

COVID-19 OPERATION GUIDELINES – RP Recreation Station 2020

This document provides the minimum standards for the City of Rohnert Park to operate the RP Recreation Station program in accordance with guidelines set by the County of Sonoma, the State of California, and the US Centers for Disease Control and Prevention (CDC). The guidelines are in place to support the safety of participants and staff while providing high-quality support of distance education and social interactions. The guidelines are subject to change and may be amended based upon changes to local, state, or federal health orders.

Guidelines & Roles

These guidelines define how city staff shall be utilized. All employees serving as staff shall be provided with and trained on the 2020 staff handbook which outlines general staffing procedures for staff to follow. All staff shall also receive additional COVID-19 protocol training.

Staffing Ratio & Assigned groups: Staff shall be assigned to a group of no more than 12 participants. Staff members will remain with the same group except for temporary briefs or other short-term relief. If a staff member is unable to work, a replacement staff member will be assigned. Staff members who have been in contact with other groups during that week are not eligible to be a replacement staff member. *(More detailed information on assigned groups below)*

Program Staff: An adult (aged 18+) hired by the City of Rohnert Park who has satisfied required background checks prior to starting employment as a Community Services Leader. All staff are required to attend a pre-program training.

Program Director: The lead staff member for the program site. They oversee all operations of the program. This can be either an hourly staff member that is a job-class of Senior Community Services Leader or a full-time staff member. This person is not assigned to a group and has limited direct interaction with participants. They are to follow the same guidelines as a “Floating Staff” (see below).

Floating Staff: Refers to a staff member who floats between groups to assist with supervision, check-in/check-out procedures, facility cleaning, and setup/take-down activities, etc without groups present. This person is not assigned to a specific group and must always maintain at least six feet of distance with all other staff and participants.

Procedures

Personal Protective Equipment (PPE): All staff shall be provided with necessary PPE. This includes a mask, gloves, and hand sanitizer. Reusable masks that have been provided must be washed each day. Staff may bring their own mask from home if it is either new or has been washed prior to use each day.

Employee Self-Screening: All employees are required to perform a daily health screening as outlined in the *Employee Self Screening Memo* dated April 16, 2020. This includes answering a set of health questions and reporting to one’s supervisor that they are free from any of the listed symptoms for at least the preceding 24 hours.

Social Distancing: Community Services has implemented a series of protocols to promote social distancing. These guidelines are consistent with the health orders of the County of Sonoma and State of California for operation of Child Care facilities.

Participant Social Distance: Participants shall be required to maintain at least 6 feet of distance between each other as much as practical. Activities shall be designed to promote social distancing.

Creation of Groups: Prior to each week, participants will be assigned to a group that they will remain with throughout the entire week. These groups shall be based primarily on age/grade level. Siblings shall be placed in the same group unless their difference in age does not allow them to participate together. Under current health orders, groups will be limited to 12 participants and will be assigned a maximum of two staff persons per session (week). Staff and participants shall not intermingle between groups.

Retention of Groups: Groups shall be stable throughout the week and for repeating programs participants shall be assigned to the same group for each program occurrence, subject to applicable requirements of the County of Sonoma Health Officer.

Rotation of Groups: Each group will need to remain in a separate area/room. Rotation of areas can only be performed if the area is cleaned, sanitized, and disinfected prior to a new group using it. Any rotations including using the restrooms shall be done in a manner that minimizes interactions between units (example: no passing in the halls).

Cleanliness Guidelines

Areas that are used for program activities must be cleaned, sanitized, and disinfected regularly. Staff shall follow the plan below to address the cleaning of facilities and areas that are used by participants as well as the general public. Staff shall utilize guidance for cleaning of specific items and the use of appropriate cleaning products from the CDC.

Sanitizing (Cleaning): The removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Using a soap and water solution after disinfecting avoids harsh chemical residue being left on surfaces.

Disinfecting: Using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection. Staff will utilize a disinfectant approved by the EPA for use against COVID-19.

Hand Sanitizer & Hand Washing: Hand sanitizer shall be provided at the facility for all participants and staff. It is recommended that participants and staff wash their hands or use hand sanitizer at least once an hour or more frequently as needed. Participants shall be reminded that proper hand washing requires washing with soap and water for at least 20 seconds.

Facility Cleaning

- Staff training will include best practices to disinfect and to sanitize all facility surfaces.
- Restrooms, including faucets, toilets, and urinals must be cleaned and disinfected daily. If the restroom is used, staff shall spray disinfectant on high-touch surfaces after every use.
- Drinking fountains will not be utilized. Participants will be required to bring their own water bottle(s). Staff will assist in refilling water bottles at the kitchen area/sink and will ensure no

contact is created with the water bottle and the water-dispensing unit. Staff will have backup disposable water bottles for campers who forget their water bottle.

- Countertops must be cleaned and disinfected daily and as needed. Disinfected surfaces must also be wiped down with sanitizing solution prior to use.
- Floors must be cleaned and disinfected daily and as needed.
- Door and cabinet handles must be cleaned and disinfected daily.
- Mats, chairs, and benches must be cleaned and disinfected daily and between uses.
- Cubbies shall be cleaned and sanitized each week or between use by different participants.

Equipment Cleaning

Group Equipment: To minimize shared equipment, each group shall be assigned their own basic sets of equipment for use throughout the week. When possible participants will be given individually labeled sets of supplies. Items that are not able to be assigned to individuals, such as playground balls, cones, cooking supplies etc will be washed after each use. This entire kit shall be cleaned daily and more often as necessary.

