



TOWN OF PARMA BUSINESS SAFETY PLAN

Parks, Recreation, and Senior Center Programming

This plan was developed based of the “NY Forward Business Re-Opening Safety Plan Template” and current COVID-19 guidelines as provided by the Monroe County Department of Health, New York State Department of Health, and Center for Disease Control (CDC). This plan is subject to change based on changes made by governing bodies.

COVID-19 Reopening Safety Plan and Guidelines

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:

Thomas Venniro, Director of Parks and Recreation

tvenniro@parmany.org

585-392-9030

Owner/Manager of Business:

Honorable Jack Barton, Town Supervisor

Human Resources Representative and Contact Information, if applicable:

Diana Christodaro, Director of Finances and Human Resources

585-392-9462

Sections:

- Introduction
- Gathering Guidelines
- Guidance for Vaccinated/Unvaccinated People
- Basic Personal Hygiene
- Cleaning and Sanitation
- Communication
- Public Health, Wellness and Safety (Including PPE)
- Social Distancing
- Screening (Appendix A)

Created June 10, 2021

Updated June 25, 2021

INTRODUCTION

As the Town of Parma continues to navigate the COVID-19 pandemic, this plan is intended to serve as a guide and will be implemented as restrictions are modified, impacting Town operations. Additional public health guidance will be considered in all decision making. Operational impacts resulting from the pandemic vary across programs, facilities, and amenities.

KEY COMPONENTS (SECTIONS)

- Gathering Guidelines
- Guidance for Vaccinated/Unvaccinated People
- Basic Personal Hygiene
- Cleaning and Sanitation
- Communication
- Employee/Public Health, Wellness and Safety (Including PPE)
- Social Distancing
- Screening (Appendix A)

CURRENT GUIDELINES

All facilities are open and all in-person programs and meetings are occurring under local, state and federal guidelines and those outlined within the CDC's "[Interim Public Health Recommendations for Fully Vaccinated People](#)"

GENERAL INFORMATION

To learn more about COVID-19, you may call the New York State Department of Health's coronavirus hotline at 1-888-364-3065 with any concerns about symptoms or travel. You may also contact Monroe County Health Department's Coronavirus Hotline at (585) 753-5555.

In addition, here are some more resources with updates regarding this evolving situation:

NYS Department of Health Coronavirus Resources:

<https://www.health.ny.gov/diseases/communicable/coronavirus/>

Monroe County Coronavirus Resources:

<https://www2.monroecounty.gov/health-coronavirus>

Frequently Asked Questions by the CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

Gathering Guidelines: To ensure employees, instructors, volunteers, other individuals, and participants comply with social gathering requirements, the Town agrees that they will adhere to the following:

- **Social Gatherings:** As of June 15, 2021, social gatherings in public spaces that do not fall under the categories below will only be limited based on vaccination status and by the space available for patrons or parties of patrons to maintain the required social distance of 6 feet.
 - **Large-Scale Indoor Gathering Category:** Indoor social gathering limit of 5,000 people.
 - **Event Gathering Stipulation:** Large-scale indoor event gatherings can exceed the social gathering limit of 5,000 people indoors if state mandated requirements are met.

Guidance for Vaccinated/Unvaccinated People:

- Fully vaccinated people no longer need to wear a mask or physically distance in any setting, except where required by federal, state, local (**including Hilton Central School District**), tribal, or territorial laws, rules, and regulations, including local establishment guidance as provided and included within.
- Fully vaccinated people can refrain from testing following a known exposure unless they are residents or employees of a correctional or detention facility or a homeless shelter.
- Fully vaccinated people can refrain from quarantine following a known exposure if asymptomatic.
- For now, fully vaccinated people should continue to:
 - Get tested if experiencing [COVID-19 symptoms](#).
 - Follow CDC and health department requirements and recommendations.
- Partially vaccinated or unvaccinated people are to:
 - Wear masks and social distance when in public settings with others indoors or within close proximity outdoors as considered tolerable and/or safe.
 - Get tested if experiencing [COVID-19 symptoms](#) or following known exposure.

Basic Personal Hygiene:

These simple steps should be taken by all to help prevent the spread of COVID-19 and other respiratory viruses:

- Wash your hands frequently with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based (60-95%) hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue, or cough into your elbow.
- Clean and disinfect frequently touched objects and surfaces, such as program equipment, vehicles, counters, table tops electronic devices, phones, doorknobs, and light switches.

Cleaning and Sanitation of Equipment, Facilities, and Amenities:

- **High Traffic Areas and Restrooms** - Continuous cleaning of high traffic areas will be completed.
- **Cleaning Supplies** - The Town will provide disinfectant wipes, disinfectant sprays, disinfectant cleaners, and other supplies as needed to be used by all employees responsible for cleaning.
- **Employee/Volunteer Training** - Any Town employees or volunteers responsible for the supervision of programs, events, or activities will be trained to adhere to proper cleaning protocols.
- **Disinfectant Services** - The Town will have disinfectant cleansing services to have on call should a facility cleansing be deemed necessary.

