

Harbor Bay Community Development District Phase 1 Reopening of the Facilities/Amenities Staff Report

In consideration of Governor DeSantis' executive Order 20-112 outlining the State of Florida's 3-Phase Plan for recovery, Vesta Property Services, Inc. (the District's Amenity Management Company), in collaboration with District Staff, is providing the District Board of Supervisors the following proposed Harbor Bay Community Development District ("District") Phase 1 Reopening Plan.

Phase 1 Amenities (pending further consideration of any direction from local, state and federal guidelines):

Until further notice the following amenities will be opening on Wed., May 6th, for limited hours of operation and by reservation only. Both tennis and pickleball will be available between the hours of 8am until 8pm, singles only in one-hour increments.

- a. As a courtesy, until further notice, we are requesting that all amenity use be restricted to residents and annual fee payors of the District use only.
- b. Courts are to be assigned under the name of one resident or annual fee payor of the District and listing all players during that hour reservation. Abuse of this privilege by people in the same group reserving the same court, hour after hour is not permitted.

Beginning on Thursday, May 7th, Lap Swimming (only) will be available in 30-minute increments from 9am-7pm daily, to allow for six residents and annual fee payors of the District, maximum during each 30-minute session. (There will be additional time allotted in the reservation system for safe ingress and egress of users.)

Until further notice the following amenities will remain closed in accordance with previous decisions by the District:

- a. Fitness Center, Café, Basketball Courts, Recreation Swimming Pool(s), and Playground(s), as well as all lifestyle programs and activities for the residents.

Effective Monday, May 4, 2020, the General Manager and/or other on-site staff shall:

- b. Post all applicable CDC and Florida Department of Health Guidelines for safe workplaces, and public health notices required or recommended. These notices shall be laminated and affixed to highly visible areas, in every room and common space, at every entrance and exit and in every restroom.
- c. Procure proposals for "yard signs" and/or other signage with CDC guidelines on social distancing and crowd sizes.

Phase 2 Amenities:

Phase 2 will begin as approved by local, state and federal guidelines and criteria. Some of the criteria that will be taken into consideration will include limited group exposure and high interaction with other persons. As to these activities and operating procedures, VESTA will provide additional detail as to the phase 2 plan at a future date

Phase 3 Amenities

Phase 3 – Not anticipated to take effect until after the month of May (dependent on directives from local, state and federal guidelines and criteria). Phase 3 will include a full opening of the amenity facilities. However, it is not anticipated at this time that there will be any recreation sponsored gatherings in excess of 10 individuals in the initial opening of the facilities. VESTA will provide additional detail as to the phase 3 plan at a future date.

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General Statements:

1. Phased reopening should not exceed orders required by federal, state and local governments, and shall be in strict adherence to CDC and Florida Department of Health guidelines.
2. The facilities must have appropriate staff in place to ensure 6' social distancing and ensure that groups of people greater than ten are not permitted to congregate in any public space that does not readily allow for social distancing. If staffing is not available or needs additional time to prepare and "ramp up," other options should be considered based on ability to monitor and enforce the executive order requirements and implement heightened sanitation at CDD facilities, as required by the "Phase 1 Reopen Florida" plan.
3. 6' social distancing will remain in effect for an extended period of time and until further notice.
4. Limits of 10 or less people in designated spaces, with social distancing in place, until further notice.
5. Increased frequency of cleaning, sanitizing, and disinfecting shall be provided by Vesta by the end of each business day, particularly through Phases 1-2, at a minimum. During the day, residents shall use at their own risk and are responsible for wiping down the equipment after use.
6. The District should allow for flexible implementation of re-opening during all phases as Staff observes the actual impacts of reopening.
7. Any resident that approaches staff in an abusive manner may be subject to suspension of amenities for that day or longer, as stated in the existing policies and procedures.
8. Implement COVID-19 "Waiver" for use by residents of the amenities that are open.

