

June 25, 2020

Dear Wellness Members:

Introduction

I hope that you and your family continue to be happy and safe during this public health crisis. We wish you continued health during this difficult time.

Now that the Governor has officially released his re-opening plan. The YWCA anticipates our re-opening on July 7 in accordance with the states most recent timeline regarding gyms and indoor pools. While we are officially awaiting the green light, the YWCA staff continues to work hard to create a plan (subject to revision) on re-opening on a limited basis to minimize the potential of contact with the virus while meeting your health and wellness and program needs.

Our Commitment to Safety

YWCA will require that all employees take their temperature prior to coming to work and no employee will be allowed to come to work if they, or any person with whom they are living shows signs of Corona Virus.

YWCA will minimize the number of people allowed in the building at any one time via on line registration and designated foot traffic patterns and monitoring.

YWCA will minimize (but not completely eliminate) the number of surfaces which need to be touched.

YWCA will provide you with as much separation from others as possible.

YWCA will rely on its members to be honest and supportive of our efforts. This includes asking members not to participate if they or any person with whom they are living show signs of the Corona Virus.

Registration

Only active members may sign up for access for group exercise classes, access to the pools and fitness center via Community Pass on a first come, first served basis. We will do our very best to expand class offerings as we gain experience with managing in this new environment.

As a YWCA member, you have a Community Pass account BUT you may not have ever logged into it. Please follow these steps to properly activate your on-line portal.

[Click Here for Community Pass Portal](#)

First Time Use of Community Pass and Password Reset

1. To start click [here](#) or you can use the "Online Program Registration" link on the [YWCA website](#).
2. If you are not sure if you have logged into Community Pass, please click on the link for "*Forget Username or Password*" which is located below "*Log In*". This will take you to a page to reset your **password**. At the bottom, below "*Continue*", is a link for finding your **username**. Please click the link "Forgot your username?"
3. Here you will enter the email you provided YWCA when you registered (this is the email we used to send you notices through Community Pass).
4. The system will send you the user name associated with your account.
5. Using the username provided by the system, you may request a reset to your password.
6. Your current Wellness Plan is tied to your **existing** account. If you create a new account, you will not be able to sign up for the fitness center or group exercise classes.
7. Please make note of the portal address, your username and password for easy reference.

Registering for Class

1. You may only register for classes 7 days in advance.
2. Registration deadline for morning classes is 8:00 PM the night before and for other classes 2 prior to class.
3. Once you are logged in click 'Click Here to Register' and then verify the information for your account and press 'Continue' at the bottom of the page.
4. This brings you to the registration page. On the left hand side select "Program Groups" and then 'Wellness Plans' at the bottom of the list you will find Lap Pool Sign Up, Warm Water Pool Sign Up, Group Exercise Sign Up, and Fitness Center Sign Up. Select the items you wish to register for. They will appear on the right side of the screen.
5. Select 'Show Sessions' then choose the day you would like to reserve by pressing 'Add to Cart'. Then select the time you would like to come in from what is available. Follow the prompts until you hit 'Finish' button
6. There is NO cost for active members.
7. If you are prevented from registering, it means your plan has expired, you may renew through Community Pass or call the YWCA at 978-465-9922

Parking

Please park on the street or our designated parking lots. Note, outdoor spin classes will be held on the pass through between the Market Street and Titcomb Street parking lots so this access will not be available.

Check in

Members using the *fitness center* or *pools* should enter through the main entrance on Market Street and proceed directly to the Front Desk to check in by name and then proceed to fitness center or to the pool through the glass doors in the lobby.

Outdoor Fitness and Spin Classes:

Members will meet at the designated outdoor fitness location. Registration and rules are provided under separate cover. (Maximum 19 for fitness and 9 for Spin)

Restroom Access

Members will have access to the restroom located in the membership lobby and are asked to directly return to their designated program. Sanitizer will be provided and members are asked to sanitize the surfaces including door handle prior to and after usage.

Locker Room Access

Locker Rooms will be accessible only through the pool deck to remove wet swim suits and change into dry clothes for swimmers and adult/child swim lessons. Only pool deck showers are available.

Fitness Center

You must wear a mask in the Fitness Center at all times.

The Fitness Center will be limited to 5 people per designated time slot.

Bottles of sanitizer will be located throughout the fitness center. Members must spray sanitizer onto paper towels and wipe down equipment after each use. Place all used paper towels into the proper receptacle.

Strength fitness equipment must be used in the pattern prescribed by the YWCA to maximize social distancing. Only designated cardio machines may be used.

You are limited to 45 minutes (strength and cardio) and must leave on time after cleaning your equipment.

Exit through the Titcomb doors.

Lap and Warm Water Pool

You must wear a mask when not in the pool. Masks are prohibited in the lap pool. Masks must be worn in Warm Water Pool. 4 participants for Warm Water Pool and 4 participants for Lap Pool.

You must provide your own equipment including goggles, kickboards, barbells, noodles, etc.

Please have your swimsuit on when entering the building as you will **NOT** have access to the locker room at this time.

The lifeguard will be at the door and will assign you a number which corresponds to a chair along the pool deck. Please move to the right to use the Warm Water Pool and to the left for the Lap Pool. You may place your belongs next to or on the chair where you can also remove any street clothes.

All swimmers using the Lap Pool and the Warm Water Pool have 45 minutes to swim and no more than 10 minutes to use locker room to change.

When the lifeguard announces when it is time to leave, you will be assigned a locker room area number (we will use all three locker rooms to separate people). You will have 10 minutes to dry and leave the building.

Please exit through the side door of the pool (reasonable accommodations will be made for those who cannot manage the stairs outside the side door, please inform the lifeguard upon entry if this is the case.

YWCA will spray the chair and locker room bench with disinfectant after you leave. Please do not use the lockers.

Patience

While we look forward to re-opening, this is all new to us and to our staff. We ask a little patience as we work out the bugs in this system, and yes, we expect there to be bugs.

Together we will be able to resume our fitness regimes at the YWCA while being respectful of the public health risk.

Sincerely,
John Feehan
Executive Director

Ilene Harnch-Grady
Health & Wellness Director

Diane Sagaser
Aquatics Manager