Communication: To ensure the Town and its employees, volunteers and/or other affiliated individuals are adequately communicating, the Town agrees that they will do the following:

- Affirm review, understanding and adherence to any local, state, or federal issued guidelines or recommendations as outlined in this document.
- Train employees, volunteers and/or other affiliated individuals on applicable precautions / policies in this guidance remotely or in person.
- Conspicuously post completed safety plans (or a summary) on site where possible.
- Develop letters to distribute in the case of a COVID-19 positive case identification.

Public Health, Wellness and Safety (Including PPE):

- **Soap and Hand Sanitizer** - The Town will provide soap and water and alcohol-based hand rubs in/at Town facilities and amenities. Should they not exist, hand rub stations will be made available.
- **Signage** - Proper signage will be placed around Town facilities and amenities as deemed necessary.
- **Protective Masks** - The Town will provide disposable protective masks to all employees, instructors, volunteers, other individuals, and participants while supplies are available.
 - o Mask wearing is not required outdoors in any setting, but strongly encouraged when vaccination status is unknown and social distancing is not feasible.
 - o Unvaccinated individuals are required to wear masks indoors as deemed tolerable and safe.
 - The honor system will be in place unless otherwise specified.
 - Those participating in rigorous physical activity are not required to wear a mask, although it is strongly encouraged as tolerable.
 - o The Department of Health strongly encourages masks in indoor settings where vaccination status of individuals is unknown. Town employees, officials, and representatives will not be required to ask patrons to wear masks or show proof of vaccination unless required for select programs and populations as determined by local, state, and federal guidelines.
 - o **For programs with participants of the ages 5-11 and while in Hilton Central School District facilities, the following guidance will be implemented:**
 - All participants are required to wear masks when standing and/or moving throughout the facility indoors.
 - Those participating in rigorous physical activity are required to wear a mask as tolerable.
 - All participants are required to wear masks when on transport vehicles (buses).
 - While seated indoors, masks will be optional for all participants so long as physical distancing can be maintained, but strongly encouraged. If proper physical distancing cannot be maintained while seated indoors, masks are to be worn.
 - Employees, instructors, coaches, and volunteers are required to wear masks at all times as tolerable.
- **Contact Tracing** - The Town will attempt to account for all individuals associated with programming either through pre-registration program attendance forms or drop-in program sign-in forms.
- **Health and Temperature Screenings** - It is recommended that all employees, instructors, volunteers, other individuals, and participants self-screen themselves daily, if one is not required for a designated program or activity. Screening may be required for select programs and populations as determined by local, state, and federal guidelines and/or the discretion of the Town. See Appendix A.
 - o **For programs in Hilton Central School District facilities, verbal daily screening is required.**
- **Illness** - It is recommended that all employees, instructors, volunteers, other individuals, and participants stay home if they show symptoms of the virus, such as fever and acute respiratory illness.
- **Facility Exposure** - If an employee, instructor, volunteer, other individual, and/or participant tests positive, the Town may close certain areas of potential exposure and/or discontinue a program or activity until exposed areas are disinfected.

Social Distancing:

- **Social Distancing Signs and Floor/Wall Markings** - The Town shall place or post signs and floor/wall markers for physical distancing expectations in public areas, as deemed necessary.
- **Practice Social Distancing** - All employees, instructors, volunteers, other individuals, and participants shall attempt to stay the recommended approved distance away from people and avoid general contact, when possible, especially when vaccination status is unknown.
 - o Programs, events, and activity spaces may provide vaccinated and unvaccinated sections.
 - o For any program, event, or activity where vaccination status is unknown, social distancing guidelines will apply unless a program or activity requires a shorter distance. When a program or activity requires a shorter distance between individuals and vaccination status is unknown, it is strongly encouraged that all participants wear protective masks.

Appendix A - Screening:

- **Health and Temperature Screenings** - It is recommended that all employees, instructors, volunteers, other individuals, and participants self-screen themselves daily if one is not required for a designated program or activity, using the Health Screening Assessment below. Screening may be required for select programs and populations as determined by local, state, and federal guidelines and/or the discretion of the Town.
- **Health Screening Assessment:**
 1. Have you experienced any of the following symptoms in the past 48 hours: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?
 2. Are you isolating or quarantining because you tested positive for COVID-19 or are worried that you may be sick with COVID-19?
 3. Are you fully vaccinated OR have you recovered from a documented COVID-19 infection in the last 3 months?
 - a. To be considered fully vaccinated, you must be ≥ 2 weeks following receipt of the second dose in a 2-dose series or ≥ 2 weeks following receipt of one dose of a single-dose vaccine.
 - b. IMPORTANT: IF YOU ANSWERED "YES" TO QUESTION 3 AND "NO" TO QUESTIONS 1 AND 2, PLEASE SKIP TO THE REMAINDER OF QUESTIONS. YOU ARE APPROVED TO PROCEED.
 4. Have you been in close physical contact in the last 14 days with:
 - a. Anyone who is known to have laboratory-confirmed COVID-19?
OR
 - b. Anyone who has any symptoms consistent with COVID-19?Close physical contact is defined as being within 6 feet of an infected/symptomatic person for a cumulative total of 15 minutes or more over a 24-hour period starting from 48 hours before illness onset (or, for asymptomatic individuals, 48 hours prior to test specimen collection).
 5. Are you currently waiting on the results of a COVID-19 test?