

Highland Parks & Recreation

COVID-19 Re-open Plan



INTRODUCTION

With the anticipated loosening of stay at home directives at both the state and local level, it is critical for Highland Parks & Recreation (HPRD) to proactively identify and establish sound protocols for the Staged reopening of our parks, programs, and facilities. These measures are intended to help mitigate the spread of COVID-19. This will require adjustments to our operations, especially during the initial Stages, to best ensure the wellbeing of our employees and the public we serve.

This plan is grounded on recommended best practices from many sources, including the Back on Track Indiana, Center for Disease Control and Prevention, Indiana State Department of Health, National Recreation and Park Association, and Indiana Park and Recreation Association.

HPRD is dedicated to updating and revising our plan as this situation continues to evolve. All decisions will be made based on scientific findings, new or revised mandates or recommendations from governing authorities, and continual observation of what is and is not working effectively as our operations resume. When questions about safety arise, we will continue to rely on recommendations from our local experts identified above.

This document should be used as a tool for establishing HPRD's strategy to resume all operations, including the Lincoln Community Center, playgrounds, sports courts, and other amenities within our park system. It will also provide protocols for HPRD's array of programs.

We ask that you are patient with us as we work through each Stage of the plan, and we ask that all citizens abide by all established rules and requirements to keep our community safe. Please direct all questions to the Parks and Recreation Department by calling 219-838-0114.

This plan will be in effect through July 16, 2020.

TENTATIVE OPENING SCHEDULE

Reopening will be in a slow and deliberate manner.

June 1 (Stage 3)

- Lincoln Center may re-open

- Fitness Center re-open (follow CDC guidelines)
- Fieldhouse re-open for walking only – no fieldhouse attendant for the time being
 - New FH light switches need to be turned on/off manually each day
- Classrooms and classes re-open at 50% capacity with a max of 100 people/room
 - Max of 60 people in fitness center. Clicker will be available at the desk for attendants to use
- Tennis courts, skate park, and similar facilities open
- Picnic shelters can be used
- Outdoor sports fields open (practices only – 1 team per field)

June 8

- Summer Day Camp begin (follow CDC Guidelines)

June 12 (Stage 4)

- Non-contact sports leagues and tournaments may resume
- Outdoor concerts/movies in the park may be held
- Playgrounds may open
- Showers may open

June 19

- Contact sports leagues and tournaments may resume
- Basketball courts may open
- Open volleyball may resume

July 4 (Stage 5 - projected)

- Fairs/festivals etc., may resume
- Restrictions lifted at fitness centers
- Basketball tournaments in excess of 250 people may be held

As with all of these, social distancing guidelines must be followed.

Programming – updated brochure available for staff at front desk and posted on our website for patrons

- Some of our contracted programmers have chosen to take summer off: Kindermusik & Gymnastics
- Self-Defense Instructor to start in September at this point, with extra cleaning of mats
- Tai Chi taking place outdoors at Meadows Park during July, August, & September
- Youth Dance summer sessions will be held virtually, via Zoom.
- Fred Holly planning to resume art classes in July
- Still hosting some virtual exercise classes for seniors via YouTube (has been successful)
- Personal trainers may resume sessions with clients in accordance with opening of fitness center, observing social distancing guidelines
- Youth track program taking place at Lincoln Center with High School still off limits

LINCOLN COMMUNITY CENTER IMPACT

The Lincoln Community Center (LCC) fieldhouse was closed beginning on March 16, 2020 and rest of building closed beginning on March 18, 2020. Governor Eric J. Holcomb issued State of Indiana Executive Order 20-08 on March 23, 2020, implementing a statewide Stay at Home Order effective through April 6, 2020. The Stay at Home Order was recently extended by Executive Order through at least May 11, 2020. These orders prohibit all public and private gatherings of any number of people outside a single household or living unit and mandated the closure of places of public amusement. Fitness and exercise gyms were explicitly excluded from the definition of Healthcare and Public Health Operations that were classified as Essential. By all accounts, this Executive Order mandated the closure of the community center.

All recreation programs and room rentals at the LCC were cancelled beginning on March 18, 2020 and remain canceled through May 31, 2020. Fitness membership billing has been suspended until the facility reopens (April and May thus far).

Recognizing that 52% of HPRD's operational costs are funded by user fees, it is critical that this plan not ignore the financial ramifications for the Staged resumption of operations. HPRD will not compromise on a necessary protocol or measure due to cost. The safety of our customers and employees is and will always remain paramount. HPRD will consider revenue generation as it prioritizes what services to provide when it is safe to provide such services to best recapture a portion of what was lost since the closure began in March.

Based on the services provided at the LCC, only full-time staff are in a position to continue working. The Highland Town Council approved Special Administrative Leave Pay for thirty one (31) LCC part-time staff members during this time.