Common equipment that is used by multiple groups shall be minimized. When equipment is used by multiple groups it shall be cleaned and/or sanitized as appropriate for the piece of equipment and its intended use.

For items that cannot be practically or safely disinfected (mostly soft and porous materials or food service items) staff shall clean those items with a soap and water solution.

Group Rotation Cleaning

Groups may on rare occasion rotate between different areas within the facility. Only one group may occupy an area at a time. When transitioning between areas, groups must first clean and sanitize the high touch surfaces in the area they are leaving, such as tables, chairs, door handles and any common equipment.

Eating Area: Tables, countertops, and refrigerators are to be cleaned and sanitized daily. If groups are eating outdoors staff will be sure that entire area used is cleaned and sanitized as appropriate for outdoors. Each group will have their own eating areas.

Site Guidelines

These guidelines define policies and procedures for use of the site.

Program Location

Community Center – Rohnert Park Community Center /Callinan Sports and Fitness Center Complex

Mask or Face Coverings: All participants and staff shall be required to have a mask or face covering with them at all times. All adults and staff shall be required to wear a mask or face covering at all times when with participants of the program. Adults and Children are required by order of the California Department of Public Health to wear a mask while indoors or when outside and cannot maintain a

minimum of 6 ft. of social distance but are not required to wear masks when engaged in outdoor recreation.

Per the CDC, cloth face coverings should:

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

Check-In/Out Location: check-in shall take place at the following locations

Check-in and Check-Out Time: Check-in will have staggered drop-off times. Check-in time will begin 15 minutes prior to the start of the program and parents will be assigned a drop-off window prior to the first day. Check-out times will begin 15 minutes before the end of the program and will extend to 5 minutes after the end of the program. Parents will be given a preferred pick-up window.

Community Center: Check in will take place on the back lawn of the Sports and Fitness Center.

Check-in area shall have markings in front of the table to illustrate 6 feet of separation between family units during drop-off.

- The staff person responsible for check-in shall not be assigned to a camp unit unless the camp unit is the only camp unit on site. The staff person must wear a mask at all times during check-in and wear disposable gloves.

Check-in Procedure (staff and participants):

Prior to arriving to the camp site: Staff, participants, and parents must perform a self-conducted health screening by taking their temperature and ensuring that they do not have a fever of 100.4°F or higher. They must also ensure that they do not have symptoms that the CDC has indicated are symptoms of COVID-19.

Upon arrival: Staff and participants must receive a health screening, which includes taking their temperature with a no touch thermometer. Staff and participants must not have a temperature of 100.4°F or higher and must be asked to confirm that they do not have any of the symptoms that the CDC has indicated are symptoms of COVID-19. **All participants and accompanying adults are required to wear a mask throughout the check-in process.**

Currently recognized symptoms of COVID-19 are the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

- Fatigue
- Headache
- Congestion or runny nose
- Nausea or Vomiting
- Diarrhea

If a participant has a temperature of 100.4°F or higher there will be an allowable grace period (up to fifteen minutes) where the participant can wait with their parent/guardian in a vehicle or at a reasonable distance away from the facility. This guideline recognizes that temperatures can rise quickly if the camper was running to the facility excited, wearing a hat, or drinking a hot drink. If after the second test, they still test 100.4°F or higher, the camper will need to leave the area immediately for the remainder of the day. Staff must also disinfect all surfaces and areas that the dismissed participant may have touched. If the participant has a temperature of 100.4°F or higher, a new pair of gloves is required and the non-contact thermometer should be disinfected and sanitized before additional participants are checked.

Once the health screening is complete the staff person shall sign in the child (parent does not need to sign anything) and direct the child to their group. **Non-participants are not permitted in the facility.**

Check out Procedure

Check-out Time: The standard check-out period begins 20 minutes prior to the end of each day. At this time a check-out table will be setup under the same guidelines as check-in. If a parent expects to check their child out earlier, they should notify staff at check-in and arrangements will be made.

Checking out: When parent/guardians want to check out their child, they will remain six feet apart and will approach the staff person at the check-out table. Staff will check the ID of the parent/guardian picking up the child. Then either verbally or by radio the staff will summon the child to the check-out area to leave with their parent/guardian. Once the child leaves, staff will complete the sign-out sheet for the child. Parents waiting for their child will be directed to an outdoor waiting area maintaining at least 6 feet from other family units.

Participant Belongings: Participants will be asked to bring only a single backpack or bag each day containing everything they need for the day. These items should include at a minimum:

1. Snack
2. Water Bottle
3. Cloth face covering or mask

Participants shall have a single cubby or clearly designated area to keep their belongings. These areas shall be cleaned and disinfected at the end of each week.

Participants should not bring any additional toys or other devices. Participants are ultimately responsible for their own belongings.

Sharing of Belongings: Participants are not permitted to share (or give/trade) any of their belongings, including food, with other participants outside of their household.

Restrooms: Restroom usage shall be closely monitored by staff. No more than one group may use restrooms at one time. Markings shall be on the floor to establish a line for utilizing bathrooms. Touched surfaces shall be disinfected after each use (see above "Facility Cleaning").

Participant or Staff Illness

Suspected Illness during the program: If a participant or staff member experiences symptoms of illness the program director must be notified immediately. The program director shall take action to remove the participant or staff from the group to a designated resting area for further assessment.

Child Sent Home: If a child is suspected of being ill the program director shall call their parent/guardian and they will need to come and pick up their child as soon as possible.

Returning to the program: Participants or staff who experience symptoms of COVID-19 shall not return to the program for 14 days from the onset of symptoms or until they have received a negative COVID-19 test result or have been advised by a medical professional that they may return to such activities.