

COVID-19 Reopening Plan -Sportsplex

Phase One :

Screen **all employees reporting to work** for COVID-19 symptoms with the following questions:

- ✓ Have you been in close contact with a confirmed case of COVID-19?
- ✓ Are you experiencing a cough, shortness of breath or sore throat?
- ✓ Have you had a fever in the last 48 hours?
- ✓ Have you had new loss of taste or smell?
- ✓ Have you had vomiting or diarrhea in the last 24 hours?

Temperature screening employees:

- ✓ All employees will have their temperatures taken onsite with a no-touch thermometer each day upon arrival at work.
- ✓ Log temperatures before each shift (employee your individual Employee Temperature Screening Log will be at the screening desk).

If an employee has a fever above **100.4** they will not be allowed to return to work until they have been tested for COVID-19.





COVID-19 Reopening Plan-Sportsplex

Staff **MUST** wear Personal Protective Equipment PPE:

- ✓ Cloth face coverings (not N-95 or medical masks, which should be reserved for healthcare workers) and other personal protection items as recommended by the CDC. (4 reusable/washable cloth face mask per staff member will be provided)
- ✓ All employees must sign their gear issue form prior to receiving their mask.
- ✓ Employees will wear gloves during their shift when, wiping down surfaces, cleaning, checking staff and patrons temperatures and when working at the front desk.

COVID-19 Reopening Plan-Sportsplex

Staff **MUST** take and log their temperature before each shift:

- ✓ Each Employee **MUST** have a log form.
- ✓ Employees Temperature must be taken by a Manager with a DIGITAL non contact thermometer.
- ✓ If you are taking aspirin, Tylenol[®] (acetaminophen), ibuprofen, or any medicine that can reduce a fever, take your temperature before taking your next dose and note medication taken, dose, and time of last dose in the comments column.
- ✓ If ANY staff member has a temperature >100.4° F (38° C) **immediately notify Director Mack.** Do NOT allow the staff member to enter the facility until they have been tested for COVID 19 and have received a negative result or have completed their 14 day isolation period after treatment.





COVID-19 Reopening Plan - Sportsplex

Screen **ALL** customers for illness upon entry to the gym:

- ✓ Temperature checks for every customer. **(Persons with temperatures above 100.4 degrees Fahrenheit shall not be permitted on premise).**
- ✓ Minimum: Question customers regarding COVID-19 symptoms
 - ✓ Have you been in close contact with a confirmed case of COVID-19?
 - ✓ Are you experiencing a cough, shortness of breath, or sore throat?
 - ✓ Have you had a fever in the last 48 hours?

All employees tasked with screening employees and or customers prior to entry in to the facility must use the screening forms.



COVID-19 Reopening Plan-Sportsplex

Finish Strong

For the safety of our patrons:

- ✓ We will add lines outside and inside the facility so that patrons can keep their 6 feet distance when waiting to enter the facility.
- ✓ Once in the facility classes will have designated spaces for class participants with a 6 foot radius where practical.
- ✓ We will cap the classes at 9 participants and 1 Instructor unless we need to reduce it further to maintain social distancing (Spin Bike Area).
- ✓ In the weight machine area we limited capacity by alternating which machines could be used.



COVID-19 Reopening Plan-Sportsplex

For the safety of our patrons (con't):

- ✓ Strength and cardio areas have been rearranged and machines/equipment have been removed or secured to ensure proper social distancing can be observed.
- ✓ We **MUST** encourage all patrons to wipe down machines before and after they have used them or at a minimum prior to the next patron using it.
- ✓ We will continue our rigorous cleaning schedules (We will wipe down everything once per hour).



COVID-19 Reopening Plan-Sportsplex

For the safety of our patrons (con't):

- ✓ We will only allow customers to use one piece of equipment at a time (i.e., no circuits or “super setting”) so that machines are cleaned after use
- ✓ We will monitor customers workouts and consider limiting workout length to avoid unnecessary exposure, decrease congestion, and allow for additional sanitization.
- ✓ Recommend that persons more **vulnerable or at-risk for COVID-19 as identified by the CDC**—including those who are over the age of 65 or those who have chronic medical conditions—take extra precaution or **refrain from use of the facility during Phase 1 of re-opening.**



COVID-19 Reopening Plan-Sportsplex

Business Adaptions:

- ✓ We will temporarily close water fountains, common areas, break rooms, where customers or employees may congregate.
- ✓ We **MUST** encourage users to provide their own water
- ✓ We will not be providing self-service options (coffee bars, and other forms of communal food in facilities).