GENERAL GUIDELINES

In order to promote a safe environment for HPRD staff and the patrons that participate and utilize the programs and services offered, the following parameters will be the standard operation until the State of Indiana declares that we are in a state of recovery.

For all workers, regardless of exposure risks, it is always a good practice to:

1. Frequently wash hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands that are visibly soiled.
 - a. Short breaks can be provided to increase frequency with which staff can wash hands with soap and water.
 - b. Alcohol-based hand sanitizer with at 60% alcohol shall be provided at work stations with high customer-volumes.

2. Avoid touching your eyes, nose, or mouth with unwashed hands.
3. Practice good CDC-recommended respiratory etiquette, including covering coughs and sneezes.
4. Stay home if sick.
5. Recognize personal risk factors. Certain people, including older adults and those with underlying conditions such as heart or lung disease or diabetes, are at higher risk of complications from COVID-19.
6. Comply with social distancing requirements established by the CDC, including maintaining six-foot distancing from coworkers and the public.
7. Vulnerable individuals should continue to follow stay at home guidelines.

EMPLOYEE PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. Face masks or cloth/disposable face coverings
 - a. Fitness attendants are required to wear a face mask/nose and mouth covering until Stage 5, at which point they will become optional.
 - b. Masks or face coverings are recommended for staff having frequent or close contact with the public. This may include, but is not limited to, cleaning public spaces, point of sale (passes, credit cards, cash, etc.), and for first aid related emergencies. It is expected that staff wear a mask whenever it is believed that the six (6) foot social distancing requirement cannot be maintained.
 - c. HPRD will provide each employee with up to three (3) cloth, washable face coverings, depending on how frequently the employee is scheduled. It is highly recommended that staff wash coverings after each shift.
 - d. Employees may alternatively provide their own face coverings. Coverings should:
 - i. Fit snugly but comfortably against the side of the face
 - ii. Be secured with ties or ear loops
 - iii. Include multiple layers of fabric
 - iv. Allow for breathing without restriction
 - v. Cover nose and mouth
2. Disposable gloves
 - a. HPRD will continue to provide disposable gloves
 - b. Staff should use disposable gloves for work that requires high customer-volume environments who have frequent contact with the public. This may include, but is not limited to, cleaning and maintenance, set-ups and tear-downs, point of sale (passes, credit cards, cash, etc.), and for first aid related emergencies.
 - c. Gloves that become worn or visibly contaminated should be replaced
3. When eye protection is needed, use goggles or eye shields
 - a. Personal eyeglasses are *not* considered eye protection

4. After removing PPE, always wash hands with soap and water or use hand sanitizer

EMPLOYEE HEALTH SCREENING PROCESS

1. Employees should do a self-assessment each day in order to check for COVID-19 type symptoms (fever, cough, or shortness of breath)
2. We will provide a non-contact infrared forehead thermometer
 - a. Employees will be required to check their own temperature at the beginning of each shift and record it on a personal log
 - b. For precautionary reasons, those employees who have a fever over 100.0 ° F or higher are to notify their supervisor and will be sent home
3. Employees who experience sudden fever, cough, or shortness of breath will be sent home immediately
4. Employees suffering from COVID-19 symptoms should get in touch with their physician immediately
5. Sick employees should stay home until they are free of fever (without the use of medication) for at least 72 hours and symptoms have improved for at least 72 hours and at least seven days have passed since symptoms first began. No healthcare provider's note is required during this time to validate illness or return to work of employees who are sick with acute respiratory illness.
6. Should an employee contract or become exposed to someone in their home that has COVID-19, they shall:
 - a. Follow their family practitioner or other licensed medical professional's recommendation with regard to quarantine
 - b. Forward any medical correspondence to the superintendent
 - c. Update your supervisor every three (3) business days

LINCOLN COMMUNITY CENTER FACILITY-RELATED MEASURES

1. Signage placed throughout the building urging patrons to socially distance, refrain from loitering, practice regular hand hygiene, and to not return when they are sick. Signs will encourage patrons to wear masks especially when entering/exiting the building or when fearful that maintaining consistent 6' social distancing is difficult.
2. Sneeze shields installed at the front desk, fieldhouse desk, and fitness center desk between staff and the public

