

**South Davis Recreation District**

**Board Meeting**

May 18<sup>th</sup>, 2020

2:00 p.m.

**REVISE NOTICE OF AND AGENDA FOR** the South Davis Recreation District Board meeting to be held via electronic means at the date and time given above to help maintain social distancing. The public is invited to join and can do so by emailing [mary@southdavisrecreation.com](mailto:mary@southdavisrecreation.com) to ask for the information in joining the meeting.

**AGENDA**

1. Welcome
2. Citizen Matters
3. Approval of Minutes For March 30<sup>th</sup>, 2020 and April 2<sup>nd</sup>, 2020 Meetings
4. Review & Approval of Expenditures/Financial Statement Review for April 2020
5. COVID-19 Reopening Discussion and Updates
6. Executive Director Report
7. Other Matters
8. Next Board Meeting – **June 1<sup>st</sup>, 2020**
9. Adjourn

1                                   **South Davis Recreation District**  
2                                   **Administrative Control Board Meeting**

3                                   March 30, 2020, at 3:00 p.m.  
4                                   at the Recreation Center  
5

6 **Meeting was held electronically through Zoom.**  
7

8 **Board Members:**

9           Councilmember Tami Fillmore, Centerville City  
10          Mayor Len Arave, North Salt Lake  
11          Mayor Rick Earnshaw, Woods Cross  
12          Todd Meyers, County Representative  
13          Marti Money, County Representative  
14          Bret Millburn, County Representative  
15          Mayor Ken Romney, West Bountiful  
16          Mayor Randy Lewis, Bountiful \*\*arrived at 3:16 p.m.\*\*  
17

18 **Others:**

19          Jayme Blakesley, District Attorney  
20          Tif Miller, Executive Director  
21          Mary Gadd, Office Manager  
22          Scott McDonald, Aquatics & Fitness Director  
23          Tom Lund, Maintenance Supervisor  
24          Tyson Beck, District Clerk  
25          Heidi Kearsley, Customer Service Manager  
26          Christi Sturgeon, Skating Professional  
27          Stephanie Knighton, Utah Figure Skating Club President  
28          Galen Rasmussen, District Treasurer  
29          Tyson Beck, District Clerk  
30          Haley Turner, Recreation Manager  
31          Lizie Allen, Aquatics Program Manager  
32          Kathleen Steadman, Aquatic Operations Manager  
33          Layne Jenkins, Recreation Manager  
34          McKay King, Head Swim Coach  
35          Wendy Jones, Fitness Coordinator  
36  
37

38 **WELCOME**  
39

40               Chairwoman Fillmore opened the meeting at 3:02 p.m.  
41

42 **CITIZEN COMMENTS**  
43

44               Mrs. Knighton read a portion of an email she sent to Cory Haddock. Mrs. Knighton  
45 informed the Board that the Weber County Ice Sheet, while closed to the public, was allowing  
46 their skating coaches to teach by appointment, with a maximum of 10 on the sheet, coaches  
47 escort their students in and out of the rink while parents wait in their vehicle and that no one with  
48 signs of illness be allowed in. Mrs. Knighton respectfully asked the Board to consider a similar  
49 arrangement and offered that skating coaches are willing to clean and sanitize the areas that are

50 used.

51  
52 **COVID-19 DISCUSSION RELATED TO DISTRICT, CLOSURE UPDATE**

53  
54 Mr. Miller gave an update that during the last two weeks full-time staff have been  
55 working on-site and remotely at home. Part-time staff have been in the facility cleaning, dusting,  
56 sanitizing, painting, organizing and fixing up equipment in limited numbers. Mr. Miller reported  
57 that there was little damage from the earthquake. Mr. Miller asked to pay the full-time staff with  
58 no penalties to paid leave, for the pay period of March 15<sup>th</sup> through March 28<sup>th</sup>, because of  
59 challenges created by the situation.

60  
61 Mr. Miller reported that for the time period of March 17<sup>th</sup> to March 30<sup>th</sup> of 2019 that part-  
62 time employees were paid for 4,500 hours, for approximately \$52,000 in wages. The same period  
63 of March 15<sup>th</sup> to March 28<sup>th</sup> of 2020 the part-time employees worked only 1,000 hours. Mr.  
64 Miller also presented a plan that starting April 1<sup>st</sup> that full-time employees would be paid with a  
65 combination of comp time, sick leave, additional emergency sick leave and paid administrative  
66 leave to keep people with full pay through the month of April. Part-time staff that are utilized for  
67 tasks and projects through the shut-down would continue to work, unless the Board decides  
68 otherwise, and anyone not working after April 1<sup>st</sup> would not be compensated. Mr. Miller also  
69 requested a retention bonus for part-time staff for returning to work once the facility re-opens  
70 because the length of the closure is unknown and management is concerned of losing a lot of the  
71 employees.

72  
73 *\*\*Mayor Randy Lewis arrived\*\**

74  
75 Mr. Blakesly explained that the April 1<sup>st</sup> date was chosen as a conjunction with the  
76 Family First Coronavirus Response Act (FFCRA) and reported on what the benefits are for  
77 employees with the Family First Coronavirus Response Act that become available on April 1st.  
78 Mr. Earnshaw inquired if there was enough work that could be done to support full wages and  
79 benefits to the full-time employees. Mr. Miller replied that there is plenty of work but that he  
80 meant that if for whatever reason that a full-time employee does not get 40 hours they would still  
81 get paid for a full week. Mr. Miller added that there was also an option that full-time employees  
82 exhaust their compensatory time before being provided paid administrative leave. Mr. Miller  
83 explained the differences between his proposal and the FFCRA benefits and then fielded  
84 questions from the Board.

85  
86 Chairwoman Fillmore requested to withhold a decision until the rest of the agenda items  
87 are discussed since they are related.

88  
89 **VOTE ON REOPENING DATE**

90  
91 Mr. Miller reported that the drop-dead date, for recreation sport programs that were  
92 postponed, would be May 4<sup>th</sup> to start the program but that a decision must be made no later than  
93 April 13<sup>th</sup>. Mr. Miller reported there are two upcoming races, one on April 25<sup>th</sup> and another on  
94 May 9<sup>th</sup> that would need to be decided upon.

95  
96 **DISCUSSION ON PROJECTS DURING CLOSURE**

97  
98 Mr. Miller reviewed items on the Capital improvements for 2020, reported on the items  
99 that staff has already started working on and inquired if the Board had any priorities on the items.

100 Mayor Lewis commented that the closure presented a unique opportunity to complete projects  
101 with minimal impact to the patrons. Chairwoman Fillmore inquired what items would be able to  
102 be completed fast enough, be completed with not too great of cost and what items would be a  
103 higher cost but would be best accomplished with no one in the building. Mr. Miller replied that  
104 painting is the best project to be done with no one in the facility.  
105

106 Chairwoman Fillmore opened a discussion on what other Board Members thought would  
107 be a good direction to give to the Executive Director on an amount to spend on Capital  
108 Improvements with another meeting where the financial situation could be reviewed. Mr.  
109 Blakesly said if Mr. Miller has already been approved to make the Capital improvements but the  
110 Board could do a motion vote to give the express authority to make the improvements during this  
111 time. Concerns were raised on putting a limit on the projects, how quickly the improvements  
112 could be completed from the procurement process and that the facility restrooms need updating.  
113 Chairwoman Fillmore directed Mr. Miller to move forward with the improvements that would be  
114 easiest to take care with another meeting to review the financial situation of the District.  
115

116 Chairwoman Fillmore moved back to discussing to the facility closure and program  
117 cancellations. Mayor Romney made a motion to close the facility until further notice and was  
118 seconded by Mayor Arave. Mrs. Money asked to include cancellation of sport programming and  
119 special uses of specific groups. A roll call vote was held with Board Members Lewis, Fillmore,  
120 Meyers, Money, Millburn, Arave, Romney and Earnshaw voted "aye."  
121

122 Chairwoman Fillmore moved the discussion back compensation for employees. Mayor  
123 Earnshaw made a motion to approve paying full-time employees through the end of May and  
124 allow Mr. Miller to use part-time employees as needed to complete projects and revisit at the end  
125 of May. Mrs. Money seconded Mayor Earnshaw's motion. Board Members discussed several  
126 issues regarding the motion. Many of the Mayors had to leave for another meeting and a roll call  
127 vote was held and Board Members Arave, Romney, Fillmore, Meyers and Millburn voted "nay."  
128 Board Members Earnshaw, Lewis and Money voted "aye."  
129

130 With no further motion being made any further vote was tabled for another meeting, the  
131 date of which would be decided in the coming days.  
132

### 133 **NEXT BOARD MEETING**

134

135 The next regularly scheduled meeting will be April 20, 2020.  
136

137 Meeting adjourned at 4:02 p.m. on a motion made by Mr. Millburn.

1                                   **South Davis Recreation District**  
2                                   **Administrative Control Board Meeting**

3                                   April 2, 2020, at 4:30 p.m.  
4                                   at the Recreation Center  
5

6 **Meeting was held electronically through Zoom.**  
7

8 **Board Members:**

9           Mayor Len Arave, North Salt Lake  
10          Mayor Rick Earnshaw, Woods Cross  
11          Mayor Ken Romney, West Bountiful  
12          Marti Money, County Representative  
13          Councilmember Tami Fillmore, Centerville City  
14          Bret Millburn, County Representative  
15          Todd Meyers, County Representative  
16          Mayor Randy Lewis, Bountiful  
17

18 **Others:**

19          Jayme Blakesley, District Attorney  
20          Tif Miller, Executive Director  
21          Tyson Beck, District Clerk  
22          Mary Gadd, Office Manager  
23          Scott McDonald, Aquatics & Fitness Director  
24          Tom Lund, Maintenance Supervisor  
25          Heidi Kearsley, Customer Service Manager  
26          Haley Turner, Recreation Manager  
27          Lizie Allen, Aquatics Program Manager  
28          Layne Jenkins, Recreation Manager  
29          McKay King, Head Swim Coach  
30

31 **WELCOME**  
32

33           Chairwoman Fillmore opened the meeting at 4:32 p.m.  
34

35 **CITIZEN COMMENTS**  
36

37           No comments.  
38

39 **COVID-19 CLOSURE; STAFF DISCUSSION FOLLOW UP**  
40

41           Mr. Miller reviewed with the Board the document for several different options with the  
42 proposed changes to employee compensation due to Covid-19 related closure of the Center.  
43 After reviewing the items and the options each item had, each Board Member got the opportunity  
44 to ask questions.  
45

46           Mr. Meyers inquired what each City was doing regarding their employees who possibly  
47 were not working full-time hours. Mr. Millburn asked if all full-time employees would have  
48 enough workload to be able to work for 40 hours. Mr. Miller reviewed a list of what employees  
49 were working on, while the Center was closed, and what normal job functions, they still had

50 even with the closure. Mr. Millburn asked how many employees had comp time and what the  
51 policy is regarding comp time. Mr. Miller replied that employees can choose to earn it as comp  
52 time or be paid out with overtime.

53  
54 Mayor Arave asked Mr. Miller to clarify an email sent regarding unemployment. Mr.  
55 Miller explained that if every part-time employee were to file for unemployment that the District  
56 would be looking at approximately \$200,000 and the District would have to pay 100% of  
57 unemployment costs. Tyson Beck explained that employers have two options; be a reimbursable  
58 employer or to pay a percentage to the State unemployment for each payroll period. The District  
59 elected to be a reimbursable entity and would have to pay unemployment claims. Mayor Romney  
60 commented that he would want the work being completed to be efficient work and stated that the  
61 District is not an essential service.

62  
63 Mr. Miller continued reviewing the different options in employee compensation due to  
64 Covid-19 related closure for the part-time employees. After that review, each Board member got  
65 the opportunity to ask questions.

66  
67 Mayor Lewis asked that all work being done in facility be documented along with how  
68 long it took to complete the tasks. Chairwoman Fillmore liked the idea of giving employees a  
69 bonus for returning to work. Mr. Meyers commented that the employees had scheduled their time  
70 around working those hours and should be paid for those hours and the idea of giving employees  
71 a bonus for returning to work.

72  
73 Mrs. Money made a motion to give authority to the Executive Director to make staffing  
74 decisions during the Covid-19 related closure with parameters to not exceed 50% of the  
75 operational reserves. Mayor Earnshaw seconded the motion. Chairwoman Fillmore asked for  
76 comments from the remaining Board Members on the motion and the part-time compensation  
77 before holding a vote.

78  
79 Mr. Millburn commented he was not comfortable making policy on the spot. Mayor  
80 Arave preferred to pay employees for their hours worked and is fine with offering a hiring bonus.  
81 Mayor Romney commented that depending on the time that people will be anxious to get back to  
82 work without offering a bonus to employees. Mayor Earnshaw commented that employees are  
83 assets and keeping employees in place currently that programs can be ready to run upon re-  
84 opening.

85  
86 Chairwoman Fillmore asked for a vote on the motion made by Mrs. Money and seconded  
87 by Mayor Earnshaw. A roll call vote was held with Board Members Lewis, Money and  
88 Earnshaw voted "aye." Board Members Arave, Fillmore, Meyers, Millburn, and Romney voted  
89 "nay." The motion failed and did not pass.

90  
91 Mr. Meyers made a motion to accept the option that all full-time employees receive  
92 100% pay through April 1, 2020 for hours they would have worked if the Recreation Center had  
93 not closed with no leave taken away. Mrs. Money seconded the motion. A roll call vote was held  
94 with Board Members Arave, Fillmore, Earnshaw, Lewis, Meyers, Millburn, Money, and Romney  
95 voting "aye."

96 Mrs. Money made a motion to accept the option that all full-time staff working at lease  
97 32 hours would be paid as exempt employees; less than 32 hours would take leave as usual to  
98 reach 32 hours or use additional 80 hours of sick leave at full pay if they meet the qualifications  
99 of the FMLA or Emergency Leave Act through December 31, 2020. Mayor Earnshaw seconded

the motion. A roll call vote was held with Board Members Fillmore, Earnshaw, Lewis, Meyers, and Money voted “aye.” Board Members Arave, Millburn and Romney voted “nay.”

Mrs. Money made a motion to accept the option that part-time staff be paid for scheduled shifts for the entire pay period, 3/15/2020-3/28/2020, while still earning pay for hours worked. Mayor Lewis seconded the motion. A roll call vote was held with Board Members Earnshaw, Lewis, Meyers, and Money voted “aye.” Board Members Arave, Fillmore, Millburn and Romney voted “nay.” The motion failed and did not pass.

Mr. Millburn made a motion to accept the option that part-time staff be paid for scheduled for the first week, 3/15/2020-3/21/2020, while still earning pay for hours worked. Mayor Romney seconded the motion. A roll call vote was held with Board Members Arave, Fillmore, Earnshaw, Lewis, Meyers, Millburn, Money, and Romney voted “aye.”

Mayor Romney made a motion to table voting on an option for part-time staff receiving a bonus. Mrs. Money seconded the motion. Board Members Arave, Fillmore, Earnshaw, Lewis, Meyers, Millburn, Money, and Romney voted “aye.”

#### **DISCUSSION ON VIRTUAL PROGRAMS**

Mr. Miller reported that staff was changing the Recycle Run to a virtual run and if successful staff would look at holding e-sports and fitness classes.

#### **NEXT BOARD MEETING**

Chairwoman Fillmore suggested the idea of a sub-committee to dig into the budget and the financial adjustments that might be necessary to keep the District healthy. Mayor Lewis suggested it be put onto the agenda at the next Board meeting.

The next meeting will be April 20, 2020.

Meeting adjourned at 6:09 p.m. on a motion made by Mayor Lewis and was seconded by Mayor Romney.



**SOUTH DAVIS RECREATION DISTRICT**  
**Cash Disbursements Submitted For Approval**  
**For the Period April 1-April 30, 2020**

AGENDA ITEM # \_\_\_\_\_

| VENDOR  | PURPOSE  | CHECK NO.   | DOCUMENT DATE | CHECK AMOUNT |
|---|--|-------------|---------------|--------------|
| <b><u>Payroll &amp; Electronic Disbursements:</u></b> |  |             |               |              |
| 1 SOUTH DAVIS RECREATION DISTRICT EMPLOYEES           | PAYROLL CHECKS (employees not pd via dir deposit) PPE 03/28/2020 | 18670-18671 | 4/3/2020      | 123.68       |
| 2 SOUTH DAVIS RECREATION DISTRICT EMPLOYEES           | PAYROLL (those paid via direct deposit) PPE 03/28/2020           | ACH         | 4/3/2020      | 37,570.78    |
| 3 INTERNAL REVENUE SERVICE                            | FED TAX DEPOSIT FOR PAY PERIOD ENDING 03/28/2020                 | EFTPS       | 4/3/2020      | 9,898.21     |
| 4 UTAH STATE RETIREMENT SYSTEM                        | URS ACH DEPOSIT OF RETIREMENT MONEY FOR PPE 03/28/2020           | ACH         | 4/5/2020      | 5,855.92     |
| 5 SOUTH DAVIS RECREATION DISTRICT EMPLOYEES           | PAYROLL CHECKS (employees not pd via dir deposit) PPE 04/11/2020 | 18672-18674 | 4/17/2020     | 178.66       |
| 6 SOUTH DAVIS RECREATION DISTRICT EMPLOYEES           | PAYROLL (those paid via direct deposit) PPE 04/11/2020           | ACH         | 4/17/2020     | 32,888.48    |
| 7 INTERNAL REVENUE SERVICE                            | FED TAX DEPOSIT FOR PAY PERIOD ENDING 04/11/2020                 | EFTPS       | 4/17/2020     | 9,020.31     |
| 8 UTAH STATE RETIREMENT SYSTEM                        | URS ACH DEPOSIT OF RETIREMENT MONEY FOR PPE 04/11/2020           | ACH         | 4/21/2020     | 5,865.32     |
| 9 STATE TAX COMMISSION                                | E-PMT OF SALES/RESTAURANT TAX FOR MARCH 2020 SALES               | ACH         | 4/28/2020     | 6,592.52     |
| 10 US BANK  | PAYMENT FOR MAR 2020 BANK ANALYSIS FEE                           | ACH         | 4/30/2020     | 594.74       |
| 11 CREDIT CARD MERCHANTS                              | PAYMENT FOR MAR 2020 CREDIT CARD FEES                            | ACH         | 4/30/2020     | 2,612.01     |
| <b><u>Accounts Payable Check Disbursements:</u></b>   |  |             |               |              |
| 12 VANESSA BENNER                                     | Refund Flag Football   | 72977       | 4/1/2020      | 678.00       |
| 13 CRYSTAL BLAISDELL                                  | Refund Flaf Football   | 72978       | 4/1/2020      | 78.00        |
| 14 BORGMEIER, JOEL                                    | Refund Volleyball  | 72979       | 4/1/2020      | 116.00       |
| 15 BOUNTIFUL CITY-UTILITIES                           | Acct # 294626 // Customer # 44662                                | 72980       | 4/1/2020      | 26,549.70    |
| 16 CINTAS CORP  | Mats & Snackbar  | 72981       | 4/1/2020      | 113.29       |
| 17 COMCAST CABLE                                      | Acct # 8495 44 085 0418644                                       | 72982       | 4/1/2020      | 87.55        |
| 18 COMPRESSOR-PUMP & SERVICE,INC.                     | Rink Compressor Oil  | 72983       | 4/1/2020      | 1,018.99     |
| 19 DAVID ALAN WHITEHEAD                               | Shed   | 72984       | 4/1/2020      | 1,625.00     |
| 20 GRAINGER, INC.                                     | Bench Brush  | 72985       | 4/1/2020      | 31.68        |
| 21 ANGELENE HODGSON                                   | Refund Co-Ed Spring Soccer                                       | 72986       | 4/1/2020      | 68.00        |
| 22 ISAIAH HUERTA                                      | Refund Un-Used Daycare Hours                                     | 72987       | 4/1/2020      | 21.50        |
| 23 CELESTE JOLLEY                                     | Refund 1st Grade Soccer  | 72988       | 4/1/2020      | 48.00        |
| 24 JERRY JOLLEY                                       | Refund Yearly Membership change to Silver Sneakers               | 72989       | 4/1/2020      | 278.85       |
| 25 TRICIA JOVIN                                       | Refund Volleyball Fee  | 72990       | 4/1/2020      | 70.00        |
| 26 ANGELA KHEBOU                                      | Refund Charge to Membership while on Hold                        | 72991       | 4/1/2020      | 94.92        |
| 27 YOUNGHYUN KOO                                      | Refund Membership Payment  | 72992       | 4/1/2020      | 31.64        |
| 28 LAWRENCE, JADE                                     | Refund Party Room  | 72993       | 4/1/2020      | 35.00        |
| 29 JENNIFER LEFEVRE                                   | Refund Flag Football   | 72994       | 4/1/2020      | 78.00        |
| 30 ANNIE LEITHER                                      | Refund February Payment  | 72995       | 4/1/2020      | 24.05        |
| 31 NUCO2, LLC   | Pool Chemicals   | 72996       | 4/1/2020      | 295.25       |
| 32 JULIE OYLER  | Refund Membership  | 72997       | 4/1/2020      | 209.14       |
| 33 TIERRA PARRISH                                     | Refund Track & Field   | 72998       | 4/1/2020      | 68.00        |
| 34 PAUL POPPELL                                       | Refund Membership Dues   | 72999       | 4/1/2020      | 46.39        |
| 35 IVAN REGALADO                                      | Refund Portion of Membership                                     | 73000       | 4/1/2020      | 86.16        |
| 36 KAISHA RICH  | Refund Soccer Fee  | 73001       | 4/1/2020      | 68.00        |
| 37 JMS INDUSTRIES                                     | Spalding SUperglass Basketball Backboard                         | 73002       | 4/1/2020      | 1,324.00     |
| 38 MICHELLE SAAVEDRA                                  | Refund Track & Field   | 73003       | 4/1/2020      | 63.00        |
| 39 SHERWIN-WILLIAMS                                   | Rink Green Paint   | 73004       | 4/1/2020      | 39.22        |
| 40 EMILY SIMMONS                                      | Refund Swim Lessons  | 73005       | 4/1/2020      | 38.00        |



| VENDOR  | PURPOSE   | CHECK<br>NO. | DOCUMENT<br>DATE | CHECK<br>AMOUNT |
|---|---|--------------|------------------|-----------------|
| 41 HEATHER TRAEDEN                              | Refund Soccer Fee   | 73006        | 4/1/2020         | 73.00           |
| 42 COLBY VRANES                                 | Refund Soccer Fee   | 73007        | 4/1/2020         | 53.00           |
| 43 JENNIFER WILCOX                              | Refund Learn to Skate   | 73008        | 4/1/2020         | 123.00          |
| 44 MARY ANN WILCOX                              | Refund Senior Punch Pass  | 73009        | 4/1/2020         | 85.00           |
| 45 ALL-AMERICAN ARENA PRODUCTS                  | Professional Goal Frames  | 73010        | 4/8/2020         | 2,028.41        |
| 46 BEARCOM BUILDING SERVICES, INC.              | Pro Cleanings for March & April, Credit Memo 5/30 due to COVID-19 | 73011        | 4/8/2020         | 15,521.25       |
| 47 BICIN SALES, INC.                            | Hand and Body Shampoo and Soap                                    | 73012        | 4/8/2020         | 1,450.28        |
| 48 BOUNTIFUL CITY                               | Monthly Contract during March 2020, Fuel purchased Mar 2020       | 73013        | 4/8/2020         | 13,021.00       |
| 49 CLIPPER PUBLISHING CO., INC.                 | Display Ad of Special Notice                                      | 73014        | 4/8/2020         | 167.00          |
| 50 COLORADO TIME SYSTEMS                        | Gutter Hung   | 73015        | 4/8/2020         | 1,810.00        |
| 51 FIRETROL PROTECTION SYSTEMS                  | Fire Alarm Monitoring// Customer # 3501187                        | 73016        | 4/8/2020         | 80.85           |
| 52 HARTFORD-PRIORITY ACCOUNTS                   | PPE 03/28/20  | 73017        | 4/8/2020         | 422.38          |
| 53 HARTFORD-PRIORITY ACCOUNTS                   | April 2020 Premium  | 73018        | 4/8/2020         | 139.15          |
| 54 HOISTFITNESS SYSTEMS INC                     | Weight Machine Parts  | 73019        | 4/8/2020         | 210.00          |
| 55 ICMA RETIREMENT TRUST 401(A)-106135          | Payroll Run 1 - Warrant 032820                                    | 73020        | 4/8/2020         | 129.40          |
| 56 ICMA RETIREMENT TRUST 457-305972             | PPE 03/28/20  | 73021        | 4/8/2020         | 164.14          |
| 57 INTERMOUNTAIN BUSINESS FORMS, INC            | Tee's, Hoodies, Jerseys etc                                       | 73022        | 4/8/2020         | 1,373.76        |
| 58 MOUNTAINLAND SUPPLY COMPANY                  | Boiler Pump Motor   | 73023        | 4/8/2020         | 522.67          |
| 59 NATIONAL BENEFIT SERVICES, INC.              | PPE 03/28/20  | 73024        | 4/8/2020         | 667.44          |
| 60 POWER ENGINEERING CO., INC.                  | Cooling Tower Parts   | 73025        | 4/8/2020         | 836.64          |
| 61 AMERICAN SOCCER COMPANY, INC.                | Jerseys/Uniforms  | 73026        | 4/8/2020         | 10,566.27       |
| 62 SHERWIN-WILLIAMS                             | Paint   | 73027        | 4/8/2020         | 830.86          |
| 63 SUMMIT ENERGY, LLC                           | Transportation&Distribution Fuel & Municipal Tax                  | 73028        | 4/8/2020         | 6,400.66        |
| 64 T-MOBILE                                     | Acct # 706133733  | 73029        | 4/8/2020         | 56.40           |
| 65 UTAH RECREATION & PARKS ASSOC.               | Event Registration  | 73030        | 4/8/2020         | 200.00          |
| 66 UTAH STATE TAX COMMISSION                    | March 2020 Withholding  | 73031        | 4/8/2020         | 4,968.01        |
| 67 WORKER'S COMPENSATION FUND                   | April 2020 Premium  | 73032        | 4/8/2020         | 1,881.97        |
| 68 AMERICAN RED CROSS                           | Water Safety Instructor courses, CPR/AED Rescuers w/ First Aid    | 73033        | 4/15/2020        | 525.00          |
| 69 PLAYCORE GROUP, INC & SUBSIDIARIES           | Weight Machine  | 73034        | 4/15/2020        | 1,544.05        |
| 70 BEST DISTRIBUTING                            | Egg Dive Supplies   | 73035        | 4/15/2020        | 385.35          |
| 71 CERTIFIED LABORATORIES                       | Drain Cleaner   | 73036        | 4/15/2020        | 242.35          |
| 72 CINTAS CORP                                  | Mats & Snack Bar  | 73037        | 4/15/2020        | 113.29          |
| 73 CLIPPER PUBLISHING CO., INC.                 | Display Main Ad Events  | 73038        | 4/15/2020        | 167.00          |
| 74 NATIONAL BACKGROUND & SCREENING SERVICES LLC | Background Checks for Kraus, Cox, Scadden & Clark                 | 73039        | 4/15/2020        | 47.80           |
| 75 MELVIN R ENDITO                              | DJ Services for Sweethearts Race                                  | 73040        | 4/15/2020        | 250.00          |
| 76 ENVIRONMENTAL HEALTH SERVICES DIVISION       | CPO Certification Class for Kathleen Steadman                     | 73041        | 4/15/2020        | 200.00          |
| 77 FIRSTMED INDUSTRIAL CLINIC                   | Drug Screen 9 Panel for Abby Firth                                | 73042        | 4/15/2020        | 27.00           |
| 78 GRAINGER, INC.                               | Chlorine and Lime Parts, Screws                                   | 73043        | 4/15/2020        | 39.87           |
| 79 HAYES GODFREY BELL, P.C.                     | Legal Fees  | 73044        | 4/15/2020        | 3,744.00        |
| 80 INKED WEAR, LLC                              | Uniforms  | 73045        | 4/15/2020        | 2,046.55        |
| 81 INTERMOUNTAIN BUSINESS FORMS, INC            | Swim Team Sweats, Officials Shirts, Tri Awards & Uniform Shirts   | 73046        | 4/15/2020        | 1,086.27        |
| 82 KEDDINGTON, JAMES                            | MarketingServices&EmailSubscription for Jan-Mar'20                | 73047        | 4/15/2020        | 1,505.70        |
| 83 MCKAY KING                                   | Travel Expenses for StateChamp Meet, Hospitality and Team Gear    | 73048        | 4/15/2020        | 1,000.00        |
| 84 MARATHON PRINTING, INC.                      | Triathlon Supplies  | 73049        | 4/15/2020        | 319.91          |
| 85 NELSON, KIELE                                | Reimbursed for State Hospitality&Spaghetti Party                  | 73050        | 4/15/2020        | 732.12          |
| 86 SHARON PORTILLO                              | Reimbursed for Hospitality Group                                  | 73051        | 4/15/2020        | 116.58          |

