening Plan to Mitigate COVID-19 Transmission

***** Updated 5/26/20 *****

This plan has been developed and adjusted based on current recommendations from local and national authorities/organizations (including the Centers for Disease Control and Prevention, World Health Organization, Austin Public Health, Texas Department of State Health Services, American Red Cross, National Pool and Hot Tub Alliance, Central Texas Aquatics Association, Texas Public Pool Council, Association of Aquatics Professionals, and the National Recreation and Parks Association) and other best practices from the Aquatics and Parks and Recreation Industries.

Contributors:

Karen Hibpshman, HOA Manager
Brody McKinley, Aquatics Director
Robert Bardeleben, Facilities Director
Amanda Hartman, Program Coordinator

Phased Reopening

Transition Criteria Between Phases

In order to transition from phase to phase, key metrics should be met. **Adhere to all local and state public health guidance and confirm that transition into the subsequent phase is allowable with local authorities.** It is recommended a **minimum of three weeks** between phases to allow for monitoring of transmission and ensure public health response, healthcare system infrastructure and personal protective equipment is in place to test, isolate, contact trace and efficiently treat COVID-19.

The current Stay Home – Work Safe order from the City of Austin is set to expire on 6/1/20.

Transition from Stay at Home Status to Phase 1

- Effectively meet [World Health Organization indicators](#) or [White House Coronavirus Task Force and CDC Gating Criteria as well as core state preparedness responsibilities](#) as determined by state and local public health officials.
- Conduct a [risk assessment](#) of all spaces, facilities and programs.
- Ensure sufficient aquatics staff capacity and budget to support reopening for Phase 1.
- Prepare and train staff for Phase 1 to ensure their health and safety.
- Assess capacity of critical partners in Phase 1.
- Secure [cleaning and disinfection supplies](#), [personal protective equipment \(PPE\)](#) and [establish standard operating procedures \(SOPs\)](#) and associated training for Phase 1.
- Ensure community awareness and education of public health measures of Phase 1.
- Be prepared to revert to stay at home status if transmission increases.

Transition from Phase 1 to Phase 2

- Continued downward trajectory in cases and upward trajectory in screening, testing and treating (determined by state and local public health officials).
- Ensure sufficient aquatics staff capacity and budget to support reopening for Phase 2.
- Prepare and train staff for Phase 2 to ensure their health and safety.
- Assess capacity of critical partners in Phase 2.
- Secure [cleaning and disinfection supplies](#), [PPE](#), [establish SOPs](#) and associated training for Phase 2.
- Ensure community awareness of public health measures of Phase 2.
- Be prepared to revert to previous phases if transmission increases.

Transition from Phase 2 to Phase 3

- [Widespread community transmission](#) no longer present and ability to identify, isolate and treat all individuals (determined by state and local public health officials).
- Ensure sufficient aquatics staff capacity and budget to support reopening for Phase 3.
- Prepare and train staff for Phase 3 to ensure their health and safety.
- Assess capacity of critical partners in Phase 3.
- Secure [cleaning and disinfection supplies](#), [PPE](#), [establish SOPs](#) and associated training for Phase 3.
- Secure [PPE](#) and [establish SOPs](#) for Phase 3.
- Ensure community awareness and education of public health measures of Phase 3.
- Be prepared to revert to previous phases if transmission increases.

Transition from Phase 3 to Phase 4

- Vaccine and anti-viral treatments accessible to community.
- Ensure sufficient aquatics staff capacity and budget to support reopening for Phase 4.
- Assess capacity of critical partners in Phase 4.
- Secure [cleaning and disinfection supplies](#), document SOPs for normal operations and prepare and train staff.
- Be prepared to revert to previous phases if transmission increases.

Phase 1 - “Soft” Reopening of Swim Center

In order to meet strict social distancing requirements and capacity limits, the pool will be open for lap swim by reservation only. There will be no recreational swimming allowed. Reservations will be made online via our program registration system (Daxko). Reservations are restricted to those age 13 and older. The first phase of reopening will allow for six open lanes, with one empty lane between each used lane. Only one swimmer is permitted in each lane (with an exception allowing a maximum of two swimmers per lane for those living in the same household). Further phases of reopening will allow for an expansion of open lanes.

Lap Swim by Reservation Only

- Reservation time blocks will be available online with Daxko.
- Time slots will be in 40-minute increments throughout the day.
- Registration will open for any given day at 6am on the morning before. For example, reservations for Monday will open at 6am on the Sunday before.
- Social distancing will be enforced. Social distancing markers will be on display.
- Showers and changing areas will be closed. Residents must arrive ready to swim.
- Restroom facilities will be limited to one resident per restroom at a time.
- There will be no water fountain available for use.
- There will be no pool lounge furniture available for use.
- There will be thorough cleaning/sanitizing of the facility between reservations.
- Face coverings will be required for all patrons and aquatics staff members while inside the facility - face coverings will not be allowed while in the pool.
- Residents are responsible for their belongings. There will be no “Lost and Found” system in place. All items left behind will be discarded.
- The facility is open for active lap swim / aquatic exercise only. Lounging or “tanning” on the pool deck or terrace is not permitted.
- Aquatics staff members will be screened for COVID-19 symptoms (including temperature check) upon arrival for their work shift. Staff members displaying symptoms of COVID-19 or having any previous exposure to someone diagnosed with COVID-19, will not be permitted to enter the facility.
- All residents will be required to sign a COVID-19 waiver document prior to entering the facility. This document will include a COVID-19 self-screening. Patrons displaying, or confirming, symptoms of COVID-19 will not be permitted to enter the facility. This waiver document will be completed online as part of the reservation process. Patrons will also be required to answer COVID-19 symptom questions upon check-in.
- Failure to comply with all policies, rules, procedures, and aquatics staff member instructions will result in the resident being asked to leave and unable to make future reservations.

Reservation Policies and Procedures

- Reservations will be open for residents only - non-resident guests are not permitted during this phase.
- Residents reserving lanes must be 13 years of age or older.
- All reservations must be made online prior to arrival at the facility - no “walk-ins” will be permitted
- Only residents registered for the reservation time will be admitted into the facility. Spectators (i.e. non-swimming children) are not permitted.
- Residents are limited to one reservation per day and three reservations per week (Mon-Sun).
- Start of Reservation - Arrival
 - Residents will enter the facility through the Cafe gate entrance.
 - There will be “social distance” markers on the ground to help form the queue line.
 - Residents must wear face coverings upon entry into the facility, and while waiting to be checked in.
 - Residents must arrive ready to swim. There will be no changing areas or showers available.
 - Residents must check-in with the aquatics staff member stationed at the entry gate by swiping their Aquatics ID Card.
 - Residents will be verbally screened for COVID-19 symptoms.
 - Aquatics staff will confirm the reservation.
 - Residents must arrive for their scheduled reservation no sooner than 5 minutes prior to the start time of their reservation and no later than 10 minutes after the start time of their reservation. There will be no entry permitted after 10 minutes from the start of the reservation.
 - Upon arrival, residents will be assigned lanes and directed to their appropriate lane.
 - Residents must keep their belongings at the entrance to their lane.
- End of Reservation - Departure
 - The lifeguard staff will close the pool upon the end time of the reservation.
 - Residents must leave the facility no later than 5 minutes after their scheduled end time.
 - Residents will leave the facility through the parking lot gate.
 - Residents must “check-out” with aquatics staff member stationed at the exit gate by swiping their Aquatics ID Card

Aquatics Staff Daily Procedures

• Daily Opening

- The office/guard room is closed to all staff members except for the Head Guard and management team.
- Staff members will be authorized to clock in/out on their personal devices (cell phones). Clock-ins will be GPS enforced.
- Head Guard will perform a symptom check on all staff members. Front Desk staff or management will perform symptom check on Head Guard.
- All staff members must wear face coverings at all times. This includes while in the stand performing surveillance duties. Face coverings may only be lowered to eat/drink and while performing water rescues.
- Head Guard pulls all necessary equipment and supplies from Swim Center office.
 - Front desk supplies
 - Tablet/computer
 - Phone
 - Card scanner
 - Hand sanitizer
 - Clorox wipes

Lifeguard supplies

- Trauma bag / first aid supplies
- PPE

Staff ensures all cleaning supplies are restocked and ready for the day.

Staff checks restrooms to ensure that all fixtures are clean and dry.

Head guard assigns rescue equipment and lifeguard stands to each lifeguard. Each lifeguard stand and rescue tube will only be used by the assigned lifeguard for that shift.

Normal opening duties are performed.

• Reservation Check-in Procedures

- Reservation Check-In Desk is located at the Cafe gate.
- Cafe gate is to remain closed and locked until 5 minutes prior to the start of reservation time and only after all patrons from the previous reservation time block have left the facility.
- Residents may line up outside of the Cafe gate using the indicated social distancing guides
- Gate will be propped open to limit high touch surfaces.
- Front Desk Staff may begin to check in residents 5 minutes prior to the start time of the reservation block
 - Patrons will wait at the gate until called to the check-in area
 - Patron will scan their Aquatics ID Card
 - Front desk staff will verify that the patron has a valid reservation
 - Front desk will ask the patron the following questions:
 - “Do you have any of the following symptoms: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle

or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea?”