COVID-19 Reopening Plan-Sportsplex

Business Adaptions:

- ✓ Showers, locker rooms, and lockers are **CLOSED** until further notice.
- ✓ All basketball courts, racquetball courts, and other places where formal and informal group or team sports may occur will remain closed until further notice.
- ✓ Customers can instead use small gym bags to store personal belongings; or secure such personal belongings at our front desk (monitored by our staff).
- ✓ To ensure that our staffing of the facility is sufficient to enable enhanced sanitization and cleaning measures we will adjust our hours of operation to the following: 5AM-7PM Monday-Friday, Saturday 9AM- 12PM, **Closed on Sundays.**

COVID-19 Reopening Plan

Sportsplex



Questions

Start Slow
Covington 
SPORTSPLEX
Finish Strong

PARKS & REC COVID-19 EMPLOYEE SCREENING CHECKLIST

Have you been in close contact with a confirmed case of COVID-19?

Are you experiencing a cough, shortness of breath, or sore throat?

Have you had a fever in the last 48 hours?

Have you had a recent loss of smell or taste?

Have you had vomiting or diarrhea in the last 24 hours?



If and ONLY if the patron responds NO to all of the above questions. Take their temperature with the non-contact thermometer. If they respond yes to any of the questions DO NOT let them in to the Sportsplex.

Employees Temperature: _____

MUST be 100.4F / 38c or below to enter the Sportsplex

If the patrons temperature is above 100.4 F or 38C DO NOT let them in to the Sportsplex.



SPORTSPLEX CUSTOMER COVID-19 SCREENING CHECKLIST

- Have you been in close contact with a confirmed case of COVID-19?
- Are you experiencing a cough, shortness of breath, or sore throat?
- Have you had a fever in the last 48 hours?
- Have you had new loss of taste or smell?



If and ONLY if the patron responds NO to all of the above questions. Take their temperature with the non-contact thermometer. If they respond yes to any of the questions DO NOT let them in to the Sportsplex.

Members Temperature: _____
MUST be 100.4F / 38c or below to enter the Sportsplex

If the patrons temperature is above 100.4 F or 38C DO NOT let them in to the Sportsplex.



Project Update's

1. Fuel Total
2845 (Apr sales)
2. Fuel Farm
(Rebel Tool will install new system)
3. Entrance sign quote
(4533)
4. CARES Act funding update
5. Covid-19 precautions
(same)