| <b>VENDOR</b>                           | <b>PURPOSE</b>                                       | <b>CHECK<br/>NO.</b> | <b>DOCUMENT<br/>DATE</b> | <b>CHECK<br/>AMOUNT</b> |
|---|--|----------------------|--------------------------|-------------------------|
| 87 SHERWIN-WILLIAMS                     | Paint  | 73052                | 4/15/2020                | 346.52                  |
| 88 SIMPLY SWIM CAPS, LLC                | Swim Caps  | 73053                | 4/15/2020                | 1,038.00                |
| 89 UTAH SWIMMING, INC.                  | USA Swim 2020 Reg. Fees & Transfer Fee               | 73054                | 4/15/2020                | 2,300.00                |
| 90 VCBO ARCHITECTURE                    | Project #18865.02 for Service during March 2020      | 73055                | 4/15/2020                | 13,200.00               |
| 91 WELMAR RECREATIONAL PRODUCTS         | Rink Gate Castor                                     | 73056                | 4/15/2020                | 260.00                  |
| 92 U.S. BANK                            | Misc.Supplies // Acct # 4485-5945-5554-2545          | 73057                | 4/15/2020                | 4,321.49                |
| 93 EMILIE AHERN                         | Refund to Party Room Rental                          | 73058                | 4/22/2020                | 90.00                   |
| 94 ALLEN, LIZZIE                        | Reimbursed for Mileage & Per Diem to URPA Conference | 73059                | 4/22/2020                | 464.43                  |
| 95 CIERA F. ASHLEY                      | Refund to Party Room Rental                          | 73060                | 4/22/2020                | 95.00                   |
| 96 ASTON, KAMMY                         | Refund Swim Lessons                                  | 73061                | 4/22/2020                | 38.00                   |
| 97 AXESS AMERICAS, INC                  | 50% Down Payment                                     | 73062                | 4/22/2020                | 8,695.75                |
| 98 BAI, MACHELLE                        | Refund on Swim Prep                                  | 73063                | 4/22/2020                | 85.00                   |
| 99 CHARITY BEAL                         | Refund Swim Lessons                                  | 73064                | 4/22/2020                | 25.00                   |
| 100 CASSIDY BENNETT                     | Refund Swim Lessons                                  | 73065                | 4/22/2020                | 30.00                   |
| 101 HEATHER BONNER                      | Refund to Party Room                                 | 73066                | 4/22/2020                | 80.00                   |
| 102 DOMINION ENERGY UTAH                | Acct # 7275871119                                    | 73067                | 4/22/2020                | 2,405.30                |
| 103 HAILEY FAWSON                       | Refund Swim Lessons                                  | 73068                | 4/22/2020                | 33.00                   |
| 104 LAURALEE FLEISCHER                  | Refund to Pool Party Package                         | 73069                | 4/22/2020                | 90.00                   |
| 105 LORI GERTSH                         | Refund Diving Class                                  | 73070                | 4/22/2020                | 81.00                   |
| 106 LIZ GLENN                           | Refund Swim Lessons                                  | 73071                | 4/22/2020                | 33.00                   |
| 107 GREENE'S, INC.                      | Cove Drill for Cat-5 Wire                            | 73072                | 4/22/2020                | 525.00                  |
| 108 ROSENA HALLENBECK                   | Refund Swim Lessons                                  | 73073                | 4/22/2020                | 30.00                   |
| 109 BRYNNE HAMMACK                      | Refund Swim Lessons                                  | 73074                | 4/22/2020                | 66.00                   |
| 110 ICMA RETIREMENT TRUST 401(A)-106135 | PPE 04/11/20   | 73075                | 4/22/2020                | 129.87                  |
| 111 ICMA RETIREMENT TRUST 457-305972    | PPE 04/11/20   | 73076                | 4/22/2020                | 164.14                  |
| 112 JENKINS, LAYNE                      | Travel&Training Expense UT Parks & Rec Conference    | 73077                | 4/22/2020                | 464.43                  |
| 113 KEARSLEY, HEIDI                     | 2020 URPA Conference Per Diem                        | 73078                | 4/22/2020                | 74.00                   |
| 114 HEATHER KELLING                     | Refund Pool Party Package                            | 73079                | 4/22/2020                | 90.00                   |
| 115 DEBRA KEMP                          | Refund Pool Party Package                            | 73080                | 4/22/2020                | 90.00                   |
| 116 CLAUDIA LEAL                        | Refund Water Polo                                    | 73081                | 4/22/2020                | 145.00                  |
| 117 JOANNIE MARTIN                      | Refund Adult Swim Lessons                            | 73082                | 4/22/2020                | 33.00                   |
| 118 HOPE MARTINEZ                       | Refund Swim Lessons                                  | 73083                | 4/22/2020                | 33.00                   |
| 119 APRIL MAUGHAN                       | Refund Water Polo                                    | 73084                | 4/22/2020                | 175.00                  |
| 120 MCDONALD, SCOTT                     | 2020 URPA Confrence Mileage Reimbursement            | 73085                | 4/22/2020                | 464.43                  |
| 121 MCREYNOLDS, CECILY                  | Refund Party Room                                    | 73086                | 4/22/2020                | 76.00                   |
| 122 KAREN MENDENHALL                    | Refund Swim Lessons                                  | 73087                | 4/22/2020                | 30.00                   |
| 123 ASHA MICHELSON                      | Refund Party Room                                    | 73088                | 4/22/2020                | 80.00                   |
| 124 NAPA AUTO PARTS                     | Fuel Hose for ice edger                              | 73089                | 4/22/2020                | 4.67                    |
| 125 NATIONAL BENEFIT SERVICES,INC.      | PPE 04/11/20   | 73090                | 4/22/2020                | 667.44                  |
| 126 NATIONAL BENEFIT SERVICES,LLC.      | FSA Admin Fees March 2020                            | 73091                | 4/22/2020                | 52.00                   |
| 127 AIMEE NIELSON                       | Refund Party Package                                 | 73092                | 4/22/2020                | 50.00                   |
| 128 NUCO2, LLC                          | Pool Chemicals                                       | 73093                | 4/22/2020                | 645.10                  |
| 129 EMILY PETERSON                      | Refund Pool Party Package                            | 73094                | 4/22/2020                | 90.00                   |
| 130 SHONNI PETERSON                     | Refund Private Swim Lessons                          | 73095                | 4/22/2020                | 120.00                  |
| 131 PUBLIC EMPLOYEES HEALTH PROGRAM     | April 2020 Premium                                   | 73096                | 4/22/2020                | 19,952.32               |
| 132 COREY ROMANO                        | Refund Swim Lessons                                  | 73097                | 4/22/2020                | 81.00                   |

| <b>VENDOR</b>   | <b>PURPOSE</b>                           | <b>CHECK<br/>NO.</b> | <b>DOCUMENT<br/>DATE</b> | <b>CHECK<br/>AMOUNT</b>     |
|---|--|----------------------|--------------------------|-----------------------------|
| 133 SHERWIN-WILLIAMS                                    | Paint                                    | 73098                | 4/22/2020                | 47.16                       |
| 134 KELLY STATEN  | Refund Swim Lessons                      | 73099                | 4/22/2020                | 76.00                       |
| 135 STEADMAN, KATHLEEN                                  | 2020 URPA Conference Per Diem            | 73100                | 4/22/2020                | 74.00                       |
| 136 SHELBI STUCKI                                       | Refund to Meeting Room                   | 73101                | 4/22/2020                | 280.00                      |
| 137 CHALEH THIRKILL                                     | Refund Swim Lessons                      | 73102                | 4/22/2020                | 81.00                       |
| 138 CHELSIE TOONE                                       | Refund Swim Lessons                      | 73103                | 4/22/2020                | 60.00                       |
| 139 TURNER, HALEY                                       | Travel&Training Expense Reimbursement    | 73104                | 4/22/2020                | 464.43                      |
| 140 NEWSPAPER AGENCY COMPANY, LLC                       | Advertising // Acct # 9001387191         | 73105                | 4/22/2020                | 125.96                      |
| 141 LAUREN WALL   | Refund Swim Lessons                      | 73106                | 4/22/2020                | 99.00                       |
| 142 ERIN WIEMERS  | Refund on Swim Wear                      | 73107                | 4/22/2020                | 55.00                       |
| 143 KELSI ALLRED  | Refund on Youth Soccer                   | 73108                | 4/29/2020                | 53.00                       |
| 144 STEVEN BATY   | Refund Yourth Soccer due to COVID-19     | 73109                | 4/29/2020                | 90.00                       |
| 145 MICHELLE BEATTIE                                    | Refund Youth Volleyball due to COVID-19  | 73110                | 4/29/2020                | 60.00                       |
| 146 LA RAE BECK   | Refund Party Room due to COVID-19        | 73111                | 4/29/2020                | 90.00                       |
| 147 KELSEY BRADSHAW                                     | Refund Youth Soccer due to COVID-19      | 73112                | 4/29/2020                | 53.00                       |
| 148 KEYLEE BROOKS                                       | Refund Ice Party Room due to COVID-19    | 73113                | 4/29/2020                | 80.00                       |
| 149 CERTIFIED LABORATORIES                              | Toilet Cleaner                           | 73114                | 4/29/2020                | 271.33                      |
| 150 KATRINA CHADWICK                                    | Refund Youth Soccer due to COVID-19      | 73115                | 4/29/2020                | 170.00                      |
| 151 KYCHELLE CHINO                                      | Refund Youth Soccer due to COVID-19      | 73116                | 4/29/2020                | 48.00                       |
| 152 AMY ELLER   | Refund Soccer due to COVID-19            | 73117                | 4/29/2020                | 50.00                       |
| 153 SERENA HASLAM                                       | Refund Volleyball due to COVID-19        | 73118                | 4/29/2020                | 70.00                       |
| 154 HOME DEPOT CREDIT SERVICES                          | Paint Supplies                           | 73119                | 4/29/2020                | 155.90                      |
| 155 BRANDON JOHNSON                                     | Refund Youth Volleyball due to COVID-19  | 73120                | 4/29/2020                | 53.00                       |
| 156 KAP7 INTERNATIONAL, INC.                            | Water Polo Suits, Ear Protection & Balls | 73121                | 4/29/2020                | 1,777.65                    |
| 157 KNUDTSON, ERIKA                                     | Refund Youth Soccer due to COVID-19      | 73122                | 4/29/2020                | 53.00                       |
| 158 BOB KOGER   | Refund Volleyball due to COVID-19        | 73123                | 4/29/2020                | 73.00                       |
| 159 MATIK, RONALD J.                                    | Water Polo Orange Fundraiser             | 73124                | 4/29/2020                | 2,060.00                    |
| 160 ASHLEY MAYNES                                       | Refund Party Room due to COVID-19        | 73125                | 4/29/2020                | 171.50                      |
| 161 SANDRA PANIAGUA                                     | Refund Swim Lessons due to COVID-19      | 73126                | 4/29/2020                | 40.00                       |
| 162 MICHELLE SAAVEDRA                                   | Refund Track & Field due to COVID-19     | 73127                | 4/29/2020                | 68.00                       |
| 163 SHADED GLASS, LLC                                   | Entry Window Tint                        | 73128                | 4/29/2020                | 276.37                      |
| 164 SHERWIN-WILLIAMS                                    | Paint & Stain                            | 73129                | 4/29/2020                | 539.75                      |
| 165 SPORTSENGINE, INC.                                  | SwimOffice Pro                           | 73130                | 4/29/2020                | 399.00                      |
| 166 JC TENNEY   | Refund Youth Soccer due to COVID-19      | 73131                | 4/29/2020                | 53.00                       |
| 167 ROBERT YUKES  | Bicarbus Solution Disinfection Treatment | 73132                | 4/29/2020                | 630.00                      |
| <b>TOTAL CASH DISBURSEMENTS FOR BOARD APPROVAL.....</b> |  |                      |                          | <b><u>\$ 289,153.28</u></b> |

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South Davis Recreation District  
APRIL 2020 YTD EXPENSE REPORT

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FOR 2020 04

|                                    | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|------------------------------------|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| 565610 Department Swimming Pools   |                    |                   |              |              |              |                     |             |
| 35 PERSONNEL SERVICES              |                    |                   |              |              |              |                     |             |
| 565610 411000 Salaries - Perm Empl | 331,000            | 331,000           | 96,703.50    | 25,403.20    | .00          | 234,296.50          | 29.2%       |
| 565610 412010 Lifeguards/Swim Inst | 660,000            | 660,000           | 123,132.53   | 10,999.82    | .00          | 536,867.47          | 18.7%       |
| 565610 412020 Program Directors    | 50,000             | 50,000            | 15,014.42    | 3,024.63     | .00          | 34,985.58           | 30.0%       |
| 565610 412030 Aerobics/Wt Trainers | 165,000            | 165,000           | 38,388.57    | 2,295.25     | .00          | 126,611.43          | 23.3%       |
| 565610 412050 Cashier-Front Desk   | 190,000            | 190,000           | 39,317.31    | 3,485.97     | .00          | 150,682.69          | 20.7%       |
| 565610 412080 Swim Team Coaches    | 60,000             | 60,000            | 14,390.58    | 119.75       | .00          | 45,609.42           | 24.0%       |
| 565610 412090 Daycare Staff        | 46,000             | 46,000            | 9,755.87     | 28.00        | .00          | 36,244.13           | 21.2%       |
| 565610 412100 Persnl Trainer Share | 65,000             | 65,000            | 14,057.71    | .00          | .00          | 50,942.29           | 21.6%       |
| 565610 412110 Priv Swim Lsn Instru | 18,000             | 18,000            | 3,606.52     | 654.60       | .00          | 14,393.48           | 20.0%       |
| 565610 413010 Fica Taxes           | 121,500            | 121,500           | 26,760.47    | 3,425.23     | .00          | 94,739.53           | 22.0%       |
| 565610 413020 Employee Medical Ins | 100,000            | 100,000           | 24,599.54    | 6,606.21     | .00          | 75,400.46           | 24.6%       |
| 565610 413030 Employee Life Ins    | 2,200              | 2,200             | 599.17       | 168.18       | .00          | 1,600.83            | 27.2%       |
| 565610 413040 State Retirement & 4 | 67,000             | 67,000            | 17,520.30    | 4,545.72     | .00          | 49,479.70           | 26.1%       |
| 565610 413100 Workers Comp Insuran | 28,500             | 28,500            | 5,415.95     | 463.67       | .00          | 23,084.05           | 19.0%       |
| 565610 425300 Vehicle Allowance    | 5,400              | 5,400             | 702.32       | 193.88       | .00          | 4,697.68            | 13.0%       |
| 565610 462180 Accrued Comp Time Ex | 500                | 500               | .00          | .00          | .00          | 500.00              | .0%         |
| 565610 462190 Accrued Sick Leave E | 2,000              | 2,000             | .00          | .00          | .00          | 2,000.00            | .0%         |
| 565610 462200 Accrued Vacation Exp | 2,000              | 2,000             | .00          | .00          | .00          | 2,000.00            | .0%         |
| TOTAL PERSONNEL SERVICES           | 1,914,100          | 1,914,100         | 429,964.76   | 61,414.11    | .00          | 1,484,135.24        | 22.5%       |
| 40 OPERATIONS & MAINTEN            |                    |                   |              |              |              |                     |             |
| 565610 421000 Books Subscriptions  | 25,000             | 25,000            | 4,567.03     | 888.95       | .00          | 20,432.97           | 18.3%       |
| 565610 422000 Public Notices       | 25,000             | 25,000            | 4,096.94     | 1,166.60     | .00          | 20,903.06           | 16.4%       |
| 565610 423000 Travel & Training    | 13,000             | 13,000            | 3,468.52     | 1,402.86     | .00          | 9,531.48            | 26.7%       |
| 565610 424000 Office Supplies      | 10,000             | 10,000            | 2,073.20     | .00          | .00          | 7,926.80            | 20.7%       |
| 565610 425000 Equip Supplies & Mai | 25,000             | 25,000            | 4,679.38     | 2,307.42     | .00          | 20,320.62           | 18.7%       |
| 565610 426000 Bldg & Grnd Suppl &  | 115,000            | 115,000           | 18,843.66    | 645.10       | .00          | 96,156.34           | 16.4%       |
| 565610 426500 GrndsMaint/Mowing/Sn | 0                  | 0                 | 429.17       | .00          | .00          | -429.17             | 100.0%*     |
| 565610 428000 Telephone Expense    | 2,200              | 2,200             | 846.77       | 154.80       | .00          | 1,353.23            | 38.5%       |
| 565610 431000 Profess & Tech Servi | 15,000             | 15,000            | 11,880.00    | 7,920.00     | .00          | 3,120.00            | 79.2%       |
| 565610 431040 Bank Account Fees    | 6,000              | 6,000             | 1,799.17     | 416.33       | .00          | 4,200.83            | 30.0%       |
| 565610 431050 Credit Card Merchant | 55,000             | 55,000            | 16,174.40    | 1,828.41     | .00          | 38,825.60           | 29.4%       |
| 565610 431100 Legal And Auditing F | 13,000             | 13,000            | 3,324.75     | 1,872.00     | .00          | 9,675.25            | 25.6%       |

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South Davis Recreation District  
APRIL 2020 YTD EXPENSE REPORT

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FOR 2020 04

|                                    | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|------------------------------------|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| 565610 431500 Acctg & Payroll Serv | 56,075             | 56,075            | 35,046.00    | 11,682.00    | .00          | 21,029.00           | 62.5%       |
| 565610 445200 Lifeguard Uniforms   | 10,000             | 10,000            | 302.85       | 92.85        | .00          | 9,697.15            | 3.0%        |
| 565610 448000 Operating Supplies   | 55,000             | 55,000            | 5,286.39     | 582.92       | .00          | 49,713.61           | 9.6%        |
| 565610 448200 Water Polo Program E | 50,000             | 50,000            | 11,598.76    | 6,229.51     | .00          | 38,401.24           | 23.2%       |
| 565610 448210 Swim Team Program Ex | 40,000             | 40,000            | 4,015.82     | 2,038.06     | .00          | 35,984.18           | 10.0%       |
| 565610 448240 Items Purchasd for R | 7,500              | 7,500             | 695.40       | .00          | .00          | 6,804.60            | 9.3%        |
| 565610 448250 Snack Bar Supplies   | 13,000             | 13,000            | .00          | .00          | .00          | 13,000.00           | .0%         |
| 565610 448300 Party Room Supplies  | 5,000              | 5,000             | 642.25       | 86.16        | .00          | 4,357.75            | 12.8%       |
| 565610 448400 Day Care Supplies    | 2,000              | 2,000             | 320.12       | .00          | .00          | 1,679.88            | 16.0%       |
| 565610 448700 Special Events Suppl | 75,000             | 75,000            | 11,188.64    | 2,180.05     | .00          | 63,811.36           | 14.9%       |
| 565610 451100 Insurance & Surety B | 58,000             | 58,000            | 57,764.00    | .00          | .00          | 236.00              | 99.6%       |
| 565610 461000 Miscellaneous Expens | 6,000              | 6,000             | 701.34       | 68.90        | .00          | 5,298.66            | 11.7%       |
| 565610 463000 Cash Over Or Short   | 0                  | 0                 | -45.88       | .00          | .00          | 45.88               | 100.0%      |
| TOTAL OPERATIONS & MAINTEN         | 681,775            | 681,775           | 199,698.68   | 41,562.92    | .00          | 482,076.32          | 29.3%       |
| TOTAL Department Swimming Pools    | 2,595,875          | 2,595,875         | 629,663.44   | 102,977.03   | .00          | 1,966,211.56        | 24.3%       |
| TOTAL EXPENSES                     | 2,595,875          | 2,595,875         | 629,663.44   | 102,977.03   | .00          | 1,966,211.56        |             |

565630 Department Recreation

35 PERSONNEL SERVICES

|                                    |         |         |            |           |     |            |       |
|------------------------------------|---------|---------|------------|-----------|-----|------------|-------|
| 565630 411000 Salaries - Perm Empl | 148,000 | 148,000 | 42,035.45  | 11,513.60 | .00 | 105,964.55 | 28.4% |
| 565630 412000 Salaries-Temp & Part | 190,000 | 190,000 | 62,245.86  | 564.50    | .00 | 127,754.14 | 32.8% |
| 565630 413010 Fica Taxes           | 26,500  | 26,500  | 7,850.75   | 889.16    | .00 | 18,649.25  | 29.6% |
| 565630 413020 Employee Medical Ins | 44,000  | 44,000  | 13,447.45  | 3,680.73  | .00 | 30,552.55  | 30.6% |
| 565630 413030 Employee Life Ins    | 1,000   | 1,000   | 273.94     | 75.20     | .00 | 726.06     | 27.4% |
| 565630 413040 State Retirement & 4 | 30,000  | 30,000  | 7,663.05   | 2,091.24  | .00 | 22,336.95  | 25.5% |
| 565630 413060 Unemployment Reimb   | 500     | 500     | .00        | .00       | .00 | 500.00     | .0%   |
| 565630 413100 Workers Comp Insuran | 6,500   | 6,500   | 1,384.62   | 122.73    | .00 | 5,115.38   | 21.3% |
| 565630 425300 Vehicle Allowance    | 1,800   | 1,800   | 403.56     | 110.78    | .00 | 1,396.44   | 22.4% |
| 565630 462180 Accrued Comp Time Ex | 500     | 500     | .00        | .00       | .00 | 500.00     | .0%   |
| 565630 462190 Accrued Sick Leave E | 2,000   | 2,000   | .00        | .00       | .00 | 2,000.00   | .0%   |
| 565630 462200 Accrued Vacation Exp | 2,000   | 2,000   | .00        | .00       | .00 | 2,000.00   | .0%   |
| TOTAL PERSONNEL SERVICES           | 452,800 | 452,800 | 135,304.68 | 19,047.94 | .00 | 317,495.32 | 29.9% |

40 OPERATIONS & MAINTEN

|                                    |       |       |        |     |     |        |       |
|------------------------------------|-------|-------|--------|-----|-----|--------|-------|
| 565630 421000 Books, Subscr & Mmbr | 1,500 | 1,500 | 563.00 | .00 | .00 | 937.00 | 37.5% |
|------------------------------------|-------|-------|--------|-----|-----|--------|-------|

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South Davis Recreation District  
APRIL 2020 YTD EXPENSE REPORT

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FOR 2020 04

|  | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|--|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| <a href="#">565630 422000 Public Notices</a>           | 4,000              | 4,000             | 1,002.60     | 183.27       | .00          | 2,997.40            | 25.1%       |
| <a href="#">565630 423000 Travel &amp; Training</a>    | 2,500              | 2,500             | 2,187.64     | 928.86       | .00          | 312.36              | 87.5%       |
| <a href="#">565630 424000 Office Supplies</a>          | 1,800              | 1,800             | 234.41       | .00          | .00          | 1,565.59            | 13.0%       |
| <a href="#">565630 425000 Equip Supplies &amp; Mai</a> | 3,500              | 3,500             | 985.80       | .00          | .00          | 2,514.20            | 28.2%       |
| <a href="#">565630 426050 Field Prep &amp; Util-By</a> | 3,000              | 3,000             | 750.00       | 250.00       | .00          | 2,250.00            | 25.0%       |
| <a href="#">565630 428000 Telephone Expense</a>        | 1,000              | 1,000             | 382.31       | 99.40        | .00          | 617.69              | 38.2%       |
| <a href="#">565630 431000 Profess &amp; Tech Servi</a> | 10,000             | 10,000            | 1,980.00     | 1,320.00     | .00          | 8,020.00            | 19.8%       |
| <a href="#">565630 431040 Bank Account Fees</a>        | 900                | 900               | 256.98       | 59.46        | .00          | 643.02              | 28.6%       |
| <a href="#">565630 431050 Credit Card Merchant</a>     | 8,000              | 8,000             | 2,310.63     | 261.20       | .00          | 5,689.37            | 28.9%       |
| <a href="#">565630 431500 Acctg &amp; Payroll Serv</a> | 28,035             | 28,035            | .00          | .00          | .00          | 28,035.00           | .0%         |
| <a href="#">565630 448000 Operating Supplies</a>       | 65,000             | 65,000            | 24,335.16    | 12,066.42    | .00          | 40,664.84           | 37.4%       |
| <a href="#">565630 448100 Jr. Jazz Program Exp</a>     | 52,000             | 52,000            | .00          | .00          | .00          | 52,000.00           | .0%         |
| <a href="#">565630 448250 Snack Bar Supply-Zes</a>     | 750                | 750               | .00          | .00          | .00          | 750.00              | .0%         |
| <a href="#">565630 461000 Miscellaneous Expens</a>     | 4,500              | 4,500             | 442.40       | 11.95        | .00          | 4,057.60            | 9.8%        |
| TOTAL OPERATIONS & MAINTEN                             | 186,485            | 186,485           | 35,430.93    | 15,180.56    | .00          | 151,054.07          | 19.0%       |
| TOTAL Department Recreation                            | 639,285            | 639,285           | 170,735.61   | 34,228.50    | .00          | 468,549.39          | 26.7%       |
| TOTAL EXPENSES   | 639,285            | 639,285           | 170,735.61   | 34,228.50    | .00          | 468,549.39          |             |
| <hr/>  |                    |                   |              |              |              |                     |             |
| 565650 Department Ice Arena                            |                    |                   |              |              |              |                     |             |
| <hr/>  |                    |                   |              |              |              |                     |             |
| 35 PERSONNEL SERVICES                                  |                    |                   |              |              |              |                     |             |
| <a href="#">565650 411000 Salaries - Perm Empl</a>     | 180,000            | 180,000           | 49,764.26    | 13,660.80    | .00          | 130,235.74          | 27.6%       |
| <a href="#">565650 412000 Salaries-Temp &amp; Part</a> | 225,000            | 225,000           | 55,524.01    | 3,510.95     | .00          | 169,475.99          | 24.7%       |
| <a href="#">565650 412120 Salaries-Temp&amp;Part-T</a> | 35,000             | 35,000            | .00          | .00          | .00          | 35,000.00           | .0%         |
| <a href="#">565650 412200 Board Member Compens</a>     | 12,000             | 12,000            | 2,880.00     | .00          | .00          | 9,120.00            | 24.0%       |
| <a href="#">565650 413010 Fica Taxes</a>               | 34,500             | 34,500            | 8,252.92     | 1,307.64     | .00          | 26,247.08           | 23.9%       |
| <a href="#">565650 413020 Employee Medical Ins</a>     | 54,000             | 54,000            | 16,383.61    | 4,490.83     | .00          | 37,616.39           | 30.3%       |
| <a href="#">565650 413030 Employee Life Ins</a>        | 1,200              | 1,200             | 322.61       | 88.56        | .00          | 877.39              | 26.9%       |
| <a href="#">565650 413040 State Retirement &amp; 4</a> | 36,000             | 36,000            | 8,637.50     | 2,351.54     | .00          | 27,362.50           | 24.0%       |
| <a href="#">565650 413060 Unemployment Reimb</a>       | 500                | 500               | .00          | .00          | .00          | 500.00              | .0%         |
| <a href="#">565650 413100 Workers Comp Insuran</a>     | 8,000              | 8,000             | 1,650.01     | 176.87       | .00          | 6,349.99            | 20.6%       |
| <a href="#">565650 425300 Vehicle Allowance</a>        | 6,000              | 6,000             | 1,546.90     | 424.64       | .00          | 4,453.10            | 25.8%       |
| <a href="#">565650 462180 Accrued Comp Time Ex</a>     | 500                | 500               | .00          | .00          | .00          | 500.00              | .0%         |
| <a href="#">565650 462190 Accrued Sick Leave E</a>     | 2,000              | 2,000             | .00          | .00          | .00          | 2,000.00            | .0%         |
| <a href="#">565650 462200 Accrued Vacation Exp</a>     | 2,000              | 2,000             | .00          | .00          | .00          | 2,000.00            | .0%         |
| TOTAL PERSONNEL SERVICES                               | 596,700            | 596,700           | 144,961.82   | 26,011.83    | .00          | 451,738.18          | 24.3%       |
| <hr/>  |                    |                   |              |              |              |                     |             |
| 40 OPERATIONS & MAINTEN                                |                    |                   |              |              |              |                     |             |
| <a href="#">565650 421000 Books, Subscr &amp; Mmbr</a> | 4,000              | 4,000             | 2,378.00     | .00          | .00          | 1,622.00            | 59.5%       |



