



Fitness Center COVID-19 Safety Protocols

The Palos Heights Fitness has worked to create a robust plan to maintain a clean and safe fitness experience for our members and staff. The follow is list of current changes, and procedures staff will be following to help keep everyone safe:

1. Currently the Fitness Center is limited to members only by reservation with a capacity of 12 people.
Reservations are used for 2 reasons: 1) This provides the member with a guarantee they will access to the fitness center and it will not be over crowded. 2) It will allow for the fitness center to close for 30 minutes so staff can do a deeper clean between reservation time slots.
2. Equipment has been spaced out to allow for physical distancing between users
Equipment spacing does include cardio equipment being alternated, and the track is being used for equipment as well. Due to requirements to space equipment the track will not be immediately available for walking/jogging.
3. Protective barriers have been installed at the check in desk, and strategically between some equipment.
4. A handwashing sink, and additional hand sanitizer stations have been added to the fitness center.
5. Centrally located disinfection spray and towels will be made available for members to wipe down equipment before and after use
6. Cardio machines have signage informing members and staff if they have been used and need to be sanitized.
7. Some hard to clean equipment has been temporarily removed.

Members that are ill or displaying any symptoms of COVID-19 shall not be permitted.



Palos Heights Fitness Center Reopening Updates

In order to comply with state and local health regulations during the COVID-19 Pandemic the Palos Heights Fitness Center is implementing these new practices. As Illinois progresses through the RESTORE ILLINOIS plan we will make adjustments according to most recent guidance while always keeping the safety of our patrons and staff at the forefront of our choices.

1. Fitness Center use will be by reservation only. Only full membership patrons will have access during this phase. Unfortunately due to capacity restrictions track passes will not be valid. Reservations can be made online or by **calling the Recreation Center, 708-361-1807***. Reservation blocks will be limited to 12 people.

**please note making reservations by phone may take several minutes as we work to assist all patrons, online registration after your initial set up will be much faster and convenient*

Monday-Friday Reservations: 5:30a-7a/7:30a-9a/9:30a-11a/11:30a-1p/1:30p-3p/3:30p-5p/5:30p-7p

Saturday Reservations: 7:30a-9a/9:30a-11a/11:30a-1p/1:30p-3p/3:30p-5p

Sunday Reservations: 7:30a-9a/9:30a-11a/11:30a-1p/1:30p-3p

After each 90 minute block the fitness center will close for 30 minutes to allow the staff to do a greater disinfection of the equipment and high touch surfaces

2. In order to maintain RESTORE ILLINOIS direction on physical distancing and distancing of equipment the walking track will be closed during our initial opening phase. We will constantly evaluate when to safely open the track.
3. If you are ill or have been exposed to COVID-19 please stay home.
4. Lockers, showers, coat racks, workout towels, and water fountains will not be available. The bottle filling station will be operational.
5. Members should come to the fitness center dressed and ready to workout, please limit bringing any personal items to the fitness center.
6. The basketball courts and pickleball courts will remain closed during initial open.
7. Every other piece of cardio equipment will be unavailable to allow for safe physical distancing.
8. All Cardio machines will have signage letting members know if they have been cleaned or not for your convenience.
9. We have installed a hand washing sink in the fitness center.
10. For our members who may not be ready to join us just yet, or would prefer to wait until we can lift many of the restrictions, the Recreation Department has made requesting a membership suspension very easy by filling out an online form at www.palosheightsrec.org. Members may request to suspend memberships until July 5th, 2021.
11. **Billing:** Membership installment billing will not begin until Aug 6th, 2020. Current members that pay a monthly fee will receive a 22 day credit and any additional days until August 6 will be at no cost to members. This will give you a worry free opportunity to test out the new procedures.

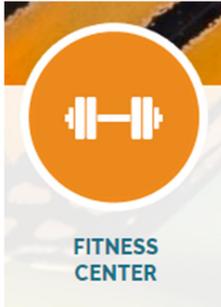
12. **Paid in Full members:** Your membership will be extended based upon the days closed, and amount days non-charged days through August 6.

As we progress while being open it is our intention to be constantly evaluating this operation and researching to understand fitness and recreation industry best practices so we can swiftly and safely return to a more normal operation

The Reservation Process

Online:

1. Visit www.palosheightsrec.org
2. In the middle of the page select "Fitness Center" icon



3. Scroll to the middle of that webpage page and click the following link:

[Make your Fitness Center Reservations Here!](#)

4. This will direct you the fitness reservation page, from this point you select your desired reservation time, after making your selection a calendar will appear to select you preferred dates.

Activity	Description	Dates	Times	Meet Days	Ages	Price			Genders			Status
 3059-01	Fitness Center Reservation 5:30-7a	06/26/2020 -08/31/2020*	5:30 am - 7:00 am	M, Tu, W, Th, F		\$0.00/\$0.00			Coed			Available

Click this icon to open the calendar to make your selection.

- Calendar View—Green dates are available for selection, blue dates are not available yet. Reservations can be made up 7 days in advanced and up to date/start time, multiple reservations can be made for the same day.

21	+	22	+	23	+	24	+	25	+	26	+	27	+
										Fitness Center Reservation 5:30-7a + 7a (0/12) 5:30 am- 7:00 am			
28	+	29	+	30	+	1	+	2	+	3	+	4	+
		Fitness Center Reservation 5:30-7a (0/12) 5:30 am- 7:00 am											

- After making your selection please click **add to cart** at the bottom of the screen
- At this point you will be asked to login

WebTrac Login

Username *

Password *

[If you have an account with us, but you've forgotten your username, please click here.](#)

[If you have an account with us, but you've forgotten your password, please click here.](#)

[If you're a brand new patron with us, please click here to register for a new account.](#)

NOTES ABOUT USER NAME AND PASSWORD:

If you have used online registration for any other Palos Heights Recreation program please use that login. If you have not used this online registration platform before as a member you already have a username in our system.

Username Retrieval:

- A. Click the first link below the password box and an email will be sent to the main email on your account with login information, or
- B. Call the Recreation Center and the desk will be able to assist you, 708-361-1807

Password Retrieval:

The only way to retrieve a password is through the link in the login box that says you may have forgotten your password. An email will be sent to the main email on your account with directions to reset your password

- 8. On the next screen you must select the Fitness Center member's name you wish to reserve a slot for. Only fitness center members can make reservations, if you have people on your household who do not have fitness center passes it will not allow for them to book time slots.
- 9. Click continue, agree to the waiver, then follow the steps to checkout
- 10. After the checkout process has completed it will email you a receipt, and allow you to view a PDF of your confirmed receipts