



October 19, 2020

Protocols for Staff and Program Participants during Covid 19 Pandemic

Staff:

In addition to normal workday procedures and program participation the following guidelines should be followed to ensure safety of all employees, residents and program participants due to the Covid-19 Pandemic. These protocols should be initiated immediately and followed until further notice by the Parks and Recreation Director.

- Staff will be provided facemasks, gloves, hand sanitizer and sanitizing wipes.
 - Facemasks will be worn at ALL TIMES while on shift.
 - Gloves will be worn when cleaning. All staff will be trained on how to remove gloves properly to avoid the spread of germs.
 - Hand Sanitizer will be utilized after touching all surface areas or transferring of documents/money from the public, this should be used if hand washing is not available.
 - Sanitizing wipes and/or disinfectant spray will be used to wipe down all surface areas that the employee and residents have come in contact with. This includes bathroom surfaces, toilets, counter tops, bathroom doorknobs, garbage cans, picnic tables, and all other areas that could be touched by the public or areas that the employee has contacted throughout your shift.
- Face Masks
 - Face masks will be worn by all program participants and staff in accordance with guidelines whenever inside or not able to maintain social distance of at least 6 feet.
- Pickup and Drop Off Procedures
 - Program drop off and pick up will be at a designated area for each location. No one other than the program participant should enter the buildings. If there is a pickup and drop-off involved that will be done from a designated location and participants will be made aware of the location prior to the start of the program.
- Staff Duties after arrival.
 - All staff should arrive at least 15 minutes prior to the start of their shift and check in with the program director. PPE equipment and any equipment needed for the daily activities will be given to you.
 - Proceed to your designated area, setup for activities and sanitize any equipment and surfaces being used.
 - Participants will then be sent to you once you are set up.
 - Keep your group of participants separate from other groups and near your designated area.
- Participant grouping

- Program Participants will be grouped in groups of no more than 18 and assigned to a designated area. All participant belongings must also be kept in these designated areas. Program staff will be assigned to each group of no more than 18 to facilitate the daily activities (at least 2 per group of 18). Groupings are done by the person in charge of the program. Groups should be as similar as possible to minimize crossing over.
- Restrooms and Bathroom Breaks
 - Each group of participants will be assigned a restroom to use through-out the day and should use only the designated restrooms.

These protocols are put in place to allow for safe environment for all, please abide by these rules and regulate them with consistency, if you are at all confused or concerned about the safety of those within the program or the safety of yourself please call me and we will work to solve these issues.

Thank you,
Parks and Recreation Director
Jeremy Hall
860-614-7419