Annual Sales Profile

Start date: 1/1/2020 **Site:** Covington Airport
End date: 12/31/2020

Inventory History — Complete Summary

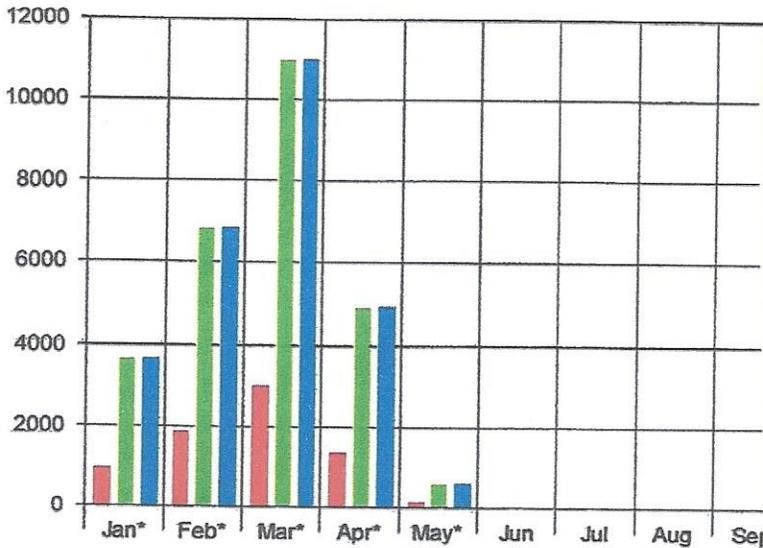
	Jan*	Feb*	Mar*	Apr*	May*	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D*
Begin Inventory	(451,699.300)	(452,717.300)	(454,624.200)	(457,663.400)	(459,049.700)	(459,217.300)	(459,217.300)	(459,217.300)	(459,217.300)	(459,217.300)	(459,217.300)	(459,217.300)	(459,217.300)
Gal Purchased	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Adjustments	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Gallons Sold	1,018.100	1,906.880	3,039.220	1,386.200	167.630	0.000	0.000	0.000	0.000	0.000	0.000	0.000	7,518.030
End Inventory	(452,717.300)	(454,624.200)	(457,663.400)	(459,049.700)	(459,217.300)	(459,217.300)	(459,217.300)	(459,217.300)	(459,217.300)	(459,217.300)	(459,217.300)	(459,217.300)	(459,217.300)

Financial History — Complete Summary

	Jan*	Feb*	Mar*	Apr*	May*	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D*
Net Sales	3,691.600	6,875.400	10,977.740	4,978.460	603.800	0.000	0.000	0.000	0.000	0.000	0.000	0.000	27,127.000
Cost of Goods	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Gross Profit	3,691.600	6,875.400	10,977.740	4,978.460	603.800	0.000	0.000	0.000	0.000	0.000	0.000	0.000	27,127.000

Monthly Statistics — Complete Summary

	Jan*	Feb*	Mar*	Apr*	May*	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D*
Avg Sale \$	115.363	140.314	186.063	101.601	60.380	0.000	0.000	0.000	0.000	0.000	0.000	0.000	120.744
Avg Sale Vol	31.816	38.916	51.512	28.290	16.763	0.000	0.000	0.000	0.000	0.000	0.000	0.000	33.459
Avg PPU Vol	3.626	3.606	3.612	3.591	3.602	0.000	0.000	0.000	0.000	0.000	0.000	0.000	3.607
Avg CPU Vol	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Avg Margin/Unit	3.626	3.606	3.612	3.591	3.602	0.000	0.000	0.000	0.000	0.000	0.000	0.000	3.607
Avg Margin/Sale	115.363	140.314	186.063	101.601	60.380	0.000	0.000	0.000	0.000	0.000	0.000	0.000	120.744
% of Vol YTD	13.542	25.364	40.426	18.438	2.230	0.000	0.000	0.000	0.000	0.000	0.000	0.000	100.000
% of Profit YTD	13.609	25.345	40.468	18.352	2.226	0.000	0.000	0.000	0.000	0.000	0.000	0.000	100.000
# of Sales	32.000	49.000	59.000	49.000	10.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	199.000



AV 1099
 JT 1746
 TOTAL 2845
APT SALES

* INVALID DATA. Fuel sold exceeds fuel purchased.

From: tina.brooks@yesgsi.com,
To: covingtonmuniapt@aol.com, tina.brooks@yesgsi.com,
Subject: Re: ID Sign_03.pdf
Date: Tue, May 5, 2020 9:57 am

My price on this is \$4533.00 plus tax if applicable That price includes the art, actual 2 color High Density Plastic sign itself at an approximate size of 36"x60", routing of the sign, cutting and painting of the posts (or staining) , installing in Covington

There is another sign company in Arlington called ferocious Graphixs who May be able to offer you an additional estimate, they are not affiliated with my company but also does great work.

Please let me know if you have any questions. Thanks!

Tina Brooks
McNeal Graphics
C: 901.351.7155

On May 5, 2020, at 9:18 AM, Robin Anderson <covingtonmuniapt@aol.com> wrote:

Hey Tina

What's happening with the sign haven't heard from you in a while, still looking for a estimated cost.

