



### **Walking Track COVID-19 Safety Protocols**

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

1. If you have COVID-19 like symptoms, or believe you may have been exposed to someone who has tested positive to COVID-19 please stay home.
2. The track will be open via reservations only, it will follow the fitness center schedule
3. Fitness members will have access to the track during their reservations and will not be required to make additional reservations.
4. All non-fitness center members will be required to make reservations online or at the Recreation Center. Track pass holders can make reservations over the phone, 708-361-1807.
5. Each reservation block will have a maximum of 5 users, however there maybe more than 5 users on the track at a time to include our fitness center members.
6. Masks are required to be worn when entering the building and leaving the building. T-shirts covering you mouth and nose are not acceptable.
7. Track users are not required to wear a mask while exercising but it is recommended
8. The middle lane will remain closed to allow for social distancing.
9. Walkers may not walk in in pairs to give users additional space.
10. Please be courteous when passing, announce your presence to others.



## Palos Heights Track Reopening Updates

In order to comply with state and local health regulations during the COVID-19 Pandemic the Palos Heights Recreation Center is implementing these new practices to our walking track. 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. Walking Track use will be by reservation only. Reservations can be made online or by **calling the Recreation Center, 708-361-1807\***. Reservation blocks will be limited to 5 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 and track will close for 30 minutes to allow the staff to do a greater disinfection of the equipment and high touch surfaces

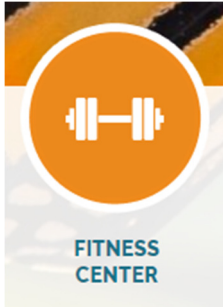
2. In order to maintain RESTORE ILLINOIS direction on physical distancing the middle lane of the track will remain closed.
3. If you are ill or have been exposed to COVID-19 please stay home.
4. Lockers, showers, coat racks, workout towels, and water fountains will not be available. The bottle filling station will be operational.
5. Track users should come to the fitness center dressed and ready to work out, please limit bringing any personal items to the fitness center. PLEASE WEAR YOUR TRACK SHOES IN AS CHAIRS HAVE BEEN REMOVED.
6. We have installed a hand washing sink in the fitness center.

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](http://www.palosheightsrec.org)
2. In the middle of the page select "Fitness Center" icon



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






**Make your Walking Track Reservations Here (Effective 9/1/2020)**

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 your preferred dates.

**Search Results**

Showing 1 To 6 Total Results (6)

Walking Track Reservation - 3058

	Activity	Description	Dates	Times	Meet Days	Ages	Price			Genders			Status
	3058-01	Walking Track Reservation 5:30a-7a	09/01/2020 -10/30/2020	5:30 am - 7:00 am	M, Tu, W, Th, F		\$0.00/\$5.00			Coed			Unavailable

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

5. Calendar View—Green dates are available for selection, blue dates are not available yet. Reservations can be made up 7 days in advance 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	Fitness Center Reservation 5:30-7a (0/12) 5:30 am- 7:00 am	Fitness Center Reservation 5:30-7a (0/12) 5:30 am- 7:00 am	Fitness Center Reservation 5:30-7a (0/12) 5:30 am- 7:00 am	Fitness Center Reservation 5:30-7a (0/12) 5:30 am- 7:00 am	Fitness Center Reservation 5:30-7a (0/12) 5:30 am- 7:00 am	Fitness Center Reservation 5:30-7a (0/12) 5:30 am- 7:00 am	Fitness Center Reservation 5:30-7a (0/12) 5:30 am- 7:00 am				

6. After making your selection please click **add to cart** at the bottom of the screen  
7. 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 user member name you wish to reserve a slot for. Only those with track passes can make reservations, if you have people on your household who do not have track 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