- “Have you been diagnosed with COVID-19?”
- “Have you been in contact with anyone that has been diagnosed with COVID-19 anytime in the last 14 days?”

If the answer is “Yes” to any of the above questions, the patron may not enter the facility. Once checked in, Front Desk will assign the patron a lane number.

Head Guard will guide the patron in the direction to their lane entry location.

Front Desk will close and secure the gate 10 minutes after the start time of the reservation block. No entries are permitted after the gate is closed.

- **Reservation Check-out Procedures**

- Reservation Check-Out Desk is located at the Parking Lot gate.
- Patrons must check out no later than 5 minutes after the end time of the reservation.
- Gate will be propped open to limit high touch surfaces.
- Patrons will check-out by scanning their Aquatics ID Card
- Once all patrons have exited the facility, the gate will be closed and secured.

- **Hourly Cleaning/Sanitizing - Performed in between reservation blocks**

Head Guard / Lifeguard staff

Sanitize restrooms

- Toilets (K-Quat No-Rinse)
- Sinks (K-Quat No-Rinse)
- Stall doors on both side (K-Quat No-Rinse)
- Soap dispensers (K-Quat No-Rinse)
- Paper towel dispensers (K-Quat No-Rinse)

Sanitize office door handles

- Both sides of both doors (K-Quat No-Rinse)

Sanitize bucket chairs

- Move chairs to designated area
- Sanitize bucket chairs (Effersan)
- Replace with previously sanitized chairs

Sanitize staff break areas (K-Quat No-Rinse)

- Complete all hourly cleaning/sanitizing checklists
- Front desk staff
 - Sanitize all front desk equipment
 - Tablet/Computer (Clorox Wipes)
 - Phone (Clorox Wipes)
 - Check in table/chairs (Clorox Wipes)
 - Check-out table/chairs (Clorox Wipes)

Sanitize all gate handles for parking lot and cafe gate (K-Quat No-Rinse)

Complete hourly cleaning/sanitizing checklist

- **Shift Change Procedures**

- Outgoing Head Guard / Lifeguard staff duties
 - Sanitize restrooms
 - Toilets (K-Quat No-Rinse)
 - Sinks (K-Quat No-Rinse)
 - Stall doors on both sides (K-Quat No-Rinse)
 - Soap dispensers (K-Quat No-Rinse)
 - Paper towel dispenser (K-Quat No-Rinse)

Sanitize office door handles

- Both sides of both doors (K-Quat No-Rinse)

Sanitize bucket chairs

- Move chairs to designated area
- Sanitize bucket chairs (Effersan)
- Replace with previously sanitized chairs

Sanitize staff break areas (K-Quat No-Rinse)

Sanitize lifeguard stands

- Rails (K-Quat No-Rinse)
- Platform (K-Quat No-Rinse)
- Seat (K-Quat No-Rinse)
- Umbrella Metal Parts (K-Quat No-Rinse)

Sanitize lifeguard equipment

- Tubes (Effersan)
- Backboards (Effersan)
- Safety Goggles/Glasses (Effersan)

Complete all shift change cleaning/sanitizing checklists

Complete in-service training

Outgoing Head Guard remains on-site until incoming Head Guard arrives

Outgoing Front Desk staff duties

Sanitize front desk equipment

- Tablet/computer (Clorox Wipes)
- Phone (Clorox Wipes)
- Check-in table and chairs (Clorox Wipes)
- Check-out table and chairs (Clorox Wipes)

Sanitize all gate handles for parking lot and cafe gate (K-Quat No-Rinse)

Complete shift change cleaning/sanitizing checklist

Outgoing staff clocks out on their personal devices

Outgoing Head Guard remains on-site until incoming Head Guard arrives

Outgoing Head Guard will perform COVID-19 symptom check on incoming Head Guard.

Incoming staff will clock-in on their personal devices

Incoming Head Guard will perform a symptom check on all staff members.

All staff members must wear face coverings at all times. This includes while in the stand performing surveillance duties. Face coverings may only be lowered to eat/drink and while performing water rescues.

- **Daily Closing**

- Head Guard puts all lifeguard and front desk equipment in the office.
- Head Guard / Lifeguard staff closing duties
 - Sanitize restrooms
 - Toilets (Wysiwash)
 - Sinks (Wysiwash)
 - Stall doors on both sides (Wysiwash)
 - Floors (Wysiwash)
 - Soap Dispensers (Wysiwash)
 - Paper towel dispensers (Wysiwash)

Sanitize office door handles

- Both sides of both doors (K-Quat No-Rinse)

Sanitize bucket chairs

- Move chairs to designated area
- Sanitize bucket chairs (Effersan)
- Replace with previously sanitized chairs

Sanitize staff break areas (K-Quat No-Rinse)

Sanitize lifeguard stands

- Rails (Wysiwash)
- Platform (Wysiwash)
- Seat (Wysiwash)
- Umbrella Metal Parts (Wysiwash)

Sanitize lifeguard equipment

- Tubes (Effersan)
- Backboards (Effersan)
- Safety Goggles/Glasses (Effersan)

Sanitize deck areas - In front of lanes 10-20 (Wysiwash)

- Sanitize all cones (Wysiwash)

Complete all closing cleaning/sanitizing checklists

Complete in-service training

Front desk cleaning/sanitizing duties

Sanitize front desk equipment

- Tablet/computer (Clorox Wipes)
- Phone (Clorox Wipes)
- Check-in table and chairs (Clorox Wipes)
- Check-out table and chairs (Clorox Wipes)

Sanitize all gate handles for parking lot and cafe gate (K-Quat No-Rinse)

Complete closing cleaning/sanitizing checklist

Aquatics Operational Alterations

- **General Precautions**

- Cloth Face Coverings
 - All staff and patrons are required to wear face coverings while at the facility
 - Face coverings should not be worn while in the water
- Hand Hygiene and Respiratory Etiquette
 - All staff and patrons should wash their hands often and cover their coughs and sneezes
 - Hand sanitizer will be available, and staff should use as often as possible
- Social Distancing
 - All staff and patrons shall maintain at least 6 feet of distance between themselves and others.
 - Visual cues will be displayed to assist with social distancing (cones, markers on the deck/ground, signs, etc.)
 - Lifeguards that are performing patron surveillance will not be tasked with enforcing social distancing. Additional staff will be on-site to assist with enforcement.
 - Exceptions to this social distancing requirement:
 - When a lifeguard is rescuing a distressed swimmer, providing first aid, or performing CPR with or without an automated external defibrillator.
 - When individuals are in the process of evacuating the facility due to an emergency situation

Staying Home When Sick

Staff and patrons should not come to the facility when:

- They have any symptoms of COVID-19
- They have tested positive for COVID-19
- They were exposed to someone with COVID-19 within the last 14 days

Adequate Supplies

Ensuring adequate supplies are available to support healthy hygiene

- Hand Sanitizer and Hand Soap
- Sanitizing Solutions (K-Quat, Effersan, Wysiwash, Clorox Wipes)
- Paper Towels and Tissues
- Equipment (No-Touch Thermometers, Electronic Whistles)
- PPE (Gloves, Gowns, Face Shields, Masks, HEPA Filters)

Signs and Messages

Signs will be posted about how to stop the spread of COVID-19, how to properly wash hands, how to promote everyday protective measures, and how to properly use a cloth face covering in highly visible locations.

Messaging will be distributed via signs, email blasts, social media and websites

Staff Symptom Screening

If a staff member has any of the following symptoms, they must be sent home:

- Cough
- Shortness of breath or difficulty breathing
- Chills and/or repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees - Temperatures will be taken via no-touch thermometers
- Known close contact with a person who is diagnosed with COVID-19

Any staff with the above symptoms may not be able to return to work until:

- In the case of a staff member who was diagnosed with COVID-19, the staff member may return to work when all three of the following criteria are met: at least 3 days have passed since recovering (resolution of fever without the use of fever-reducing medications); and the individual has improvement in symptoms; and at least 10 days have passed since symptoms first appeared; or
- In the case of a staff member who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the staff member is assumed to have COVID-19, and they may not return to work until they have completed the same three-step criteria listed above; or
- If the employee has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, they must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

Any staff member with known close contact to a person who is diagnosed with COVID-19 may not return to work until the end of the 14-day self-quarantine period from the last date of exposure.

Lifeguard Rotations

Lifeguard rotations shall be set at increments to greater than 15 minutes

Lifeguards will have their own stands during their shift. Lifeguard stands will be sanitized between shifts.

