



## **TOWN OF PARMA COVID-19 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 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](mailto:tvenniro@parmany.org)

585-392-9030

#### **Owner/Manager of Business:**

Honorable Jim Roose, Town Supervisor

#### **Human Resources Representative and Contact Information, if applicable:**

Diana Christodaro, Director of Finances and Human Resources

585-392-9462

#### **Sections:**

- Introduction Page
- Guidance for Masking, Quarantine, Isolation for Vaccinated and Unvaccinated
- Basic Personal Hygiene
- Cleaning and Sanitation
- Communication
- Public Health, Wellness and Safety (Including PPE)
- Social Distancing

Created June 10, 2021  
Updated March 2, 2022

## 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)

- Guidance for Masking, Quarantine, Isolation for Vaccinated and Unvaccinated Individuals
- Basic Personal Hygiene
- Cleaning and Sanitation
- Communication
- Employee/Public Health, Wellness and Safety (Including PPE)
- Social Distancing

**CURRENT GUIDELINES** – All facilities are open to the public and all in-person programs and meetings are occurring under local, state, and federal guidelines and those outlined within the following guidance documents and links:

- [Monroe County COVID Exposure Flowchart – What to Do?](#)
- [Monroe County Isolation and Quarantine FAQ – What to Do?](#)

## APPENDIX –

- **Appendix A:** [Monroe County COVID Exposure Flowchart – What to Do?](#)
- **Appendix B:** [Monroe County Isolation and Quarantine FAQ – What to Do?](#)
- **Appendix C:** **Childcare (BEAR/UPK BEAR) Masking, Isolation, and Quarantine Guidance**

## 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>

## Guidance for Masking, Quarantine, Isolation for Vaccinated and Unvaccinated Individuals

- **Masking** – Masks or face coverings are optional in all settings unless required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local establishment guidance as provided and included within.
- **Quarantine, Isolation** – For individuals who test positive for COVID-19 or are exposed ([close contact](#)), please refer to the following documents for any necessary quarantine/isolation instruction which is determined based on vaccination status, age, program type, and other factors:
  - **Appendix A:** [Monroe County COVID Exposure Flowchart – What to Do?](#)
  - **Appendix B:** [Monroe County Isolation and Quarantine FAQ – What to Do?](#)
  - **Appendix C:** Childcare (BEAR/UPK BEAR) Isolation and Quarantine Guidance
  - **Definitions:**
    - **Isolation** is for individuals who have been *infected* with COVID-19, even if they don't have symptoms. You isolate in order to prevent spreading the virus to others.
    - **Quarantine** is for someone who has been exposed to the Covid-19 virus through [close contact](#) with someone who is infected, but has not tested positive for COVID-19 and does not have symptoms. Quarantine is important because even before a person has tested positive for COVID-19 or has any symptoms, they can spread the virus without knowing.
    - **Close Contact:** Close contacts are people who have been within 6 feet of someone who has COVID-19, for 15 minutes or more over a 24-hour period. This can be from two days before the person with COVID-19's symptoms began (or if they have no symptoms, two days before they tested positive). Usually, everyone living with someone who has COVID-19 are close contacts. This definition may change in places like schools, childcare settings, and health care facilities.
    - **COVID-19 Symptoms**

### 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 as deemed appropriate.

#### **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.
  - Masks or face coverings are optional in all settings unless required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local establishment guidance as provided and included within.
- **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.
- **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.

# What to do if...

...you are exposed to someone with COVID-19?

Do you have symptoms now?

NO

YES

Fully vaccinated & boosted  
**OR** Fully vaccinated but not eligible to be boosted

Fully vaccinated & eligible for a booster but not boosted **OR** not fully vaccinated

- No quarantine
- Wear a mask around others for 10 days
- If symptoms arise at any time, quarantine and get tested.
- If you can, get tested on day 5 even if you don't feel sick

**Negative Test?**

Quarantine ends. Continue to mask.

