

TOWN OF VICTOR NY FORWARD SAFETY AND REOPENING PLAN FOR SPORTS AND RECREATION DURING THE COVID-19 PANDEMIC

Department of Parks and Recreation Programs

This business plan was developed based on the “NY Forward Business Re-opening Safety Plan Template” and the “Interim Guidance for Sports and Recreation during the Covid-19 Public Health Emergency” as provided by the New York State Department of Health.

COVID-19 REOPENING SAFETY PLAN

Name of Business: Town of Victor Department of Parks and Recreation

Industry: Municipality

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I A. People

To ensure that employees, coaches, instructors, volunteers, other individuals, or participants comply with the physical distancing requirements, the Town agrees that they will do the following:

- a. For a sport or recreational activity, limit capacity to no more than 50% of the patrons / players / spectators and not to exceed State and Local social gathering restrictions. Group sizes of no more than 50 (not including employees, coaches, instructors, volunteers, or other individuals who are not directly engaged in activity) are encouraged.
- b. For any sport or recreational activity, no more than 2 spectators per participants will be allowed at games. Camps and practices are discouraged from having any spectators.
- c. Ensure 6 ft. distance between individuals at all times, whether indoors or outdoors, unless safety or core activity (e.g. practice, playing) requires a shorter distance. If a shorter distance is required, individuals must wear masks or face coverings; unless participants are unable to tolerate such a covering for the physical activity (practice, playing) or require a medical or religious accommodation; provided however, that employees coaches, instructors, volunteers, other individuals who are not directly engaged in activity are required to wear face coverings.
- d. Ensure employees, coaches, instructors, volunteers, other individuals and participant groupings are as static as possible by having the same group of participants stay with the same employees, coaches, instructors, volunteers, or other individuals when and where possible.
- e. Ensure that different stable groups of participants have no or minimal contact with one another or utilize common or confined spaces at the same time, to the greatest extent possible. Ensure that employees have staggered lunch or meal breaks to the extent feasible.
- f. Prohibit the use of locker rooms or changing rooms or bathrooms to be used as changing areas. Participants should report to their program location in proper gear and return home to cleanse following the activity.

- g. Post social distancing markers using signs, tape, spray paint / spray chalk, traffic cones that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. sign in / sign out areas, health screening areas, staging areas, participant or spectator seating areas, supply / equipment lines, and food / beverage areas).
- h. Establish designated areas for participant pick-up and drop-off, which limit contact to the extent possible specific to each program.

Common situations that may not provide for 6 ft. of distance between individuals or participants:

- Various activities and games.
- Preschool age or young children may not fully grasp the concept.

Measures that we will implement to ensure the safety of employees or participants in such situations:

- Floor or pavement markings, painted lines and spots, traffic cones and poly spots.
- Equipment substitutes.
- Employee encouragement of participants.

II A. Places – Protective Equipment

To ensure that employees, coaches, instructors, volunteers, other individuals, or participants comply with the protective equipment requirements, the Town agrees that they will do the following:

- a. Provide employees, coaches, instructors, volunteers, other individuals and participants with an acceptable face covering or recommended PPE at no-cost and have an adequate supply of coverings and personal protective equipment (PPE) in case of replacement; but not to youth participants.
- b. Ensure that individuals not participating in sports or recreation activities (e.g. coaches, spectators) wear appropriate face coverings when they are within less than 6 ft. of other individuals, unless a physical barrier is present.
- c. Ensure that employees wear face coverings any time that they are 6 ft. apart from one another; and at all times when interacting with participants, coaches, instructors, volunteers, other individuals, and spectators regardless of distance as considered reasonable based on conditions.
- d. Acceptable face coverings include but are not limited to cloth or surgical masks. Homemade face coverings or bandanas are not acceptable.
- e. Clean, replace and prohibit the sharing of face coverings. Adhere to the CDC guidance for additional information on cloth face coverings and other types of (PPE), as well as instructions on use and cleaning and disinfection.
- f. Train employees, coaches, instructors, volunteers and other individuals on how to put on, take off, clean, and discard any and all PPE.

- g. Limiting the sharing of objects (e.g. electronics, touch screens, arts and crafts equipment, game pieces, sporting goods equipment, hand tools) and discouraging touching of shared surfaces; or when in contact with shared objects or frequently touched areas, wear gloves (trade or medical); or, require employees, coaches, instructors, volunteers, other individuals and participants to practice hand hygiene before and after contact.

Quantity of face coverings – and any other PPE – needed to ensure that we will always have a sufficient supply on hand for employees and visitors:

- The Town has retained a supply of PPE including face coverings and disposable gloves for each employee, coach, instructor, volunteer or participant as applicable.

Policy to ensure that PPE is appropriately cleaned, stored and / or discarded:

- The Town has developed guidelines with regard to the use and handling of appropriate PPE. Employees will be responsible for maintaining the cleanliness of face coverings, storing them in a clean dry location, and disposing face coverings and gloves as per the NYS and CDC guidelines. The Town will post signage to remind personnel and patrons of the appropriate use and handling of PPE including but not limited to the use, storage, disposal, and replacement of appropriate face coverings and gloves. The Town will provide education and communication with regards to the use and handling of PPE.

Common objects that are likely to be shared between employees, participants or volunteers:

- Game pieces.
- Activity equipment.
- Craft supplies.
- Hand tools.

Measures that we will implement to ensure the safety of employees / participants / volunteers when using these objects:

- Regular cleaning and disinfection.
- Providing as much individual supplies as possible.
- Use of trade or disposable gloves when applicable.