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|                                     | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|-------------------------------------|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| 565650 422000 Public Notices        | 10,000             | 10,000            | 1,209.99     | 615.79       | .00          | 8,790.01            | 12.1%       |
| 565650 423000 Travel & Training     | 2,000              | 2,000             | 1,782.16     | 74.00        | .00          | 217.84              | 89.1%       |
| 565650 424000 Office Supplies       | 4,000              | 4,000             | 583.42       | .00          | .00          | 3,416.58            | 14.6%       |
| 565650 425000 Equip Supplies & Mai  | 10,000             | 10,000            | 937.31       | 841.31       | .00          | 9,062.69            | 9.4%        |
| 565650 425010 EquipSupplies&Maint-  | 2,000              | 2,000             | 419.80       | .00          | .00          | 1,580.20            | 21.0%       |
| 565650 426000 Bldg Supplies & Main  | 13,000             | 13,000            | 3,603.50     | 260.00       | .00          | 9,396.50            | 27.7%       |
| 565650 426010 Bldg Supplies & Maint | 2,000              | 2,000             | .00          | .00          | .00          | 2,000.00            | .0%         |
| 565650 426500 GrndsMaint/Mowing/Sn  | 0                  | 0                 | 429.16       | .00          | .00          | -429.16             | 100.0%*     |
| 565650 427010 Utilities - Ice Ribb  | 12,000             | 12,000            | .00          | .00          | .00          | 12,000.00           | .0%         |
| 565650 428000 Telephone Expense     | 1,200              | 1,200             | 415.90       | 108.62       | .00          | 784.10              | 34.7%       |
| 565650 431000 Profess & Tech Servi  | 15,000             | 15,000            | 5,940.00     | 3,960.00     | .00          | 9,060.00            | 39.6%       |
| 565650 431040 Bank Account Fees     | 1,800              | 1,800             | 514.04       | 118.95       | .00          | 1,285.96            | 28.6%       |
| 565650 431050 Credit Card Merchant  | 16,000             | 16,000            | 4,621.26     | 522.40       | .00          | 11,378.74           | 28.9%       |
| 565650 431100 Legal And Auditing F  | 12,000             | 12,000            | 3,324.75     | 1,872.00     | .00          | 8,675.25            | 27.7%       |
| 565650 431500 Acctg & Payroll Serv  | 56,075             | 56,075            | .00          | .00          | .00          | 56,075.00           | .0%         |
| 565650 448000 Operating Supplies    | 15,000             | 15,000            | 5,517.38     | 2,081.11     | .00          | 9,482.62            | 36.8%       |
| 565650 448010 Operating Supplies -  | 10,000             | 10,000            | 1,459.41     | .00          | .00          | 8,540.59            | 14.6%       |
| 565650 448240 Resale Items          | 4,000              | 4,000             | .00          | .00          | .00          | 4,000.00            | .0%         |
| 565650 448250 Snack Bar Supplies    | 70,000             | 70,000            | 14,786.89    | .00          | .00          | 55,213.11           | 21.1%       |
| 565650 448300 Party Room Supplies   | 2,000              | 2,000             | 491.53       | 64.62        | .00          | 1,508.47            | 24.6%       |
| 565650 448700 Special Events Suppl  | 1,000              | 1,000             | 54.01        | .00          | .00          | 945.99              | 5.4%        |
| 565650 451100 Insurance & Surety B  | 58,000             | 58,000            | 57,764.00    | .00          | .00          | 236.00              | 99.6%       |
| 565650 461000 Miscellaneous Expens  | 3,500              | 3,500             | 194.90       | 11.95        | .00          | 3,305.10            | 5.6%        |
| TOTAL OPERATIONS & MAINTEN          | 324,575            | 324,575           | 106,427.41   | 10,530.75    | .00          | 218,147.59          | 32.8%       |
| TOTAL Department Ice Arena          | 921,275            | 921,275           | 251,389.23   | 36,542.58    | .00          | 669,885.77          | 27.3%       |
| TOTAL EXPENSES                      | 921,275            | 921,275           | 251,389.23   | 36,542.58    | .00          | 669,885.77          |             |

565670 Department Maintenance & Debt

35 PERSONNEL SERVICES

|                                    |         |         |           |           |     |            |       |
|------------------------------------|---------|---------|-----------|-----------|-----|------------|-------|
| 565670 411000 Salaries - Perm Empl | 178,500 | 178,500 | 51,126.62 | 14,039.77 | .00 | 127,373.38 | 28.6% |
| 565670 412000 Salaries-Temp & Part | 20,000  | 20,000  | 1,895.82  | .00       | .00 | 18,104.18  | 9.5%  |
| 565670 413010 Fica Taxes           | 16,000  | 16,000  | 3,985.34  | 1,054.57  | .00 | 12,014.66  | 24.9% |
| 565670 413020 Employee Medical Ins | 38,900  | 38,900  | 11,872.19 | 3,253.25  | .00 | 27,027.81  | 30.5% |
| 565670 413030 Employee Life Ins    | 1,200   | 1,200   | 329.82    | 90.54     | .00 | 870.18     | 27.5% |
| 565670 413040 State Retirement & 4 | 36,000  | 36,000  | 9,864.67  | 2,686.05  | .00 | 26,135.33  | 27.4% |
| 565670 413100 Workers Comp Insuran | 4,000   | 4,000   | 773.11    | 142.65    | .00 | 3,226.89   | 19.3% |
| 565670 462180 Accrued Comp Time Ex | 500     | 500     | .00       | .00       | .00 | 500.00     | .0%   |



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| 565670                        | Department                                  | Maintenance & Debt | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|-------------------------------|---|--------------------|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| <a href="#">565670 462190</a> | <a href="#">Accrued Sick Leave E</a>        |                    | 2,000              | 2,000             | .00          | .00          | .00          | 2,000.00            | .0%         |
| <a href="#">565670 462200</a> | <a href="#">Accrued Vacation Exp</a>        |                    | 2,000              | 2,000             | .00          | .00          | .00          | 2,000.00            | .0%         |
|                               | TOTAL PERSONNEL SERVICES                    |                    | 299,100            | 299,100           | 79,847.57    | 21,266.83    | .00          | 219,252.43          | 26.7%       |
| 40 OPERATIONS & MAINTEN       |   |                    |                    |                   |              |              |              |                     |             |
| <a href="#">565670 421000</a> | <a href="#">Books, Subscr &amp; Mmbr</a>    |                    | 500                | 500               | 48.26        | 48.26        | .00          | 451.74              | 9.7%        |
| <a href="#">565670 423000</a> | <a href="#">Travel &amp; Training</a>       |                    | 2,000              | 2,000             | .00          | .00          | .00          | 2,000.00            | .0%         |
| <a href="#">565670 424000</a> | <a href="#">Office Supplies</a>             |                    | 250                | 250               | .00          | .00          | .00          | 250.00              | .0%         |
| <a href="#">565670 425000</a> | <a href="#">Equip Supplies &amp; Mai</a>    |                    | 3,000              | 3,000             | 273.50       | 54.68        | .00          | 2,726.50            | 9.1%        |
| <a href="#">565670 426000</a> | <a href="#">Bldg &amp; Grnd Suppl &amp;</a> |                    | 125,000            | 125,000           | 32,161.80    | 5,989.00     | .00          | 92,838.20           | 25.7%       |
| <a href="#">565670 426500</a> | <a href="#">GrndsMaint/Mowing/Sn</a>        |                    | 10,500             | 10,500            | 1,716.66     | 858.33       | .00          | 8,783.34            | 16.3%       |
| <a href="#">565670 427000</a> | <a href="#">Utilities</a>                   |                    | 425,000            | 425,000           | 88,200.42    | 8,805.96     | .00          | 336,799.58          | 20.8%       |
| <a href="#">565670 428000</a> | <a href="#">Telephone Expense</a>           |                    | 1,500              | 1,500             | 652.41       | 183.49       | .00          | 847.59              | 43.5%       |
| <a href="#">565670 434000</a> | <a href="#">Janitorial Services</a>         |                    | 131,000            | 131,000           | 36,929.25    | 15,521.25    | .00          | 94,070.75           | 28.2%       |
| <a href="#">565670 448000</a> | <a href="#">Operating Supplies</a>          |                    | 4,000              | 4,000             | 784.00       | .00          | .00          | 3,216.00            | 19.6%       |
| <a href="#">565670 461000</a> | <a href="#">Miscellaneous Expens</a>        |                    | 500                | 500               | .00          | .00          | .00          | 500.00              | .0%         |
| <a href="#">565670 462110</a> | <a href="#">Prop Tax Increment P</a>        |                    | 110,000            | 110,000           | .00          | .00          | .00          | 110,000.00          | .0%         |
|                               | TOTAL OPERATIONS & MAINTEN                  |                    | 813,250            | 813,250           | 160,766.30   | 31,460.97    | .00          | 652,483.70          | 19.8%       |
| 45 DEBT SERVICE               |   |                    |                    |                   |              |              |              |                     |             |
| <a href="#">565670 481000</a> | <a href="#">Principal On Bonds</a>          |                    | 940,000            | 940,000           | .00          | .00          | .00          | 940,000.00          | .0%         |
| <a href="#">565670 482000</a> | <a href="#">Interest on Bonds</a>           |                    | 311,525            | 311,525           | .00          | .00          | .00          | 311,525.00          | .0%         |
| <a href="#">565670 482040</a> | <a href="#">Int Exp-Dfrd Bond Rf</a>        |                    | 87,093             | 87,093            | 21,773.34    | .00          | .00          | 65,319.66           | 25.0%       |
| <a href="#">565670 482060</a> | <a href="#">Int Exp-Bond Premium</a>        |                    | -137,677           | -137,677          | -34,419.20   | .00          | .00          | -103,257.80         | 25.0%*      |
|                               | TOTAL DEBT SERVICE                          |                    | 1,200,941          | 1,200,941         | -12,645.86   | .00          | .00          | 1,213,586.86        | -1.1%       |
|                               | TOTAL Department                            | Maintenance & D    | 2,313,291          | 2,313,291         | 227,968.01   | 52,727.80    | .00          | 2,085,322.99        | 9.9%        |
|                               |   | TOTAL EXPENSES     | 2,313,291          | 2,313,291         | 227,968.01   | 52,727.80    | .00          | 2,085,322.99        |             |
| 565690 Capital Projects       |   |                    |                    |                   |              |              |              |                     |             |
| 55 CAPITAL PROJECTS           |   |                    |                    |                   |              |              |              |                     |             |
| <a href="#">565690 472100</a> | <a href="#">Buildings</a>                   |                    | 1,596,000          | 1,596,000         | 19,694.45    | 8,695.75     | .00          | 1,576,305.55        | 1.2%        |

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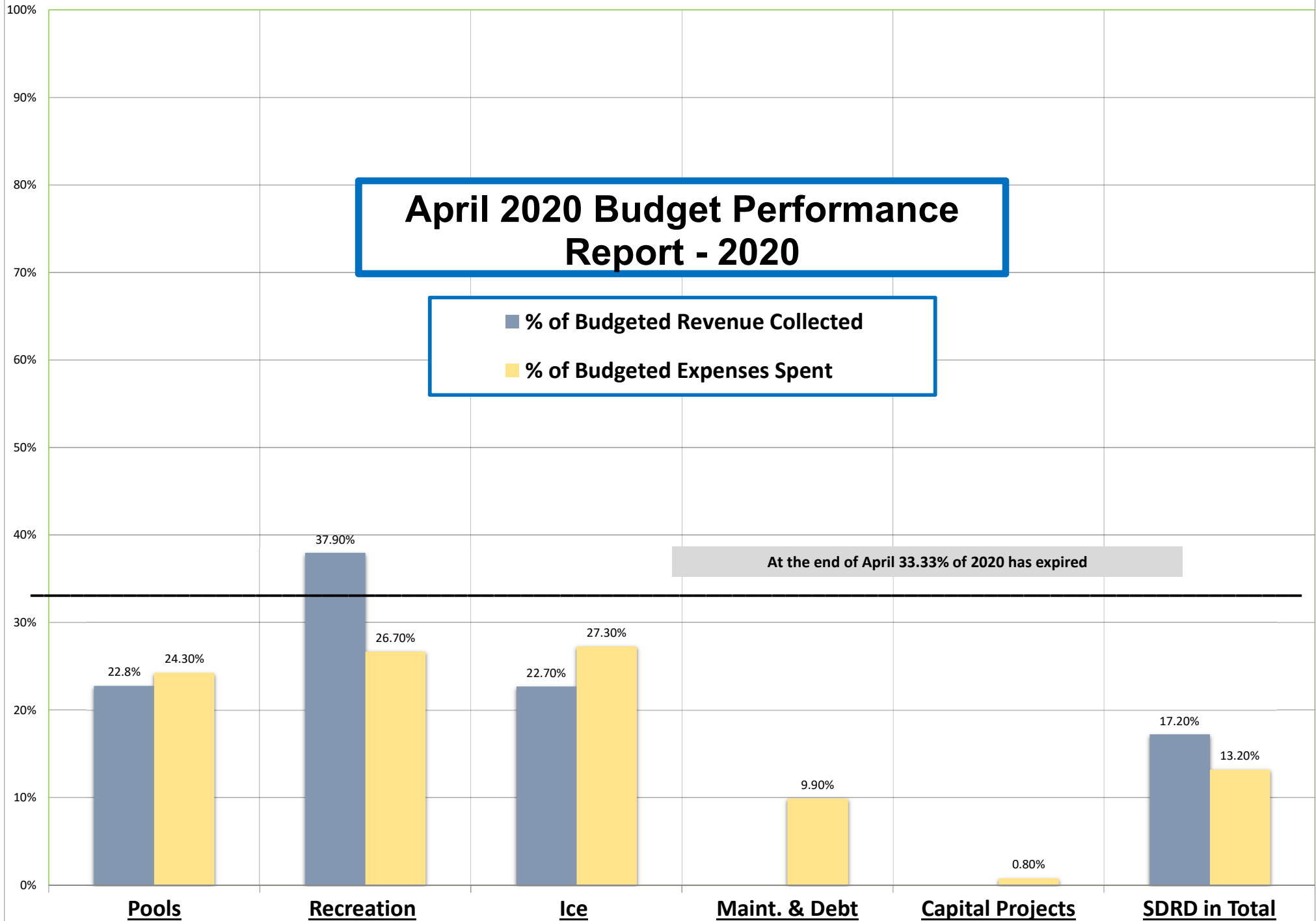
FOR 2020 04

| 565690  | Capital Projects                         | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|---|--|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| <a href="#">565690 473100</a>                 | <a href="#">Improv Other Than Bl</a>     | 440,000            | 440,000           | .00          | .00          | .00          | 440,000.00          | .0%         |
| <a href="#">565690 474100</a>                 | <a href="#">Off Furniture &amp; Equi</a> | 25,000             | 25,000            | 4,422.80     | 2,247.41     | .00          | 20,577.20           | 17.7%       |
| <a href="#">565690 474500</a>                 | <a href="#">Machinery &amp; Equipmen</a> | 1,105,000          | 1,105,000         | 3,250.00     | .00          | .00          | 1,101,750.00        | .3%         |
| <a href="#">565690 474550</a>                 | <a href="#">Recreation Equipment</a>     | 225,000            | 225,000           | .00          | .00          | .00          | 225,000.00          | .0%         |
| <a href="#">565690 474600</a>                 | <a href="#">Vehicles</a>                 | 20,000             | 20,000            | .00          | .00          | .00          | 20,000.00           | .0%         |
| TOTAL CAPITAL PROJECTS                        |  | 3,411,000          | 3,411,000         | 27,367.25    | 10,943.16    | .00          | 3,383,632.75        | .8%         |
| TOTAL Capital Projects                        |  | 3,411,000          | 3,411,000         | 27,367.25    | 10,943.16    | .00          | 3,383,632.75        | .8%         |
| TOTAL EXPENSES                                |  | 3,411,000          | 3,411,000         | 27,367.25    | 10,943.16    | .00          | 3,383,632.75        |             |
| GRAND TOTAL                                   |  | 9,880,726          | 9,880,726         | 1,307,123.54 | 237,419.07   | .00          | 8,573,602.46        | 13.2%       |
| ** END OF REPORT - Generated by Tyson Beck ** |  |                    |                   |              |              |              |                     |             |

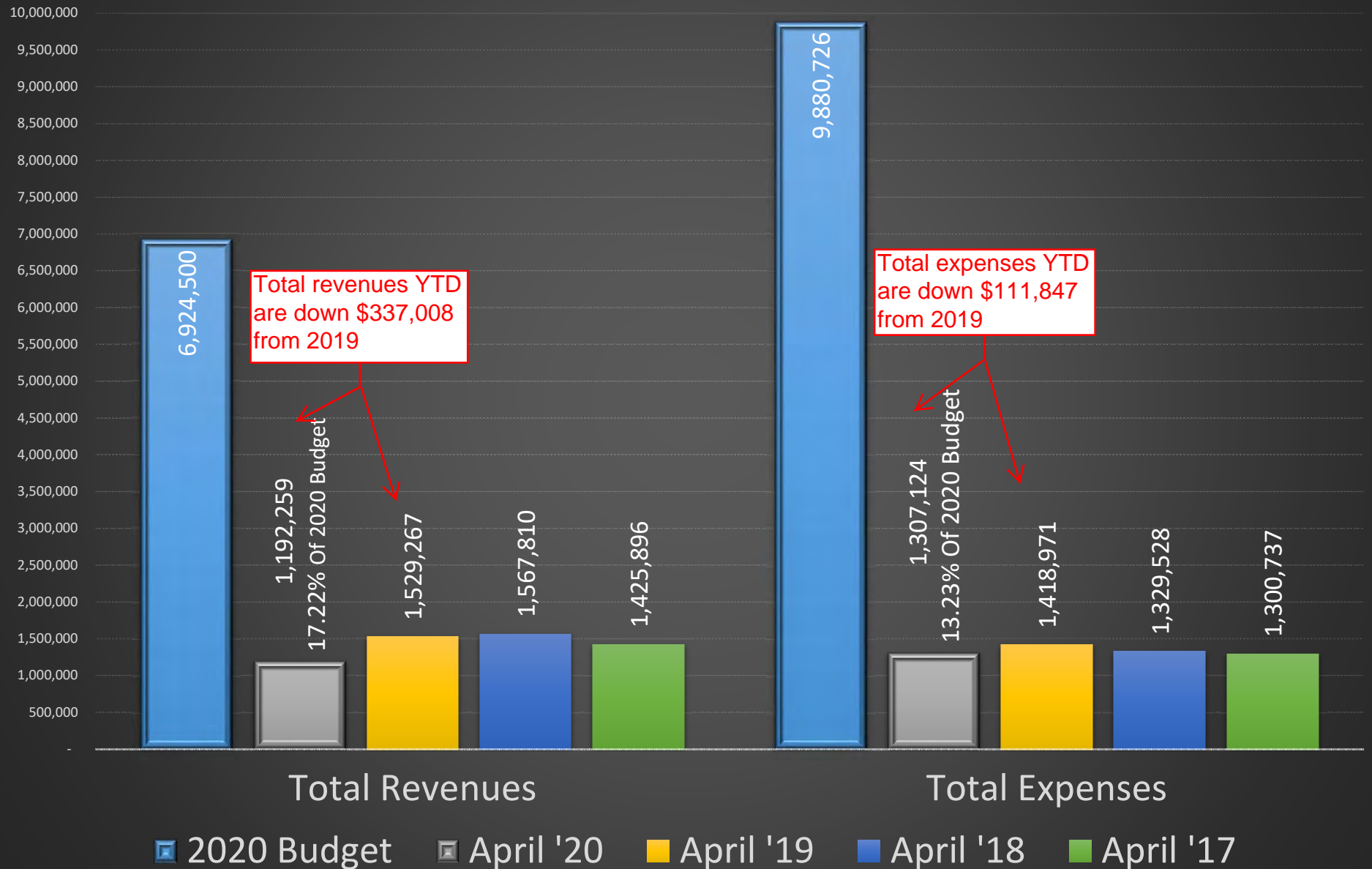
## April 2020 Budget Performance Report - 2020

■ % of Budgeted Revenue Collected  
■ % of Budgeted Expenses Spent

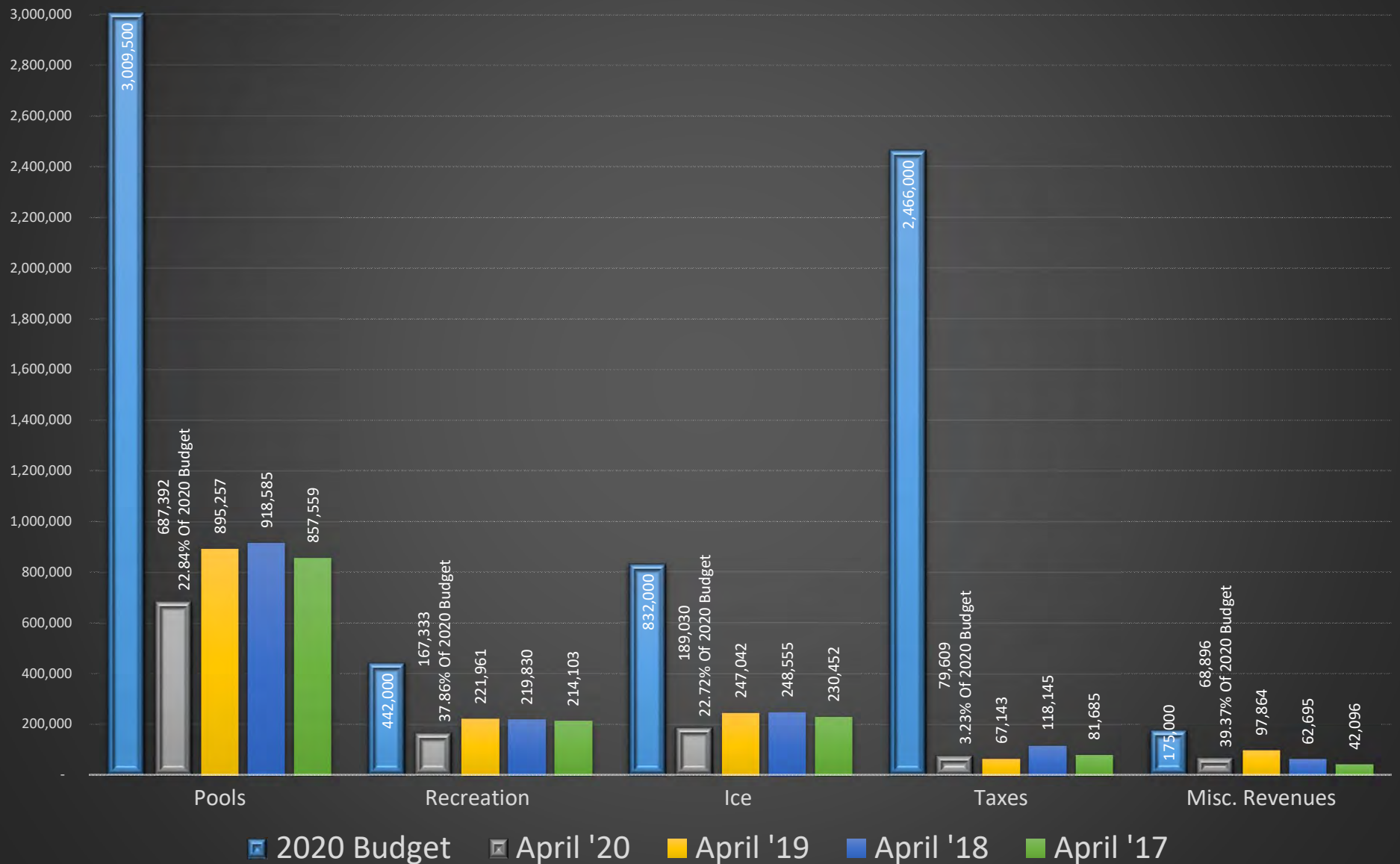
At the end of April 33.33% of 2020 has expired



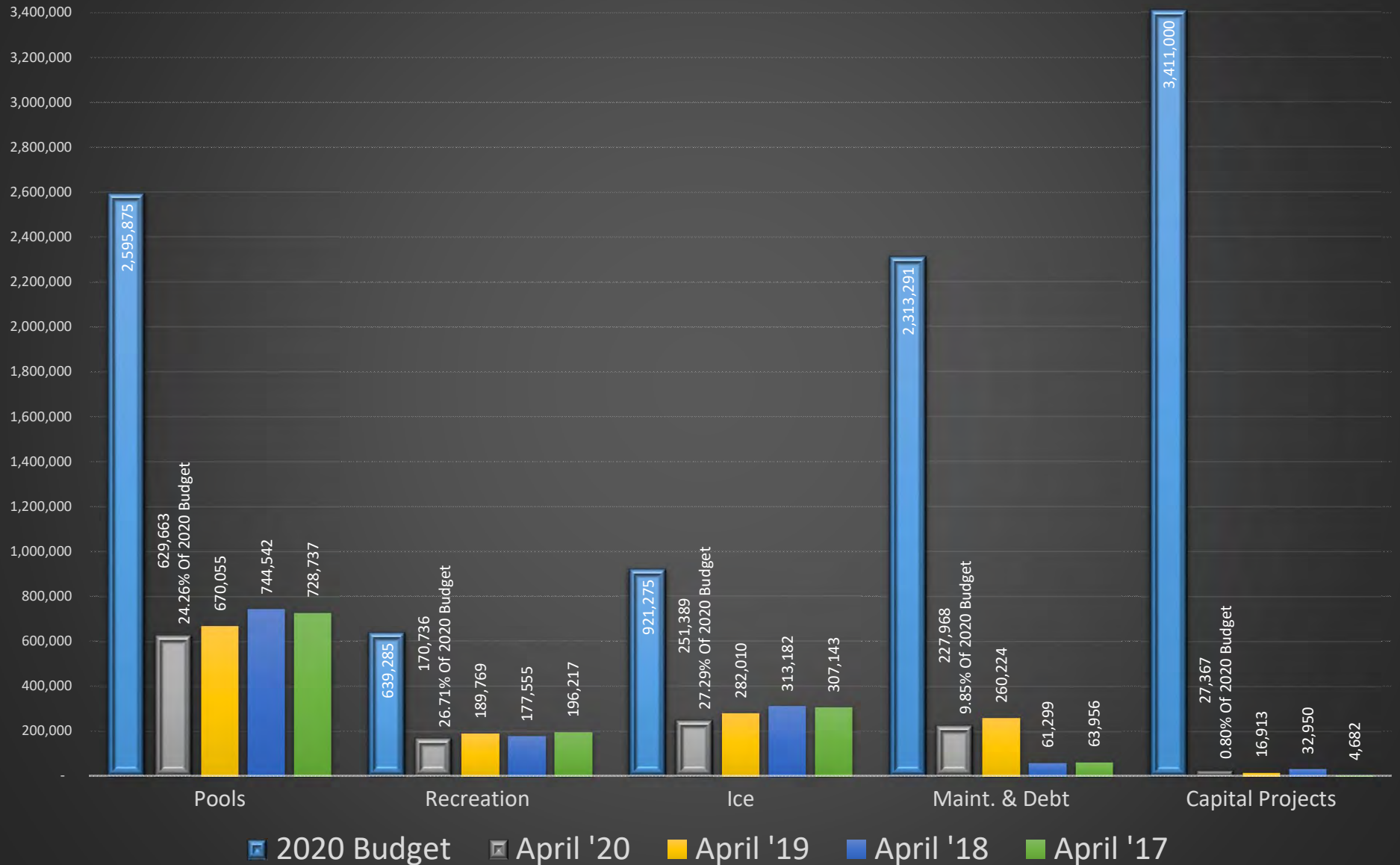
## April YTD 2020 Revenues and Expenses Compared to the 2020 Budget and the Same Timeframe from the Past Three Years



## April YTD 2020 Revenues Compared to the 2020 Budget and Revenues of the Same Timeframe of the Past Three Years



## April YTD 2020 Departmental Expenses Compared to the 2020 Budget and Expenses of the Same Timeframe of the Past Three Years