- Quarantine for 5 days
- Wear mask around others for an additional 5 days
- If symptoms arise at any time, continue quarantine and get tested
- **Even if test is negative,** finish quarantine and mask for additional 5 days

Regardless of vaccine status:

- Isolate and get tested

**Not tested?**

- Stay home, isolate from everyone in household for 5 days or until you feel better
- Continue to mask for additional 5 days

...you test positive for COVID-19

Is it a lab-confirmed test?

Is it an at-home test?

**ISOLATE**

Stay home and separate from others in your household for at least 5 days.

**REPORT IT**

Fill out an Isolation Order Request form online.  
[www.monroecounty.gov](http://www.monroecounty.gov)

**ISOLATE**

Stay home and separate from others in your household for at least 5 days.

**SNAP IT**

Take a picture of your positive test result.

**REPORT IT**

Fill out an Isolation Order Request form online  
[www.monroecounty.gov](http://www.monroecounty.gov).  
Upload the picture of your positive test.

**What about after 5 days?**

If your symptoms are resolving, you may end your isolation period. If you still don't feel well, end isolation when you feel better.

**BUT** – continue to wear a well-fitting mask whenever you're around other people for another 5 days.



ADAM J. BELLO  
COUNTY EXECUTIVE



# Department of Public Health

Monroe County, New York

**Adam J. Bello**  
County Executive

**Michael D. Mendoza, MD, MPH, MS**  
Commissioner of Public Health

## Updated Isolation and Quarantine FAQ (Jan. 7, 2022)

**Are you fully vaccinated and boosted OR fully vaccinated and not yet eligible for a booster?**

*If you test positive for COVID:*

- You need to isolate for 5 days. This period begins the day after you started having symptoms or, if you are asymptomatic, the day after you took your COVID test. (*i.e., the day symptoms started is Day 0, the next day is Day 1, etc.*)
- If you are asymptomatic at the end of 5 days or your symptoms are resolving, your isolation ends. However, you still need to wear a well-fitting mask when around other people for another 5 days. If you cannot tolerate a mask or you still have symptoms, you need to stay in isolation for 5 more days.

*If you are exposed to someone with COVID:*

- No quarantine is required, but you should wear a well-fitting mask when around others for 10 days starting with the date of your last exposure. If symptoms appear, quarantine and seek testing. Quarantine ends if the test is negative or, if testing is not done, you isolate according to the guidance above.

**Are you not fully vaccinated OR fully vaccinated and eligible for a booster, but not yet boosted?**

*If you test positive for COVID:*

- You need to isolate for 5 days. This period begins the day after you started having symptoms or, if you are asymptomatic, the day after you took your COVID test. (*i.e., the day symptoms started is Day 0, the next day is Day 1, etc.*)
- If you are asymptomatic at the end of 5 days or your symptoms are resolving, your isolation ends. However, you still need to wear a well-fitting mask when around other people for another 5 days. If you cannot tolerate a mask or you still have symptoms, you need to stay in isolation for 5 more days.

*If you are exposed to someone with COVID:*

- Starting with the date of your last exposure as Day 0, you need to quarantine for 5 days and wear a well-fitting mask around other people for 5 more days.



# Office of Children and Family Services

KATHY HOCHUL  
Governor

SHEILA J. POOLE  
Commissioner

## **PLEASE READ: This Letter Contains New COVID-19 Information and Changes to Mask Requirements**

March 1, 2022

Dear Licensed, Registered or Legally-Exempt Group Provider:

This letter contains the most recent requirements regarding COVID-19 protocols required by the Office of Children and Family Services (OCFS) for your child care program(s).

**Effective March 2, 2022, OCFS is no longer requiring that masks be worn in your child care program. You may continue to require masks and children or staff should continue to be encouraged to wear a mask if they prefer to do so. Please review Section A below, as it contains all new information.**

This letter replaces our most recent COVID-19 guidance, sent to you on February 4, 2022. It is issued in consideration of the most recent guidance issued by the New York State Department of Health and by the Center for Disease Control and Prevention (CDC) related to school age children and child care settings. Providers are encouraged to read the CDC Guidance, as it contains a lot of information on COVID-19 prevention strategies specific to child care settings and young children. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/child-care-guidance.html>.

