



April 1, 2021

## Protocols for Staff and Program Participants during Covid 19 Pandemic Run for Fun Program

### 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 equipment 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 and equipment 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.
  - Staff will maintain compliance with mask wearing of coaches, players and spectators at all times. Staff will approach anyone not complying and enforce protocols.
- Face Masks
  - Face masks will be worn by all program participants, staff, and spectators in accordance with sports guidelines. Masks must be worn at all times while not actively participating. Masks do not need to be worn while running.
  - Face masks must be at least two layers and have loops that go around the ears. “Gator” type masks will not be allowed.
- Spectators
  - Spectators will be allowed to attend in accordance with CIAC and local Board of Education Guidelines. Spectators should stay outside of the fence area and socially distanced.
- Pickup and Drop Off Procedures
  - Program drop off and pick up will be at the High School Track. No one other than the program participant should enter the fenced in area to pick up or drop off.
- 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.
- Each location will be provided a lead staff that will monitor all covid guidelines as outlined in these protocols.
- Restrooms and Bathroom Breaks
  - Each location will be assigned a restroom to use through-out the day and should use only the designated restrooms. Restrooms will be cleaned on an hourly basis by staff and after each game finishes.

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