Reference Material:

1. White House Reopening America Plan: <https://www.whitehouse.gov/openingamerica>
2. State's reopening resources <https://www.flgov.com/covid-19/> and <https://www.flgov.com/2020-executive-orders/>.
3. County resources: <https://www.hillsboroughcounty.org/residents/public-safety/emergency-management/stay-safe>
4. CDC Guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
5. Department of Health Resources: <https://floridahealthcovid19.gov/resources/>

Overall Cleaning Procedures/Staffing/ PPE's:

1. Additional supplies for PPE's for onsite staff, etc. and cleaning supplies may be considered outside of the Amenity Management Agreement and may be considered as an additional District expense.
2. Vesta reported that onsite staff will wear masks while on duty and will be subject to amenity management company procedures on temperature checks, reporting protocols, etc. Those staff who will have face-to-face interactions with residents in every event will wear face masks.
3. Masks will be recommended for residents but not required.
4. Amenity Management Staff shall solicit proposals from commercial deep cleaning companies, to provide services consistent with CDC guidelines in the event there is a COVID+ case and be ready

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to utilize if necessary. Estimate will be shared with the District Manager upon receiving. Alternatives for long term closure with a COVID+ case may also be considered.

5. Vesta recommends closing the facilities 1 - 1.5 hours earlier than normal each night, utilizing the necessary amenity staff to aide in a deep clean of any outdoor and indoor (such as restrooms, offices, etc.) spaces that are utilized. This will be done in conjunction with Vesta's normally-scheduled Janitorial/Housekeeping staff. Should the District Manager direct opening the facilities at the standard/normal time each day, the District will only have those amenities and services open that are, at a minimum, in compliance with the Governor's Phase 1 Florida Recovery Plan. As noted above, indoor activities will not be permitted, including Fitness and the Café, during Phase 1.

Overall Communication Procedures to Residents:

1. Phase 1 Resident Entry Requirements
 - a. E-blast waiver for residents to electronically fill out and return electronically. Vesta will also leave hard copies at the clubhouse office.
 - b. Residents are encouraged to wear a mask prior to entering facility, but not required.
 - c. Communication to residents on registration systems and facilities to be opened will be as consistent and clear as possible.
2. Community CDC Guidelines for Personal Hygiene and posted signs/e-blasts, including:
 - a. Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
 - b. Avoid touching your face.
 - c. Sneeze or cough into a tissue, or the inside of your elbow.
 - d. Disinfect frequently used items and surfaces as much as possible.
 - e. Strongly consider using face coverings while in public, and particularly when using mass transit
 - f. People who feel sick should stay home and report to District if you are COVID+ or come into close contact with a COVID+ person and were at the facilities.
3. Signage at the clubhouse and amenities: Staff will seek to use signage content/suggestions from the District's insurance provider along with:
 - a. Entrance signage that will provide residents shall not enter if they are COVID+, have COVID symptoms or have come into contact with someone with it, and signage shall be posted on enhanced sanitation procedures, social distancing requirements and other instructions and limitations consistent with Reopen FL procedures – see <https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/park-administrators.html>
 - b. Signage, social media and e-blast will be utilized, to remind the residents about regular hand washing, wiping down equipment before and/or after use, covering coughs and sneezes, and avoiding touching eyes, nose, or mouth with unwashed hands, social distancing requirements and limitations on gatherings of less than 10 people.
4. Vesta will communicate that residents should notify management if they test COVID+ and have come to the facility within the possible time that they were contagious (or have come into

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contact with someone who later tests COVID+ and may have infected someone while at the facilities).