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|                                    | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|------------------------------------|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| 565610 Department Swimming Pools   |                    |                   |              |              |              |                     |             |
| 35 PERSONNEL SERVICES              |                    |                   |              |              |              |                     |             |
| 565610 411000 Salaries - Perm Empl | 331,000            | 331,000           | 96,703.50    | 25,403.20    | .00          | 234,296.50          | 29.2%       |
| 565610 412010 Lifeguards/Swim Inst | 660,000            | 660,000           | 123,132.53   | 10,999.82    | .00          | 536,867.47          | 18.7%       |
| 565610 412020 Program Directors    | 50,000             | 50,000            | 15,014.42    | 3,024.63     | .00          | 34,985.58           | 30.0%       |
| 565610 412030 Aerobics/Wt Trainers | 165,000            | 165,000           | 38,388.57    | 2,295.25     | .00          | 126,611.43          | 23.3%       |
| 565610 412050 Cashier-Front Desk   | 190,000            | 190,000           | 39,317.31    | 3,485.97     | .00          | 150,682.69          | 20.7%       |
| 565610 412080 Swim Team Coaches    | 60,000             | 60,000            | 14,390.58    | 119.75       | .00          | 45,609.42           | 24.0%       |
| 565610 412090 Daycare Staff        | 46,000             | 46,000            | 9,755.87     | 28.00        | .00          | 36,244.13           | 21.2%       |
| 565610 412100 Persnl Trainer Share | 65,000             | 65,000            | 14,057.71    | .00          | .00          | 50,942.29           | 21.6%       |
| 565610 412110 Priv Swim Lsn Instru | 18,000             | 18,000            | 3,606.52     | 654.60       | .00          | 14,393.48           | 20.0%       |
| 565610 413010 Fica Taxes           | 121,500            | 121,500           | 26,760.47    | 3,425.23     | .00          | 94,739.53           | 22.0%       |
| 565610 413020 Employee Medical Ins | 100,000            | 100,000           | 24,599.54    | 6,606.21     | .00          | 75,400.46           | 24.6%       |
| 565610 413030 Employee Life Ins    | 2,200              | 2,200             | 599.17       | 168.18       | .00          | 1,600.83            | 27.2%       |
| 565610 413040 State Retirement & 4 | 67,000             | 67,000            | 17,520.30    | 4,545.72     | .00          | 49,479.70           | 26.1%       |
| 565610 413100 Workers Comp Insuran | 28,500             | 28,500            | 5,415.95     | 463.67       | .00          | 23,084.05           | 19.0%       |
| 565610 425300 Vehicle Allowance    | 5,400              | 5,400             | 702.32       | 193.88       | .00          | 4,697.68            | 13.0%       |
| 565610 462180 Accrued Comp Time Ex | 500                | 500               | .00          | .00          | .00          | 500.00              | .0%         |
| 565610 462190 Accrued Sick Leave E | 2,000              | 2,000             | .00          | .00          | .00          | 2,000.00            | .0%         |
| 565610 462200 Accrued Vacation Exp | 2,000              | 2,000             | .00          | .00          | .00          | 2,000.00            | .0%         |
| TOTAL PERSONNEL SERVICES           | 1,914,100          | 1,914,100         | 429,964.76   | 61,414.11    | .00          | 1,484,135.24        | 22.5%       |
| 40 OPERATIONS & MAINTEN            |                    |                   |              |              |              |                     |             |
| 565610 421000 Books Subscriptions  | 25,000             | 25,000            | 4,567.03     | 888.95       | .00          | 20,432.97           | 18.3%       |
| 565610 422000 Public Notices       | 25,000             | 25,000            | 4,096.94     | 1,166.60     | .00          | 20,903.06           | 16.4%       |
| 565610 423000 Travel & Training    | 13,000             | 13,000            | 3,468.52     | 1,402.86     | .00          | 9,531.48            | 26.7%       |
| 565610 424000 Office Supplies      | 10,000             | 10,000            | 2,073.20     | .00          | .00          | 7,926.80            | 20.7%       |
| 565610 425000 Equip Supplies & Mai | 25,000             | 25,000            | 4,679.38     | 2,307.42     | .00          | 20,320.62           | 18.7%       |
| 565610 426000 Bldg & Grnd Suppl &  | 115,000            | 115,000           | 18,843.66    | 645.10       | .00          | 96,156.34           | 16.4%       |
| 565610 426500 GrndsMaint/Mowing/Sn | 0                  | 0                 | 429.17       | .00          | .00          | -429.17             | 100.0%*     |
| 565610 428000 Telephone Expense    | 2,200              | 2,200             | 846.77       | 154.80       | .00          | 1,353.23            | 38.5%       |
| 565610 431000 Profess & Tech Servi | 15,000             | 15,000            | 11,880.00    | 7,920.00     | .00          | 3,120.00            | 79.2%       |
| 565610 431040 Bank Account Fees    | 6,000              | 6,000             | 1,799.17     | 416.33       | .00          | 4,200.83            | 30.0%       |
| 565610 431050 Credit Card Merchant | 55,000             | 55,000            | 16,174.40    | 1,828.41     | .00          | 38,825.60           | 29.4%       |
| 565610 431100 Legal And Auditing F | 13,000             | 13,000            | 3,324.75     | 1,872.00     | .00          | 9,675.25            | 25.6%       |



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|                                    | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|------------------------------------|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| 565610 431500 Acctg & Payroll Serv | 56,075             | 56,075            | 35,046.00    | 11,682.00    | .00          | 21,029.00           | 62.5%       |
| 565610 445200 Lifeguard Uniforms   | 10,000             | 10,000            | 302.85       | 92.85        | .00          | 9,697.15            | 3.0%        |
| 565610 448000 Operating Supplies   | 55,000             | 55,000            | 5,286.39     | 582.92       | .00          | 49,713.61           | 9.6%        |
| 565610 448200 Water Polo Program E | 50,000             | 50,000            | 11,598.76    | 6,229.51     | .00          | 38,401.24           | 23.2%       |
| 565610 448210 Swim Team Program Ex | 40,000             | 40,000            | 4,015.82     | 2,038.06     | .00          | 35,984.18           | 10.0%       |
| 565610 448240 Items Purchasd for R | 7,500              | 7,500             | 695.40       | .00          | .00          | 6,804.60            | 9.3%        |
| 565610 448250 Snack Bar Supplies   | 13,000             | 13,000            | .00          | .00          | .00          | 13,000.00           | .0%         |
| 565610 448300 Party Room Supplies  | 5,000              | 5,000             | 642.25       | 86.16        | .00          | 4,357.75            | 12.8%       |
| 565610 448400 Day Care Supplies    | 2,000              | 2,000             | 320.12       | .00          | .00          | 1,679.88            | 16.0%       |
| 565610 448700 Special Events Suppl | 75,000             | 75,000            | 11,188.64    | 2,180.05     | .00          | 63,811.36           | 14.9%       |
| 565610 451100 Insurance & Surety B | 58,000             | 58,000            | 57,764.00    | .00          | .00          | 236.00              | 99.6%       |
| 565610 461000 Miscellaneous Expens | 6,000              | 6,000             | 701.34       | 68.90        | .00          | 5,298.66            | 11.7%       |
| 565610 463000 Cash Over Or Short   | 0                  | 0                 | -45.88       | .00          | .00          | 45.88               | 100.0%      |
| TOTAL OPERATIONS & MAINTEN         | 681,775            | 681,775           | 199,698.68   | 41,562.92    | .00          | 482,076.32          | 29.3%       |
| TOTAL Department Swimming Pools    | 2,595,875          | 2,595,875         | 629,663.44   | 102,977.03   | .00          | 1,966,211.56        | 24.3%       |
| TOTAL EXPENSES                     | 2,595,875          | 2,595,875         | 629,663.44   | 102,977.03   | .00          | 1,966,211.56        |             |

565630 Department Recreation

35 PERSONNEL SERVICES

|                                    |         |         |            |           |     |            |       |
|------------------------------------|---------|---------|------------|-----------|-----|------------|-------|
| 565630 411000 Salaries - Perm Empl | 148,000 | 148,000 | 42,035.45  | 11,513.60 | .00 | 105,964.55 | 28.4% |
| 565630 412000 Salaries-Temp & Part | 190,000 | 190,000 | 62,245.86  | 564.50    | .00 | 127,754.14 | 32.8% |
| 565630 413010 Fica Taxes           | 26,500  | 26,500  | 7,850.75   | 889.16    | .00 | 18,649.25  | 29.6% |
| 565630 413020 Employee Medical Ins | 44,000  | 44,000  | 13,447.45  | 3,680.73  | .00 | 30,552.55  | 30.6% |
| 565630 413030 Employee Life Ins    | 1,000   | 1,000   | 273.94     | 75.20     | .00 | 726.06     | 27.4% |
| 565630 413040 State Retirement & 4 | 30,000  | 30,000  | 7,663.05   | 2,091.24  | .00 | 22,336.95  | 25.5% |
| 565630 413060 Unemployment Reimb   | 500     | 500     | .00        | .00       | .00 | 500.00     | .0%   |
| 565630 413100 Workers Comp Insuran | 6,500   | 6,500   | 1,384.62   | 122.73    | .00 | 5,115.38   | 21.3% |
| 565630 425300 Vehicle Allowance    | 1,800   | 1,800   | 403.56     | 110.78    | .00 | 1,396.44   | 22.4% |
| 565630 462180 Accrued Comp Time Ex | 500     | 500     | .00        | .00       | .00 | 500.00     | .0%   |
| 565630 462190 Accrued Sick Leave E | 2,000   | 2,000   | .00        | .00       | .00 | 2,000.00   | .0%   |
| 565630 462200 Accrued Vacation Exp | 2,000   | 2,000   | .00        | .00       | .00 | 2,000.00   | .0%   |
| TOTAL PERSONNEL SERVICES           | 452,800 | 452,800 | 135,304.68 | 19,047.94 | .00 | 317,495.32 | 29.9% |

40 OPERATIONS & MAINTEN

|                                    |       |       |        |     |     |        |       |
|------------------------------------|-------|-------|--------|-----|-----|--------|-------|
| 565630 421000 Books, Subscr & Mmbr | 1,500 | 1,500 | 563.00 | .00 | .00 | 937.00 | 37.5% |
|------------------------------------|-------|-------|--------|-----|-----|--------|-------|

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|  | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|--|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| <a href="#">565630 422000 Public Notices</a>           | 4,000              | 4,000             | 1,002.60     | 183.27       | .00          | 2,997.40            | 25.1%       |
| <a href="#">565630 423000 Travel &amp; Training</a>    | 2,500              | 2,500             | 2,187.64     | 928.86       | .00          | 312.36              | 87.5%       |
| <a href="#">565630 424000 Office Supplies</a>          | 1,800              | 1,800             | 234.41       | .00          | .00          | 1,565.59            | 13.0%       |
| <a href="#">565630 425000 Equip Supplies &amp; Mai</a> | 3,500              | 3,500             | 985.80       | .00          | .00          | 2,514.20            | 28.2%       |
| <a href="#">565630 426050 Field Prep &amp; Util-By</a> | 3,000              | 3,000             | 750.00       | 250.00       | .00          | 2,250.00            | 25.0%       |
| <a href="#">565630 428000 Telephone Expense</a>        | 1,000              | 1,000             | 382.31       | 99.40        | .00          | 617.69              | 38.2%       |
| <a href="#">565630 431000 Profess &amp; Tech Servi</a> | 10,000             | 10,000            | 1,980.00     | 1,320.00     | .00          | 8,020.00            | 19.8%       |
| <a href="#">565630 431040 Bank Account Fees</a>        | 900                | 900               | 256.98       | 59.46        | .00          | 643.02              | 28.6%       |
| <a href="#">565630 431050 Credit Card Merchant</a>     | 8,000              | 8,000             | 2,310.63     | 261.20       | .00          | 5,689.37            | 28.9%       |
| <a href="#">565630 431500 Acctg &amp; Payroll Serv</a> | 28,035             | 28,035            | .00          | .00          | .00          | 28,035.00           | .0%         |
| <a href="#">565630 448000 Operating Supplies</a>       | 65,000             | 65,000            | 24,335.16    | 12,066.42    | .00          | 40,664.84           | 37.4%       |
| <a href="#">565630 448100 Jr. Jazz Program Exp</a>     | 52,000             | 52,000            | .00          | .00          | .00          | 52,000.00           | .0%         |
| <a href="#">565630 448250 Snack Bar Supply-Zes</a>     | 750                | 750               | .00          | .00          | .00          | 750.00              | .0%         |
| <a href="#">565630 461000 Miscellaneous Expens</a>     | 4,500              | 4,500             | 442.40       | 11.95        | .00          | 4,057.60            | 9.8%        |
| TOTAL OPERATIONS & MAINTEN                             | 186,485            | 186,485           | 35,430.93    | 15,180.56    | .00          | 151,054.07          | 19.0%       |
| TOTAL Department Recreation                            | 639,285            | 639,285           | 170,735.61   | 34,228.50    | .00          | 468,549.39          | 26.7%       |
| TOTAL EXPENSES   | 639,285            | 639,285           | 170,735.61   | 34,228.50    | .00          | 468,549.39          |             |
| <hr/>  |                    |                   |              |              |              |                     |             |
| 565650 Department Ice Arena                            |                    |                   |              |              |              |                     |             |
| <hr/>  |                    |                   |              |              |              |                     |             |
| 35 PERSONNEL SERVICES                                  |                    |                   |              |              |              |                     |             |
| <a href="#">565650 411000 Salaries - Perm Empl</a>     | 180,000            | 180,000           | 49,764.26    | 13,660.80    | .00          | 130,235.74          | 27.6%       |
| <a href="#">565650 412000 Salaries-Temp &amp; Part</a> | 225,000            | 225,000           | 55,524.01    | 3,510.95     | .00          | 169,475.99          | 24.7%       |
| <a href="#">565650 412120 Salaries-Temp&amp;Part-T</a> | 35,000             | 35,000            | .00          | .00          | .00          | 35,000.00           | .0%         |
| <a href="#">565650 412200 Board Member Compens</a>     | 12,000             | 12,000            | 2,880.00     | .00          | .00          | 9,120.00            | 24.0%       |
| <a href="#">565650 413010 Fica Taxes</a>               | 34,500             | 34,500            | 8,252.92     | 1,307.64     | .00          | 26,247.08           | 23.9%       |
| <a href="#">565650 413020 Employee Medical Ins</a>     | 54,000             | 54,000            | 16,383.61    | 4,490.83     | .00          | 37,616.39           | 30.3%       |
| <a href="#">565650 413030 Employee Life Ins</a>        | 1,200              | 1,200             | 322.61       | 88.56        | .00          | 877.39              | 26.9%       |
| <a href="#">565650 413040 State Retirement &amp; 4</a> | 36,000             | 36,000            | 8,637.50     | 2,351.54     | .00          | 27,362.50           | 24.0%       |
| <a href="#">565650 413060 Unemployment Reimb</a>       | 500                | 500               | .00          | .00          | .00          | 500.00              | .0%         |
| <a href="#">565650 413100 Workers Comp Insuran</a>     | 8,000              | 8,000             | 1,650.01     | 176.87       | .00          | 6,349.99            | 20.6%       |
| <a href="#">565650 425300 Vehicle Allowance</a>        | 6,000              | 6,000             | 1,546.90     | 424.64       | .00          | 4,453.10            | 25.8%       |
| <a href="#">565650 462180 Accrued Comp Time Ex</a>     | 500                | 500               | .00          | .00          | .00          | 500.00              | .0%         |
| <a href="#">565650 462190 Accrued Sick Leave E</a>     | 2,000              | 2,000             | .00          | .00          | .00          | 2,000.00            | .0%         |
| <a href="#">565650 462200 Accrued Vacation Exp</a>     | 2,000              | 2,000             | .00          | .00          | .00          | 2,000.00            | .0%         |
| TOTAL PERSONNEL SERVICES                               | 596,700            | 596,700           | 144,961.82   | 26,011.83    | .00          | 451,738.18          | 24.3%       |
| <hr/>  |                    |                   |              |              |              |                     |             |
| 40 OPERATIONS & MAINTEN                                |                    |                   |              |              |              |                     |             |
| <a href="#">565650 421000 Books, Subscr &amp; Mmbr</a> | 4,000              | 4,000             | 2,378.00     | .00          | .00          | 1,622.00            | 59.5%       |

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|                                     | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|-------------------------------------|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| 565650 422000 Public Notices        | 10,000             | 10,000            | 1,209.99     | 615.79       | .00          | 8,790.01            | 12.1%       |
| 565650 423000 Travel & Training     | 2,000              | 2,000             | 1,782.16     | 74.00        | .00          | 217.84              | 89.1%       |
| 565650 424000 Office Supplies       | 4,000              | 4,000             | 583.42       | .00          | .00          | 3,416.58            | 14.6%       |
| 565650 425000 Equip Supplies & Mai  | 10,000             | 10,000            | 937.31       | 841.31       | .00          | 9,062.69            | 9.4%        |
| 565650 425010 EquipSupplies&Maint-  | 2,000              | 2,000             | 419.80       | .00          | .00          | 1,580.20            | 21.0%       |
| 565650 426000 Bldg Supplies & Main  | 13,000             | 13,000            | 3,603.50     | 260.00       | .00          | 9,396.50            | 27.7%       |
| 565650 426010 Bldg Supplies & Maint | 2,000              | 2,000             | .00          | .00          | .00          | 2,000.00            | .0%         |
| 565650 426500 GrndsMaint/Mowing/Sn  | 0                  | 0                 | 429.16       | .00          | .00          | -429.16             | 100.0%*     |
| 565650 427010 Utilities - Ice Ribb  | 12,000             | 12,000            | .00          | .00          | .00          | 12,000.00           | .0%         |
| 565650 428000 Telephone Expense     | 1,200              | 1,200             | 415.90       | 108.62       | .00          | 784.10              | 34.7%       |
| 565650 431000 Profess & Tech Servi  | 15,000             | 15,000            | 5,940.00     | 3,960.00     | .00          | 9,060.00            | 39.6%       |
| 565650 431040 Bank Account Fees     | 1,800              | 1,800             | 514.04       | 118.95       | .00          | 1,285.96            | 28.6%       |
| 565650 431050 Credit Card Merchant  | 16,000             | 16,000            | 4,621.26     | 522.40       | .00          | 11,378.74           | 28.9%       |
| 565650 431100 Legal And Auditing F  | 12,000             | 12,000            | 3,324.75     | 1,872.00     | .00          | 8,675.25            | 27.7%       |
| 565650 431500 Acctg & Payroll Serv  | 56,075             | 56,075            | .00          | .00          | .00          | 56,075.00           | .0%         |
| 565650 448000 Operating Supplies    | 15,000             | 15,000            | 5,517.38     | 2,081.11     | .00          | 9,482.62            | 36.8%       |
| 565650 448010 Operating Supplies -  | 10,000             | 10,000            | 1,459.41     | .00          | .00          | 8,540.59            | 14.6%       |
| 565650 448240 Resale Items          | 4,000              | 4,000             | .00          | .00          | .00          | 4,000.00            | .0%         |
| 565650 448250 Snack Bar Supplies    | 70,000             | 70,000            | 14,786.89    | .00          | .00          | 55,213.11           | 21.1%       |
| 565650 448300 Party Room Supplies   | 2,000              | 2,000             | 491.53       | 64.62        | .00          | 1,508.47            | 24.6%       |
| 565650 448700 Special Events Suppl  | 1,000              | 1,000             | 54.01        | .00          | .00          | 945.99              | 5.4%        |
| 565650 451100 Insurance & Surety B  | 58,000             | 58,000            | 57,764.00    | .00          | .00          | 236.00              | 99.6%       |
| 565650 461000 Miscellaneous Expens  | 3,500              | 3,500             | 194.90       | 11.95        | .00          | 3,305.10            | 5.6%        |
| TOTAL OPERATIONS & MAINTEN          | 324,575            | 324,575           | 106,427.41   | 10,530.75    | .00          | 218,147.59          | 32.8%       |
| TOTAL Department Ice Arena          | 921,275            | 921,275           | 251,389.23   | 36,542.58    | .00          | 669,885.77          | 27.3%       |
| TOTAL EXPENSES                      | 921,275            | 921,275           | 251,389.23   | 36,542.58    | .00          | 669,885.77          |             |

565670 Department Maintenance & Debt

35 PERSONNEL SERVICES

|                                    |         |         |           |           |     |            |       |
|------------------------------------|---------|---------|-----------|-----------|-----|------------|-------|
| 565670 411000 Salaries - Perm Empl | 178,500 | 178,500 | 51,126.62 | 14,039.77 | .00 | 127,373.38 | 28.6% |
| 565670 412000 Salaries-Temp & Part | 20,000  | 20,000  | 1,895.82  | .00       | .00 | 18,104.18  | 9.5%  |
| 565670 413010 Fica Taxes           | 16,000  | 16,000  | 3,985.34  | 1,054.57  | .00 | 12,014.66  | 24.9% |
| 565670 413020 Employee Medical Ins | 38,900  | 38,900  | 11,872.19 | 3,253.25  | .00 | 27,027.81  | 30.5% |
| 565670 413030 Employee Life Ins    | 1,200   | 1,200   | 329.82    | 90.54     | .00 | 870.18     | 27.5% |
| 565670 413040 State Retirement & 4 | 36,000  | 36,000  | 9,864.67  | 2,686.05  | .00 | 26,135.33  | 27.4% |
| 565670 413100 Workers Comp Insuran | 4,000   | 4,000   | 773.11    | 142.65    | .00 | 3,226.89   | 19.3% |
| 565670 462180 Accrued Comp Time Ex | 500     | 500     | .00       | .00       | .00 | 500.00     | .0%   |

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| 565670                           | Department | Maintenance & Debt   | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|----------------------------------|------------|----------------------|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
|                                  |            |                      |                    |                   |              |              |              |                     |             |
| 565670                           | 462190     | Accrued Sick Leave E | 2,000              | 2,000             | .00          | .00          | .00          | 2,000.00            | .0%         |
| 565670                           | 462200     | Accrued Vacation Exp | 2,000              | 2,000             | .00          | .00          | .00          | 2,000.00            | .0%         |
| TOTAL PERSONNEL SERVICES         |            |                      | 299,100            | 299,100           | 79,847.57    | 21,266.83    | .00          | 219,252.43          | 26.7%       |
| 40 OPERATIONS & MAINTEN          |            |                      |                    |                   |              |              |              |                     |             |
|                                  |            |                      |                    |                   |              |              |              |                     |             |
| 565670                           | 421000     | Books, Subscr & Mmbr | 500                | 500               | 48.26        | 48.26        | .00          | 451.74              | 9.7%        |
| 565670                           | 423000     | Travel & Training    | 2,000              | 2,000             | .00          | .00          | .00          | 2,000.00            | .0%         |
| 565670                           | 424000     | Office Supplies      | 250                | 250               | .00          | .00          | .00          | 250.00              | .0%         |
| 565670                           | 425000     | Equip Supplies & Mai | 3,000              | 3,000             | 273.50       | 54.68        | .00          | 2,726.50            | 9.1%        |
| 565670                           | 426000     | Bldg & Grnd Suppl &  | 125,000            | 125,000           | 32,161.80    | 5,989.00     | .00          | 92,838.20           | 25.7%       |
| 565670                           | 426500     | GrndsMaint/Mowing/Sn | 10,500             | 10,500            | 1,716.66     | 858.33       | .00          | 8,783.34            | 16.3%       |
| 565670                           | 427000     | Utilities            | 425,000            | 425,000           | 88,200.42    | 8,805.96     | .00          | 336,799.58          | 20.8%       |
| 565670                           | 428000     | Telephone Expense    | 1,500              | 1,500             | 652.41       | 183.49       | .00          | 847.59              | 43.5%       |
| 565670                           | 434000     | Janitorial Services  | 131,000            | 131,000           | 36,929.25    | 15,521.25    | .00          | 94,070.75           | 28.2%       |
| 565670                           | 448000     | Operating Supplies   | 4,000              | 4,000             | 784.00       | .00          | .00          | 3,216.00            | 19.6%       |
| 565670                           | 461000     | Miscellaneous Expens | 500                | 500               | .00          | .00          | .00          | 500.00              | .0%         |
| 565670                           | 462110     | Prop Tax Increment P | 110,000            | 110,000           | .00          | .00          | .00          | 110,000.00          | .0%         |
| TOTAL OPERATIONS & MAINTEN       |            |                      | 813,250            | 813,250           | 160,766.30   | 31,460.97    | .00          | 652,483.70          | 19.8%       |
| 45 DEBT SERVICE                  |            |                      |                    |                   |              |              |              |                     |             |
|                                  |            |                      |                    |                   |              |              |              |                     |             |
| 565670                           | 481000     | Principal On Bonds   | 940,000            | 940,000           | .00          | .00          | .00          | 940,000.00          | .0%         |
| 565670                           | 482000     | Interest on Bonds    | 311,525            | 311,525           | .00          | .00          | .00          | 311,525.00          | .0%         |
| 565670                           | 482040     | Int Exp-Dfrd Bond Rf | 87,093             | 87,093            | 21,773.34    | .00          | .00          | 65,319.66           | 25.0%       |
| 565670                           | 482060     | Int Exp-Bond Premium | -137,677           | -137,677          | -34,419.20   | .00          | .00          | -103,257.80         | 25.0%*      |
| TOTAL DEBT SERVICE               |            |                      | 1,200,941          | 1,200,941         | -12,645.86   | .00          | .00          | 1,213,586.86        | -1.1%       |
| TOTAL Department Maintenance & D |            |                      | 2,313,291          | 2,313,291         | 227,968.01   | 52,727.80    | .00          | 2,085,322.99        | 9.9%        |
| TOTAL EXPENSES                   |            |                      | 2,313,291          | 2,313,291         | 227,968.01   | 52,727.80    | .00          | 2,085,322.99        |             |
| 565690 Capital Projects          |            |                      |                    |                   |              |              |              |                     |             |
|                                  |            |                      |                    |                   |              |              |              |                     |             |
| 55 CAPITAL PROJECTS              |            |                      |                    |                   |              |              |              |                     |             |
|                                  |            |                      |                    |                   |              |              |              |                     |             |
| 565690                           | 472100     | Buildings            | 1,596,000          | 1,596,000         | 19,694.45    | 8,695.75     | .00          | 1,576,305.55        | 1.2%        |

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FOR 2020 04

| 565690                        | Capital Projects                         | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|-------------------------------|--|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| <a href="#">565690 473100</a> | <a href="#">Improv Other Than Bl</a>     | 440,000            | 440,000           | .00          | .00          | .00          | 440,000.00          | .0%         |
| <a href="#">565690 474100</a> | <a href="#">Off Furniture &amp; Equi</a> | 25,000             | 25,000            | 4,422.80     | 2,247.41     | .00          | 20,577.20           | 17.7%       |
| <a href="#">565690 474500</a> | <a href="#">Machinery &amp; Equipmen</a> | 1,105,000          | 1,105,000         | 3,250.00     | .00          | .00          | 1,101,750.00        | .3%         |
| <a href="#">565690 474550</a> | <a href="#">Recreation Equipment</a>     | 225,000            | 225,000           | .00          | .00          | .00          | 225,000.00          | .0%         |
| <a href="#">565690 474600</a> | <a href="#">Vehicles</a>                 | 20,000             | 20,000            | .00          | .00          | .00          | 20,000.00           | .0%         |
| TOTAL CAPITAL PROJECTS        |  | 3,411,000          | 3,411,000         | 27,367.25    | 10,943.16    | .00          | 3,383,632.75        | .8%         |
| TOTAL Capital Projects        |  | 3,411,000          | 3,411,000         | 27,367.25    | 10,943.16    | .00          | 3,383,632.75        | .8%         |
| TOTAL EXPENSES                |  | 3,411,000          | 3,411,000         | 27,367.25    | 10,943.16    | .00          | 3,383,632.75        |             |
| GRAND TOTAL                   |  | 9,880,726          | 9,880,726         | 1,307,123.54 | 237,419.07   | .00          | 8,573,602.46        | 13.2%       |

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South Davis Recreation District  
APRIL 2020 YTD REVENUE REPORT

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FOR 2020 04

|  | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|--|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| 10 SWIMMING POOL REVENUE                           |                    |                   |              |              |              |                     |             |
| <a href="#">563000 347225 Special Events Donat</a> | -30,000            | -30,000           | -6,951.00    | .00          | .00          | -23,049.00          | 23.2%*      |
| <a href="#">564100 347210 DailyAdmissions-Pool</a> | -620,000           | -620,000          | -135,663.11  | 5,538.46     | .00          | -484,336.89         | 21.9%*      |
| <a href="#">564100 347215 Season Passes - Pool</a> | -760,000           | -760,000          | -240,449.73  | -53,881.64   | .00          | -519,550.27         | 31.6%*      |
| <a href="#">564100 347217 EFT Mthly Pay Annual</a> | -640,000           | -640,000          | -121,611.59  | -86.56       | .00          | -518,388.41         | 19.0%*      |
| <a href="#">564100 347218 EFT Mthly Pay Set-Up</a> | -20,000            | -20,000           | -4,088.45    | .00          | .00          | -15,911.55          | 20.4%*      |
| <a href="#">564100 347220 Ticket Sales-Spcl Ev</a> | -10,000            | -10,000           | -74.00       | .00          | .00          | -9,926.00           | .7%*        |
| <a href="#">564100 347221 Special Events-Races</a> | -110,000           | -110,000          | -20,681.50   | -88.00       | .00          | -89,318.50          | 18.8%*      |
| <a href="#">564100 347250 Fitness Class - Pool</a> | -2,500             | -2,500            | .00          | .00          | .00          | -2,500.00           | .0%*        |
| <a href="#">564100 347260 Lessons - Pool</a>       | -265,000           | -265,000          | -41,528.00   | 3,392.00     | .00          | -223,472.00         | 15.7%*      |
| <a href="#">564100 347262 Private Swim Lessons</a> | -32,500            | -32,500           | -6,448.00    | 120.00       | .00          | -26,052.00          | 19.8%*      |
| <a href="#">564100 347265 Personal Trainers -</a>  | -95,000            | -95,000           | -22,256.00   | .00          | .00          | -72,744.00          | 23.4%*      |
| <a href="#">564100 347280 Aquatic Teams Regist</a> | -150,000           | -150,000          | -35,606.00   | 65.00        | .00          | -114,394.00         | 23.7%*      |
| <a href="#">564100 347281 Water Polo Registrat</a> | -60,000            | -60,000           | -14,228.66   | -4,377.33    | .00          | -45,771.34          | 23.7%*      |
| <a href="#">564100 347282 Swim Team Program Fu</a> | -45,000            | -45,000           | -2,287.00    | .00          | .00          | -42,713.00          | 5.1%*       |
| <a href="#">564100 347290 Day Care</a>             | -20,000            | -20,000           | -4,531.50    | .00          | .00          | -15,468.50          | 22.7%*      |
| <a href="#">564200 347271 SDRD Swim Meet Reven</a> | -65,000            | -65,000           | -20,799.00   | -15.00       | .00          | -44,201.00          | 32.0%*      |
| <a href="#">564200 347275 Facil Rntl-Hrly/All</a>  | -27,500            | -27,500           | -4,027.50    | .00          | .00          | -23,472.50          | 14.6%*      |
| <a href="#">564200 347276 Facil Rntl-Party Roo</a> | -24,000            | -24,000           | -4,517.80    | 1,167.50     | .00          | -19,482.20          | 18.8%*      |
| <a href="#">564300 347240 Snack Bar Sales - Po</a> | -21,000            | -21,000           | .00          | .00          | .00          | -21,000.00          | .0%*        |
| <a href="#">564300 347241 Merchandise Sales -</a>  | -12,000            | -12,000           | -1,643.27    | .00          | .00          | -10,356.73          | 13.7%*      |
| TOTAL SWIMMING POOL REVENUE                        | -3,009,500         | -3,009,500        | -687,392.11  | -48,165.57   | .00          | -2,322,107.89       | 22.8%       |
| TOTAL REVENUES                                     | -3,009,500         | -3,009,500        | -687,392.11  | -48,165.57   | .00          | -2,322,107.89       |             |
| 15 RECREATION REVENUE                              |                    |                   |              |              |              |                     |             |
| <a href="#">563000 347425 Special Events Donat</a> | -20,000            | -20,000           | .00          | .00          | .00          | -20,000.00          | .0%*        |
| <a href="#">564100 347460 Lessons - Rec</a>        | -23,000            | -23,000           | -3,507.00    | 3,153.00     | .00          | -19,493.00          | 15.2%*      |
| <a href="#">564100 347480 Team Sports</a>          | -195,000           | -195,000          | -47,857.00   | 31,691.00    | .00          | -147,143.00         | 24.5%*      |
| <a href="#">564100 347481 Jr. Jazz Registratio</a> | -180,000           | -180,000          | -112,091.00  | .00          | .00          | -67,909.00          | 62.3%*      |
| <a href="#">564200 347470 Facility Rntl-Gym/Mt</a> | -20,000            | -20,000           | -2,725.00    | 80.00        | .00          | -17,275.00          | 13.6%*      |
| <a href="#">564300 347440 Snack Sales-Zesiger</a>  | -1,500             | -1,500            | .00          | .00          | .00          | -1,500.00           | .0%*        |
| <a href="#">564300 347450 Vending Mach Commiss</a> | -2,500             | -2,500            | -1,152.65    | -209.00      | .00          | -1,347.35           | 46.1%*      |
| TOTAL RECREATION REVENUE                           | -442,000           | -442,000          | -167,332.65  | 34,715.00    | .00          | -274,667.35         | 37.9%       |
| TOTAL REVENUES                                     | -442,000           | -442,000          | -167,332.65  | 34,715.00    | .00          | -274,667.35         |             |
| 20 ICE RINK REVENUE                                |                    |                   |              |              |              |                     |             |
| <a href="#">563000 347825 Special Events Donat</a> | -5,000             | -5,000            | .00          | .00          | .00          | -5,000.00           | .0%*        |