Staggered Shifts

Efforts will be made to avoid overlapping shift times to minimize the number of staff members on-site at any given time

Cleaning and Sanitation

Thorough cleaning and sanitizing will take place throughout daily operations and will be documented.

Pool Furniture

Furniture will be removed from the deck and will not be available for use

There will be an exception of one bucket chair provided at the entry to each reserved lane. This chair can be used by the resident to keep their personal belongings.

- Chairs will be removed and sanitized after the reservation time and a new previously sanitized chair will be put in its place.

Showers / Changing Areas / Water Fountain

Showers, changing areas, and water fountains will be closed/shut off

Lost and Found

There will be no lost and found kept at the facility. All items left behind will be discarded at the end of the day.

Office

The Swim Center office will remain closed and will only be accessible to the Head Guard and management staff.

Water and refrigerator will not be available for staff use. Staff will be encouraged to bring their own coolers, food, and water bottles.

Paper forms/documents will not be accepted by staff. All forms must be emailed or left in the drop box outside of the Swim Center office.

Sick Leave Policies

Sick leave policies will be relaxed to allow staff members to stay home when sick.

Backup staffing and on-call shifts will be utilized to avoid staff shortages

Staff Training

Staff will be trained on all new safety procedures and protocols

In-Service trainings will be conducted in small groups

- **Personal Protective Equipment**

- Daily Operations

- Face Coverings
 - All staff will wear face coverings while at work
 - Face coverings may be lowered to allow staff to eat/drink
 - Face coverings may be removed to perform in water rescues

Gloves

- Gloves shall be worn by staff members:
 - When touching or moving any high-touch surfaces or items (door handles, furniture, tablet computer, etc.
 - When providing any care for a patron
 - When performing any cleaning/sanitizing tasks
- Remove gloves after use, or in between tasks as necessary to avoid cross contamination.
- Dispose of used gloves in a lined trash can
- Wash hands thoroughly after removing gloves and/or use hand sanitizer

Goggles

- Goggles shall be worn when performing cleaning/sanitizing tasks

PPE in Emergency Procedures/Response

Face Coverings

- Face coverings shall be removed when performing a water rescue

Before performing any care for a resident -or- while a water rescue is in progress, additional responders shall apply the following PPE to themselves:

- Hand Sanitizer
 - Use hand sanitizer prior to donning PPE
- Gown
 - Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
 - Fasten in back of neck and waist
- Masks (N95 Respirator Mask)
 - Secure ties to elastic bands at middle of head and neck
 - Fit flexible band to nose bridge
 - Fit snug to face and below chin
 - Fit-check respirator
 - If N95 masks are unavailable, surgical masks may be worn
- Goggles or Face Shield
 - Place over face and eyes and adjust to fit
- Gloves
 - Extend to cover wrist of isolation gown

- **Emergency Procedure Alterations**

- Water Rescues
 - All efforts shall be made to reduce staff-to-patron contact

- Reducing potential for in-water rescues by:
 - Only allowing lap swim, no recreational swim allowed
 - Strictly enforcing all safety rules
 - Extreme vigilance while performing patron surveillance
- Utilizing reaching assists when possible
- Using rear rescue approaches when possible

In the event of a water rescue, all additional responders should don all required PPE

After victim extrication from the water, additional responders should begin care for victim while the rescuing lifeguard dons required PPE

Provide appropriate care

First Aid

Staff must don required PPE prior to providing any care including:

- N95 Respirator or surgical mask
- Gown
- Goggles or face shield
- Gloves

A surgical mask should be given to the victim if there is no breathing/airway emergency

Before providing care, staff should ask the victim if they have any of the following symptoms

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If the victim has any of the above symptoms of COVID-19, isolate the victim from other patrons and unnecessary staff members.

Provide appropriate care.

CPR / Ventilations

Staff must don required PPE prior to providing any care including:

- N95 Respirator or surgical mask
- Gown
- Goggles or face shield
- Gloves

Bag Valve Masks should be used for ventilations

- BVMs will be equipped with HEPA filtration to filter expired air
- Staff should avoid using mask-to-face ventilations when possible.
 - Staff resuscitation masks will also be equipped with HEPA filters in the case that they may be used

- **Protocols in the Event of COVID-19 Exposure**

- Isolation of Symptomatic Individual
 - Immediately separate staff or patrons with COVID-19 symptoms
 - Arrange for transportation for anyone sick to their home or healthcare provider.
- Notify Health Officials and Close Contacts
 - Immediately notify Austin Public Health, staff and patrons of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act.
 - Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC and Austin Public Health guidance if symptoms develop.
- Cleaning and Disinfection
 - The facility will be closed in the event of exposure to COVID-19
 - A waiting period of 24 hours must take place prior to cleaning and disinfection of the facility.
 - The facility will reopen provided it has been cleaned and disinfected and staffing is available.
- Staff Exposure
 - Any staff member with potential exposure to COVID-19 will not be allowed to work for 14 days after the exposure and must self-isolate and follow guidance from local health officials.

Cleaning Product Instructions

- **K-Quat No Rinse**
 - PPE Required - gloves, face masks
 - Equipment Required - K-Quat No Rinse spray bottle, yellow towel
 - Mixture - This cleaning product is premixed by Maintenance Staff
 - Cleaning Instructions:
 1. Spray directly onto the surface to be sanitized, thoroughly wetting the surface.
 2. Allow to sit on the surface for 10 minutes.
 3. Wipe the surface with the Yellow Towel (the yellow towels can be re-used throughout the entire day but must be discarded at the end of the day)

- **Effersan**
 - PPE Required - gloves, face masks, eye protection (glasses or goggles), shoes
 - Equipment Required - Effersan spray bottle, white towel, water hose
 - Mixture - Fill a 32oz spray bottle with water. Drop in 1 tablet of Effersan. Allow the tablet to dissolve. Put spray cap back on bottle.
 - Cleaning Instructions:
 1. Spray directly onto the surface to be disinfected.
 2. Allow to sit on the surface for 5 minutes.
 3. Rinse area or item thoroughly.
 4. Dry area or item with a white towel or let area or item air dry.

- **Wysiwash**
 - This cleaning product is only to be used by trained staff members. Failure to follow operating instructions may result in injury and/or property damage.
 - PPE Required - gloves, face masks, eye protection (glasses or goggles), shoes
 - Equipment Required - Wysiwash with caplets, water hose
 - Mixture - This system mixes on its own provided there are caplets in the mixing canister
 - How to attach the Wysiwash system to the hose:
 1. Unscrew the caplet container from the nozzle top piece of the cleaner
 2. Place caplet inside the caplet container (there may already be a caplet inside - use the old caplet if there is one in the container). Do Not Remove the plastic jacket on the caplet!
 3. Screw the caplet container back in place on the nozzle top piece of the cleaner
 4. Thread the female dis-connect onto the garden hose
 5. Insert the male end of the Wysiwash onto the female dis-connect on the hose. Pull back the neck on the female dis-connect to do this. Once

inserted, release the neck. Make sure the Wysiwash is securely fastened to the hose by pulling gently on the hose.

○ Cleaning Instructions:

1. Turn on the water hose
2. Turn on the Wysiwash system by twisting the flow control valve
3. Prime: Spray into a bucket to prime the system. This ensures that the solution is at an effective concentration and any concentrate is flushed out. This concentrate in the bucket can be poured into the comp pool.
 - New Caplet: Prime for 1-2 minutes
 - Previously used caplet: Prime for 30-40 seconds.

Begin with a gentle mist, not a targeted spray. Misting first prevents pathogens from becoming airborne. To adjust the spray, twist the sleeve on the stem of the adjustable nozzle. After the whole area has been sprayed with a gentle mist, use the jet spray on heavily soiled areas to remove any remaining organic waste.

Allow Wysiwash solution to sit for 10 minutes

Rinse area down with the garden hose.

Drying

- For restrooms: dry the toilets, urinals, and sinks with a dry towel and squeegee.
- For remainder of restrooms as well as deck and guard stands allow to completely air dry

How to drain the Wysiwash system

- This is an essential step to keep the unit in good condition and prevent chlorine fumes and unintended bleaching
 - Take caution to avoid contact with skin and clothing while draining. The drained solution is more concentrated and may stain/irritate skin
1. Make sure the water and flow control valve are turned off
 2. Disconnect the unit from the female coupler by sliding the neck of the female toward the hose side again to release.
 3. In a bucket, turn the Wysiwash upside down and point the valve downward.
 4. Turn the flow control valve on to allow the solution to drain. The bottom of the caplet container should be pointed upwards at a slight angle. This allows water to drain from the bottom of the caplet container.
 5. Store the Wysiwash system in this position to maximize the life of the caplets.
 6. Empty the bucket into the comp pool.