Reporting of Known Cases at the Facilities:

1. Resident or employee – whether they report they are COVID+ or they have come into contact with someone who is COVID+, the same protocols are in place.
2. Employees and/or residents that report COVID+ should be asked which coworkers and other residents they have been in “close contact” with at the District’s facilities, within the prior two weeks. (The CDC defines “close contact” as “a person that has been within six feet of the infected employee for a prolonged period of time.”)
3. Those who have been in close contact with the employee or resident at District facilities should be notified as soon as possible, repeat the advice given on the CDC site for their situation and, of course, direct them to their own doctors. (The law is clear about confidentiality here: You should tell everyone who was possibly exposed at work to the positive employee without revealing that employee’s identity.)
4. The facility should undergo a professional grade cleaning with hospital-grade disinfectant solution, which proposal Amenity Management staff shall procure (estimated to be \$1.00 - \$1.25 sq/ft). (The alternative is for a long-term closure - perhaps 7 days - with less rigorous sanitation measures per CDC guidelines.)
5. Individuals’ names who are COVID+ should remain confidential. The District anticipates communication with those who “self-report” but also may e-blast the community if “contact tracing” is not possible. If facilities must be shut down to perform mitigation cleaning efforts, then an e-blast communication will be sent to inform the residents.
6. Individuals who are confirmed as testing COVID+ would have to remain away from the amenities for a minimum of fourteen days.

Departmental Reopening & Operational Procedures:

Housekeeping/Janitorial:

1. The District must increase its cleaning, sanitizing and disinfecting measures, and Vesta shall ensure that these measures are implemented through Phase 1 and beyond as in accordance with CDC guidelines for cleaning and disinfecting for Community Facilities: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
2. End-of-business-day “deep” clean procedures will require an earlier-than-normal closing to provide time for enhanced cleaning before resuming operations in the morning.
3. In anticipation of a District Decision to reopen certain aspects of the facilities, the District Manager has directed Vesta to immediately recall all Housekeeping Staff to work onsite and to properly train them and make ready for the Phase 1 reopening plan upon District Manager approval.

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Clubhouse Entrance

1. There will only be one entrance to the main Clubhouse, until further notice. The fitness center entrance and all gates will be secured so we can maintain reduced capacity limits, social distancing, etc.
2. Implement new, one-time check in procedure for residents utilizing the amenities in order to request/secure signed waiver. (Staff is currently considering options to e-blast the waiver and have a means to electronically sign and submit it.)
3. To ensure waivers have been filled out, and that residents aren't being requested to fill out the waiver after it has been signed, Vesta will make a note on the resident's account or file that the form has been completed.
4. (This is true, we do plan to have this) Vesta plans to have a front desk/reception associate inside the clubhouse entrance, checking in residents, ensuring waivers have been signed, and answering phones. (Depending upon how things actually unfold, Vesta may need to request an additional staff member to monitor the outside of the front entrance door and help the GM to ensure social distancing is observed outside the facility as residents wait to enter.)
5. Residents waiting to sign in will be made to wait behind lines spaced out every six feet. GM (or other "Manager/Supervisor On Duty") will ensure that only allow one resident family group at a time is at the front desk to check in. (Deploying a "door monitor" would allow residents in one family group at a time and also ensure they are properly spaced apart as they await to enter the facility. Staff does not believe this will be needed at this time.)

Tennis Courts & Pickleball

1. If-and-when reopened, give staff ability to close if residents are not self-policing.
2. Singles play only in Phase 1; could allow doubles if staff grows comfortable with staffing levels and resident willingness to adhere to parameters.
3. Organized leagues, competitions, tournaments and competition play (if any) is not permitted.
4. Use of tennis ball machine will be permitted, with posted cleaning procedures requested of users.
5. Follow USTA/Re-Open Florida Guidelines - <https://www.usta.com/en/home/stay-current/national/usta-statement-on-safety-of-playing-tennis-during-the-covid-19-v.htm>.