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South Davis Recreation District  
APRIL 2020 YTD REVENUE REPORT

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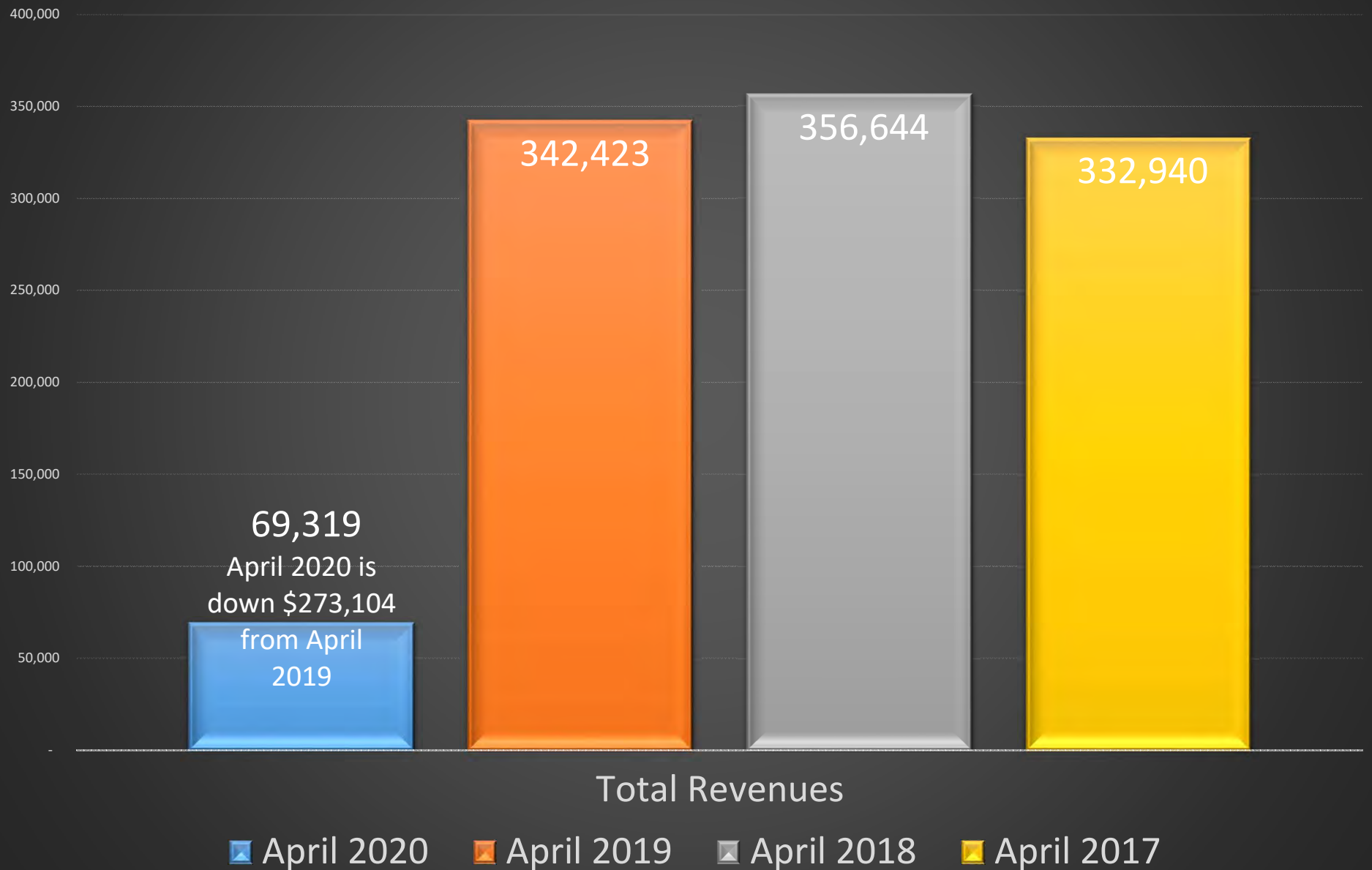
FOR 2020 04

| 20 | ICE RINK REVENUE                                   | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD EXPENDED  | MTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|----|--|--------------------|-------------------|---------------|--------------|--------------|---------------------|-------------|
|    | <a href="#">564100 347810 DailyAdmissions-IceR</a> | -80,000            | -80,000           | -27,642.20    | .00          | .00          | -52,357.80          | 34.6%*      |
|    | <a href="#">564100 347811 DailyAdmiss.-IceRibb</a> | -75,000            | -75,000           | .00           | .00          | .00          | -75,000.00          | .0%*        |
|    | <a href="#">564100 347815 Season Passes - Ice</a>  | -135,000           | -135,000          | -42,432.30    | -9,508.52    | .00          | -92,567.70          | 31.4%*      |
|    | <a href="#">564100 347817 EFT Mthly Pay Annual</a> | -110,000           | -110,000          | -21,460.86    | -15.27       | .00          | -88,539.14          | 19.5%*      |
|    | <a href="#">564100 347820 Ticket Sales-Spcl Ev</a> | -1,500             | -1,500            | .00           | .00          | .00          | -1,500.00           | .0%*        |
|    | <a href="#">564100 347830 Groupon Voucher Sale</a> | -8,000             | -8,000            | -4,263.32     | .00          | .00          | -3,736.68           | 53.3%*      |
|    | <a href="#">564100 347860 Skate Lessons</a>        | -50,000            | -50,000           | -13,909.40    | 160.00       | .00          | -36,090.60          | 27.8%*      |
|    | <a href="#">564200 347871 Facil Rntl-Hockey/Fi</a> | -130,000           | -130,000          | -27,043.00    | -8,440.00    | .00          | -102,957.00         | 20.8%*      |
|    | <a href="#">564200 347872 Facil Rntl-Frstyl/Co</a> | -38,000            | -38,000           | -6,346.50     | .00          | .00          | -31,653.50          | 16.7%*      |
|    | <a href="#">564200 347874 Rental - Ice Skates</a>  | -50,000            | -50,000           | -19,536.83    | .00          | .00          | -30,463.17          | 39.1%*      |
|    | <a href="#">564200 347875 Facil Rntl-All Nite</a>  | -3,000             | -3,000            | -1,820.00     | .00          | .00          | -1,180.00           | 60.7%*      |
|    | <a href="#">564200 347876 Facil Rntl-Party Roo</a> | -7,000             | -7,000            | -2,913.00     | 175.00       | .00          | -4,087.00           | 41.6%*      |
|    | <a href="#">564200 347877 Rental-Skates-Ribbon</a> | -30,000            | -30,000           | .00           | .00          | .00          | -30,000.00          | .0%*        |
|    | <a href="#">564300 347840 Snack Bar Sls-Main S</a> | -105,000           | -105,000          | -21,495.50    | -5.06        | .00          | -83,504.50          | 20.5%*      |
|    | <a href="#">564300 347841 Merchandise Sales -</a>  | -4,500             | -4,500            | -166.90       | .00          | .00          | -4,333.10           | 3.7%*       |
|    | TOTAL ICE RINK REVENUE                             | -832,000           | -832,000          | -189,029.81   | -17,633.85   | .00          | -642,970.19         | 22.7%       |
|    | TOTAL REVENUES                                     | -832,000           | -832,000          | -189,029.81   | -17,633.85   | .00          | -642,970.19         |             |
| 22 | TAXES  |                    |                   |               |              |              |                     |             |
|    | <a href="#">561000 311000 General Property Tax</a> | -850,000           | -850,000          | -4,019.23     | -2,883.25    | .00          | -845,980.77         | .5%*        |
|    | <a href="#">561000 311010 Genl Prop Taxes-Debt</a> | -1,296,000         | -1,296,000        | -6,128.13     | -4,396.10    | .00          | -1,289,871.87       | .5%*        |
|    | <a href="#">561000 311020 Property Tax Increme</a> | -110,000           | -110,000          | .00           | .00          | .00          | -110,000.00         | .0%*        |
|    | <a href="#">561000 312000 Prior Yrs'Taxes-Deln</a> | -75,000            | -75,000           | -41,182.21    | -5,504.30    | .00          | -33,817.79          | 54.9%*      |
|    | <a href="#">561000 315000 Fees-In-Lieu Of Prop</a> | -135,000           | -135,000          | -28,278.98    | -10,745.61   | .00          | -106,721.02         | 20.9%*      |
|    | TOTAL TAXES  | -2,466,000         | -2,466,000        | -79,608.55    | -23,529.26   | .00          | -2,386,391.45       | 3.2%        |
|    | TOTAL REVENUES                                     | -2,466,000         | -2,466,000        | -79,608.55    | -23,529.26   | .00          | -2,386,391.45       |             |
| 25 | OTHER REVENUE                                      |                    |                   |               |              |              |                     |             |
|    | <a href="#">562000 369000 Sundry Revenues</a>      | 0                  | 0                 | -13,014.17    | -3,875.02    | .00          | 13,014.17           | 100.0%      |
|    | <a href="#">562100 361000 Interest Earnings</a>    | -175,000           | -175,000          | -53,382.05    | -10,347.15   | .00          | -121,617.95         | 30.5%*      |
|    | <a href="#">562100 361010 Interest Earnings -</a>  | 0                  | 0                 | -2,499.41     | -483.30      | .00          | 2,499.41            | 100.0%      |
|    | TOTAL OTHER REVENUE                                | -175,000           | -175,000          | -68,895.63    | -14,705.47   | .00          | -106,104.37         | 39.4%       |
|    | TOTAL REVENUES                                     | -175,000           | -175,000          | -68,895.63    | -14,705.47   | .00          | -106,104.37         |             |
|    | GRAND TOTAL  | -6,924,500         | -6,924,500        | -1,192,258.75 | -69,319.15   | .00          | -5,732,241.25       | 17.2%       |

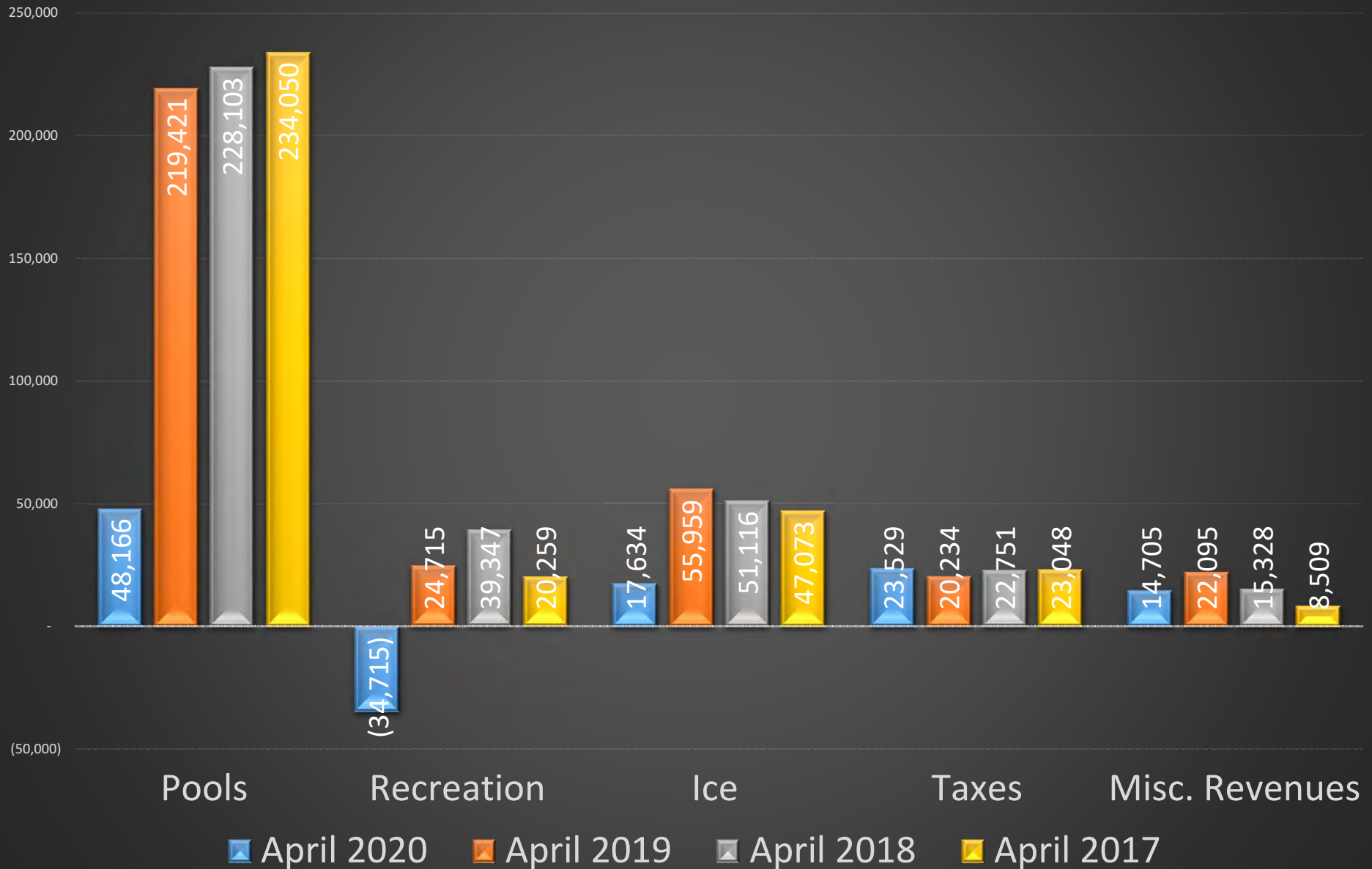
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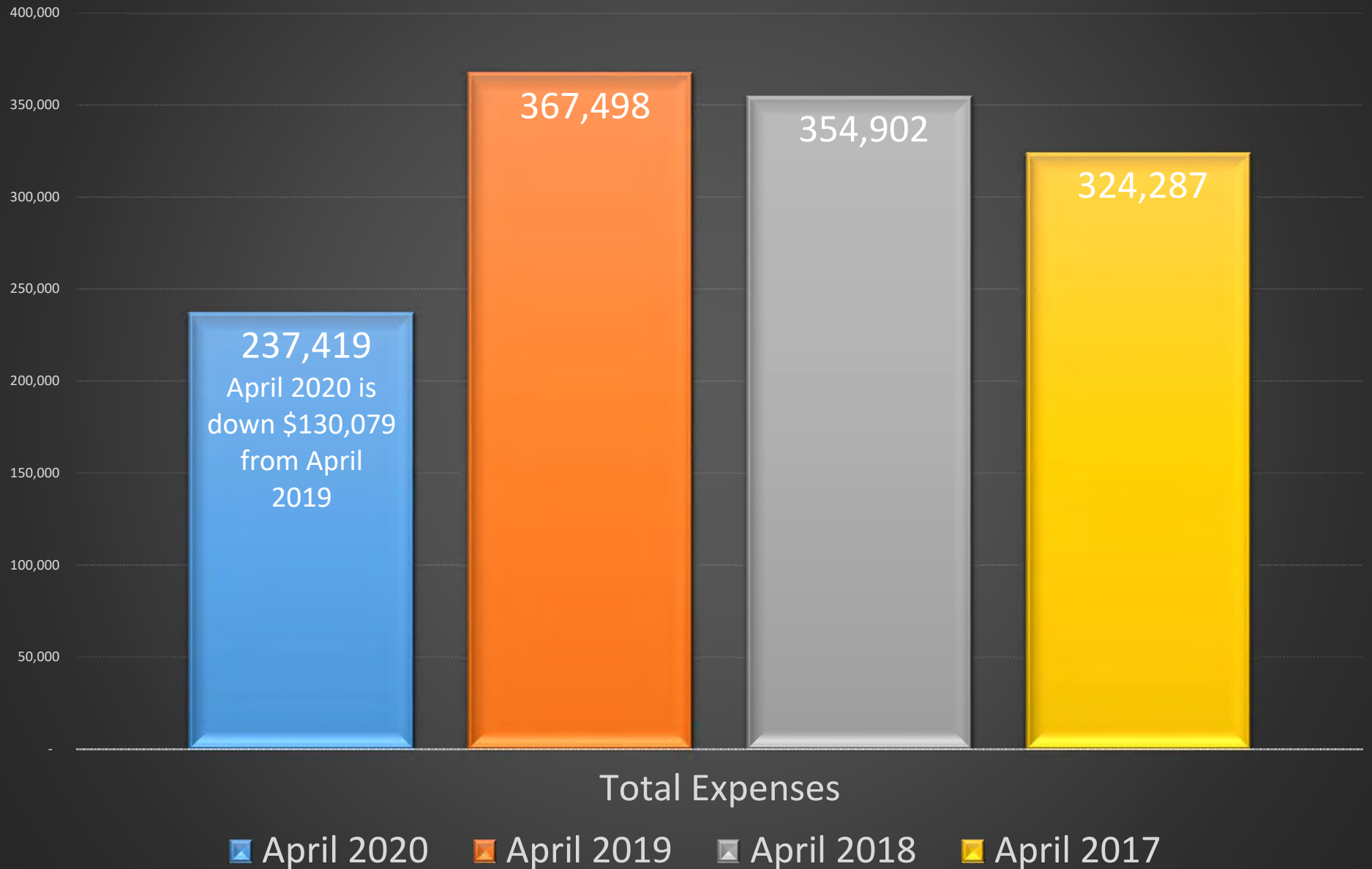
## April 2020 Total District Revenues Compared to the Total April Revenues from the Past Three Years



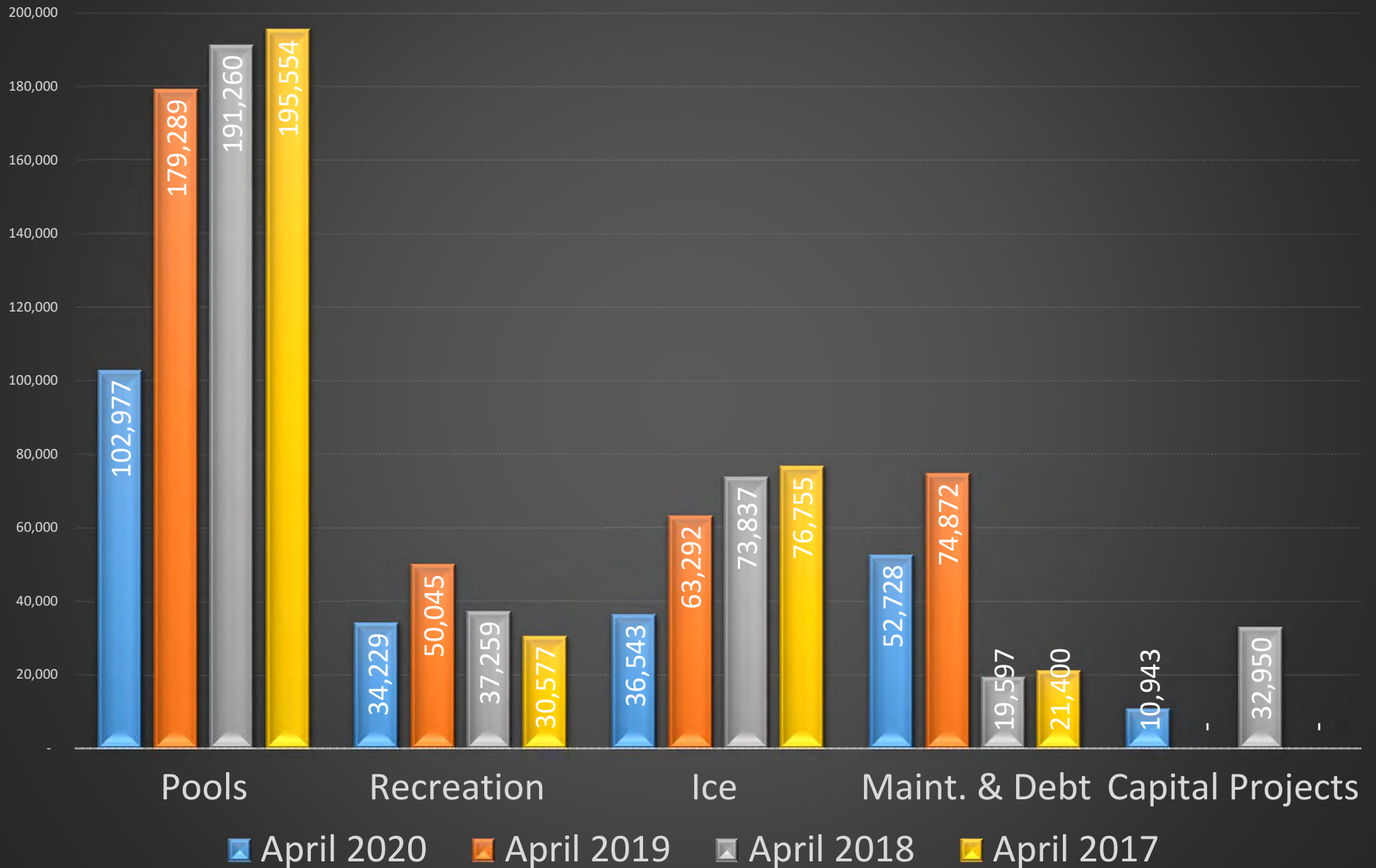
## April 2020 Departmental Revenues Compared to the April Departmental Revenues from the Past Three Years



## April 2020 Total District Expenses Compared to the Total April Expenses from the Past Three Years



## April 2020 Departmental Expenses Compared to the April Departmental Expenses from the Past Three Years



**COVID-19 Update May 15, 2020**

## **SOUTH DAVIS RECREATION CENTER TO OPEN WITH LIMITED CAPACITY AND AMENITIES**

The South Davis Recreation District will be reopening the South Davis Recreation Center on May 21<sup>st</sup>. The District Board decided to reopen the facility in consultation with public health officials and in accordance with the [Utah Leads 4.1 plan](#). To ensure the safety of our patrons and employees, use of the facility will be limited in accordance with the guidelines contained in the Moderate Risk Phase of the Utah Leads 4.1 plan. Due to those guidelines, our operations and programming will be different and we will outline those changes throughout our [South Davis Recreation Center Moderate Risk Plan](#) document. This plan could change depending on direction we may receive from health officials, as well as adjustments we may need to make operationally once we are open. We ask that you continue to remain patient with us during this time as we all become accustomed to these new changes.

Also, please make sure to follow all posted rules and guidelines when at the facility. Patrons who do not follow the facility guidelines will be asked to leave. If you notice other patrons not following guidelines, please talk to SDRC staff and do not confront the other patron. Please remember to sanitize and wash your hands, practice proper social distancing, and to disinfect equipment and other used items after use.

### **SDRC Re-Opening FAQ's – Moderate Risk Phase**

#### **With State of Utah moving to the Low Risk Phase on May 16<sup>th</sup>, will this plan change?**

We are reviewing and evaluating updates to this plan due to the state moving to the Low Risk Phase. Any updates will be provided following our District Board meeting on May 18<sup>th</sup>.

#### **Will your facility hours be the same?**

Our facility hours will be slightly different than usual. We will be open **Monday – Friday from 6am – 9pm, Saturday from 6am – 7:30pm, and Sunday from 12pm – 4pm.**

#### **What SDRC amenities will be open on Thursday, May 21<sup>st</sup>?**

The SDRC will be open in a limited capacity offering **Lap Swimming (1 person per lane), Water Walking (1 person per lane), Aquatic Programs, Weight and Cardio Workouts, Fitness Classes, Cycling Classes, Track, Figure Skating, and Racquetball.** Please see details regarding our opening and our amenities found in our South Davis Recreation Center Moderate Risk Plan [here](#).

### **How do I access the facility on May 21<sup>st</sup>?**

**All patrons will have to register via our online web registration portal found at [https://sdrd.activityreg.com/ClientPage\\_t2.wcs](https://sdrd.activityreg.com/ClientPage_t2.wcs) to register for a specific time and activity.**

Time slots are for 1 hour only. There will be limited spaces available for each time and activity. Members of the facility will have the option to register up to two days in advance for the activity, date and time they would like to participate in. For example, on May 19<sup>th</sup> members can start reserving for May 21<sup>st</sup>. All non-members to the facility would be able to register starting at noon the day before the activity takes place. For example, on May 20<sup>th</sup> by noon, non-members can start reserving for May 21<sup>st</sup>.

Patrons are asked to stay in their vehicles until 15 minutes before their activity to minimize interactions with other patrons. During the Moderate Risk phase, patrons will be required to complete a verbal health screening before entering the facility. Patrons experiencing COVID-19 related symptoms (cough, trouble breathing, sore throat, sudden change in taste or smell, fever, or muscle aches or pains), have a temperature of 100.4 or greater, have traveled out of state within the last 14 days, or who have had known contact with someone who has acquired COVID-19 will not be permitted into the facility that day.

Patrons will be screened outside of the front of the facility while waiting in a queue line to come inside. All patrons will be required to use hand sanitizer or to wash their hands upon entering the facility and often during their time in the facility. It is also encouraged and recommended that all patrons wear face masks while entering and utilizing the facility, other than in the pool. Patrons should also receive a wristband that designates the activity they are participating in.

All reservation payments should occur on our online web registration portal. If a payment must be made at the facility, cashless payment options will be preferred. Registrations for memberships and programs will be encouraged to be done through our web portal, and all payments should be done through the web portal unless otherwise directed by staff.

### **What is happening with my Annual Membership?**

Memberships will start back up on May 21<sup>st</sup>, but you do have options if you are not ready to return to the facility. Please click [here](#) to review your options.

### **What is happening with my monthly EFT membership?**

Memberships will start back up on May 21<sup>st</sup>, but you do have options if you are not ready to return to the facility. Please click [here](#) to review your options.

### **Do I need to take a cleansing shower before swimming?**

Yes, before lap swimming, water walking, or aquatic classes you must take a cleansing shower. The locker rooms will be available for showers and restrooms, but lockers will not be available for use. We ask that after you are done in the pool, you exit the facility as soon as possible.

**What are the rules for the Fitness Areas?**

All patrons must maintain a 10 ft space with other patrons when exercising. Equipment must be cleaned after each use, and staff is on hand to monitor social distancing and for additional cleaning. Please bring your own mats for stretching if needed.

**Do I need to wear a face mask while working out?**

The Health Department highly recommends the use of face masks for the public. We encourage everyone to wear a mask when in the facility, other than in the pool.

**Are extra steps being taken to keep the SDRC sanitized?**

Yes. During this moderate risk phase, we have changed our hours and have implemented a 30 minute cleaning time between each time slot. Patrons are being required to be vigilant about cleaning used equipment, and extra staff will be on hand to clean equipment and high contact surfaces throughout the facility regularly throughout the day. We also will have a janitorial crew cleaning the facility each night.