Resources

- **Centers for Disease Control and Prevention (CDC)**
 - [Coronavirus Disease 2019 \(COVID-19\)](#)
 - [Considerations for Public Pools, Hot Tubs, and Water Playgrounds During COVID-19](#)
 - [Parks and Recreational Facilities](#)
 - [Guidance for Administrators in Parks and Recreational Facilities](#)
 - [Preventing the Spread of COVID-19 in a Variety of Settings Throughout Your Community](#)
 - [Worker Safety and Support](#)
 - [Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 \(COVID-19\), May 2020](#)
 - [Symptoms of Coronavirus](#)
 - [Information for Healthcare Professionals about Coronavirus \(COVID-19\)](#)
 - [Interim Guidance for Emergency Medical Services \(EMS\) Systems and 911 Public Safety Answering Points \(PSAPs\) for COVID-19 in the United States](#)
- **U.S. Equal Employment Opportunity Commission (EEOC)**
 - [Pandemic Preparedness in the Workplace and the Americans with Disabilities Act](#)
- **American Red Cross (ARC)**
 - [AMERICAN RED CROSS COVID-19 GUIDANCE](#)
 - [Considerations for Aquatics Facilities and Lifeguarding](#)
 - [COVID-19 Guidance for Aquatics from the Scientific Advisory Council](#)
- **National Recreation and Park Association (NRPA)**
 - [Phased Reopening Planning – Gradually Restoring Operations to Protect Public Health](#)
- **World Health Organization (WHO)**
 - [Coronavirus Disease \(COVID-19\) Pandemic](#)
- **Austin Public Health (APH)**
 - [COVID-19 Information](#)
 - [Information for Businesses and Industries](#)
- **Texas Department of State Health Services (DSHS)**
 - [Coronavirus Disease 2019 \(COVID-19\)](#)
 - [Opening the State of Texas](#)
- **Aquatics Industry Resources**
 - [IAAPA - Member Resources for COVID-19](#)
 - [POOLaide: Webinars for Uncertain Times](#)
 - [Counsilman-Hunsaker | COVID-19](#)
 - [Lifeguard Authority](#)
 - [USA SWIMMING CORONAVIRUS \(COVID-19\) RESOURCES](#)
 - [Redwoods Institute - COVID-19 Updates & Resources](#)
 - [Association of Aquatic Professionals - COVID-19 Resources](#)
 - [North Texas Aquatics Association \(NTAA\)](#)
 - [Texas Public Pool Council \(TPPC\) - COVID-19 Resources](#)



Circle C Homeowners Association



Circle C Aquatics

Re-Opening Plan to Mitigate COVID-19 Transmission

***** Updated 6/11/20 *****

This plan has been developed and adjusted based on current recommendations from local and national authorities/organizations (including the Centers for Disease Control and Prevention, World Health Organization, Austin Public Health, Texas Department of State Health Services, American Red Cross, National Pool and Hot Tub Alliance, Central Texas Aquatics Association, Texas Public Pool Council, Association of Aquatics Professionals, and the National Recreation and Parks Association) and other best practices from the Aquatics and Parks and Recreation Industries.

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Current Status

Local Orders

[The current Stay Home – Work Safe order](#) from the City of Austin is set to expire on 6/15/20.

Local COVID-19 Transmission Status

[Current transmission status](#) – “Phase 5: Sustained Person-to-Person Spread in the Community”

Local Stage of Risk

The Health Department has published [risk-based guidelines](#) to determine when and how to open businesses and workplaces, and what people should do to stay safe during the COVID-19 pandemic.

Our Aquatics Facilities are currently considered a “Reopened Business” per Governor Abbott’s Executive Orders.

Triggers to determine the level of risk are based on the 7-day average of hospitalizations. This data will provide the most effective indicator due to the general correlation with number of cases, use of ventilators, deaths, and availability of effective treatment and vaccination.

[Austin-Travis County is currently in Stage 3](#)

COVID-19: Risk-Based Guidelines

Recommended thresholds 7-day avg hospital admits	Practice Good Hygiene Stay Home if Sick Avoid Sick People	Maintain Social Distancing	Wear Facial Coverings	Higher Risk Individuals Age over 65, diabetes, high blood pressure, heart, lung and kidney disease, immunocompromised, obesity			Lower Risk Individuals No substantial underlying health conditions			Workplaces Open	
				Avoid Gatherings	Avoid Non-Essential Travel	Avoid Dining/ Shopping	Avoid Gatherings	Avoid Non-Essential Travel	Avoid Dining/ Shopping		
				greater than 25		except with precautions	gathering size TBD				
0	Stage 1	•							all businesses		
< 5	Stage 2	•	•	•	greater than 10		except as essential	greater than 25	except with precautions	essential and reopened businesses	
5 - 19	Stage 3	•	•	•	social and greater than 10	•	except as essential	social and greater than 10	except with precautions	essential and reopened businesses	
20 - 70	Stage 4	•	•	•	social and greater than 2	•	except as essential	social and greater than 10	•	except expanded essential businesses	expanded essential businesses
> 70	Stage 5	•	•	•	outside of household	•	except as essential	outside of household	•	except as essential	essential businesses only

Use this color-coded alert system to understand the stages of risk. This chart provides recommendations on what people should do to stay safe during the pandemic. Individual risk categories identified pertain to known risks of complication and death from COVID-19. This chart is subject to change as the situation evolves.

The risk-based guidelines set out five distinct stages of risk, from the lowest threat, Stage 1, through the most serious, Stage 5, along with recommended behaviors for each stage.

For lower-risk individuals, defined as those with no substantial underlying health conditions who have a lower risk of complication and death from COVID-19, the recommendations are as follows:

Stage 1: Practice good hygiene, stay home if sick, and avoid other people who are sick. APH is working on recommendations for maximum sizes of gatherings. Individuals are advised they are safe to return to work at all businesses.

Stage 2: Includes the recommendations for Stage 1 and adds: Maintain social distancing and wear fabric face coverings in public. Individuals are urged to avoid dining and shopping except with precautions, and to avoid gathering in groups of more than 25 people. They are advised they are safe to return to work at essential and reopened businesses.

Stage 3: Includes the recommendations for Stage 2 and also urges individuals to avoid all social gatherings, and any gatherings of more than 10 people.

Stage 4: Includes the recommendations for Stage 3 and advises individuals they are safe to return to work, and dine and shop, only at “expanded essential businesses”. This category will be defined shortly.

Stage 5: Includes the recommendations for Stage 4 and urges individuals to avoid all gatherings outside of the household and avoid dining and shopping except as essential. In this stage it is considered safe to return to work at essential businesses only.

Additional protective measures are recommended for people at higher risk, namely those aged over 65 or people with diabetes, high blood pressure, heart disease, lung disease, kidney disease, obesity, or those who are otherwise immunocompromised.

For example, higher-risk individuals are urged to avoid dining and shopping except with precautions, and avoid gatherings of more than 25 people, even at the lowest level, Stage 1. As the stages progress from 1 through 4, higher-risk individuals are advised to limit the size of their gatherings, and their dining and shopping, to a greater extent than lower-risk individuals. However, by Stage 5, all individuals are advised to limit their activities and exposure to the same degree, whatever the condition of their health.

Circle C Aquatics Phased Reopening

Transition Criteria Between Phases

In order to transition from phase to phase, key metrics must be met. Adhere to all local and state public health guidance and confirm that transition into the subsequent phase is allowable with local authorities. It is recommended a **minimum of two weeks** before progressing to a further expanded phase to allow for monitoring of transmission and ensure public health response, healthcare system infrastructure and personal protective equipment is in place to test, isolate, contact trace and efficiently treat COVID-19. If transition criteria is no longer met for current Phase of Reopening, revert to a previous Phase of Reopening where the transition criteria is met.

Operational Closure to Phase 1 Reopening

- Using Public Health Department data, effectively meet [Local Risk Stage 3 or lower](#).
- Using Public Health Department data, effectively maintain [7-Day Moving Average](#) of new hospitalizations **below 20 for the past 14 days**.
- Conduct a [risk assessment](#) of all spaces, facilities and programs.
- Ensure sufficient aquatics staff capacity and budget to support Phase 1 Reopening.
- Prepare and train staff for Phase 1 Reopening to ensure their health and safety.
- Assess capacity of critical partners/vendors.
- Secure [cleaning and disinfection supplies](#), [personal protective equipment \(PPE\)](#) and establish [standard operating procedures \(SOPs\)](#) and associated training for Phase 1.
- Ensure community awareness and education of public health measures of Phase 1.
- Be prepared to revert to Operational Closure if transmission and hospitalization rates increase.

Phase 1 to Phase 2 Reopening

- Using Public Health Department data, effectively meet [Local Risk Stage 3 or lower](#).
- Using Public Health Department data, effectively maintain [7-Day Moving Average](#) of new hospitalizations **below 20 for the past 14 days**.
- Conduct a [risk assessment](#) of all spaces, facilities and programs.
- Ensure sufficient aquatics staff capacity and budget to support Phase 2 Reopening.
- Prepare and train staff for Phase 2 Reopening to ensure their health and safety.
- Assess capacity of critical partners/vendors.
- Secure [cleaning and disinfection supplies](#), [personal protective equipment \(PPE\)](#) and establish [standard operating procedures \(SOPs\)](#) and associated training for Phase 2.
- Ensure community awareness and education of public health measures of Phase 2.
- Be prepared to revert to Phase 1 if transmission and hospitalization rates increase.