II B. Places – Hygiene and Cleaning

To ensure that employees, coaches, instructors, volunteers or other individuals and participants comply with hygiene and cleaning requirements, the Town agrees that they will do the following:

- a. Adhere to hygiene, cleaning, and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain logs on site that document date, time, and scope of cleaning.
- b. Conduct regular cleaning and disinfection and more frequent cleaning and disinfection of shared objects and surfaces, as well as high traffic areas such as; drop-off / pick-up areas, restrooms, and common areas, using products recommended by the Department of

Environmental Conservation (DEC), Environmental Protection Agency (EPA), CDC, and DOH as effective against COVID-19.

- c. Provide and maintain hand hygiene stations; handwashing with soap and running water for a minimum of 20 seconds, disposable paper towels, as well as alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- d. Make hand sanitizer available throughout common areas on-site.
- e. Employees, coaches, instructors, volunteers, or other individuals and participants must perform hand hygiene immediately upon entering the program.
- f. Provide and encourage use of appropriate cleaning / disinfection supplies for shared and frequently touched surfaces, followed by hand hygiene.
- g. Limit participants from using equipment that can't be cleaned / sanitized.
- h. Prohibit employees, coaches, instructors, volunteers or other individuals and participants from sharing food and beverages (e.g. buffet style meals), encourage bringing lunch from home, and reserve adequate space for all to observe social distancing while eating meals.
- i. Individuals are to provide their own water bottle which should be labeled.
- j. Prohibit the use of hydration stations (e.g. water fountains).

II C. Places – Communication

To ensure that the Town and its employees, coaches, instructors, volunteers and or other affiliated individuals or groups comply with communication requirements, the Town agrees that it will do the following:

- a. Affirm the review, understanding and adherence to State issued guidelines as outlined in this document.
- b. Train employees, coaches, instructors, volunteers and / or other affiliated individuals or groups on precautions / policies in the State's guidance remotely or in person.
- c. Post signage inside and outside (where appropriate) of facilities or recreation areas to remind personnel and patrons / participants / spectators to adhere to proper hygiene, social distancing guidelines, appropriate use of PPE, and cleaning and disinfection protocols.
- d. To the greatest extent possible, maintain a continuous log of every person including employees, coaches, instructors, volunteers and visitors who may have close contact with other individuals at the work site or area
- e. Conspicuously post completed safety plans (or a summary) on site where possible.
- f. If an employee tests positive for COVID-19, the Town will cooperate with state and local health departments with contact tracing efforts, including notification of potential contacts, such as workers and visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
- g. Develop letters or emails to distribute in the case of a COVID-19 positive case identification.

III A. Process – Screening

To ensure that employees, coaches, instructors, volunteers and or other affiliated individuals or groups comply with screening requirements, the Town agrees that it will do the following:

- a. Instruct employees, coaches, instructors, volunteers and other individuals and participants to stay home if they are sick.
- b. Implement mandatory health screening assessment (e.g. questionnaire, temperature check) for employees, coaches, instructors, volunteers and / or other individuals; and where applicable vendors.
- c. Encourage health screening assessment (as mentioned above), but do not mandate for patrons, spectators, or delivery personnel.
- d. Screening to ask about (1) COVID-19 symptoms in the past 14 days, (2) Positive COVID-19 Test in the past 14 days, and / or close or proximate contact with a confirmed or suspected COVID-19 case in the past 14 days. These responses may be reviewed and documented daily.
- e. Any person or participant with positive symptoms reported should not be allowed to take part in activities and should contact his / her primary care physician or the appropriate health care professional.
- f. Vulnerable individuals are encouraged to not participate in any activities.
- g. In the event that an employee, coach, instructor, volunteer, other individual, participant or parent / guardian / spouse of a participant must be isolated because they have tested positive for, or exhibited symptoms of, COVID-19, the individual must be advised that they cannot enter the site for any reason (including picking up their child if parent) for a quarantine period of 14 days.
- h. Immediately notify the state and local health department about any positive test result by an employee, coach, instructor, volunteer, other individual and / or participant on-site.
- i. Designate a site safety monitor whose responsibilities include continuous compliance with all aspects of the site safety plan.

III B. Process – Contact Tracing & Disinfection

To the extent possible, the Town will maintain registration information sheets or an attendance log for every person connected with a program including employees, coaches, instructors, volunteers, spectators, other individuals and participants. In lieu of individuals providing information, the Town will utilize daily work transactions / records to identify exposed individuals for contact tracing purposes. As required, the Town will immediately notify the local health department and DOH about a positive test. The Town will also cooperate with the Health Department relevant to their contact tracing efforts.

Daily disinfection and cleaning of all potentially contaminated areas will occur and an appropriate log book or record will be maintained on-site.

IV A. Program Activities

To ensure that employees, coaches, instructors, volunteers, other individuals and participants comply with program activity requirements, the Town agrees that they will do the following:

- a. For all active and passive activities:
 - Keep a stable group of participants that is separated;
 - Focus on and encourage activities with little or no physical contact (e.g. seated / self-contained, walking, running, hiking, and biking);
 - Encourage sports that involve less physical closeness over those that are close-contact or involve shared equipment;
 - Encourage activities that are lower risk such as arts and crafts, nature exploration, outdoor recreation, enrichment or self-discovery programs;
 - Enhance cleaning and disinfection protocols; and
 - Reference CDC guidelines.
- b. For any food or beverage services:
 - Require individual portions for all participants, spectators and patrons;
 - Stagger meal times and secure separate seating arrangements to reduce occupancy / congregating.
 - Separate tables with seating at least 6 ft. apart from other tables, as feasible.
- c. Monitor and control the flow of traffic into the facility or area to ensure adherence to maximum capacity requirements.