Pool: Resident Lap Lane Swimming (only)

- a. Subject to a registration system in order to try to equitably "ration" the limited space available – one person per lane, one-hour block of time; each resident limited to up to 3 slots a week. (If actual use is not high, we can potentially add more time slots.)
- b. Vesta recommends Signup Genius would be used as it has already been vetted by Vesta staff. It is a very simple system that a resident can utilize relatively easily. In the event this new program doesn't work, the GM will have to move alternatively to a call in / call ahead system, and amenity staff will have to take reservations over the telephone. (Clear and concise communications from the Amenity team is vital.)
- c. Pool monitor(s) will be needed to coordinate pool/swim safety. The staff will need to roam and/or rotate and monitor entry/exit flows to help ensure proper social

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distancing. CURRENTLY WE DO NOT HAVE ANY LIFEGUARDS/MONITORS but could utilize existing staff in this capacity.

- d. After residents have signed up for their pool time, in one-hour segments, Vesta will have a member of staff inform residents their time is up after 30 minutes of swimming so the next block of residents can utilize the pool on time. Vesta will explain to residents that they have a maximum of 30 minutes to swim on our sign-up sheet and in community communications.
 - e. Vesta will have a staging area for the waiting swimmers, where social distancing will take place. The recommendation is they wait in their cars in the parking lot until they see the previous group exit, and Vesta proposes a swim monitor motion the next group to enter as the last group exits. Staff recommends that swimmers arrive 5 - 10 minutes before their scheduled swim time to prevent “overlap” with the two groups of swimmers and enable the incoming group to get signed in and not detract from their actual swim time. This will also be clarified in the communications on pool reservations. Residents must come prepared and dressed to swim. (In order to maximize time efficiency of this operation as well as minimize facility cleaning/sanitation impact, out of an “abundance of caution” restroom use will be limited to actual physical needs to use the restroom and not for changing, showering or other uses.)
 - f. We will have swimmers exit through the exterior gates to ensure no contact with residents in the main clubhouse lobby or staging area.
 - g. Vesta has considered whether to allow Aqua Aerobics classes in Phase 1. While the overall size of the group could be kept within 10 or less people, actual social distancing guidelines would, of course, have to be maintained and monitored by Staff. Vesta prefers to hold off at this time.)
2. For Phase 2: Family Pool/Rec Swimming – Reopening the family or rec. pool presents the largest operational challenge. Management recommends that this actually occur subsequent to the reopening of Phase 1’s initial amenities described elsewhere in this plan; a specific date for reopening the Family Pool/Rec. Swimming is To Be Determined based upon the success of this Phase 1 plan and other considerations such as further state and local government guidance.
- a. When Management is prepared to recommend reopening, strongly consider a pool deck set up that adheres to social distancing parameters. Vesta recommends clearing all pool deck furniture, to cut down on possible group gatherings and help with social distancing enforcement.
 - b. Board could, if/when reopen, consider initially limiting bathing loads to 25% (or less) of normal, posted pool bathing loads. Vesta will have staffing in place to ensure groups are limited to less than 10 and 6’ distancing in place if reopened under those guidelines.
 - c. Staff will ensure that the amenity team sections off the family/rec. pool in segments as may be necessary to ensure social distancing parameters. Bathing loads in each segment will be ten or less at a time. (In Phase 2 this could be relaxed potentially.)