Phase 2 to Phase 3 Reopening

- Using Public Health Department data, effectively meet [Local Risk Stage 2 or lower](#).
- Using Public Health Department data, effectively maintain [7-Day Moving Average](#) of new hospitalizations **below 5 for the past 14 days**.

- Using Public Health Department data, [local transmission status](#) moved to “**Phase 4: Limited Person-to-Person Spread (Close/Household Contacts)**” or lower.
- Conduct a [risk assessment](#) of all spaces, facilities and programs.
- Ensure sufficient aquatics staff capacity and budget to support Phase 3 Reopening.
- Prepare and train staff for Phase 3 Reopening to ensure their health and safety.
- Assess capacity of critical partners/vendors.
- Secure [cleaning and disinfection supplies](#), [personal protective equipment \(PPE\)](#) and establish [standard operating procedures \(SOPs\)](#) and associated training for Phase 3.
- Ensure community awareness and education of public health measures of Phase 3.
- Be prepared to revert to Phase 2 if transmission and hospitalization rates increase.

Phase 3 to Phase 4 Reopening

- Using Public Health Department data, effectively meet [Local Risk Stage 2](#) or lower.
- Using Public Health Department data, effectively maintain [7-Day Moving Average](#) of new hospitalizations **below 5 for the past 14 days**.
- Using Public Health Department data, [local transmission status](#) moved to “**Phase 3: Confirmed Case(s) (No Person-to-Person Spread)**” or lower.
- Conduct a [risk assessment](#) of all spaces, facilities and programs.
- Ensure sufficient aquatics staff capacity and budget to support Phase 4 Reopening.
- Prepare and train staff for Phase 4 Reopening to ensure their health and safety.
- Assess capacity of critical partners/vendors.
- Secure [cleaning and disinfection supplies](#), [personal protective equipment \(PPE\)](#) and establish [standard operating procedures \(SOPs\)](#) and associated training for Phase 4.
- Ensure community awareness and education of public health measures of Phase 4.
- Be prepared to revert to Phase 3 if transmission and hospitalization rates increase.

Phase 4 to Normal Operations

- Using Public Health Department data, effectively meet [Local Risk Stage 2](#) or lower.
- Using Public Health Department data, effectively maintain [7-Day Moving Average](#) of new hospitalizations **below 5 for the past 14 days**.
- Using Public Health Department data, [local transmission status](#) moved to “**Phase 2: Persons Under Investigation (Testing in Progress)**” or lower.
- Conduct a [risk assessment](#) of all spaces, facilities and programs.
- Ensure sufficient aquatics staff capacity and budget to support Normal Operations.
- Prepare and train staff for Normal Operations to ensure their health and safety.
- Assess capacity of critical partners/vendors.
- Secure [cleaning and disinfection supplies](#), [personal protective equipment \(PPE\)](#) and establish [standard operating procedures \(SOPs\)](#) and associated training for Normal Operations.
- Be prepared to revert to Phase 4 if transmission and hospitalization rates increase.

Phase 1 Reopening

Facility Status

- Swim Center – Limited Operations
- Community Center – Closed
- Avaña – Closed
- Greyrock – Closed

Swim Center Operations – Effective 6/2/2020

- Lap Swim by online reservation only. One person per available lane.
 - Schedule will vary based on operational/administrative needs.
 - Reservations restricted to ages 13 and older.
 - Residents are restricted to a maximum of one reservation per day, and three reservations per week.
 - Non-Resident guests are not permitted.
 - Only those with a reservation will be permitted to enter the facility. No spectators are permitted.
- Select Swim Team, Masters Swimming, Water Aerobics, Group and Private Swim Lessons are suspended.
- The wade pool will remain closed.
- There will be no recreational swimming.
- Facility Rentals and Area Reservations are suspended.
- Contracted groups, programs and camps are suspended.
- All large events (i.e. Dive-In Movie Nights, i.e.) are cancelled.

Expanded Swim Center Operations – Effective 6/15/2020

- Increase number of lap lanes available for resident reservations.
- Schedule will be adjusted based on operational/administrative needs.
- Remove the limit of three reservations per week.
- Change age restriction of lap lane reservations from 13 to 10 years of age.
 - Per Pool Rules, Policies & Procedures, residents age 12 and younger must be accompanied by an adult parent/guardian.
 - The accompanying adult may reserve an additional lane to swim in while their child is swimming, or they may sit at the chair located at the entrance to their child's reserved lane. All other areas of the facility are closed.

Phase 2 Reopening

Facility Status

- Swim Center – Limited Operations
- Community Center – Closed
- Avaña – Limited Operations
- Greyrock – Limited Operations

Swim Center Operations – Proposed 6/23/2020

- Includes all reopened operations from Phase 1.
- Resume limited Select Swim Team operations.
 - Altered swim team group sizes and practice schedule to limit the number of individuals at the facility.
 - Swim team participants will be temperature screened prior to entry. Those with a fever will not be permitted to enter.
 - Swim team participants will enter the facility through the park gate and will be screened and checked in by coaching staff.
 - Swim team operations will be physically separated from all resident lap lane operations.
 - Swim team practice arrival times will be staggered to not overlap with lap lane reservation arrival times.
 - Swim team billing will resume 7/1/20
 - Social distancing and face covering policies will be strictly enforced.
- Masters Swimming, Water Aerobics, Group and Private Swim Lessons are suspended.
- Facility Rentals and Area Reservations are suspended.
- Contracted groups, programs and camps are suspended.
- All large events (i.e. Dive-In Movie Nights, i.e.) are cancelled.

Avaña and Greyrock Operations – Proposed 6/19/2020

- The Avaña and Greyrock pools will be open by reservation only to control capacity limits and social distancing.
- Capacity will be set at 40 individuals for Avaña and 25 individuals for Greyrock. These capacity limits may be altered based on observed pool use and operational needs.
- Reservation blocks will be for a duration of 1.5 hours, beginning at 9am and ending at 6:30pm.
- Reservations will open at 6am for the following day.
- The facilities will be closed for 30 minutes between reservation blocks to allow for disinfection and cleaning.
- Avaña will be closed on Wednesdays and Thursdays.
- Greyrock will be closed on Mondays and Tuesdays.
- Reservations will be made via the online Daxko system using each resident's Daxko account.
- Reservations will be open for Residents in good standing with the HOA. Non-Resident guests will not be permitted.
- Resident households will be limited to one reservation block per day.
- Only those listed in a reservation will be permitted to enter.
- Lounge furniture, showers, and water fountains will be unavailable. Residents are encouraged to bring their own furniture.
- There will be no lost and found system.
- Cancellation policies will be strictly enforced.

Phase 3 Reopening

Facility Status

- Swim Center – Limited Operations
- Community Center – Limited Operations
- Avaña – Limited Operations
- Greyrock – Limited Operations

Swim Center, Avaña and Greyrock Operations

- Includes all reopened operations from Phase 1.

Community Center Operations

- The Community Center pool will be open by reservation only to control capacity limits and social distancing.
- Capacity limit TBD.
- Reservation blocks duration and schedule TBD.
- Reservations will open at 6am for the following day.
- The facility will be closed for 30 minutes between reservation blocks to allow for disinfection and cleaning.
- Reservations will be made via the online Daxko system using each resident's Daxko account.
- Reservations will be open for Residents in good standing with the HOA. Non-Resident guests will not be permitted.
- Resident households will be limited to one reservation block per day.
- Only those listed in a reservation will be permitted to enter.
- Lounge furniture, showers, and water fountains will be unavailable. Residents are encouraged to bring their own furniture.
- The water slide and splash pad will be closed.
- There will be no lost and found system.
- Cancellation policies will be strictly enforced.

Phase 4 Reopening

Facility Status

- Swim Center – Limited Operations
- Community Center – Limited Operations
- Avaña – Limited Operations
- Greyrock – Limited Operations

Swim Center Operations

- Includes all reopened operations from Phase 1.
- Masters Swimming, Water Aerobics, Group and Private Swim Lessons may resume at limited operations.
- The wade pool will remain closed.
- There will be no recreational swimming.

- Facility Rentals and Area Reservations are suspended.
- Contracted groups, programs and camps are suspended.
- All large events (i.e. Dive-In Movie Nights, i.e.) are cancelled.

Community Center, Avaña and Greyrock Operations

- Includes all reopened operations from Phase 1.

