



TOWN OF PARMA NY FORWARD BUSINESS RE-OPENING SAFETY PLAN

Parks and Recreation Programs

This Business Plan was developed based of the “NY Forward Business Re-Opening Safety Plan Template” and “Reopening New York Sports and Recreation Guidelines” as provided by New York State Department of Health. Additional sources for content include the NFHS Guidelines for Opening up HS Athletics and Activities.

Please note that a separate plan, with similar guidelines, will be followed and adhered to for Day Camps.

COVID-19 Reopening Safety Plan

Name of Business: Town of Parma – Hilton-Parma Parks & Recreation

Industry: Municipality

Address: 59 Henry Street / 1300 Hilton Parma Corners Road, Hilton, NY 14468

Contact Information:

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Owner/Manager of Business:

Honorable Jack Barton, Town Supervisor

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Sections:

- I. Physical Distancing**
- II. Protective Equipment**
- III. Hygiene, Cleaning and Disinfection**
- IV. Program Activities**
- V. Communication**
- VI. Screening**

- I. Physical Distancing.** To ensure employees, coaches, trainers, other individuals and participants comply with physical distancing requirements, the Town agrees that they will do the following:
- a. For any sport or recreational activity, limit capacity to no more than 50% of the maximum occupancy for a particular area, inclusive of employees, patrons/players/spectators and not to exceed state social gathering restrictions. Group sizes of no more than 15 (not including employees, coaches, trainers, and/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 player 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. practicing, playing) requires a shorter distance. If a shorter distance is required, individuals must wear face coverings, unless players are unable to tolerate such a covering for the physical activity (practicing, playing); provided, however, that employees, coaches, trainers, and/or other individuals who are not directly engaged in activity are required to wear face coverings.
 - d. Ensure employees, coaches, trainers, other individuals and participant groupings are as static as possible by having the same group of participants stay with the same employees, coaches, trainers, and/or other individuals when/where possible.
 - e. Ensure that different stable groups of participants have no or minimal contact with one another or utilize common spaces at the same time, to the greatest extent possible.
 - f. Prohibit the use of locker or changing rooms. Participants should report to programs in proper gear and return home to cleanse following the activity.
 - g. Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. Sign in/out stations, camper seating areas and equipment lines).
 - h. Establish designated areas for pick-ups and drop-off, limiting contact to the extent possible specific to each program.

Common situations that may not allow for 6 ft. of distance between individuals:

- Various activities and games.
- Younger age groups not fully grasping the concept.

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

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

- II. Protective Equipment.** To ensure employees, coaches, trainers, other individuals and participants comply with protective equipment requirements, the Town agrees that they will do the following:
- a. Provide employees, coaches, trainers and other individuals (spectators) with an acceptable face covering at no-cost and have an adequate supply of coverings in case of replacement; but not to youth participants.
 - b. Ensure 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 employees wear face coverings any time they are 6 ft. apart from one another, and at all times when interacting with participants, coaches, trainers.

Spectators and/or other individuals regardless of distance as considered reasonable based on conditions.

- d. Acceptable face coverings include but are not limited to cloth (e.g. homemade sewn, quick cut, bandana) or surgical masks.
- e. Clean, replace, and prohibit sharing of face coverings. Adhere to the CDC guidance for additional information on cloth face coverings and other types of personal protective equipment (PPE), as well as instructions on use and cleaning and disinfection.
- f. Train employees, coaches, trainers and/or other individuals on how to put on, take off, clean (as applicable), and discard PPE.
- g. Limit the sharing of objects (e.g. electronic equipment, arts and crafts materials, touch screens) and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, require employees, coaches, trainers, 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 significant amount of PPE including multiple face coverings for each employee, coach, trainer, other individual and participant as applicable. The Town has an adequate supply of disposable face coverings for those (as described above) who may need them, a supply of reusable cloth masks, as well as an adequate supply of disposable gloves. The Town will continue to secure supplies as necessary.

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

- The Town has developed guidelines with regards to 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 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 and participant:

- Game Pieces
- Activity Equipment
- Craft Supplies

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

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

III. Hygiene and Cleaning. To ensure employees, coaches, trainers, 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 transit areas, such as; pickup areas, restrooms, common areas, using Department of Environmental Conservation (DEC) products identified by the Environmental Protection Agency (EPA) as effective against COVID-19.
- c. Provide and maintain hand hygiene stations: handwashing with soap, running water, and 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, trainers, 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 coaches, trainers, other individuals and participants from sharing food and beverages (e.g. buffet styles 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 (water trough, water fountains, etc.).
- k. Take the following precautionary measures when young children are involved:
 - Frequent and thorough hand hygiene.
 - Whenever a child is soiled, change the child's clothes and clean the child.
 - Refer to CDC guidelines for additional information.

IV. Program Activities. To ensure employees, coaches, trainers, other individuals and participants comply with program activity requirements, the Town agrees that they will do the following:

- a. For all physical and passive activities:
 - Keep stable group of participants separated;
 - Focus on and encourage activities with little or no physical contact (e.g. hiking, running);
 - 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 the arts, enrichment programs, skill-building and conditioning;
 - Enhance cleaning and disinfection protocols;
 - Refer to CDC guidelines.
- b. For food services:
 - Serve individual portions to participants;
 - Stagger mealtimes to reduce occupancy/ congregation;
 - 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.

V. Communication. To ensure the Town and its employees, coached and/or other affiliated individuals comply with communication requirements, the Town agrees that they will do the following:

- a. Affirm review, understanding and adherence to state issued guidelines as outlined in this document.

- b. Train employees, coached and/or other affiliated individuals on applicable precautions/ policies in the State’s guidance remotely or in person.
 - c. Post signage inside and outside of the facility or area to remind personnel and patrons/players/spectators to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfection protocols.
 - a. Conspicuously post completed safety plans (or a summary) on site where possible.
 - b. Develop letters to distribute in the case of a COVID-19 positive case identification.
- VI. Screening.** To ensure employees, coaches, trainers, other individuals and participants comply with screening requirements, the Town agrees that they will do the following:
- a. Instruct employees, coaches, trainers, 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, trainers and/or other individuals; and where practicable, vendors.
 - c. Encourage health screening assessment (mentioned above), but do not mandate for patrons/players/spectators or delivery personnel.
 - d. Screening must ask about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close or proximate contact with confirmed or suspected COVID-19 case in past 14 days. Responses must be reviewed and documented daily.
 - e. Any person with positive symptoms reported should not be allowed to take part in activities and should contact his or her primary care provider or other appropriate health-care professional.
 - f. Vulnerable individuals are encouraged to not participate in any activities.
 - g. In the event that an employee, coach, trainer, 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. They may only return upon presentation of the results of a negative test.
 - h. Immediately notify the state and local health department about any positive test result by an employee, coach, trainer, 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.

Screening implemented:

- Employees will be required to perform a self-health screening assessment and questionnaire as recommended by the New York State Department of Health reopening guidelines.
- Although not mandated, participants will receive daily health screening assessments.

In the case of a positive case of COVID-19, contact tracing will be conducted as follows:

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

Any appendix documents to this plan can be supplied as needed. Guidelines may be amended based on recommendations and mandates of official agencies. Guidelines will be distributed to employees, coaches, trainers, other individuals and summarized guidelines specific to programs and sites may be developed and distributed to participants.