3. Social distancing floor decals placed 6' apart in parts of the building where lines form or patrons may congregate
4. Credit card readers re-positioned to allow for direct use by public, rather than requiring staff to handle and swipe cards
5. Specific to the Fitness Center
 - a. Signage to remind members to thoroughly clean equipment before AND after each use, to socially distance, and to not return when they are sick.
 - a. Lockers available may be limited to help with 6' physical spacing.
 - b. Every other cardio machine will be taken out of service to ensure spacing while in-use. The out-of-service machines will need to be alternated daily or weekly to prevent unnecessary wear and tear on any particular equipment.
 - c. Strength machines will be temporarily spread out around the fitness center to allow them all to be used while maintaining 6' spacing from others using a nearby unit. Some strength machines may be tagged as out-of-order if adequate spacing cannot be achieved.
 - d. Additional disinfectant wipe stations will be placed in fitness center to reduce the distance members need to walk to obtain a wipe
 - e. A disinfectant mister/fogger has been purchased as a secondary measure to cover more surface area on equipment and other touch points/restrooms throughout the building once daily – only to be used when patrons are not present (mainly at close or overnight). Staff must wear mask when using fogger.
6. Locker rooms will remain open but social distancing rules still apply and amenities may be limited.
7. Hand soap in restrooms will be checked and stocked a minimum of 2-3 times per shift
8. Hand sanitizer stations will be located around the building. Our normal dispensers are located in the fitness center (2), fieldhouse, and aerobics room. We are adding gallon jug dispensers to the front office, circle desk in lobby, and summer camp room. Stations will be checked a minimum of 2-3 times per shift
9. Drinking fountains tagged as out-of-service except for our two no-touch bottle fill stations located in the fieldhouse and fitness center.
10. Doors to the front office, fitness center, and fieldhouse propped open at all times to reduce touch points.
11. Padded chairs in the lobby removed to discourage leisure socialization and per the CDC, porous materials are more difficult to sanitize than hard surfaces.
12. Weekday fulltime weeknight/weekend part time custodians maintain routine cleaning
 - a. Door handles/knobs, light switches, and countertops will be cleaned and disinfected a minimum of 2-3 times per shift (4-6 times per day).
 - b. Tables and chairs shall be cleaned and disinfected following each room use.
13. Deep cleaning of restrooms and common areas supplemented by a professional contracted cleaning company 2-3 times per week

14. For large basketball events, one parent or guardian permitted per player. Teams awaiting their game time must stage outside until fieldhouse is cleared by prior team(s)
15. Room occupancy for rentals and programs limited to follow social distancing guidelines per the table below:

Space	<u>Regular occupancy per fire code</u>	<u>50% occupancy for COVID-19</u>
Banquet Hall	256 with tables 334 without tables	128 with tables 167 without tables
Banquet Hall - Half	128 with tables 167 without tables	64 with tables 83 without tables
Room 108	39	19
Room 109	39	19
Room 112	30	15
Room 113	27	13
Room 115	29	14
Room 116	31	15
Room 118	31	15
Aerobics Room	41	20
Pre-school Room	47	23
Fitness Center	127	63
Fieldhouse	2334	250

PATRON COMPLIANCE

Patrons who do not comply with posted guidelines may be given a verbal reminder from staff. Staff reserves the right to ask patrons to leave upon multiple or egregious violations of the guidelines in place.

RECREATION STAFF PROTOCOLS AND INTERACTION

1. Staff shall at both the beginning and end of a shift disinfect any common-use equipment such as 2-way radios, keys, pens/markers, tools, power equipment, and thermometers.
2. Office clerk will make copy of daily room book and fieldhouse schedule for custodian and prepare room condition reports for building supervisor to reduce congregation in office area and use of copy machine
3. Staggered shift changes when possible to reduce congregation near time cards
4. A second fitness attendant may be scheduled to keep up with heavier cleaning schedule
5. Custodians required to:

- a. Handle all set-ups and tear-downs
 - b. Clean throughout a shift - no sitting at circle desk when set-ups are done
 - c. Relieve fitness attendant and fieldhouse attendant for breaks at dedicated times
6. Only one employee at a time on a break – to be taken in concession to reduce traffic/congregation in office and break room

PARKS AND PARK MAINTENANCE STAFF PROTOCOLS AND INTERACTION

HPRD maintains over 250 acres, including 21 parks and 4 miles of trails.

1. Staff will work staggered shifts so as not to have all employees checking in/checking out at the same time. Breaks and lunches will thus also be at different times.
2. Part time staff will be kept at home on inclement weather days
3. Extra time clock installed at second check-in location to also increase social distancing
4. Part time park employees will be able to drive their own vehicles during the workday. Logs will be made available for workers to track their miles. Logs will be turned in at the end of the month for mileage reimbursement.
5. When two or more employees are riding in a park vehicle together, they all must wear face masks.
6. Employees must clean their work vehicle before and after daily use

PARK FACILITIES

1. Tennis courts, pickleball courts, the skate park, and picnic shelters will open during Stage 3. We will post signs about proper social distancing and personal hygiene.
2. Playgrounds and basketball courts will open in Stage 4
3. Trash can pick up – cans that are more than ½ full will be emptied
4. Public drinking fountains will remain shut off.
5. Park restrooms will open during Stage 3 only for picnic rentals and field rentals. All park restrooms will open in Stage 4. Restrooms will be cleaned daily.
6. Youth sports organizations must adhere to their national governing bodies' guidelines for play