Aquatics Operational Alterations

General Precautions

- Cloth Face Coverings
 - **All staff and patrons are required to wear face coverings while at the facility.** Lifeguards will not be required to wear face coverings while in stand performing patron surveillance. Exceptions are made to allow for eating/drinking.
 - Face coverings should not be worn while in the water.
- Social Distancing
 - **All staff and patrons shall maintain at least 6 feet of distance between themselves and others.**
 - Patrons will not approach lifeguard stands or stations.
 - Visual cues will be displayed to assist with social distancing (cones, markers on the deck/ground, signs, etc.). Patrons will be expected to follow all social distance markers and visual cues.
 - Lifeguards that are performing patron surveillance will not be tasked with enforcing social distancing. Additional staff will be on-site to assist with enforcement.
 - Exceptions to this social distancing requirement:
 - When a lifeguard is rescuing a distressed swimmer, providing first aid, or performing CPR with or without an automated external defibrillator.
 - When individuals are in the process of evacuating the facility due to an emergency situation.
- Hand Hygiene and Respiratory Etiquette
 - All staff and patrons should wash their hands often and cover their coughs and sneezes.
 - Hand sanitizer will be available, and staff should use as often as possible
- Staying Home When Sick
 - Staff and patrons should not come to the facility when:
 - They have any symptoms of COVID-19
 - They have tested positive for COVID-19
 - They were exposed to someone with COVID-19 within the last 14 days
 - All residents will be required to answer COVID-19 symptom questioning prior to entering the facility.

- Adequate Supplies
 - Ensuring adequate supplies are available to support healthy hygiene
 - Hand Sanitizer and Hand Soap
 - Sanitizing Solutions (K-Quat, Effersan, Wysiwash, Clorox Wipes)
 - Paper Towels and Tissues
 - Equipment (No-Touch Thermometers, Electronic Whistles)
 - PPE (Gloves, Gowns, Face Shields, Masks, HEPA Filters)
- Signs and Messages
 - Signs will be posted about how to stop the spread of COVID-19, how to properly wash hands, how to promote everyday protective measures, and how to properly use a cloth face covering in highly visible locations.
 - Messaging will be distributed via signs, email blasts, social media and websites
- Staff Symptom Screening
 - If a staff member has any of the following symptoms, they must be sent home: cough, shortness of breath or difficulty breathing, chills and/or repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, feeling feverish or a measured temperature greater than or equal to 100.0 degrees - Temperatures will be taken via no-touch thermometers, known close contact with a person who is diagnosed with COVID-19
 - Any staff with the above symptoms may not be able to return to work until:
 - In the case of a staff member who was diagnosed with COVID-19, the staff member may return to work when all three of the following criteria are met: at least 3 days have passed since recovering (resolution of fever without the use of fever-reducing medications); and the individual has improvement in symptoms; and at least 10 days have passed since symptoms first appeared; or
 - In the case of a staff member who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the staff member is assumed to have COVID-19, and they may not return to work until they have completed the same three-step criteria listed above; or
 - If the employee has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, they must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
 - Any staff member with known close contact to a person who is diagnosed with COVID-19 may not return to work until the end of the 14-day self-quarantine period from the last date of exposure.
- Lifeguard Rotations
 - Lifeguard rotations shall be set at increments to no greater than 15 minutes
 - Lifeguard stands will be sanitized between rotations.
- Staggered Shifts
 - Efforts will be made to avoid overlapping shift times to minimize the number of staff members on-site at any given time
- Cleaning and Sanitation
 - Thorough cleaning and sanitizing will take place throughout daily operations and will be documented.

- Pool Furniture
 - Lounge furniture will be removed from the deck and will not be available for use.
 - All remaining picnic tables and benches will be sanitized between reservations.
- Showers / Changing Areas / Water Fountain
 - Showers, changing areas, and water fountains will be closed/shut off
- Lost and Found
 - There will be no lost and found kept at the facility. All items left behind will be discarded at the end of the day.
- Offices
 - The Swim Center office will remain closed and will only be accessible to the Head Guard and management staff.
 - Water and refrigerator will not be available for staff use. Staff will be encouraged to bring their own coolers, food, and water bottles.
 - Paper forms/documents will not be accepted by staff. All forms must be emailed or left in the drop box outside of the Swim Center office.
- Sick Leave Policies
 - Sick leave policies will be relaxed to allow staff members to stay home when sick.
 - Backup staffing and on-call shifts will be utilized to avoid staff shortages.
- Staff Training
 - Staff will be trained on all new safety procedures and protocols
 - In-Service trainings will be conducted in small groups

Personal Protective Equipment

- Daily Operations
 - Face Coverings
 - All staff will wear face coverings while at work
 - Face coverings may be lowered to allow staff to eat/drink
 - Face coverings will be removed while in stand performing patron surveillance and to perform in-water rescues
 - Gloves
 - Gloves shall be worn by staff members:
 - When touching or moving any high-touch surfaces or items (door handles, furniture, tablet computer, etc.
 - When providing any care for a patron
 - When performing any cleaning/sanitizing tasks
 - Remove gloves after use, or in between tasks as necessary to avoid cross contamination.
 - Dispose of used gloves in a lined trash can
 - Wash hands thoroughly after removing gloves and/or use hand sanitizer
 - Goggles
 - Goggles shall be worn when performing cleaning/sanitizing tasks
- PPE in Emergency Procedures/Response

- Face Coverings
 - Face coverings shall be removed when performing a water rescue
- Before performing any care for a resident -or- while a water rescue is in progress, additional responders shall apply the following PPE to themselves:
 - Hand Sanitizer
 - Use hand sanitizer prior to donning PPE
 - Gown
 - Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back, Fasten in back of neck and waist
 - Masks (N95 Respirator Mask)
 - Secure ties to elastic bands at middle of head and neck, Fit flexible band to nose bridge, Fit snug to face and below chin, Fit-check respirator, If N95 masks are unavailable, surgical masks may be worn
 - Goggles or Face Shield
 - Place over face and eyes and adjust to fit
 - Gloves
 - Extend to cover wrist of isolation gown

Emergency Procedure Alterations

- Water Rescues
 - All efforts shall be made to reduce staff-to-patron contact
 - Reducing potential for in-water rescues by:
 - Only allowing lap swim, no recreational swim allowed
 - Strictly enforcing all safety rules
 - Extreme vigilance while performing patron surveillance
 - Utilizing reaching assists when possible
 - Using rear rescue approaches when possible
 - In the event of a water rescue, all additional responders should don all required PPE
 - After victim extrication from the water, additional responders should begin care for victim while the rescuing lifeguard dons required PPE
 - Provide appropriate care
- First Aid
 - Staff must don required PPE prior to providing any care including:
 - N95/KN95 Respirator or surgical mask, Isolation Gown, Goggles or face shield, Gloves
 - A surgical mask should be given to the victim if there is no breathing/airway emergency
 - Before providing care, staff should ask the victim if they have any of the following symptoms: Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea
 - If the victim has any of the above symptoms of COVID-19, isolate the victim from other patrons and unnecessary staff members.
 - Provide appropriate care.
- CPR / Ventilations
 - Staff must don required PPE prior to providing any care including:

- N95/KN95 Respirator or surgical mask, Isolation Gown, Goggles or face shield, Gloves
- Bag Valve Masks should be used for ventilations
 - BVMs will be equipped with HEPA filtration to filter expired air
 - Staff should avoid using mask-to-face ventilations when possible.
 - Staff resuscitation masks will also be equipped with HEPA filters in the case that they may be used

Standard Operating Procedures

Daily Opening

- The office/guard room is closed to all staff members except for the Head Guard, necessary front desk and management team.
- Staff members will be authorized to clock in/out on their personal devices (cell phones). Clock-ins will be GPS enforced.
- Head Guard will perform a symptom check on all staff members. Front Desk staff or management will perform symptom check on Head Guard.
- All staff members must wear face coverings at all times. Face coverings may only be lowered to eat/drink, while in stand performing patron surveillance, and while performing water rescues.
- Head Guard pulls all necessary equipment and supplies from office.
 - Front desk supplies (for Swim Center only)
 - Tablet/computer
 - Phone
 - Card scanner
 - Hand sanitizer
 - Clorox wipes
 - Lifeguard supplies
 - Trauma bag / first aid supplies
 - PPE
- Staff ensures all cleaning supplies are restocked and ready for the day.
- Staff checks restrooms to ensure that all fixtures are clean and dry.
- Head guard assigns rescue equipment to each lifeguard. Each rescue tube will only be used by the assigned lifeguard for that shift.
- Normal opening duties are performed.

Reservation Check-in Procedures

- Reservation Check-In Desk is located at the Cafe gate at Swim Center, at entrance for other facilities.
- Entrance gate is to remain closed and locked until 5 minutes prior to the start of reservation time and only after all patrons from the previous reservation time block have left the facility.
- Residents may line up outside of the entrance gate using the indicated social distancing guides
- Gate will be propped open to limit high touch surfaces.