### **A. MASKS**

Effective March 2, 2022, OCFS is no longer requiring that masks be worn in child care programs and will be not be enforcing our emergency regulations until they expire. The decision to end the child care mask requirement is based on several factors including greatly reduced COVID-19 case rates compared to the heights of the 2021-2022 winter surge. Nothing in this guidance shall prevent an individual municipality (county/city), federal regulator (if applicable, for example for Head Start), or individual child care program from maintaining a masking requirement if it chooses to do so.

**Child care programs are strongly encouraged to review and, as necessary, strengthen all health and safety measures to compensate for the end of universal masking.** These include promoting vaccination, encouraging COVID testing, improved ventilation, social distancing, cleaning and disinfection, excluding sick individuals from program, and proper hand hygiene and respiratory etiquette.

With the absence of a universal mask requirement, there are still circumstances when masking should be used in child care programs. Children over the age of two, staff, volunteers, etc., in a child care program should still wear a mask, regardless of vaccination status, in the following circumstances:

- When they had close contact with someone with COVID-19 (this means when they were within six feet of someone with COVID-19 for more than 15 minutes in a 24 hour period) they must wear a mask for 10 days;
- If they are moderately-to-severely immunocompromised and have discussed the need to mask with their healthcare provider(s);
- If they feel more comfortable wearing a mask for personal reasons;
- If they are required to mask by the child care program or by their municipality (city/county);

- If required to mask by any relevant federal licensure or regulator (for example, for Head Start);
- If they completed a minimum 5-day isolation period because of a COVID-19 infection and have returned to program, masks must be worn on days 6-10.

To the extent that persons are expected or required to mask, masks may be removed when eating, drinking, singing, napping, going outside, or playing a wind instrument. When masks are removed for these purposes, maximize social distancing as much as possible (ideally six feet or more).

Additionally, programs should expect and plan for the presence of masked people in child care programs working and learning alongside unmasked people. As such, it is essential that child care programs establish “mask positive” environments so those who choose to or are expected or required to mask feel comfortable.

## **B. ISOLATION**

Individuals who have close contact with someone with COVID-19 are still required to isolate/quarantine, pursuant to the guidance issued by the Department of Health (DOH). A lot of information about how to isolate or quarantine, as well as what to look out for, is available on DOH’s website: <https://coronavirus.health.ny.gov/new-york-state-contact-tracing>.

Isolation is for individuals who have been infected with COVID-19, even if they don’t have symptoms. Isolation is also for people who are suspected of having COVID-19 because of the symptoms they exhibit. You isolate in order to prevent spreading the virus to others. Below answers how long to isolate depending on your circumstances:

<p><u>If the person is:</u> A child of any age or adult who has <b>symptoms of COVID-19 and is waiting for a test</b>, regardless of vaccination status</p>	<ul style="list-style-type: none"> <li>• Anyone with <b>symptoms</b> of COVID-19 must stay out of the child care program for 5 days OR until they receive a negative COVID-19 test (whichever is first).</li> <li>• If test is negative and symptoms are improving they can come back to the child care program</li> <li>• If test is positive, follow isolation rules for a COVID positive (next section).</li> </ul>
<p><u>If the person is:</u> A child of any age or adult who <b>tests positive</b> for COVID-19, regardless of vaccination status</p>	<ul style="list-style-type: none"> <li>• Anyone with a positive COVID test must stay out of the child care program for at least 5 days.</li> <li>• Anyone who has <b>tested positive</b> for COVID-19, and who <b>is not experiencing symptoms</b> must isolate for 5 days. After 5 days, they may return to program if they are age 2 or older and can consistently wear a well-fitting mask at program for days 6-10 (masks required for days 6-10). Day 1 of isolation for someone not experiencing symptoms is the first full day following a positive test. Day zero, is the day you test positive.</li> <li>• Anyone who has <b>tested positive</b> for COVID-19 and who <b>is experiencing symptoms</b> must isolate for <i>at least</i> 5 days. Day 1 of isolation for someone who is experiencing symptoms is the first full day following the day symptoms first began and day zero is the first day</li> </ul>