**Will the outdoor pool or open plunge be opening Memorial weekend?**

No. At this point there will be no outdoor pool access or open plunge time in the leisure pool area. We are hoping that as the guidelines change, we can start to allow these activities on a limited basis.

**After my hour reservation is over, can I change and get ready for work before I leave?**

We ask that you leave the facility as soon as possible after your hour. This allows staff to prepare and clean for the next round of reservations. Please end your work-out earlier than your hour if you need to get ready at the facility. Once your reserved time expires, you will be asked to leave to accommodate other patrons.





# **SOUTH DAVIS RECREATION CENTER MODERATE RISK PLAN**

*This plan is subject to change with little or no notice depending on directives provided by local and state health departments.*

## **Reopening the Rec Center**

The South Davis Recreation District will be reopening the South Davis Recreation Center on May 21<sup>st</sup>. The District Board decided to reopen the facility in consultation with public health officials and in accordance with the [Utah Leads 4.1 plan](#). To ensure the safety of our patrons and employees, use of the facility will be limited in accordance with the guidelines contained in the Moderate Risk Phase of the Utah Leads 4.1 plan. Due to those guidelines, our operations and programming will be different and we will outline those changes throughout this document. This plan could change depending on direction we may receive from health officials, as well as adjustments we may need to make operationally once we reopen. We ask that you continue to remain patient with us during this time as we all become accustomed to these new changes.

As the state moves the plan forward towards Low Risk and Normal Risk Phases, our operations will be updated to allow for the changes in the new guidelines.

## **Facility Opening**

The South Davis Recreation Center will reopen on Thursday, May 21<sup>st</sup>. Operation hours will be Monday-Friday 6AM - 9PM, Saturday 6AM – 7:30PM, and Sunday 12PM – 4PM

Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions are encouraged not to come to the facility under the State's Moderate Risk Phase.

Entrance Fees without a membership are to be paid online through our registration software and will be \$6.00 per person. Those with an active membership can enter at no additional charge.

Open Plunge Swimming, Drop in Basketball, Open Public Skating, and other specific amenities are not available at this time. Please continue to check our website, [www.southdavisrecreation.com](http://www.southdavisrecreation.com), for updates.

## **Entering the Facility**

During Moderate Risk operation, patrons will be required to complete a verbal health screening before entering the facility. Patrons who are experiencing COVID-19 related symptoms (cough, trouble breathing, sore throat, sudden change in taste or smell, fever, or muscle aches or pains), have a temperature of 100.4 or greater, have traveled out of state within the last 14 days, or who have had known contact with someone who has acquired COVID-19 will not be permitted into the facility that day.

Employees will be required to stay home if they are experiencing COVID-19 related symptoms (cough, trouble breathing, sore throat, sudden change in taste or smell, fever, or muscle aches or pains), have a temperature of 100.4 or greater, or who have had known contact with someone who has acquired COVID-19. Employee temperatures will be logged and kept for possible viewing by the health department. Employees should not attend work if they show any symptoms, and will be sent home if symptoms present during a shift.

Patrons must register for a time slot on our online web registration portal before arriving at the Recreation Center, found at [https://sdrd.activityreg.com/ClientPage\\_t2.wcs](https://sdrd.activityreg.com/ClientPage_t2.wcs). Those arriving for their time slot should wait in their vehicles until at least 15 min prior to entering the facility. Patrons will be screened outside of the front of the facility while waiting in a queue line to come inside. All patrons will be required to use hand sanitizer or to wash their hands upon entering the facility and often during their time in the facility. It is also encouraged and recommended that all patrons wear face masks while entering and utilizing the facility, other than in the pool. Patrons will also receive a wristband that designates the activity/area they are participating in. Accommodations will be made for those in need of assistance into the facility.

All reservation payments should occur on our online web registration portal. If a payment must be made at the facility, cashless payment options will be preferred. Registrations for memberships and programs will be encouraged to be done through our web portal, and all payments should be done through the web portal unless otherwise directed by staff.

## **Memberships and Payments**

To utilize the facility one will need to have an active membership and register through our web portal for a reserved time. If you are a non-member you will need to pay through our web portal for a reserved time. Members will be provided the first opportunity to reserve a time starting two days prior to the available time slot via our web portal. By noon, the day prior to the available time slot, the registration will open to non-members, but non-members will pay a \$6 day pass fee via the web portal. All facility attendance will need to be during a reserved time, and there will be no drop in times available.

All memberships will begin again starting on May 21<sup>st</sup>, 2020, but members who do not wish to use the facility and have their passes activated can contact facility staff to request that their activation be adjusted. The current plan is that all monthly membership payments will start being activated again when the State's Risk Phase moves to the Low Risk Phase. Those who currently owe on their account must pay their balance before utilizing the facility. Questions or issues regarding this can be addressed with facility staff.

Annual Passes: Starting May 21<sup>st</sup>, all Annual Pass expiration dates will be extended for the amount of time the facility was close from March 15<sup>th</sup>, 2020. At this time, Annual Pass holders who choose not to adjust when their pass starts will also be eligible for discount upon their next pass renewal through May 2021.

Monthly EFT Passes: EFT payments will also receive a discount on their monthly payment until a date yet to be determined.

No refunds will be given for missed reservations and all payments towards reservations are non-transferrable. We encourage members and non-members to ONLY reserve a slot that you can attend. All other cancellations will still follow our normal cancellation policy.

### **Aquatics-Moderate Risk Phase**

Reservations for lap swimming must be made via our web registration portal. Lap Pool Swimming is allowed during designated times and lanes within the lap/competition pool. Water walking and lazy river walking is available during designated times and lanes within the leisure pool. Lane assignment will occur on a first come-first serve basis. Be prepared to swim in either deep water or shallow water. There will be no open plunge swimming, and there is one swimmer/walker per lane allowed.

Congregating on the pool decks is not allowed. Locker Rooms will be open for showers and restrooms. Lockers will not be available for use. All swimmers are required to take a cleansing shower before accessing the pool.

### **Aquatic Programs- Moderate Risk Phase**

Reservations for aquatic programs must be made via our web registration portal. Smaller Aquatic Classes will be available when we reopen. Class size will be reduced to allow for proper social distancing. Congregating on the pool deck is not allowed.

Group swim lessons will not be available during this phase, but lessons may be replaced with modified instruction following moderate risk guidelines. Congregating on the pool deck is not allowed.

South Davis Recreation Center Swim teams will be allowed certain practice times, but must only adhere to one person per lane. Congregating on the pool deck is not allowed.

Classes geared towards high-risk individuals will be resumed during the Low Risk Phase.

### **Weight and Cardio Areas - Moderate Risk Phase**

Reservations for our weight and cardio areas must be made via our web registration portal. There will be limited number of patrons allowed in the weight and cardio areas during this phase. Patrons will be responsible for maintaining at least 10 ft of social distancing once in the fitness areas, as well as making sure that they clean their equipment after each use. Staff will also be on hand to encourage and maintain social distancing, and to clean equipment after it has been used.

All equipment has been spaced to maintain proper social distance between patrons. For the same reason, some equipment will not be in use during this phase. Equipment has also been relocated to different areas of the facility to allow even more social distancing and decrease the chances of unnecessary interactions. Each area will have a limited number of people allowed at one time to maintain social distancing and you may be told by staff that you may not be able to use a certain area until space becomes available. Be prepared to adjust your work-outs if you can't obtain access to a certain area or piece of equipment

In house personal training sessions will be available during this time. Sessions will be limited to two trainers and two clients per hour. Trainers and clients must maintain proper social distancing. Personal training sessions must be coordinated with personal training staff.

There will be disinfectant spray and wipes available throughout the weight and cardio areas to help maintain proper sanitizing of equipment and hand sanitizer locations to keep hands sanitized.

Patrons are encouraged to bring their own mat for stretching if needed.

### **Fitness Classes - Moderate Risk Phase**

Reservations for our fitness classes must be made via our web registration portal. Fitness classes will be offered during this phase in limited class sizes to help maintain at least 10 ft of social distancing. Classes will also be held in multiple locations throughout the facility to allow more offerings and help keep class sizes small. Patrons will be asked to clean and sanitize any items they may have used during their class. Patrons are also encouraged to bring their own fitness mats when applicable to their class.

Cycling classes will also be offered in limited class sizes to help maintain social distancing. Classes will be temporarily moved to the lobby to help separate users during a class. Patrons will be asked to clean and sanitize the cycles they used during their class.

Classes geared towards high-risk individuals will be resumed during the Low Risk Phase.

### **Ice Arena - Moderate Risk Phase**

Reservations for ice times must be made via our web registration portal. During this phase, ice time will be limited to Freestyle figure skating sessions, and hockey skills work in limited participant numbers. Freestyle skating times will include student and coach. We will continue to evaluate this area for possible public skating use in the future.

### **Racquetball - Moderate Risk Phase**

Reservations for racquetball courts must be made via our web registration portal. During this phase, the Racquetball courts will be limited to use by a single individual. Patrons must bring their own equipment as rental equipment will not be made available.

## **Child Care - Moderate Risk Phase**

Child Care will not be open for public patrons during this phase.

During future phases, the number of individuals will be reduced to limit the number of children in the child care area. All children and child care staff will have their temperature taken and will be screened for COVID-19.

## **Drop-In Activities - Moderate Risk Phase**

During this phase drop-in activities like basketball will not be allowed.

## **Summer Youth and Adult Programs - Moderate Risk Phase**

Under the Moderate Risk Guidelines of the Governor's Office plans, high-contact team sports are not permitted. There are activities that can take place as long as the participants are able to social distance properly. The South Davis Recreation District is evaluating what programs can take place, and registration for those programs will be made available on our registration portal soon.

## **Areas Not Open**

The following areas will not be available during the Moderate Risk Phase at this time:

Open Plunge Swimming

Leisure Pool Toy and Slide

Outdoor Pool

Bouldering Cave

Steam Room

Hot Tub

Diving Boards

Meeting and Party Rooms

Snack Bar

Open Public Skating

### **Facility opening items to address while now in Low Risk Phase:**

The board made a motion on May 4<sup>th</sup>, to adopt staff's plan to reopen in a limited capacity and chose May 21<sup>st</sup> as the reopening date. This plan examined multiple risk phases of opening starting with the Moderate Risk Phase, then the Low Risk Phase, and then the Normal Risk phase. Since that meeting it was announced that the state would be moving to the Low Risk Phase starting May 16<sup>th</sup> for the majority of the state, including Davis County. Due to this, there should be discussion with Board regarding any alterations to the Low Risk Phase plan that could be made, and guidance regarding programs and memberships. An explanation of possible Pass Sales vs. Wage Expenses is discussed as part of this process to help evaluate moving forward.

- Possibility of allowing Open Plunge and Public skate sessions
  - Guidance no longer says at 50% capacity for open plunge, but states it can operate at a reduced capacity to maintain proper social distancing on pool deck of 6ft.
  - Public skating can happen while maintaining proper social distancing
- Opening of Outdoor Pool
  - Propose to open outdoor Pool on June 1<sup>st</sup>
- Possible membership discounts for those who return to the facility
  - Board to review as part of look at revenues
- Addition of Senior only hour in the near future
  - Proposed to happen at some point during low Risk Phase in original plan presented May 4<sup>th</sup>
  - Propose to add this starting June 1<sup>st</sup> or later
- Continuing with reservation of time slots or allow patrons to drop-in while maintaining lower capacity; would possibly be turning people away if allowing drop-in use
- Recreation and Team Sports
  - Ability to hold programs like tennis camps, racquetball camps, sports camps, softball, etc... Must adhere to guidelines provided by the state
  - Evaluating the best program options and our facility needs
  - Propose to starting registration for programs now and begin programming in mid June
  - Can allow basketball but would not allow games
- Limited Child Care Hours
  - Propose to open to limited numbers in limited time from 8-noon currently for employees only
  - Open to public and employees in limited numbers with an altered schedule starting June 1<sup>st</sup>
- Meeting Room and Party Rentals
  - Propose to start back after June 1<sup>st</sup>.

## REVENUES AND EXPENSES (PASSES VS WAGES)

- We can only look at the data we know: Projected Pass sales vs Wages
- Utilities should still be lower than usual due to shorter hours, less power needed, less water consumed, etc... March's utility usage through Bountiful City was down \$3,000.
- Have a good amount of paper products, wipes, sanitizer, etc...but use of these items will likely be much higher than usual so will likely purchase more quickly than in the past
- EFT's are withdrawn twice a month, and if opening at any point in **May**, **EFT sales** appear that they would be **\$41,000**. This does not take into account people canceling passes, account errors, deferred passes, or credit card declines. This number would jump to closer to **\$62,000 for June** also taking into account the points mentioned before
- **April's annual pass** (paid in full) sales appear to be close to **\$63,000**. This number would fall close to **\$58,000** if no new pass sales occur in **May**.
- Total **revenue in pass sales in May** if we open, assuming all things remain equal as of now, would be close to **\$100,000**. For **June** with same assumptions would be **\$120,000**
- There will be likely still be refunds on programs, and some refunds on passes through May, but we cannot predict those numbers
- If we move to low risk at some point in May, we can start to collect revenue for programs like teams sports but that number would not be know at this point
- Daily admission passes are not included in this evaluation due to the number of people paying daily is unknown at this time.
- **Estimated Part time wages (estimated FICA and WC)** are based off of full implementation of a full schedule that we have proposed for all time frames that would likely be close to **\$59,500 for one pay period in May and \$119,000 for two pay periods in June**.
- **Add Full time gross wages of \$32,000 per pay period**, all wages would be **\$91,500 for one pay period in May and \$183,000 for two pay periods in June**.
- Not taking into account any other part time wages in May, for a **one pay period** time frame our wage expenses vs our revenues would be **+\$8,500** and for **two pay period** time frame would **-\$63,000**
- Note: Just to reiterate, this takes into account just pass sales vs. wages for these numbers, and the numbers are the best case for pass sales and high end for wages.



# Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

## Version 4.4

This is an addendum to [Utah Leads Together 2.0](#)<sup>1</sup>. The Governor’s Office of Management and Budget and the Utah Department of Health, with assistance from Leavitt Partners, have developed recommendations to support the roadmap for reactivation of the Utah economy while stabilizing public health.

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<sup>1</sup> <https://coronavirus.utah.gov/utah-leads-together/>

# Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

## Overview of Guidelines for the General Public and Employers

### High Risk

### Moderate Risk

### Low Risk

### New Normal Risk

|   |  |   |  |   |
|---|--|---|--|---|
| Overview of Guidelines for General Public - and Employers | <ul style="list-style-type: none"><li>General public and employers take extreme precautions</li><li>Face coverings worn in public settings where other social distancing measures are difficult to maintain</li><li>Follow strict hygiene standards, including:<ul style="list-style-type: none"><li>Wash hands frequently with soap and water for at least 20 seconds</li><li>Use hand sanitizer frequently</li><li>Avoid touching your face</li><li>Cover coughs or sneezes (e.g. into a tissue, sleeve, or elbow; not hands)</li><li>Regularly clean high-touch surfaces (e.g. door handles, counters, light switches, remote controls, restroom surfaces)</li><li>Follow any other standards promulgated by the Centers for Disease Control and Prevention (CDC), the Utah Department of Health, and local health department</li></ul></li><li>Do not shake hands</li><li>In-person interactions limited to individual households; Interactions in groups of 10 or fewer</li><li>Increase virtual interactions</li><li>Leave home infrequently; stay 6 feet away from others when outside the home</li><li>Regularly disinfect high-touch areas (e.g. door handles, buttons/switches, countertops, handrails, shopping carts, check-out counters, restroom surfaces)</li><li>Give sick family members their own room if possible and keep the door closed</li><li>Have only one family member care for the sick individual</li><li>Schools closed</li><li>Employees and volunteers of businesses operate remotely, unless not possible</li></ul> | <ul style="list-style-type: none"><li>General public and employers take extreme precautions</li><li>Face coverings worn in public settings where other social distancing measures are difficult to maintain</li><li>Follow strict hygiene standards, including:<ul style="list-style-type: none"><li>Wash hands frequently with soap and water for at least 20 seconds</li><li>Use hand sanitizer frequently</li><li>Avoid touching your face</li><li>Cover coughs or sneezes (e.g. into a tissue, sleeve, or elbow; not hands)</li><li>Regularly clean high-touch surfaces (e.g. door handles, counters, light switches, remote controls, restroom surfaces)</li><li>Follow any other standards promulgated by the Centers for Disease Control and Prevention (CDC), the Utah Department of Health, and local health department</li></ul></li><li>Do not shake hands</li><li>In-person interactions in decreased group sizes that enable all social distancing guidelines to be maintained; social interactions in groups of 20 or fewer</li><li>Increase virtual interactions</li><li>Leave home infrequently, stay 6 feet away from others when outside the home</li><li>Regularly disinfect high-touch areas (e.g. door handles, buttons/switches, countertops, handrails, shopping carts, check-out counters, restroom surfaces)</li><li>Give sick family members their own room if possible and keep the door closed</li><li>Have only one family member care for the sick individual</li><li>Schools closed</li><li>Employees and volunteers of businesses operate remotely, unless not possible</li></ul> | <ul style="list-style-type: none"><li>General public and employers take reasonable precautions</li><li>Face coverings worn in public settings where social distancing measures are difficult to maintain</li><li>Follow strict hygiene standards, including:<ul style="list-style-type: none"><li>Wash hands frequently with soap and water for at least 20 seconds</li><li>Use hand sanitizer frequently</li><li>Avoid touching your face</li><li>Cover coughs or sneezes (e.g. into a tissue, sleeve, or elbow; not hands)</li><li>Regularly clean high-touch surfaces (e.g. door handles, counters, light switches, remote controls, restroom surfaces)</li><li>Follow any other standards promulgated by the Centers for Disease Control and Prevention (CDC), the Utah Department of Health, and local health department</li></ul></li><li>Do not shake hands</li><li>In-person interactions in decreased group sizes that enable all social distancing guidelines to be maintained; social interactions in groups 50 or fewer</li><li>Maintain social distancing when in public settings</li><li>Regularly disinfect high-touch areas (e.g. door handles, buttons/switches, countertops, handrails, shopping carts, check-out counters, restroom surfaces)</li><li>Give sick family members their own room if possible and keep the door closed</li><li>Have only one family member care for the sick individual</li><li>Schools refer to K-12 guidelines on page 6</li><li>All businesses operating</li><li>Employers exercise discretion with remote work and returning to onsite work</li></ul> | <ul style="list-style-type: none"><li>General public and employers take reasonable precautions</li><li>All businesses operating</li><li>Schools are open</li><li>Traveling restrictions mostly lifted, self-monitor symptoms 14 days upon return; avoid areas of high transmission</li><li>Regularly disinfect high-touch areas (e.g. door handles, buttons/switches, handrails, shopping carts, check-out counters, restroom surfaces)</li></ul> |
|   |  |   |  |   |
|   |  |   |  |   |
|   |  |   |  |   |
|   |  |   |  |   |

# Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

| High Risk  | Moderate Risk  | Low Risk  | New Normal Risk |
|--|--|---|-----------------|
| <ul style="list-style-type: none"> <li>Employers evaluate workforce strategy, concerns, and enact strategies to minimize economic impact</li> <li>Encourage high-contact businesses not to operate</li> <li>Symptom checking in public and business interactions (checklist or verbal symptom checking)</li> <li>Design spaces to maintain 6-foot distance between individuals</li> <li>Limit travel to essential travel only<sup>2</sup>, quarantine 14 days upon return from high-risk areas<sup>3</sup> (this quarantine protocol does not apply to an individual who travels out of state pursuant to the individual’s regular and ordinary duties as an employee of a transportation business or entity)</li> </ul> | <ul style="list-style-type: none"> <li>Employers evaluate workforce strategy, concerns, and enact strategies to minimize economic impact</li> <li>High-contact businesses can operate under strict protocols</li> <li>Restaurants are open for dine-in services with strict requirements</li> <li>Symptom checking in public and business interactions (checklist or verbal symptom checking)</li> <li>Design spaces to maintain 6-foot distance between individuals</li> <li>Limit out-of-state travel, quarantine 14 days upon return from high-risk areas<sup>3</sup> (this quarantine protocol does not apply to an individual who travels out of state pursuant to the individual’s regular and ordinary duties as an employee of a transportation business or entity)</li> </ul> | <ul style="list-style-type: none"> <li>Symptom checking in public and business interactions (checklist or verbal symptom checking)</li> <li>Design workspaces to maintain 6-foot distance between individuals. If impossible to do so, a partition must be installed for separation or a face covering must be worn</li> <li>Limit out-of-state travel, quarantine 14 days upon return from high-risk areas<sup>3</sup> (this quarantine protocol does not apply to an individual who travels out of state pursuant to the individual’s regular and ordinary duties as an employee of a transportation business or entity)</li> </ul> |                 |

<sup>2</sup> Essential travel means to: safely relocate by an individual whose home or residence is unsafe, including individuals who have suffered or are at risk of domestic violence, or for whom the safety, sanitation or essential operations of the home or residence cannot be maintained; care for a family member or friend in the same household or another household, including transporting family members or friends; transport a child according to existing parenting time schedules or other visitation schedules pertaining to a child in need of protective services; care for pets, including travel to a veterinarian; seek emergency services; obtain medications and medical services; donate blood; obtain food, including delivery or carry-out services, beverages (alcoholic and non-alcoholic), and other grocery items, gasoline, supplies required to work from home, and products needed to maintain the safety, sanitation, and essential operation of homes and residences, businesses, and personally owned vehicles, including automobiles and bicycles; perform work if you cannot telework; transport/deliver essential goods; engage in recreational and outdoor activities; laundromats and dry cleaners; return to a home or place of residence

<sup>3</sup> <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html#travel-1>

# Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

## Tiered Guidelines for High-Risk Individuals

High-risk individuals are defined as people 65 years and older, people who live in a nursing home or long-term care facility, people of all ages with underlying medical conditions, including lung disease or moderate to severe asthma, people who have serious heart conditions, people who are immunocompromised (many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications), people with severe obesity, diabetes, chronic kidney disease undergoing dialysis, or liver disease

|  | High Risk  | Moderate Risk  | Low Risk   | New Normal Risk   |
|--|--|--|--|---|
| <b>Actions by High-Risk Individuals</b>        | <ul style="list-style-type: none"> <li>• Face coverings worn at all times in public setting</li> <li>• Limit travel to only essential travel, as defined on page 3; if telework is not possible, limit travel to work-related travel only</li> <li>• Limit visiting friends or family without urgent need</li> <li>• Limit physical interactions with other high-risk individuals, except for members of your household or residence</li> <li>• Limit attending gatherings of any number of people outside your household or residence</li> <li>• Do not visit hospitals, nursing homes, or other residential care facilities</li> </ul>   | <ul style="list-style-type: none"> <li>• Face coverings worn at all times in public setting</li> <li>• Limit travel to only essential travel, as defined on page 3; if telework is not possible, limit travel to work-related travel only</li> <li>• Limit visiting friends or family without urgent need</li> <li>• Limit physical interactions with other high-risk individuals, except for members of your household or residence</li> <li>• Limit attending gatherings of any number of people outside your household or residence</li> <li>• Do not visit hospitals, nursing homes, or other residential care facilities</li> </ul> | <ul style="list-style-type: none"> <li>• Face coverings worn in settings where other social distancing measures are difficult to maintain</li> <li>• For any travel, use appropriate precautions; avoid high-risk areas</li> <li>• Telework if possible, if not, maintain 6-foot distance</li> <li>• When visiting friends or family, wear face coverings when within a 6-foot distance</li> <li>• Limit physical interactions with other high-risk individuals, except for members of your household or residence</li> <li>• Social interactions in groups of 20 or fewer people outside your household or residence</li> <li>• Limit visits to hospitals, nursing homes, or other residential care facilities</li> </ul> | <ul style="list-style-type: none"> <li>• For any travel, use appropriate precautions; avoid high-risk areas</li> <li>• Limit physical interactions with other high-risk individuals, who are symptomatic</li> <li>• Interactions allowable in larger groups, with strict hygiene measures and symptom monitoring</li> <li>• Do not interact with symptomatic individuals</li> </ul> |
| <b>Interactions with High-Risk Individuals</b> | <ul style="list-style-type: none"> <li>• Avoid physical interactions with high-risk individuals as much as possible</li> <li>• No visits to hospitals, nursing homes, and other residential care facilities</li> <li>• Targeted testing for those working with high-risk individuals</li> </ul>  | <ul style="list-style-type: none"> <li>• Avoid physical interactions with high-risk individuals as much as possible</li> <li>• No visits to hospitals, nursing homes, and other residential care facilities</li> <li>• Targeted testing for those working with high-risk individuals</li> </ul>  | <ul style="list-style-type: none"> <li>• Individuals not experiencing symptoms consistent with COVID-19 take extra precautions and follow strict hygiene standards when interacting with high-risk groups</li> <li>• Do not interact with symptomatic individuals</li> <li>• Limit visits to hospitals</li> <li>• No visits to nursing homes and other residential care facilities</li> <li>• Targeted testing for those working with high-risk individuals</li> </ul>   | <ul style="list-style-type: none"> <li>• Individuals not experiencing symptoms consistent with COVID-19 take extra precautions and follow strict hygiene standards when interacting with high-risk groups</li> <li>• Take proper precautions when visiting the hospital, nursing homes, or other residential care facilities</li> </ul>   |
| <b>Households with High-Risk Individuals</b>   | <ul style="list-style-type: none"> <li>• For those living with a high-risk individual, household members should conduct themselves as if they are a significant risk to the high-risk individual</li> <li>• Wash hands before interacting with high-risk household members, including before feeding or caring for the person</li> <li>• If possible, provide a protected space for high-risk household members, and ensure all utensils and surfaces are cleaned regularly</li> <li>• High-risk populations should take extra precaution to avoid close contact with multiple people, including having the same caretakers whenever possible</li> <li>• Those who are, or work with, vulnerable populations should undergo daily screening/symptom monitoring and should be tested if they develop COVID-19 symptoms</li> <li>• Consider providing additional protections or more intensive care for high-risk household member</li> <li>• Additional CDC guidance for high-risk populations can be found <a href="https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/what-you-can-do.html">here</a><sup>4</sup></li> </ul> |  |  |   |

<sup>4</sup> <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/what-you-can-do.html>

# Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

## Tiered Guidelines for the General Public

### High Risk

### Moderate Risk

### Low Risk

### New Normal Risk

|  |   |   |   |   |
|--|---|---|---|---|
| <b>Social Guidelines</b>   | <ul style="list-style-type: none"> <li>General public takes extreme precautions</li> <li>Stay 6 feet away from others when outside the home unless not possible</li> <li>Face coverings worn in settings where other social distancing measures are difficult to maintain</li> <li>In-person interactions limited to individual households; increase virtual interactions</li> <li>Essential travel only. Leave home infrequently</li> <li>Social interactions in groups of 10 or fewer</li> </ul>  | <ul style="list-style-type: none"> <li>General public takes extreme precautions</li> <li>Stay 6 feet away from others when outside the home unless not possible</li> <li>Face coverings worn in settings where other social distancing measures are difficult to maintain</li> <li>In-person interactions limited to individual households and those who have been following recommended distancing/hygiene guidelines; increase use of virtual interactions</li> <li>Leave home infrequently</li> <li>Private, social interactions that occur without oversight by a formal organization are allowable in groups of 20 or fewer</li> </ul> | <ul style="list-style-type: none"> <li>General public takes reasonable precautions</li> <li>Maintain social distancing when in public settings</li> <li>Face coverings worn in settings where other social distancing measures are difficult to maintain</li> <li>Private, social interactions that occur without oversight by a formal organization are allowable in groups of 50 or fewer; this may be increased incrementally based on data &amp; milestone trends</li> </ul>          | <ul style="list-style-type: none"> <li>General public takes reasonable precautions</li> <li>Interactions allowable in larger groups, with strict hygiene measures and symptom monitoring</li> <li>Evaluate mass gatherings based on monitoring and testing rates</li> </ul> |
| <b>Use of Face Coverings</b>   | <ul style="list-style-type: none"> <li>Face coverings (e.g. mask, scarf, gaiter, bandana) worn in public settings where other social distancing measures are difficult to maintain</li> <li>Change or launder cloth face coverings routinely</li> <li>Individuals should stay 6 feet away from others even when wearing a face covering</li> <li>Cloth face coverings should not be placed on young children under the age of 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance</li> </ul> | <ul style="list-style-type: none"> <li>Face coverings (e.g. mask, scarf, gaiter, bandana) worn in public settings where other social distancing measures are difficult to maintain</li> <li>Change or launder cloth face coverings routinely</li> <li>Individuals should stay 6 feet away from others even when wearing a face covering</li> <li>Cloth face coverings should not be placed on young children under the age of 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance</li> </ul>   | <ul style="list-style-type: none"> <li>Face coverings (e.g. mask, scarf, gaiter, bandana) worn in public settings where other social distancing measures are difficult to maintain</li> <li>Change or launder cloth face coverings after each day's use</li> <li>Cloth face coverings should not be placed on young children under the age of 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance</li> </ul> | <ul style="list-style-type: none"> <li>Face coverings not necessary for the general public</li> </ul>   |
| <b>Family Gatherings (e.g. Funeral, Wedding, Religious Ceremonies)</b> | <ul style="list-style-type: none"> <li>Follow all social guidelines outlined on page 5</li> <li>Only members of the same household or residence may attend</li> </ul>   | <ul style="list-style-type: none"> <li>Follow all social guidelines outlined on page 5</li> <li>Small group of close family and friends may attend, as long as they have been following social distancing and hygiene practices for two weeks</li> </ul>  | <ul style="list-style-type: none"> <li>Follow all social guidelines outlined on page 5</li> <li>Medium sized group that enables all social distancing guidelines to be followed</li> </ul>  | <ul style="list-style-type: none"> <li>Follow all social guidelines outlined on page 5</li> <li>Interactions allowable in larger groups, with strict hygiene measures and symptom monitoring</li> </ul>   |
| <b>Children, including Playgrounds</b>                                 | <ul style="list-style-type: none"> <li>Follow all social guidelines outlined on page 5</li> <li>Do not arrange or participate in in-person playdates or similar activities</li> <li>Do not allow children on public playground</li> </ul>   | <ul style="list-style-type: none"> <li>Follow all social guidelines outlined on page 5</li> <li>Do not arrange or participate in in-person playdates or similar activities</li> <li>Do not allow children on public playground</li> </ul>   | <ul style="list-style-type: none"> <li>Follow all social guidelines outlined on page 5</li> <li>Increased cleaning and hygiene regimen</li> <li>Limit child interaction with other children in public spaces (e.g. playground equipment)</li> </ul>   | <ul style="list-style-type: none"> <li>Follow all social guidelines outlined on page 5</li> <li>All symptomatic children should stay home from school and childcare, and will be sent home if exhibiting any symptoms</li> </ul>  |

# Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

|   | High Risk   | Moderate Risk   | Low Risk   | New Normal Risk  |
|---|---|---|--|--|
| K-12 Schools  | <ul style="list-style-type: none"> <li>Follow all guidelines outlined on page 5 &amp; page 9</li> <li>Do not attend school outside the home</li> <li>Soft closure of schools; distance learning only</li> <li>Schools may send home food</li> </ul> | <ul style="list-style-type: none"> <li>Follow all guidelines outlined on page 5 &amp; page 9</li> <li>Do not attend school outside the home</li> <li>Soft closure of schools; distance learning only</li> <li>Schools may send home food</li> </ul>   | <ul style="list-style-type: none"> <li>Follow all guidelines outlined on page 5 &amp; page 9</li> <li>Reopening anticipated for the 2020-2021 school year, including sporting events, activities, and in-person graduations, with increased cleaning and hygiene regimen</li> <li>Monitor employees and students for symptoms and have protocol in place to quarantine onsite students who will be sent home</li> <li>All symptomatic children and employees should stay home from school and childcare, and will be sent home if exhibiting any symptoms</li> <li>Hand sanitizer made available to faculty and students in each classroom</li> <li>Seat students 6 feet apart where possible; otherwise, students should be seated as far apart as reasonably possible</li> <li>Assign seats and record attendance to support contact tracing</li> <li>Beginning in the 2020-2021 school year, follow state and local guidance for large gatherings (e.g. assemblies, graduations, dances, recess, cafeterias, sporting events)</li> <li>Details regarding face coverings will be provided by the State Board of Education in consultation with health department officials</li> <li>More detailed operational guidance will be provided by the State Board of Education</li> </ul> | <ul style="list-style-type: none"> <li>Follow all guidelines outlined on page 5 &amp; page 9</li> <li>Schools are open with increased cleaning and hygiene regimen</li> <li>All symptomatic children and employees should stay home from school and childcare, and will be sent home if exhibiting any symptoms</li> </ul> |
| Driver's Education, specifically on Range and Roads | <ul style="list-style-type: none"> <li>Not in operation</li> </ul>  | <ul style="list-style-type: none"> <li>Follow all guidelines outlined on page 5 &amp; page 9</li> <li>Symptom checking of all staff at the beginning of each shift</li> <li>Symptom checking of participants prior to entering the vehicle</li> <li>Wash or sanitize hands before entering the vehicle and after leaving the vehicle</li> </ul> | <ul style="list-style-type: none"> <li>Follow all guidelines outlined on page 5 &amp; page 9</li> <li>Symptom checking of all staff at the beginning of each shift</li> <li>Symptom checking of participants prior to entering the vehicle</li> <li>Wash or sanitize hands before entering the vehicle and after leaving the vehicle</li> </ul>  | <ul style="list-style-type: none"> <li>Follow all guidelines outlined on page 5 &amp; page 9</li> <li>Resume activities, follow hygiene standards</li> </ul>   |



# Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

|  | High Risk  | Moderate Risk  | Low Risk  | New Normal Risk  |
|--|--|--|---|--|
|  |  | <ul style="list-style-type: none"> <li>• Appointments scheduled with enough time allowed to disinfect all surfaces between students</li> <li>• Both students and instructors wear face coverings</li> <li>• Maximum 2 students and 1 instructor per vehicle</li> <li>• No food or drinks in the vehicle</li> <li>• When services are not being directly provided, 6 feet of physical distance must be maintained. This includes student and family waiting areas and between scheduled drive times</li> <li>• Share student and parent documents electronically; avoid handling and sharing paperwork</li> <li>• High-risk instructors and students follow recommendations for high-risk individuals</li> </ul>  | <ul style="list-style-type: none"> <li>• Appointments scheduled with enough time allowed to disinfect all surfaces between students</li> <li>• Both students and instructors wear face coverings</li> <li>• Maximum 3 students and 1 instructor per vehicle</li> <li>• No food or drinks in the vehicle</li> <li>• When services are not being directly provided, 6 feet of physical distance must be maintained. This includes student and family waiting areas and between scheduled drive times</li> <li>• Share student and parent documents electronically; avoid handling and sharing paperwork</li> <li>• High-risk instructors and students follow recommendations for high-risk individuals</li> </ul>   |  |
| Outdoor Recreation, Youth Outdoor Sports, including Parks, Playgrounds, Pavilions, Parades | <ul style="list-style-type: none"> <li>• Follow all guidelines outlined on page 5 &amp; page 9</li> <li>• Remain at least 6 feet apart from individuals from other households while engaging in outdoor activities (e.g., walking, hiking, running, bicycling, hunting, fishing, etc.)</li> <li>• Do not touch high-touch surfaces, including handrails, trail signs, maps</li> <li>• Do not congregate at trailheads, parks, or other outdoor spaces</li> <li>• Do not engage in close-contact or team sports</li> <li>• Do not travel to, or participate in activities at, any of the following locations: <ul style="list-style-type: none"> <li>○ places of public amusement or public activity</li> <li>○ public swimming pools</li> <li>○ gyms, and fitness centers</li> </ul> </li> <li>• Do not go to or engage in activities at a state park located outside the county in which you reside (the availability of national parks will be determined in consultation with the National Park Service and the county in which the park is located)</li> </ul> | <ul style="list-style-type: none"> <li>• Follow all guidelines outlined on page 5 &amp; page 9</li> <li>• Remain at least 6 feet apart from individuals from other households while engaging in outdoor activities (e.g., walking, hiking, running, bicycling, hunting, fishing, etc.)</li> <li>• Do not touch high-touch surfaces, including handrails, trail signs, maps</li> <li>• Do not congregate at trailheads, parks, or other outdoor spaces</li> <li>• Do not engage in sporting activities requiring teammates or opponents to be closer than 10' from one another</li> <li>• Skills development and conditioning activities are allowable under social distancing guidelines</li> <li>• Staff must disinfect all equipment after each use</li> <li>• Follow guidelines for state and national parks</li> </ul> | <ul style="list-style-type: none"> <li>• Follow all guidelines outlined on page 5 &amp; page 9</li> <li>• Remain at least 6 feet apart from individuals from other households while engaging in outdoor activities (e.g., walking, hiking, running, bicycling, hunting, fishing, etc.)</li> <li>• Avoid contact with high-touch surfaces, including handrails, trail signs, maps</li> <li>• Do not congregate at trailheads, parks, or other outdoor spaces</li> <li>• Distribution of promotional items, candy, food items, etc. during spectator events must be distributed in a manner that does not promote congregating</li> <li>• Participants (e.g., players, performers, actors) should have their symptoms checked prior to each competition or practice</li> <li>• Follow guidelines for state and national parks</li> <li>• Recreation camps may operate in accordance with existing policy and health guidelines</li> </ul> | <ul style="list-style-type: none"> <li>• Follow all guidelines outlined on page 5 &amp; page 9</li> <li>• Resume activities, follow hygiene standards</li> </ul> |



# Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

|                                 | High Risk  | Moderate Risk  | Low Risk  | New Normal Risk   |
|---------------------------------|--|--|---|---|
|                                 |  |  | <ul style="list-style-type: none"> <li>Recreational vehicle parks may operate in accordance with existing policy and health guidelines</li> <li>Roadway rest areas may open and operate in accordance with existing policy and health guidelines</li> <li>Spectators maintain social distancing between household groups and wear face coverings when social distancing guidelines are difficult to maintain</li> </ul>   |   |
| <b>Pools, Water Parks, Spas</b> | <ul style="list-style-type: none"> <li>Follow all guidelines outlined on page 5 &amp; page 9</li> <li>Pools are closed</li> </ul>                    | <ul style="list-style-type: none"> <li>Follow all guidelines outlined on page 5 &amp; page 9</li> <li>Pools are limited to lap swim only, one swimmer per lane; no congregating on pool decks</li> <li>Swim team is allowed as long as social distancing is allowed on pool deck</li> <li>Symptom screening</li> <li>Maintain signage that encourages social distancing guidelines to be met at all times</li> </ul> | <ul style="list-style-type: none"> <li>Follow all guidelines outlined on page 5 &amp; page 9</li> <li>Open plunge operates at a reduced capacity that enables appropriate social distancing to be maintained between household groups on pool deck</li> <li>6-foot social distancing between household groups is maintained on pool deck</li> <li>Lap swimming resumes to normal capacity</li> <li>Swim team and swim lessons are allowed as long as social distancing is allowed on pool deck</li> <li>Maintain signage that encourages social distancing guidelines to be met at all times</li> </ul> | <ul style="list-style-type: none"> <li>Follow all guidelines outlined on page 5 &amp; page 9</li> <li>Resume normal operations</li> </ul> |
| <b>Religious Services</b>       | <ul style="list-style-type: none"> <li>Follow all social guidelines outlined on page 5</li> <li>Recommend streamed services to households</li> </ul> | <ul style="list-style-type: none"> <li>Seating arrangements should be made such that a 6-foot distance is maintained between each household group</li> <li>Limit the number of people in a confined area to enable adequate 6-foot distancing at all times between each household group.</li> <li>See Appendix B for additional considerations.</li> </ul>   | <ul style="list-style-type: none"> <li>Seating arrangements should be made such that a 6-foot distance is maintained between each household group</li> <li>Limit the number of people in a confined area to enable adequate 6-foot distancing at all times between each household group.</li> <li>See Appendix B for additional considerations.</li> </ul>  | <ul style="list-style-type: none"> <li>Follow all social guidelines outlined on page 5</li> <li>Resume normal services</li> </ul>         |

# Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

## Tiered Recommendations for Businesses and Employees

### High Risk

### Moderate Risk

### Low Risk

### New Normal Risk

|   |   |   |  |   |
|---|---|---|--|---|
| General Employer Guidelines<br>Intended for Use in All Industries | <p>Employers exercise extreme caution, with employees working remotely, evaluating workforce concerns, and enacting strategies to minimize economic impact. Businesses that necessitate on-site work should monitor workforce for symptoms and well-being.</p> <ul style="list-style-type: none"> <li>• Employers take extreme precautions</li> <li>• Provide accommodations to high-risk employees</li> <li>• Employees and volunteers operate remotely, unless not possible</li> <li>• Symptom<sup>5</sup> checking in business interactions</li> <li>• Face coverings worn in settings where other social distancing measures are difficult to maintain; ensure that face coverings are available</li> <li>• Make every possible effort to enable working from home as a first option; where not possible, workplaces comply with distancing and hygiene guidelines</li> <li>• Minimize face-to-face interactions, including with customers (e.g. utilize drive-thru, install partitions)</li> <li>• Where distancing and hygiene guidelines cannot be followed in full, businesses should consider whether that activity needs to continue for the business to operate</li> <li>• Eliminate unnecessary travel and cancel or postpone in-person meetings, conferences, workshops, and training sessions</li> <li>• Require employees to self-quarantine when returning from high-risk<sup>6</sup> areas</li> <li>• Employers evaluate workforce strategy and concerns and enact strategies to minimize economic impact</li> </ul> | <p>Employers exercise extreme caution, with employees working remotely, evaluating workforce concerns, and enacting strategies to minimize economic impact. Businesses that necessitate on-site work should monitor workforce for symptoms and well-being.</p> <ul style="list-style-type: none"> <li>• Employers take extreme precautions</li> <li>• Provide accommodations to high-risk employees</li> <li>• Employees and volunteers operate remotely, unless not possible</li> <li>• Symptom<sup>5</sup> checking in business interactions</li> <li>• Face coverings worn in settings where other social distancing measures are difficult to maintain; ensure that face coverings are available</li> <li>• Make every possible effort to enable working from home as a first option; where not possible, workplaces comply with distancing and hygiene guidelines</li> <li>• Minimize face-to-face interactions, including with customers (e.g. utilize drive-thru, install partitions)</li> <li>• Where distancing and hygiene guidelines cannot be followed in full, businesses should consider whether that activity needs to continue for the business to operate</li> <li>• Eliminate unnecessary travel and cancel or postpone in-person meetings, conferences, workshops, and training sessions</li> <li>• Require employees to self-quarantine when returning from high-risk<sup>6</sup> areas</li> <li>• Employers evaluate workforce strategy and concerns and enact strategies to minimize economic impact</li> </ul> | <p>Employers encourage flexible working arrangements (rotating shifts, remote work, etc.). Comply with distancing guidelines. Increased cleaning regimen of high-touch areas. Monitor employees for symptoms and well-being.</p> <ul style="list-style-type: none"> <li>• All businesses open</li> <li>• Employers take reasonable precautions</li> <li>• Provide accommodations to high-risk employees; minimize face-to-face contact, assign tasks that allow these individuals to maintain a 6-foot distance from other employees or customers, implement flexible work hours or staggered shifts, allow high-risk individuals to work remotely</li> <li>• Symptom<sup>5</sup> checking in business interactions</li> <li>• Face coverings worn in settings where other social distancing measures are difficult to maintain; ensure that face coverings are available</li> <li>• Encourage remote work when possible; employers exercise discretion with returning to onsite work</li> <li>• Workplaces comply with distancing and hygiene guidelines</li> <li>• Limit unnecessary travel</li> <li>• Require employees to self-quarantine when returning from high-risk<sup>6</sup> areas</li> <li>• Employers evaluate workforce strategy and concerns and enact strategies to minimize economic impact</li> <li>• Employers must not allow any individuals under isolation or quarantine to come to work at any time unless authorized by LHD</li> </ul> | <p>All businesses are open and operating under stricter hygiene and cleaning regimen. Monitoring health of workforce and customers.</p> |
|---|---|---|--|---|

<sup>5</sup> Symptoms include fever of 100.4 degrees Fahrenheit or above, cough, trouble breathing, sore throat, sudden change in taste or smell, muscle aches or pains

<sup>6</sup> <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html#travel-1>

# Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

|   | High Risk   | Moderate Risk  | Low Risk  | New Normal Risk  |
|---|---|--|---|--|
|   | <ul style="list-style-type: none"> <li>Employers must not allow any individuals under isolation or quarantine to come to work at any time unless authorized by LHD</li> </ul>   | <ul style="list-style-type: none"> <li>Employers must not allow any individuals under isolation or quarantine to come to work at any time unless authorized by LHD</li> </ul>  |   |  |
| Restaurants, Food Service Establishments, Bars, Food Trucks, Convenience Stores | <p>Takeout, curbside pickup or delivery only. Extreme caution taken in food preparation. Physical distancing maintained. Contactless payment encouraged. Create safe environment for staff</p> <ul style="list-style-type: none"> <li>Follow all employer guidelines outlined on page 9</li> <li>Takeout only. This includes delivery, curbside pickup, third-party delivery (e.g., DoorDash, Grubhub, Uber Eats)</li> <li>Symptom checking of employees</li> <li>Stagger workstations so workers can maintain a 6-foot distance and do not face one another</li> <li>Encourage contactless payment; if not possible, disinfect transaction terminal between customers</li> <li>Staff must sanitize hands between handling payment options and food/containers</li> <li>When delivering food, drivers use hand sanitizer before passing delivery to customers and use disposable containers/packaging that do not need to be returned</li> <li>Employers provide personal protection equipment such as face coverings, hair nets, gloves, overalls</li> <li>Customers voluntarily provide contact information to assist with contact tracing efforts</li> </ul> | <p>Takeout, curbside pickup, or delivery options encouraged. Dine-in services allowable with extreme precaution, following strict guidelines around physical distancing and staff monitoring. Contactless payment encouraged. Create safe environment for staff</p> <ul style="list-style-type: none"> <li>Follow all employer guidelines outlined on page 9</li> </ul> <p>For dine-in services<sup>7</sup>:</p> <ul style="list-style-type: none"> <li>Dine-in services, including buffets and bars, may be open under the following requirements outlined in Appendix A</li> </ul> <p>For takeout services:</p> <ul style="list-style-type: none"> <li>Symptom checking of employees</li> <li>Staff wear face coverings</li> <li>Stagger workstations so workers can maintain a 6-foot distance and do not face one another</li> <li>Encourage contactless payment; if not possible, disinfect transaction terminal between customers</li> <li>Staff must sanitize hands between handling payment options and food/containers</li> <li>When delivering food, drivers use hand sanitizer before passing delivery to customers and use disposable containers/packaging that do not need to be returned</li> <li>Employers provide personal protection equipment such as face coverings, hair nets, gloves, overalls</li> <li>Customers voluntarily provide contact information to assist with contact tracing efforts</li> </ul> | <p>Dine-in service and bars are opened, with tables arranged so there is appropriate distance between diners. Increased hygiene practices for customers and staff</p> <ul style="list-style-type: none"> <li>Follow all employer guidelines outlined on page 9</li> </ul> <p>For dine-in services:</p> <ul style="list-style-type: none"> <li>Dine-in services, including buffets and bars, may be open under the following requirements outlined in Appendix A</li> </ul> <p>For takeout services:</p> <ul style="list-style-type: none"> <li>Symptom checking of employees</li> <li>Staff wear face coverings when 6-foot distance is difficult to maintain</li> <li>Stagger workstations so workers can maintain a 6-foot distance and do not face one another unless barriers are used, or face coverings are worn</li> <li>Encourage contactless payment; if not possible, disinfect transaction terminal between customers</li> <li>Staff must sanitize hands between handling payment options and food/containers</li> <li>When delivering food, drivers use hand sanitizer before passing delivery to customers and use disposable containers/packaging that do not need to be returned</li> <li>Employers provide personal protection equipment such as face coverings, hair nets, gloves, overalls</li> <li>Customers voluntarily provide contact information to assist with contact tracing efforts</li> </ul> | <p>Dine-in restaurants operating under proper safety precautions for staff and customers</p>                         |
| Retail, including Grocery Stores,   | <p>Essential retail (e.g., grocery, hardware, etc.) create a safe environment for customers and staff with frequent reminders on distancing and hygiene.</p>  | <p>Retail establishments create a safe environment for customers and staff with frequent reminders on distancing and hygiene. Monitor employees for</p>  | <p>Retail establishments exercise discernment, establishing principles for safe environment and public trust. Monitor employees for symptoms and</p>  | <p>Retail establishments operate under heightened hygiene and cleaning standards. Monitor employees for symptoms</p> |

<sup>7</sup> Dine-in services not recommended during moderate risk conditions. However, if dine-in services are opened, the following precautions should be taken

# Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

|                              | High Risk  | Moderate Risk  | Low Risk   | New Normal Risk  |
|------------------------------|--|--|--|--|
| Pharmacy, Convenience Stores | <p><b>Monitor patrons and employees for symptoms. Customers and employees wear face coverings</b></p> <ul style="list-style-type: none"> <li>Follow all employer guidelines outlined on page 9</li> <li>Both customers and employees wear face coverings<sup>8</sup></li> <li>Maintain signage to remind and help individuals stand at least 6 feet apart, including outside when in line, and in store check-out lines</li> <li>Assign an employee to disinfect carts and baskets after each use</li> <li>Maximum number of patrons must be such that a 6-foot distance between patrons and employees can be easily maintained (1 person per 100 square feet)</li> <li>Make hand sanitizer readily available to customers and employees (e.g. at checkout counters and entrances, etc.)</li> <li>Limit purchase quantities on certain goods selling out quickly; this will help maintain ability to meet needs of patrons and limit crowds and lines</li> <li>Set an established window of time for high-risk individuals to come in without pressure from crowds</li> <li>Staff may only come closer than 6 feet to other staff and customers when accepting payment or delivering goods or services if wearing face covering</li> <li>One-way aisles to support physical distancing</li> <li>Discourage bringing kids or strollers into stores when possible to allow as much space as possible in aisles</li> <li>Consider installing a clear plastic partition between cashier and customer where it is not possible to maintain 6 feet of distance</li> <li>Deliver products through curbside pick-up or delivery</li> </ul> | <p><b>symptoms. Customers and employees wear face coverings</b></p> <ul style="list-style-type: none"> <li>Follow all employer guidelines outlined on page 9</li> <li>Both customers and employees wear face coverings<sup>8</sup></li> <li>Maintain signage to remind and help individuals stand at least 6 feet apart, including outside when in line, and in store check-out lines</li> <li>Assign an employee to disinfect carts and baskets after each use</li> <li>Maximum number of patrons must be such that a 6-foot distance between patrons and employees can be easily maintained (1 person per 100 square feet)</li> <li>Make hand sanitizer readily available to customers and employees (e.g. at checkout counters and entrances, etc.)</li> <li>Limit purchase quantities on certain goods selling out quickly; this will help maintain ability to meet needs of patrons and limit crowds and lines</li> <li>Set an established daily window of time for high-risk individuals to come in without pressure from crowds</li> <li>Staff may only come closer than 6 feet to other staff and customers when accepting payment or delivering goods or services if wearing face covering</li> <li>One-way aisles to support physical distancing</li> <li>Discourage bringing kids or strollers into stores when possible to allow as much space as possible in aisles</li> <li>Consider installing a clear plastic partition between cashier and customer where it is not possible to maintain 6 feet of distance</li> <li>Deliver products through curbside pick-up or delivery</li> </ul> | <p><b>encourage face coverings for any interactions taking place within 6 feet</b></p> <ul style="list-style-type: none"> <li>Follow all employer guidelines outlined on page 9</li> <li>Face coverings are worn for interactions that take place within a 6-foot distance</li> <li>Maintain signage to remind and help individuals stand at least 6 feet apart, including in store check-out lines</li> <li>Assign an employee to disinfect carts and baskets regularly</li> <li>Resume to normal patron capacity if social distancing guidelines can be maintained</li> <li>Make hand sanitizer readily available to customers and employees (e.g. at checkout counters and entrances, etc.)</li> <li>Set an established daily window of time for high-risk individuals to come in without pressure from crowds</li> <li>One-way aisles to support physical distancing</li> <li>Consider installing a clear plastic partition between cashier and customer where it is not possible to maintain 6 feet of distance</li> <li>Deliver products through curbside pick-up or delivery for high-risk population when possible</li> </ul> <p><b>Specific Guidance for Grocery &amp; Pharmacy</b></p> <ul style="list-style-type: none"> <li>Separate order and delivery areas to keep customers from waiting too long in confined areas together</li> <li>Self-serving food areas follow guidelines on page 20; does not include fresh produce</li> <li>Only make bulk items available if they are individually packaged</li> <li>Allow individuals to bring their own reusable bags</li> <li>If possible, waive prescription delivery fees for high-risk individuals</li> </ul> | <ul style="list-style-type: none"> <li>Follow all employer guidelines outlined on page 9</li> <li>Signage to encourage customers to use cleaning wipes and hand sanitizer</li> <li>Ensure cleaning wipes are near shopping carts and shopping baskets</li> <li>Make hand sanitizer readily available to customers and employees (e.g. at checkout counters and entrances, etc.)</li> </ul> |

<sup>8</sup> Face coverings are extremely important in the retail setting, as customers are passing one another with high frequency

# Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

|                                       | High Risk   | Moderate Risk  | Low Risk  | New Normal Risk  |
|---------------------------------------|---|--|---|--|
|                                       | <ul style="list-style-type: none"> <li>Make regular announcements to remind customers to follow physical distancing guidelines</li> </ul> <b>Specific Guidance for Grocery &amp; Pharmacy</b> <ul style="list-style-type: none"> <li>Separate order and delivery areas to keep customers from waiting too long in confined areas together</li> <li>Prevent people from self-serving any food items that are ready to eat and are not prepackaged; does not include fresh produce</li> <li>Only make bulk items available if they are individually packaged</li> <li>Do not allow individuals to bring their own bags, mugs, or other reusable items from home</li> <li>If possible, waive prescription delivery fees</li> </ul>   | <ul style="list-style-type: none"> <li>Make regular announcements to remind customers to follow physical distancing guidelines</li> </ul> <b>Specific Guidance for Grocery &amp; Pharmacy</b> <ul style="list-style-type: none"> <li>Separate order and delivery areas to keep customers from waiting too long in confined areas together</li> <li>Prevent people from self-serving any food items that are ready to eat and are not prepackaged; does not include fresh produce</li> <li>Only make bulk items available if they are individually packaged</li> <li>Do not allow individuals to bring their own bags, mugs, or other reusable items from home</li> <li>If possible, waive prescription delivery fees</li> </ul>  |   |  |
| Hospitality, Tourism & Accommodations | <b>Limited operations of this industry. Hotels and other accommodations take extreme safety precautions for both staff and guests</b> <ul style="list-style-type: none"> <li>Follow all employer guidelines outlined on page 9</li> <li>Staff and guests wear face coverings</li> <li>Maintain signage to remind groups to stand at least 6 feet apart and avoid congregating in common areas</li> <li>Gift shops continue to sell food, medicine, or other essential items</li> <li>Digital check-in and checkout encouraged</li> <li>Consider installing plexiglass partition in areas coming into close contact with guests (e.g. registration, concierge, valet desks)</li> <li>Symptomatic guests should stay in their room and wear a face covering anytime they leave the room</li> <li>Consider designating one staff member to attend to sick guests</li> <li>Guest room cleaning should include a complete change of towels, linens, bedding, and guest consumable items while all hard surfaces and high-touch areas are completely</li> </ul> | <b>Hotels and other accommodations take extreme safety precautions for both staff and guests</b> <ul style="list-style-type: none"> <li>Follow all employer guidelines outlined on page 9</li> <li>Staff and guests wear face coverings</li> <li>Maintain signage to remind groups to stand at least 6 feet apart and avoid congregating in common areas</li> <li>Social distancing maintained in all common areas or meeting rooms</li> <li>Digital check-in and checkout encouraged</li> <li>Consider installing plexiglass partition in areas coming into close contact with guests (e.g. registration, concierge, valet desks)</li> <li>Symptomatic guests should stay in their room and wear a face covering anytime they leave the room</li> <li>Consider designating one staff member to attend to sick guests</li> <li>Discontinue or decrease housekeeping services to prevent transmission between rooms during guest stays</li> <li>Guest room cleaning should include a complete change of towels, linens, bedding, and guest</li> </ul> | <b>Precautions taken with shared spaces; additional caution is taken with extra sanitation of all areas of the property</b> <ul style="list-style-type: none"> <li>Follow all employer guidelines outlined on page 9</li> <li>Face coverings worn in settings where other social distancing measures are difficult to maintain</li> <li>Maintain signage to remind groups to follow social distancing guidelines and avoid congregating in common areas</li> <li>Digital check-in and checkout encouraged</li> <li>Symptomatic guests should stay in their room and wear a face covering anytime they leave the room</li> <li>Consider designating one staff member to attend to sick guests</li> <li>Laundry all exposed linens and cleaning supplies separately</li> <li>Pools follow guidelines on page 6</li> <li>Fitness centers follow guidelines on page 12</li> <li>Restaurants follow guidelines on page 16</li> </ul> | <b>Industry open with precautions for staff and guests as outlined in general guidelines</b> <ul style="list-style-type: none"> <li>Follow all employer guidelines outlined on page 9</li> </ul> |



# Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

|  | High Risk   | Moderate Risk   | Low Risk   | New Normal Risk  |
|--|---|---|--|--|
|  | <p>disinfected with an EPA-registered chemical disinfectant</p> <ul style="list-style-type: none"> <li>When possible, rooms should remain vacant for 48 hours after check-out and prior to cleaning</li> <li>Launder all exposed linens and cleaning supplies separately</li> <li>Food should be served in a takeout-style (grab and go) manner; no buffet-style dining</li> <li>Swimming pools, gyms and fitness centers closed</li> <li>Provide guests with their own sanitation solutions or wipes to instill guest confidence (e.g., alcohol wipes for remote controls or shared surfaces)</li> </ul>   | <p>consumable items while all hard surfaces and high-touch areas are completely disinfected with an EPA-registered chemical disinfectant</p> <ul style="list-style-type: none"> <li>When possible, rooms should remain vacant for 48 hours after check-out and prior to cleaning</li> <li>Launder all exposed linens and cleaning supplies separately</li> <li>Provide guests with their own sanitation solutions or wipes to instill guest confidence (e.g., alcohol wipes for remote controls or shared surfaces)</li> <li>Pools follow guidelines on page 6</li> <li>Fitness centers and follow guidelines on page 12</li> <li>Restaurants follow guidelines on page 16</li> </ul>   |  |  |
| Events, Cultural Arts & Entertainment (including Sporting Events, Concerts, Rodeos, Convention Centers, Theatres, Museums, Zoos, Aquariums, Aviaries, Botanical Gardens, Libraries, Indoor Arenas) | <p><b>In-person operation of this industry is allowable under increased cleaning regimen and operational protocols in place to ensure safe distancing restrictions are met</b></p> <ul style="list-style-type: none"> <li>Follow all employer guidelines outlined on page 9</li> <li>Spectators encouraged to attend remotely</li> <li>A 10-foot distance must be maintained between household groups at all times including while seated</li> <li>For reserved-seating facilities, facility capacity is dependent on ability to block reserved seats (demonstrated on digital seat map) to ensure safe radius</li> <li>Set an established window time for high-risk groups to come in without pressure from crowds and/or separate entrances and queues</li> <li>Limit the number of people in a confined area to enable adequate distancing at all times</li> <li>Maintain signage to remind and help individuals stand at least 6 feet apart when in common areas or while visiting exhibits (e.g. museums, zoos, aquariums, aviaries, botanical gardens)</li> <li>Congregating at any point is not allowed</li> </ul> | <p><b>In-person operation of this industry is allowable under increased cleaning regimen and operational protocols in place to ensure safe distancing restrictions are met</b></p> <ul style="list-style-type: none"> <li>Follow all employer guidelines outlined on page 9</li> <li>Controlled entrance and exit points that enable social distancing guidelines to be maintained</li> <li>Ability to track attendance</li> <li>No temporary mass gatherings as defined in Rule R392-400</li> <li>Event size can exceed 20 individuals if organizational oversight can be provided that ensures guidelines are followed</li> <li>A 6-foot distance must be maintained between household groups at all times including while seated</li> <li>For reserved-seating facilities, facility capacity is dependent on ability to block reserved seats (demonstrated on digital seat map) to ensure safe radius</li> <li>Set an established window time for high-risk groups to come in without pressure from crowds and/or separate entrances and queues</li> </ul> | <p><b>In-person operation of this industry is allowable under increased cleaning regimen and operational protocols in place to ensure safe distancing restrictions are met</b></p> <ul style="list-style-type: none"> <li>Follow all employer guidelines outlined on page 9</li> <li>Must have ability to track attendance</li> <li>No temporary mass gatherings as defined in Rule R392-400</li> <li>Event size can exceed 50 individuals if organizational oversight can be provided that ensures guidelines are followed</li> <li>A 6-foot distance must be maintained between household groups at all times including while seated</li> <li>For reserved-seating facilities, facility capacity is dependent on ability to block reserved seats (demonstrated on digital seat map) to ensure safe radius</li> <li>Set an established window time for high-risk groups to come in without pressure from crowds and/or separate entrances and queues</li> <li>Limit the number of people in a confined area to enable adequate distancing at all times</li> </ul> | <p><b>In-person operation of this this industry is allowable for large groups. Mass gatherings follow proper safety procedures and precautions for monitoring symptoms</b></p> <ul style="list-style-type: none"> <li>Follow all employer guidelines outlined on page 9</li> </ul> |

# Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

|  | High Risk  | Moderate Risk   | Low Risk   | New Normal Risk  |
|--|--|---|--|--|
|  | <ul style="list-style-type: none"> <li>Encourage contactless payment; disinfect between transactions and comply with other retail recommendations</li> <li>Participants (e.g., players, performers, actors) in events should have their symptoms checked</li> <li>Electronic tickets and playbills encouraged in place of paper</li> </ul>               | <ul style="list-style-type: none"> <li>Limit the number of people in a confined area to enable adequate distancing at all times</li> <li>Maintain signage to remind and help individuals stand at least 6 feet apart when in common areas or while visiting exhibits (e.g. museums, zoos, aquariums, aviaries, botanical gardens)</li> <li>Congregating at any point is not allowed</li> <li>Encourage contactless payment; disinfect between transactions at facility stores/gift shops and comply with other retail recommendations</li> <li>Participants (e.g., players, performers, actors) in events should have their symptoms checked</li> <li>Dedicated staff for sanitizing high-touch areas</li> </ul> <p><b>Concessions:</b></p> <ul style="list-style-type: none"> <li>Serving and seating protocols consistent with restaurant guidance</li> <li>Maintain 6-foot distancing for all lines</li> <li>Encourage contactless payment</li> <li>To the extent reasonable, serve grab-and-go food items</li> <li>Any concessions/restaurant seating is compliant with restaurant dine-in recommendations</li> </ul> | <ul style="list-style-type: none"> <li>Maintain signage to remind and help individuals stand at least 6 feet apart when in common areas or while visiting exhibits (e.g. museums, zoos, aquariums, aviaries, botanical gardens)</li> <li>Distribution of promotional items, candy, food items, etc. during spectator events must be distributed in a manner that does not promote congregating</li> <li>Congregating at any point is not allowed</li> <li>Encourage contactless payment; disinfect between transactions at facility stores/gift shops and comply with other retail recommendations</li> <li>Participants (e.g., players, performers, actors) in events should have their symptoms checked</li> <li>Dedicated staff for sanitizing high-touch areas</li> </ul> <p><b>Concessions:</b></p> <ul style="list-style-type: none"> <li>Serving and seating protocols consistent with restaurant guidance</li> <li>Maintain 6-foot distancing for all lines</li> <li>Encourage contactless payment</li> <li>To the extent reasonable, serve grab-and-go food items</li> <li>Any concessions/restaurant seating is compliant with restaurant dine-in recommendations</li> </ul> |  |
| Personal Services (including barbers, cosmetologists, body artists, nail technicians, tanning, etc.) | <p><b>Extreme limitations of this industry</b></p> <ul style="list-style-type: none"> <li>Follow all employer guidelines outlined on page 9</li> <li>Business that rely on close human interaction encouraged not to stay open</li> <li>Symptom checking in all interactions</li> <li>Face coverings worn by both service provider and client</li> </ul> | <p><b>Industry open under strict hygiene protocols. Service provider and customer wear face coverings. Meticulous monitoring of symptoms</b></p> <ul style="list-style-type: none"> <li>Follow all employer guidelines outlined on page 9</li> <li>Both service provider and client wear face coverings. Exception given for clients when mask interferes with service</li> <li>Symptom checking of all staff at the beginning of each shift, with a log that can be made available for inspection by health department</li> <li>Customers must have their symptoms checked before services are rendered</li> </ul>   | <p><b>Industry open under strict hygiene protocols. Service provider and customer wear face coverings. Meticulous monitoring of symptoms</b></p> <ul style="list-style-type: none"> <li>Follow all employer guidelines outlined on page 9</li> <li>Both service provider and client wear face coverings. Exception given for clients when mask interferes with service</li> <li>Symptom checking of all staff at the beginning of each shift, with a log that can be made available for inspection by health department</li> <li>Screen clients upon entering the facility with a questionnaire asking about symptoms, travel, and any sicknesses in the home</li> </ul>   | <p><b>Industry open with strict hygiene regimen and symptom monitoring</b></p> <ul style="list-style-type: none"> <li>Follow all employer guidelines outlined on page 9</li> </ul> |



# Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

|  | High Risk   | Moderate Risk   | Low Risk   | New Normal Risk  |
|--|---|---|--|--|
|  |   | <ul style="list-style-type: none"> <li>• Appointments scheduled with enough time allowed to disinfect all procedure surfaces between services</li> <li>• Service provider maintains log of appointments with customer contact information to assist with contact tracing efforts</li> <li>• When services are not being directly provided, 6 feet of physical distance must be maintained. This includes waiting areas and between clients at all times</li> <li>• Contactless payment encouraged; financial equipment disinfected after each transaction</li> </ul>    | <ul style="list-style-type: none"> <li>• Procedure/service area surfaces are disinfected between each client</li> <li>• Appointments scheduled with enough time allowed to disinfect all procedure surfaces between services</li> <li>• Service provider maintains log of appointments with customer contact information to assist with contact tracing efforts</li> <li>• When services are not being directly provided, 6 feet of physical distance must be maintained. This includes in waiting areas and between clients at all times</li> <li>• Contactless payment encouraged; financial equipment disinfected after each transaction</li> </ul> |  |
| Home Repair  | <b>Operates under the General Guidelines for Employers. Strict hygiene</b> <ul style="list-style-type: none"> <li>• Follow all employer guidelines outlined on page 9</li> <li>• Inquire if homes have symptomatic individuals and exercise caution</li> <li>• Monitor symptoms of employees</li> <li>• Wash or sanitize hands before and after leaving a home</li> <li>• Wear face coverings and gloves, changing between each site</li> <li>• Disinfect tools after each site</li> <li>• Share estimates, invoices, and other documentation electronically</li> </ul> | <b>Operates under the General Guidelines for Employers. Strict hygiene</b> <ul style="list-style-type: none"> <li>• Follow all employer guidelines outlined on page 9</li> <li>• Inquire if homes have symptomatic individuals and exercise caution</li> <li>• Monitor symptoms of employees</li> <li>• Wash or sanitize hands before and after leaving a home</li> <li>• Wear face coverings and gloves, changing between each site</li> <li>• Disinfect tools after each site</li> <li>• Share estimates, invoices, and other documentation electronically</li> </ul> | <b>Operates under the General Guidelines for Employers. Strict hygiene</b> <ul style="list-style-type: none"> <li>• Follow all employer guidelines outlined on page 9</li> <li>• Inquire if homes have symptomatic individuals and exercise caution</li> <li>• Monitor symptoms of employees</li> <li>• Wash or sanitize hands before and after leaving a home</li> <li>• Wear face coverings and gloves, changing between each site</li> <li>• Disinfect tools after each site</li> <li>• Share estimates, invoices, and other documentation electronically</li> </ul>  | <b>Operates under the General Guidelines for Employers. Increased hygiene</b> <ul style="list-style-type: none"> <li>• Follow all employer guidelines outlined on page 9</li> <li>• Same as high-risk column, except that employers do not need to actively monitor symptoms; employees self-report</li> </ul>   |
| Gyms & Fitness Centers (including indoor recreation centers, yoga studios, dance, tumbling, indoor sports, etc.) | <b>Fitness centers and gyms are closed</b>  | <b>Recommended closure of fitness centers and gyms; if open, fitness centers and gyms should follow strict distancing and cleaning guidance</b> <ul style="list-style-type: none"> <li>• Follow all employer guidelines outlined on page 9</li> <li>• Employees must go through symptom checking before every shift, including temperature. Log must be kept and available for inspection by health department</li> <li>• Screen patrons upon entering the facility with a questionnaire asking about symptoms, travel, and any sicknesses in the home</li> </ul>       | <b>Fitness centers and gyms are open with some distancing and cleaning guidance</b> <ul style="list-style-type: none"> <li>• Follow all employer guidelines outlined on page 9</li> <li>• Employees must go through symptom checking before every shift, including temperature. Log must be kept and available for inspection by health department</li> <li>• Symptom checking of participants prior to each competition or practice</li> <li>• Limit spectators so social distancing guidelines can be adhered to</li> </ul>  | <b>Fitness centers and gyms are open with cleaning guidance</b> <ul style="list-style-type: none"> <li>• Follow all employer guidelines outlined on page 9</li> <li>• Space equipment at normal capacity</li> <li>• Make cleaning supplies available throughout the establishment and post signs encouraging patrons to clean all equipment</li> </ul> |

# Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

|   | High Risk  | Moderate Risk   | Low Risk  | New Normal Risk   |
|---|--|---|---|---|
|   |  | <ul style="list-style-type: none"> <li>Employees must wear face coverings; patrons encouraged to wear face coverings whenever possible</li> <li>Patrons of different households must maintain 10 feet of distance at all times (limit the number of patrons in the gym or class, space or close off equipment accordingly)</li> <li>Do not engage in sporting activities requiring teammates or opponents to be closer than 10' from one another</li> <li>Skills development and conditioning activities are allowable under social distancing guidelines</li> <li>Staff must disinfect all equipment after each use</li> <li>No sign-in sheets, touchpads, or touch surfaces required for entry</li> <li>High-risk individuals discouraged from using facilities at this time</li> <li>Follow pool guidance on page 8</li> </ul> | <ul style="list-style-type: none"> <li>Employees working within 6 feet of patrons must wear face coverings</li> <li>Patrons of different households must maintain 10 feet of distance at all times (limit the number of patrons, space or close off equipment accordingly)</li> <li>Make chemical disinfectant supplies available throughout the establishment and post signs encouraging patrons to thoroughly disinfect equipment after use</li> <li>Follow pool guidance on page 8</li> </ul>  |   |
| Construction, General Contractors & Manufacturing | <p>Operates under the General Guidelines for Employers. Strict hygiene and reduced group interactions</p> <ul style="list-style-type: none"> <li>Follow all employer guidelines outlined on page 9</li> <li>Ensure nobody with symptoms enters a job site</li> <li>Provide additional hand washing stations; wash or sanitize hands before and after leaving a site</li> <li>Wear face coverings and gloves</li> <li>Clean and disinfect project sites, including high-touch surfaces and tools frequently</li> <li>Share estimates, invoices, and other documentation electronically</li> </ul> | <p>Operates under the General Guidelines for Employers. Strict hygiene and reduced group interactions</p> <ul style="list-style-type: none"> <li>Follow all employer guidelines outlined on page 9</li> <li>Ensure nobody with symptoms enters a job site</li> <li>Provide additional hand washing stations; wash or sanitize hands before and after leaving a site</li> <li>Wear face coverings and gloves</li> <li>Clean and disinfect project sites, including high-touch surfaces and tools frequently</li> <li>Share estimates, invoices, and other documentation electronically</li> </ul>  | <p>Operates under the General Guidelines for Employers. Strict hygiene</p> <ul style="list-style-type: none"> <li>Follow all employer guidelines outlined on page 9</li> <li>Ensure nobody with symptoms enters a job site</li> <li>Provide additional hand washing stations; wash or sanitize hands before and after leaving a site</li> <li>Wear face coverings and gloves</li> <li>Clean and disinfect project sites, including high-touch surfaces and tools frequently</li> <li>Share estimates, invoices, and other documentation electronically</li> </ul> | <p>Operates under the General Guidelines for Employers on page 9</p>  |
| Day Care  | <p>Enhanced cleaning and distancing protocols. No symptomatic children</p> <ul style="list-style-type: none"> <li>Follow all employer guidelines outlined on page 9</li> <li>Enhanced cleaning and disinfecting</li> <li>Encourage children to be 6 feet apart as much as possible</li> </ul>  | <p>Enhanced cleaning and distancing protocols. No symptomatic children</p> <ul style="list-style-type: none"> <li>Follow all employer guidelines outlined on page 9</li> <li>Enhanced cleaning and disinfecting</li> <li>Encourage children to be 6 feet apart as much as possible</li> </ul>   | <p>Enhanced cleaning and distancing protocols. No symptomatic children</p> <ul style="list-style-type: none"> <li>Follow all employer guidelines outlined on page 9</li> <li>Enhanced cleaning and disinfecting</li> <li>Limit mixing the groups of children (keep in separate rooms, allow on the playground at different times)</li> </ul>  | <p>Enhanced cleaning and distancing protocols. No symptomatic children</p> <ul style="list-style-type: none"> <li>Follow all employer guidelines outlined on page 9</li> <li>Enhanced cleaning and disinfecting</li> <li>Don't use toys that can't be cleaned</li> <li>Children and staff should stay home if they're sick</li> </ul> |

# Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

|  | High Risk  | Moderate Risk   | Low Risk  | New Normal Risk |
|--|--|---|---|-----------------|
|  | <ul style="list-style-type: none"> <li>Groups must be restricted to groups of 10 unless a wall can physically separate each group</li> <li>Limit mixing the groups of children (keep in separate rooms, allow on the playground at different times)</li> <li>Curbside drop off and pick up</li> <li>All individuals must wash hands with soap and running water upon arrival</li> <li>Don't use toys that can't be washed and disinfected</li> <li>Children and staff should stay home if they're sick</li> <li>Children and staff are screened for symptoms</li> <li>If there is a confirmed case, facility must be closed and alert local health department</li> <li>All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls)</li> </ul> | <ul style="list-style-type: none"> <li>Groups must be restricted to groups of 20 unless a wall can physically separate each group</li> <li>Limit mixing the groups of children (keep in separate rooms, allow on the playground at different times)</li> <li>Curbside drop off and pick up</li> <li>All individuals must wash hands with soap and running water upon arrival</li> <li>Don't use toys that can't be washed and disinfected</li> <li>Children and staff should stay home if they're sick</li> <li>Children and staff are screened for symptoms</li> <li>If there is a confirmed case, facility must be closed and alert local health department</li> <li>All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls)</li> <li>When handling food, follow guidelines in Appendix A</li> </ul> | <ul style="list-style-type: none"> <li>Children from the same household are kept in the same group whenever possible</li> <li>Don't use toys that can't be washed and disinfected</li> <li>All individuals must wash hands with soap and running water upon arrival</li> <li>Children and staff should stay home if they're sick</li> <li>Children and staff are screened for symptoms</li> <li>If there is a confirmed case, facility must be closed and alert local health department</li> <li>All high-touch surfaces should be cleaned and disinfected regularly</li> <li>The provider must restrict offsite activities to places or environments where social distance and proper cleaning practices can be controlled</li> <li>When handling food, follow guidelines in Appendix A</li> </ul> |                 |

Phased Guidelines for the General Public and Businesses  
to Maximize Public Health and Economic Reactivation

Healthcare-Specific Guidelines

|  | High Risk   | Moderate Risk | Low Risk | New Normal Risk |
|--|---|---------------|----------|-----------------|
| Hospital Settings and Ambulatory Surgical Facilities | Each hospital and ambulatory surgical center operating in Utah shall follow the protocols developed by the Utah Hospital Association in consultation with the Utah Department of Health, titled “ <a href="#">Utah Hospital Roadmap for Resuming Elective Procedures 2.0</a> ”  |               |          |                 |
| Non-hospital Setting, including Dentistry            | Adhere to all protocols set forth in the following state public health order: <a href="https://coronavirus-download.utah.gov/Health/state%20public%20health%20order.20.04.21.pdf">https://coronavirus-download.utah.gov/Health/state%20public%20health%20order.20.04.21.pdf</a> |               |          |                 |

# Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

## General Guidelines for Employers

### Best Practices for Employers

- Those who are, or work with, high-risk populations, should undergo daily screening/symptom<sup>9</sup> monitoring, and be tested if they begin to experience COVID-19 symptoms. High-risk populations should take extra precautions to avoid close contact with multiple people
- Use online conferencing, email, or telephone in place of in-person meetings, even when people are in the same building
- Employees and customers should not congregate in groups; if your business involves a waiting area, customers should wait outside or in their cars
- Encourage contactless pay options if possible; otherwise immediately disinfect transaction equipment
- Make regular announcements to remind employees and customers to follow distancing guidelines. Use floor markings to mark appropriate physical distance where appropriate
- Encourage digital files rather than paper formats (e.g. documentation, invoices, inspections, forms, agendas)
- Consider what reserve supplies may be necessary to obtain (e.g., cleaning supplies, gloves or other protective equipment)
- Consider the possibility of interruptions to water or power that might force closure
- Establish and maintain open dialogue with local communities, including key vendors and suppliers, exploring contingencies and sharing appropriate decisions about foodservice, transportation, and other services
- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact in the workplace
- If relevant, update emergency communication plan with key contacts and backups, chain of communications, and processes for tracking and communicating; share the response plan with employees and communicate expectations
- Ensure every employee's contact information and emergency contact details are up to date; ensure a plan is in place to reach employees quickly
- Educate workforce about the threat of the COVID-19 pandemic, what the business is doing, and what they should do to protect themselves and their families
- Prepare for absenteeism—not only sick employees will stay home; others may need to care for the sick or children if schools close; those employees should notify their supervisors
- Provide signage at each public entrance to inform all employees and customers that they should:
  - Avoid entering if they have a fever of 100.4 degrees Fahrenheit or above, cough, trouble breathing, sore throat, muscle aches and pains, sudden changes in smell or taste, or feel generally unwell
  - Maintain a minimum 6-foot distance
  - Sneeze/cough into cloth, tissue, elbow or sleeve (not hands)
  - Avoid hand shaking or unnecessary physical contact
  - Wash hands often, and for at least 20 seconds
  - Wear face coverings

### Cleaning & Hygiene Guidelines for Employers

- Promote etiquette for coughing, sneezing, and handwashing; avoid touching face, especially eyes, nose, and mouth; place posters that encourage hand and respiratory hygiene
- Face coverings should be worn by employees and patrons, especially when difficult or impossible to maintain 6-foot distance
- Ensure adequate air circulation and post tips on how to stop the spread of germs
- When possible, discourage sharing of work tools and equipment
- Make a list of high-touch surfaces requiring routine disinfecting and perform routine environmental cleaning (e.g., elevator buttons, workstations, countertops, handrails, doorknobs, breakrooms, bathrooms, common areas), either twice a day or after each use. Keep a logbook of cleaning regimen. Those cleaning should:
  - Wear gloves
  - Prior to disinfecting, clean surfaces with soap and water if soiled
  - Use EPA-approved disinfectant, industrial cleaner, diluted bleach, or alcohol solutions
- Provide disposable disinfecting wipes for employee use on high-touch surfaces; provide no-touch trash bins
- Laundry: wear gloves, use warmest appropriate water setting, dry items completely, do not shake dirty laundry, launder items that have come in contact with COVID-19 separately
- Make hand sanitizer, soap and water, or effective disinfectant readily available. Provide pop-up handwashing stations or facilities where necessary (e.g. open houses, construction sites)
- Personal Protection Equipment (PPE) should not be shared and should be disposed of properly
- After using gloves, employees should wash their hands

### Employers Monitoring Symptoms<sup>9</sup>

- Employees who are sick or who appear to have COVID-19 symptoms should be separated from other employees/customers immediately and sent home; immediately clean and disinfect areas the sick employee visited
- Train managers/leadership to spot symptoms of COVID-19 and to be clear on relevant protocols
- Monitor employee symptoms, especially fever (100.4 degrees Fahrenheit/38 degrees Celsius, or above). If employees take simple medications such as acetaminophen, ibuprofen, or aspirin, they should take temperature beforehand
- Do not allow employees to come to work if they feel sick; create or maintain non-punitive leave policies so employees do not feel pressured to come to work if they are sick. Remind employees to report any illness to a manager, especially if sick with fever, cough, trouble breathing, sore throat, muscle aches and pains, sudden changes in smell or taste
- If an employee is confirmed COVID-19 positive, employers should inform close contact employees while maintaining confidentiality; close contact employees should self-monitor for symptoms for 14 days

<sup>9</sup> Symptoms include fever of 100.4 degrees Fahrenheit or above, cough, trouble breathing, sore throat, sudden change in taste or smell, muscle aches or pains

# Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

## Appendix A: Guidelines for Dine-in Restaurants Open in Moderate and Low Risk

### Operational Practice

- Limit tables to groups of 10, preferably members of the same household
- Groups of patrons at a table must maintain a distance of 6 feet from patrons of other parties at all times. Either move tables or mark off tables not to be used
- In waiting areas, a 6-foot distance must be maintained between parties, whether indoor or outdoor
- Maintain signage to remind individuals from separate parties to stand at least 6 feet apart; waiting area has floor markers to indicate proper spacing
- Hosts preferably open doors for customers and guide them to their seats to prevent traffic or congregating; hand sanitizer available at door
- Recommendation that upon entry, hosts point guests to signage that includes the following information:
  - Outlines symptoms<sup>10</sup> and encourages that if the patron, or someone they live with, has experienced COVID-19 symptoms, to please order takeout instead
  - Recommendation for high-risk individuals<sup>11</sup> to order takeout/delivery instead of dining in for the protection of that individual
- Manager checks each employee for symptoms before every shift with temperatures taken and asks if any member of the employee's household has tested positive for COVID-19 in the past 14 days. Log must be kept and available for inspection by the local health officer
- Staff must wear face coverings at all times and perform hand hygiene between interactions with each table
- Cups, lids, napkins and straws must be handed directly to customers by staff
- Do not place utensils on table until patron is seated
- Encourage contactless and non-signature payment; when not possible, card and payment stations must be sanitized after each use. Staff must sanitize hands between handling payment options and food/containers
- Staff avoid touching items that have been placed on the table (menus, plates, utensils, pens, cups, etc.). The table will be cleared by a dedicated staff member once all guests have left
- Dedicated staff member sanitizes the area occupied by customers upon departure including tables, menus, pens, salt and pepper shakers, etc. Consider use of disposable items if necessary
- The restaurant may not operate if PPE, EPA-approved disinfectants and sanitizers, soap, and other necessary cleaning supplies are not available; sanitizer is effective against COVID-19. Chlorine (bleach) at 100-200 ppm is recommended
- Hand sanitizer must be available immediately adjacent to bathrooms
- Close restaurant for cleaning and disinfecting in the morning, afternoon, and evening. Cleaning and disinfecting includes all tables, chairs, door handles, floors, bathrooms, and any high-touch surfaces
- Buffet and self-serve restaurants will provide utensils, cups, plates and other service items only from the counter where food is ordered. None of these items will be accessible to the public. Buffet style restaurants will provide servers who will serve the meals from buffet to limit exposure
- Stagger workstations so employees are not facing one another and are 6 feet apart unless barriers are used, or face coverings are worn
- To-go boxes, pizza boxes, paper cups, and any other paper product that touches food must be treated as food
- Staff must use gloves when handling ready-to-eat foods (including ice). Gloves are not required when handling foods that have yet to be cooked
- Indoor playgrounds in restaurants remain closed

<sup>10</sup> Symptoms include fever of 100.4 degrees Fahrenheit or above, cough, trouble breathing, sore throat, sudden change in taste or smell, muscle aches or pains

<sup>11</sup> High-risk individuals are defined as people 65 years and older, people who live in a nursing home or long-term care facility, people of all ages with underlying medical conditions, including lung disease or moderate to severe asthma, people who have serious heart conditions, people who are immunocompromised (many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications), people with severe obesity, diabetes, chronic kidney disease undergoing dialysis, or liver disease



# Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

## Appendix B: Considerations for Faith Groups Returning to In-Person Religious Services

Governor Herbert recognizes the importance of faith groups during these difficult times. Under the Orange (Moderate Risk) and Yellow (Low Risk) Utah COVID-19 Health Risk Status Phased Guidelines, faith groups are able to hold in-person religious services of any size as long as a distance of at least six feet is maintained between household groups. This six-foot distance requirement is the only limit imposed by the Phased Guidelines on the number of people permitted to participate in an in-person religious service.

The following are provided as considerations for faith groups and individuals returning to in-person religious services. These considerations were prepared in consultation with a working group of faith leaders representing the rich diversity of faiths in Utah. These considerations are also consistent with ongoing messaging from the Utah Department of Health and are consistent with the best available medical science.

**These considerations are not binding on any faith group and should not be construed as an attempt to regulate religious practices. They are provided as information so that individuals can make decisions to protect themselves and others from COVID-19. Each faith group will decide for itself when to resume in-person religious services.**

- Consideration for high-risk individuals:
  - Limit participation in any in-person gatherings, including religious services, of any number of people outside your household group.
  - High-risk individuals include those:
    - aged 65 and older;
    - who live in a nursing home or long-term care facility;
    - with chronic lung disease or moderate to severe asthma;
    - who have a serious heart condition;
    - who are immunocompromised, including:
      - individuals who have recently received cancer treatment, bone marrow transplantation, or organ transplantation;
      - individuals living with HIV or AIDS; and
      - individuals who have experienced prolonged use of corticosteroids or other immune weakening medications;
    - with severe obesity (BMI of 40 or higher);
    - with underlying medical conditions, particularly if not well controlled, including diabetes, renal failure, or liver disease;
    - who smoke; or
    - with hypertension.
- Considerations for all individuals participating in an in-person religious service:
  - Wear a face mask when you cannot maintain a distance of six feet from other individuals from a different household.
  - Do not shake hands with, or otherwise touch, an individual who is not a member of your household group.
  - Avoid high-touch surfaces.
  - Disinfect high touch surfaces frequently.
  - Wash your hands frequently.
  - Wear a face mask and wear gloves or sanitize hands when preparing food to be consumed by individuals from a different household.
  - Avoid group meals that are not part of the religious service.
- Considerations for faith group leaders organizing an in-person religious service:
  - Implement measures to prevent individuals from congregating in lobbies or meeting areas where a 6-foot distance between household groups is difficult to maintain.
  - Post signage to remind individuals to maintain social distancing when in common areas.
  - Set an established window of time or provide separate entrances for high-risk individuals to enter and exit without pressure from crowds.
  - Provide multiple meeting schedules to accommodate smaller gatherings where social distancing guidelines can be followed.
  - Provide streamed services to households that prefer to participate virtually.