- Front Desk Staff may begin to check in residents 5 minutes prior to the start time of the reservation block
 - Patrons will wait at the gate until called to the check-in area
 - Patron will scan their Aquatics ID Card
 - Front desk staff will verify that the patron has a valid reservation
 - Front desk will ask the patron group the following questions:
 - “Do you have any of the following symptoms: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea?”
 - “Have you been diagnosed with COVID-19?”
 - “Have you been in contact with anyone that has been diagnosed with COVID-19 anytime in the last 14 days?”
 - If the answer is “Yes” to any of the above questions, the patron group may not enter the facility.
 - For Swim Center once checked in, Front Desk will assign the patron a lane number. Head Guard will guide the patron in the direction to their lane entry location.
 - At Swim Center, Front Desk will close and secure the gate 10 minutes after the start time of the reservation block. No entries are permitted after the gate is closed.

Reservation Check-out Procedures

- Reservation Check-Out is located at the Parking Lot gate for Swim Center and designated exit gates for other facilities.
- Patrons must check out no later than 5 minutes after the end time of the reservation.
- Once all patrons have exited the facility, the gate will be closed and secured.

Hourly Cleaning/Sanitizing - Performed in between reservation blocks

- Head Guard / Lifeguard staff
 - Sanitize restrooms
 - Toilets (K-Quat No-Rinse)
 - Sinks (K-Quat No-Rinse)
 - Stall doors on both side (K-Quat No-Rinse)
 - Soap dispensers (K-Quat No-Rinse)
 - Paper towel dispensers (K-Quat No-Rinse)
 - Sanitize office door handles
 - Both sides of both doors (K-Quat No-Rinse)
 - Sanitize used/accessible deck furniture (Effersan)
 - Sanitize staff break areas (K-Quat No-Rinse)
 - Complete all hourly cleaning/sanitizing checklists
- Front desk staff
 - Sanitize all front desk equipment
 - Tablet/Computer (Clorox Wipes)
 - Phone (Clorox Wipes)
 - Check in table/chairs (Clorox Wipes)

- Check-out table/chairs (Clorox Wipes)
- Sanitize all gate handles for entrance and exit gates (K-Quat No-Rinse)
- Complete hourly cleaning/sanitizing checklist

Shift Change Procedures

- Outgoing Head Guard / Lifeguard staff duties
 - Sanitize restrooms
 - Toilets (K-Quat No-Rinse)
 - Sinks (K-Quat No-Rinse)
 - Stall doors on both sides (K-Quat No-Rinse)
 - Soap dispensers (K-Quat No-Rinse)
 - Paper towel dispenser (K-Quat No-Rinse)
 - Sanitize office door handles
 - Both sides of both doors (K-Quat No-Rinse)
 - Sanitize used/accessible deck furniture (Effersan)
 - Sanitize staff break areas (K-Quat No-Rinse)
 - Sanitize lifeguard stands
 - Rails (K-Quat No-Rinse)
 - Platform (K-Quat No-Rinse)
 - Seat (K-Quat No-Rinse)
 - Umbrella Metal Parts (K-Quat No-Rinse)
 - Sanitize lifeguard equipment
 - Tubes (Effersan)
 - Backboards (Effersan)
 - Safety Goggles/Glasses (Effersan)
 - Complete all shift change cleaning/sanitizing checklists
 - Complete in-service training
 - Outgoing Head Guard remains on-site until incoming Head Guard arrives
- Outgoing Front Desk staff duties
 - Sanitize front desk equipment
 - Tablet/computer (Clorox Wipes)
 - Phone (Clorox Wipes)
 - Check-in table and chairs (Clorox Wipes)
 - Check-out table and chairs (Clorox Wipes)
 - Sanitize all gate handles for entrance and exit gates (K-Quat No-Rinse)
 - Complete shift change cleaning/sanitizing checklist
- Outgoing staff clocks out on their personal devices
- Outgoing Head Guard remains on-site until incoming Head Guard arrives
- Outgoing Head Guard will perform COVID-19 symptom check on incoming Head Guard.
- Incoming staff will clock-in on their personal devices
- Incoming Head Guard will perform a symptom check on all staff members.
- All staff members must wear face coverings at all times. Face coverings may only be lowered to eat/drink, while in stand performing patron surveillance, and while performing water rescues.

Daily Closing

- Head Guard puts all lifeguard and front desk equipment in the office.
- Head Guard / Lifeguard staff closing duties
 - Sanitize restrooms
 - Toilets (Wysiwash)
 - Sinks (Wysiwash)
 - Stall doors on both sides (Wysiwash)
 - Floors (Wysiwash)
 - Soap Dispensers (Wysiwash)
 - Paper towel dispensers (Wysiwash)
 - Sanitize office door handles
 - Both sides of both doors (K-Quat No-Rinse)
 - Sanitize used/accessible deck furniture (Effersan)
 - Sanitize staff break areas (K-Quat No-Rinse)
 - Sanitize lifeguard stands
 - Rails (Wysiwash)
 - Platform (Wysiwash)
 - Seat (Wysiwash)
 - Umbrella Metal Parts (Wysiwash)
 - Sanitize lifeguard equipment
 - Tubes (Effersan)
 - Backboards (Effersan)
 - Safety Goggles/Glasses (Effersan)
 - Sanitize deck areas - In front of lanes 10-20 (Wysiwash)
 - Sanitize all cones (Wysiwash)
 - Complete all closing cleaning/sanitizing checklists
 - Complete in-service training
- Front desk cleaning/sanitizing duties
 - Sanitize front desk equipment
 - Tablet/computer (Clorox Wipes)
 - Phone (Clorox Wipes)
 - Check-in table and chairs (Clorox Wipes)
 - Check-out table and chairs (Clorox Wipes)
 - Sanitize all gate handles for entrance and exit gates (K-Quat No-Rinse)
 - Complete closing cleaning/sanitizing checklist

Cleaning Product Instructions

- **K-Quat No Rinse**

- PPE Required - gloves, face masks
- Equipment Required - K-Quat No Rinse spray bottle, yellow towel
- Mixture - This cleaning product is premixed by Maintenance Staff
- Cleaning Instructions:
 1. Spray directly onto the surface to be sanitized, thoroughly wetting the surface.
 2. Allow to sit on the surface for 10 minutes.
 3. Wipe the surface with the Yellow Towel (the yellow towels can be re-used throughout the entire day but must be discarded at the end of the day)

- **Effersan**

- PPE Required - gloves, face masks, eye protection (glasses or goggles), shoes
- Equipment Required - Effersan spray bottle, white towel, water hose
- Mixture - Fill a 32oz spray bottle with water. Drop in 1 tablet of Effersan. Allow the tablet to dissolve. Put spray cap back on bottle.
- Cleaning Instructions:
 1. Spray directly onto the surface to be disinfected.
 2. Allow to sit on the surface for 5 minutes.
 3. Rinse area or item thoroughly.
 4. Dry area or item with a white towel or let area or item air dry.

- **Wysiwash**

- This cleaning product is only to be used by trained staff members. Failure to follow operating instructions may result in injury and/or property damage.
- PPE Required - gloves, face masks, eye protection (glasses or goggles), shoes
- Equipment Required - Wysiwash with caplets, water hose
- Mixture - This system mixes on its own provided there are caplets in the mixing canister
- How to attach the Wysiwash system to the hose:
 1. Unscrew the caplet container from the nozzle top piece of the cleaner
 2. Place caplet inside the caplet container (there may already be a caplet inside - use the old caplet if there is one in the container). Do Not Remove the plastic jacket on the caplet!
 3. Screw the caplet container back in place on the nozzle top piece of the cleaner
 4. Thread the female dis-connect onto the garden hose
 5. Insert the male end of the Wysiwash onto the female dis-connect on the hose. Pull back the neck on the female dis-connect to do this. Once inserted, release the neck. Make sure the Wysiwash is securely fastened to the hose by pulling gently on the hose.
- Cleaning Instructions:
 1. Turn on the water hose
 2. Turn on the Wysiwash system by twisting the flow control valve

3. Prime: Spray into a bucket to prime the system. This ensures that the solution is at an effective concentration and any concentrate is flushed out. This concentrate in the bucket can be poured into the comp pool.
 - New Caplet: Prime for 1-2 minutes
 - Previously used caplet: Prime for 30-40 seconds.
 4. Begin with a gentle mist, not a targeted spray. Misting first prevents pathogens from becoming airborne. To adjust the spray, twist the sleeve on the stem of the adjustable nozzle. After the whole area has been sprayed with a gentle mist, use the jet spray on heavily soiled areas to remove any remaining organic waste.
 5. Allow Wysiwash solution to sit for 10 minutes
 6. Rinse area down with the garden hose.
 7. Drying
 - For restrooms: dry the toilets, urinals, and sinks with a dry towel and squeegee.
 - For remainder of restrooms as well as deck and guard stands allow to completely air dry
- How to drain the Wysiwash system
 - This is an essential step to keep the unit in good condition and prevent chlorine fumes and unintended bleaching
 - Take caution to avoid contact with skin and clothing while draining. The drained solution is more concentrated and may stain/irritate skin
 1. Make sure the water and flow control valve are turned off
 2. Disconnect the unit from the female coupler by sliding the neck of the female toward the hose side again to release.
 3. In a bucket, turn the Wysiwash upside down and point the valve downward.
 4. Turn the flow control valve on to allow the solution to drain. The bottom of the caplet container should be pointed upwards at a slight angle. This allows water to drain from the bottom of the caplet container.
 5. Store the Wysiwash system in this position to maximize the life of the caplets.
 6. Empty the bucket into the comp pool.