	<p>symptoms began. They may return to the child program after 5 full days AND must be fever-free for 24 hours without medication AND must have improving symptoms before returning to program. They must wear a well fitting mask for days 6-10.</p> <ul style="list-style-type: none"> <li>• Anyone under age 2 or anyone over age 2 but who cannot reliably wear a well-fitted mask for any reason, who has tested positive for COVID-19, must stay out of program for a full 10 days.</li> <li>• Anyone hospitalized with COVID-19 or immunocompromised must isolate for at least 10 days and consult a doctor before returning to the child care program.</li> </ul>
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**For home-based programs**, if any person (provider, staff, household member) is isolating in the home, they must be completely separated from the child care program while it is operating. If complete separation is not possible, the program may not have any unrelated children in care. If complete separation is not possible, the program must temporarily close.

**C. QUARANTINE**

Quarantine is for someone who has had **close contact** with someone who tested positive for COVID-19 but **who does not have any symptoms** of COVID-19 and has not tested positive COVID-19. A close contact is someone who was less than 6 feet away from an infected person for 15 minutes or more over a 24-hour period. Below answers who has to quarantine following close contact with COVID-19 and for how long:

<p><u>If the person:</u></p> <p>Has received all recommended vaccine doses, including boosters (if eligible)</p> <p><b>OR</b></p> <p>Had confirmed COVID-19 within the past 90 days (tested positive using a viral test)</p> <p><b>OR</b></p> <p>An unvaccinated child who is attending school and who also attends a child care program part of the day</p>	<ul style="list-style-type: none"> <li>• No quarantine is required before they may return to program.</li> <li>• They do not need to stay out of the program unless they develop symptoms.</li> <li>• <i>If a person under quarantine develops symptoms, they must follow the isolation guidance that starts on page 1 before returning to program.</i></li> <li>• They should wear a well-fitting mask around others for 10 days.</li> <li>• If they haven't had confirmed COVID-19 in the last 90 days, testing is encouraged on day 5 when possible.</li> </ul>
<p><u>If the person:</u></p> <p>Has <b>not</b> received all recommended doses of the vaccine, including boosters (if eligible)</p> <p><b>OR</b></p>	<ul style="list-style-type: none"> <li>• Adults and children over the age of 2 years (who are not attending school) may return to the child care program after <u>5 days</u> if they are able to wear a well-fitting face mask <b>AND</b> if they are not</li> </ul>

is completely unvaccinated	experiencing symptoms. Masks must be worn at program for days 6-10. <ul style="list-style-type: none"><li>• Children under the age of 2 years, as well as any child who cannot reliably wear a well-fitting mask for any reason, must remain out of the child care program for <u>a full 10 days</u>. They may return to program after 10 days provided they are not experiencing symptoms.</li><li>• <i>If a person under quarantine develops symptoms, they must follow the isolation guidance that starts on page 1 before returning to program.</i></li><li>• If a person under quarantine has not had confirmed COVID-19 in the last 90 days, testing is encouraged on day 5 when possible.</li></ul>
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**For home-based programs**, if any person (provider, staff, household member) is quarantining in the home they must be completely separated from the child care program while it is operating. If complete separation is not possible, the program must temporarily close.

**Other Information**

For all other COVID precautions, please review the recommendations in the CDC’s COVID-19 Guidance for Operating Early Care and Education/Child Care Programs (<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/child-care-guidance.html>). The CDC regularly updates this guidance as new information becomes available, so please review it often. This CDC guidance outlines strategies for child care programs to reduce the spread of COVID-19 and maintain safe operations. Many child care programs serve children who are not yet eligible for vaccination. Therefore, the CDC guidance emphasizes using multiple prevention strategies together, including vaccination of staff, families and eligible children, to protect people. The guidance is intended to help programs select appropriate, layered prevention strategies.

Remember that vaccination is currently the leading public health prevention strategy to end the COVID-19 pandemic. Promoting vaccination among all eligible individuals can help child care programs protect staff and children in their care, as well as their families.

Sincerely,



Janice M. Molnar, Ph.D., Deputy Commissioner  
Division of Child Care Services