—Original Message—

From: Tina Brooks <tina.brooks@yesgsi.com>
To: covingtonmuniapt@aol.com <covingtonmuniapt@aol.com>
Sent: Thu, Apr 23, 2020 8:19 am
Subject: Re: ID Sign_03.pdf

Yes I should have that today

Tina Brooks
McNeal Graphics
C: 901.351.7155

On Apr 23, 2020, at 7:28 AM, "covingtonmuniapt@aol.com" <covingtonmuniapt@aol.com> wrote:

I like that, probably the dark background...have you been able to price it for me

Sent from my iPhone

From: Aero.Grants@tn.gov,
To: Aero.Grants@tn.gov,
Subject: TN Airport CARES Act Funds Update
Date: Thu, Apr 30, 2020 2:01 pm
Attachments: CARES Act Airport FAQs 30APR2019.xlsx (13K),

TN Airports,

To keep you as informed as possible on the status of CARES Act funds, Aeronautics would like to provide the latest information we have available. TDOT applied to the FAA for CARES Act funding on April 22, 2020. At this time, we are waiting to receive our grant from the FAA and anticipate receiving it in the coming weeks. After Aeronautics has received and executed the CARES Act grant, TDOT will open the application period for operational grants only. The FAA has not provided guidance at this time for the issuance of development grants. Please see the attached FAQ to better understand operational grants vs. development grants.

When the application period opens, airports will apply for CARES Act funding via BlackCat. An application template will be provided once the funds are available for award.

It is important to remember that the primary purpose and intent of CARES Act funding is to keep airports open (employee salaries, utilities, debt service etc.) TDOT will only be able to issue CARES funded grants for operation and maintenance of the airport until the FAA makes the funding available for airport development, either through a different grant to the state or amending the grant issued to allow for development projects.

CARES Act grants will be reimbursed similar to other airport grants issued by TAD. The documentation will vary depending on the expense. The FAA is currently developing criteria for and minimal documentation to meet the intent and spirit of the law.

We have also attached responses to questions asked about CARES Act funding by airports.



From: Bob.Schenck@terracon.com,
To: covingtonmuniapt@aol.com,
Cc: Jim.Currey@tn.gov,
Subject: RE: TDOT APMS - Pavement Coring Covington Airport
Date: Tue, Apr 28, 2020 10:33 am
Attachments: Covington-CORE 11X17.pdf (143K),

Robin, Terracon is a subconsultant of Applied Pavement Technology, working with Ms. Laura Raczkowski, P.E. We're contracted to cut seven (7) 4" cores at the Covington Airport and provide pavement and aggregate base thicknesses to our client for use in their Airport Pavement Management System (APMS) plan for TDOT (see attached coring map for Covington Airport). All locations will be patched with dry-packed non-shrink grout (dyed black) upon completion. We've estimated field activities for your airport to be from four (4) to six (6) hours. Our plan is to arrive next Wednesday (5-6) morning at 8am to complete the field activities at the Covington Airport. I'm trying to verify that this schedule will work and to get a site contact for our crew to call upon arrival to discuss site safety and runway access. Interaction with your staff will be minimal and in accordance with the current Covid-19 safety guidelines. Please let me know if this schedule will work. I can be contacted on my cell at 859-967-9674. Thanks and have a great day.

From: Jim Currey <Jim.Currey@tn.gov>
Sent: Monday, April 27, 2020 2:54 PM
To: Schenck, Robert J <Bob.Schenck@terracon.com>
Cc: Anderson, Robin (covingtonmuniapt@aol.com) <covingtonmuniapt@aol.com>; Gibbons, Tommy (tgibbons@dyersburgtn.gov) <tgibbons@dyersburgtn.gov>; 'Tommy Swor - Carroll County Airport (tjswor@hotmail.com)' <tjswor@hotmail.com>; Chuck Hoskins <Chuck.Hoskins@tn.gov>; William Burney <William.Burney@tn.gov>
Subject: RE: TDOT APMS - Pavement Coring Covington, Dyersburg & Huntingdon Airports

Contact Information at the airports is as follows:

Covington:

Mr. Robin Anderson, Airport Manager

Airport: 901-476-1392

Mobile: 901-299-7439