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- d. If the family/rec. pool is opened, Vesta recommends limiting sessions to two-hour timeslots a week. (Sign up the same way as resident lap swimming.)
 - e. Similar to lap swimming, Vesta would ensure participants exit the pool a minimum of five minutes before their schedule timeframe is finished.
 - f. Family/rec. pool users would be asked to arrive 10 minutes prior to their usage time. There will be recommendations that they stay in their vehicle until the scheduled group before them exits, to avoid unnecessary close contact.
 - g. Patrons/guests would be asked to exit through the side gates to limit exposure and to limit the number of people in the clubhouse or other amenities.
3. Waterslides/Play Structures – Closed during Phase 1, Phase 2 is TBD
 4. Swim Lessons – Not available in Phase 1, Phase 2 operations TBD
 5. Bathrooms related to Pool Facility – Close showers, open restroom facilities with limited numbers entering and 6’ apart or greater, with signage.
 6. Lifeguard Staffing: Vesta needs to re-engage/recruit/re-train Lifeguarding staff. Initially, Vesta would not be able to easily or adequately staff pools in peak season capacity, recognizing that the potential workforce is effectively out of school now. Vesta recommends deploying Pool Monitors, in a swim at your own risk scenario with these monitors, with a “soft” reopening. As they are able to hire and train lifeguards, they will expand scheduling to transition from monitors to lifeguards as soon as possible. As their lifeguard hiring progresses, they would be able to staff the water slide (as previously discussed with the Board) during peak hours (weekends and Friday nights). In accordance with the state recovery plan and CDC guidelines, and as the District Manager or Board directs, Vesta would staff all pools in full. The process to hire and train in full all required lifeguards could take several weeks to a month or so. (Vesta is indicating a need for the District to remain flexible and patient, so they can stagger the staffing as needed and as capable.)
 7. Staff may need to constrict the numbers of patrons/users if they find they cannot adequately ensure social distancing due to either unforeseen issues, resident unwillingness to comply, and/or other considerations.

Playgrounds

1. In consideration of District’s and Staff’s ability to ensure social distancing in place as required by the E.O., Staff does NOT recommend reopening during Phase 1. If reopened, give staff ability to close if residents not self-policing.
2. If/when reopened, consider posting signage consistent with provisions in this plan – Use at your own risk and maintain social distancing at all times, etc.. (Also, self-sanitize as virus may stay on playground materials for days.)
3. If social distancing not maintained, Staff should be given latitude to close down.

Open Spaces/Trails/Park Areas

Open for individual use at social distancing spacing. Groups of 10 or more are not permitted during Phase 1. No organized sports pickup games or the like. We will consider signage consistent with CDC guidelines.

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Food & Beverage/Bar Areas – Until we are fully operational, we do not find it financially prudent to operate the café in any capacity. Our main financial drivers are fitness users, pool users, and program participants. With these categories either not present or at the least present in reduced numbers, we suggest not operating at all.

Basketball Courts – Recommend closing during Phase 1 due to type of play at basketball courts and Vesta’s limited ability to ensure social distancing in place as required by the E.O. If/when reopened, give staff ability to close if residents not self-policing and post signage about the same.

Room/Pavilion Rentals- No rentals in phase 1.

Fitness Center: Closed during Phase 1 – if Governor amends Phase 1 EO to include gyms, likely follow guidance below based on White House provisions for gyms in Phase 1

NOTE: Vesta is considering additional procedures and measures TBD, either in addition to the below or in place of some.

1. Modified Phase 1 or Phase 2 Plan to re-open fitness centers: Social Distancing Procedures: Operate with caps of 10 people or consistent with State and local guidelines and on a first come, first serve basis through registration system or staffing measures in place. For those facilities that do not have on site staff, consider not opening gyms or limiting hours of operation of gyms with periodic check ins of adherence to social distancing parameters. Boards may also want to consider hiring a gym monitor if no other onsite staff to adhere to social distancing requirements set forth in EO. Guidelines from White House:
 - a. Every other cardio machine will be operational, and every other piece of strength equipment will be available for individual use. These machines will rotate every day to allow for a variety of machine usage. Free-weight areas & equipment should be restricted, due to the excessive movement in tight spaces. Added wipe stations and hand sanitizers will be placed throughout the fitness floor to encourage members to clean their equipment and space before and after use.
 - b. Additional disinfecting/cleaning spray bottles and paper towels will also be available on the fitness floor.
 - c. A large supply of caution tape may be needed to block off specific equipment and areas for social distancing purposes. These areas may rotate every day, therefore caution tape will be discarded and replaced after each use.
 - d. May do “senior only” class time slots as well.
2. Fitness Classes: Phase 2, TBD
3. Personal Training – Not available during Phase 1, Phase 2 Operations TBD