Protocols in the Event of COVID-19 Exposure

- Isolation of Symptomatic Individual
 - Immediately separate staff or patrons with COVID-19 symptoms
 - Arrange for transportation for anyone sick to their home or healthcare provider.
- Notify Health Officials and Close Contacts
 - Immediately notify Austin Public Health, staff and patrons of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act.
 - Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and follow CDC and Austin Public Health guidance if symptoms develop.
- Cleaning and Disinfection
 - The facility will be closed in the event of exposure to COVID-19
 - A waiting period of 24 hours must take place prior to cleaning and disinfection of the facility.
 - The facility will reopen provided it has been cleaned and disinfected and staffing is available.
- Staff Exposure
 - Any staff member with potential exposure to COVID-19 will not be allowed to work for 14 days after the exposure and must self-isolate and follow guidance from local health officials.

Resources

- **Centers for Disease Control and Prevention (CDC)**
 - [Coronavirus Disease 2019 \(COVID-19\)](#)
 - [Considerations for Public Pools, Hot Tubs, and Water Playgrounds During COVID-19](#)
 - [Parks and Recreational Facilities](#)
 - [Guidance for Administrators in Parks and Recreational Facilities](#)
 - [Preventing the Spread of COVID-19 in a Variety of Settings Throughout Your Community](#)
 - [Worker Safety and Support](#)
 - [Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 \(COVID-19\), May 2020](#)
 - [Symptoms of Coronavirus](#)
 - [Information for Healthcare Professionals about Coronavirus \(COVID-19\)](#)
 - [Interim Guidance for Emergency Medical Services \(EMS\) Systems and 911 Public Safety Answering Points \(PSAPs\) for COVID-19 in the United States](#)
- **U.S. Equal Employment Opportunity Commission (EEOC)**
 - [Pandemic Preparedness in the Workplace and the Americans with Disabilities Act](#)
- **American Red Cross (ARC)**
 - [AMERICAN RED CROSS COVID-19 GUIDANCE](#)
 - [Considerations for Aquatics Facilities and Lifeguarding](#)
 - [COVID-19 Guidance for Aquatics from the Scientific Advisory Council](#)
- **National Recreation and Park Association (NRPA)**
 - [Phased Reopening Planning – Gradually Restoring Operations to Protect Public Health](#)
- **World Health Organization (WHO)**
 - [Coronavirus Disease \(COVID-19\) Pandemic](#)
- **Austin Public Health (APH)**
 - [COVID-19 Information](#)
 - [Information for Businesses and Industries](#)
- **Texas Department of State Health Services (DSHS)**
 - [Coronavirus Disease 2019 \(COVID-19\)](#)
 - [Opening the State of Texas](#)
- **Aquatics Industry Resources**
 - [IAAPA - Member Resources for COVID-19](#)
 - [POOLaide: Webinars for Uncertain Times](#)
 - [Councilman-Hunsaker | COVID-19](#)
 - [Lifeguard Authority](#)
 - [USA SWIMMING CORONAVIRUS \(COVID-19\) RESOURCES](#)
 - [Redwoods Institute - COVID-19 Updates & Resources](#)
 - [Association of Aquatic Professionals - COVID-19 Resources](#)
 - [North Texas Aquatics Association \(NTAA\)](#)
 - [Texas Public Pool Council \(TPPC\) - COVID-19 Resources](#)

Lap Swimming Reservation Policies & Procedures

In an effort to meet strict social distancing requirements and capacity limits, and to mitigate the spread of COVID-19 throughout our community, the Swim Center Facility will be open for lap swim by reservation only beginning June 2, 2020. We will continue to monitor the ongoing public health situation to determine when we can expand our opening. Check back for details.

Phone use is limited due to the current situation, email is the best way to get a hold of us. Please email customerservice@ccswim.net if you need assistance.

General Policies

- Reservation time blocks are for a duration of 40 minutes.
- Registration for reservations will open online at 6:00 a.m. for the following day.
- Reservations are open for residents of Circle C HOA only. Non-Resident guests are not permitted at this time.
- In order to book a reservation, residents must be in good standing with the Circle C HOA, be of age 10 and older, and follow all pool rules, policies, and procedures.
- Per Pool Rules, residents age 12 and younger must be accompanied by an adult parent/guardian. The accompanying adult may reserve an additional lane to swim in while their child is swimming, or they may sit at the chair located at the entrance to their child's reserved lane. All other areas of the facility are closed.
- All reservations must be made online prior to arrival at the facility. No "walk-ins" will be allowed.
- Only residents registered for the reservation time will be admitted into the facility. Spectators (i.e. non-swimming children, etc.) are not permitted.
- Residents are limited to one reservation per day.
- The facility is open for active lap swim / aquatic exercise only. Recreational swimming, lounging or "tanning" on the pool deck or terrace is not permitted.
- There is a maximum of one resident per open lane. Lane sharing is not permitted at this time.
- Residents must swim in the center of their lane. "Circle Swimming" is not permitted at this time.
- **Social distancing will be enforced.** All residents must keep at least six (6) feet of distance between themselves and any other person not residing in the same household as the resident.
- **All residents must wear face coverings while inside the facility.** Face coverings must remain on at all times except for when the resident is inside the pool water. Face coverings are not permitted in the pool.
- In addition to this policy document, all residents must sign a COVID-19 Liability Waiver prior to booking this reservation. Residents ages 17 and younger must have a parent sign this waiver on their behalf.
- Any residents displaying or confirming symptoms of COVID-19 will not be permitted to enter the facility.

Facility Alterations

- There will be no showers or changing areas available. Residents must arrive at the facility ready to swim.
- There will be no water fountains available.

- Restrooms will be open but will be limited to one person at a time.
- The Swim Center office and main entrance will remain closed at this time. Entry to the facility will be at the Cafe gate, and only at specified times.
- There will be no lounge furniture available for use.
- The facility will be closed in between reservation blocks for disinfection/sanitizing.
- There will be no “Lost & Found” system in place. Residents are responsible for taking their belongings with them. Any items left behind will be discarded after the reservation block.

How to Book a Lap Swim Reservation Time Block

1. **Make sure you have a Resident Information Form on file.** – If you have previously submitted a Resident Information Form, and already have your Aquatics ID Card, proceed to Step 2. If you have not previously submitted a Resident Information Form, please click [HERE](#) for information on how to do so.
2. **Access your Daxko Account** – If you have previously registered for a program with us, you probably have already enabled your Daxko account. You can visit your Daxko account by clicking [HERE](#). If you need to enable your Daxko account, click “Find Account” on your Daxko account page (You will need to enter the last name, birth date, and zip code of the Primary Adult as it is listed on your Resident Information Form. If you have any difficulty accessing your Daxko account, please email our Program Coordinator, Amanda, at coordinator@ccswim.net).
3. **Visit our Lap Swim Reservation page** [HERE](#) to book your Lap Swim Reservation Time Block

Cancellation Policies

- In order to cancel a reservation, an email must be sent to customerservice@ccswim.net.
- All cancellations **must** be made by 6am the day of the reservations.
- After two violations of this cancellation policy, the resident will be prohibited from making future reservations for 30 days.

Arrival Procedures (Start of Reservation)

- Residents will enter the facility through the Cafe Gate.
- Residents must arrive **no sooner than 5 minutes prior** to the reservation start time, and **no later than 10 minutes after** the reservation start time. **There will be no entry permitted 10 minutes after the reservation start time.**
- Residents will observe **social distancing** and **face covering** requirements while waiting in line to enter the facility. There will be social distancing markers to aide residents while waiting.
- Once called by the Aquatics Staff, residents will enter the facility one at a time.
- Each resident will check-in for their reservation by swiping their Aquatics ID Card. Aquatics Staff will verify the reservation upon check-in.
- Residents will be *verbally* screened for COVID-19 symptoms.
- Residents will arrive ready to swim. There will be no changing areas or showers available.
- Once checked in, residents will be assigned a lane and directed by the Aquatics Staff to the entry point of their lane.
- Residents must keep their personal belongings at the entry point of their lane.

Departure Procedures (End of Reservation)

- The Aquatics Staff will close the facility upon the end time of the reservation block.
- Residents must leave the facility **no later than 5 minutes after** the reservation end time.
- Residents will exit the facility through the Parking Lot Gate.