**Memo**

To: Recreation Staff

From: Monica M. Montoya – Recreation Superintendent

CC:

Date: April 27, 2020

Re: Parks & Recreation Reopening Plans – General Guidance for Facility Safety & Sanitation

This document provides recommendations for staff safety and facility sanitation to help slow person-to-person transmission of COVID-19 as we work to reopen services to the community. The intention is to distribute to recreation staff to ensure we are cleaning consistently and thoroughly across all shifts with rotating staff. This list, though not all inclusive, shall be used as a guide by staff to help maintain the cleanliness of the facility for employees, members and guests. This guide will act as a living document, evolving with new developments and recommendations from local, state and national entities.

Section 1: Staff Safety

**Staff and Patron Screening:**

Staff will be screened at the beginning of each shift for fever or any other common symptoms associated with COVID-19. Supervisor will follow existing protocol for staff exhibiting symptoms including sending the individual home.

Similarly, patrons shall be subject to screening before entering the facility. As the Parks & Recreation facilities phase into opening services, patrons will be asked to refrain from entering a city facility, regardless if they hold a reservation, if they are ill or exhibiting symptoms commonly associated with COVID-19.

**PPE, Hand Hygiene and Prevention:**

*Staff is strongly encouraged to wear face coverings when around others, especially when facility is reopened to the public. City will provide disposable paper face masks, but staff is also allowed to wear their personal fabric masks, bandanas, etc. as long deemed appropriate for the work place.*

If you interact with patrons or coworkers, remember to wash hands with soap and water or use hand sanitizer after every transaction.

Keep at least 6 feet between yourself and others, whenever possible. Do not gather in groups.

\*\*It is essential that staff continue to practice physical distancing and good hand hygiene even when wearing a face covering.

Section 2: Staff Role & Change in Operations

**Staff Role & Responsibility:**

As reopening plans begin, cleaning and disinfecting is the responsibility of all staff. Dedicated staff will be assigned to monitor facility usage, cleaning and disinfecting between use. Breaks in reservations and staggered scheduling allows for specific times of day for deep cleaning and resetting for the next day. Directional signage will guide patrons to place “used” equipment in designated areas for cleaning and disinfection. It is the responsibility of this dedicated staff to complete cleaning and disinfecting regimen consistently to make equipment available for next user. Signage and reminders will remain on display to remind members to clean their locations and any equipment used as well.

Each division developed an enhanced cleaning regimen prior to facility closure to help prevent the spread of COVID-19. This is a sample of a typical natatorium Monday schedule. Once reservation time blocks are set, the team will develop a trackable cleaning log to coincide, enhancing with the identified areas in need of reoccurring attention.

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| --- | --- | --- | --- | --- | --- |
| MONDAY | 6AM | MONDAY | 1PM | MONDAY | 8PM |
| Scrub **ALL** Handrails |  | Scrub **ALL** Handrails |  | Scrub **ALL** Handrails |  |
| Scrub guard stands |  | Scrub guard stands |  | Scrub guard stands |  |
| Wide down guard tubes |  | Wide down guard tubes |  | Wide down guard tubes |  |
| Sweep, spray, wipe bleachers |  | Sweep, spray, wipe bleachers |  | Sweep, spray, wipe bleachers |  |
| Scrub down chairlift |  | Scrub down chairlift |  | Scrub down chairlift |  |
| Clean door handles |  | Clean door handles |  | Clean door handles |  |
| Clean tables and chairs |  | Clean tables and chairs |  | Clean tables and chairs |  |
| Scrub Activity pool handrails |  | Scrub Activity pool handrails |  | Scrub Activity pool handrails |  |
| Wipe down fountains |  | Wipe down fountains |  | Wipe down fountains |  |

**Hours of Operation & Reservation System**

As mentioned above, facility hours of operation will be shortened to allow for cleaning before, mid-day, and end of business. Facility will allow access by reservation to limit traffic and promote social distancing. These reservations will follow a block schedule allowing for breaks to clean and disinfect in between use. Additionally, each morning, at risk patrons can enter the facility one hour prior to opening to access treadmills and walking track at the RCN.

Section 3: General Cleaning & Disinfection

**General Recommendations for Cleaning and Disinfection**:

For facilities open to public use, staff should be especially careful to frequently clean and disinfect surfaces. Pay special attention to frequently touched surfaces and objects. Clean and disinfect high-touch surfaces regularly.

* **Common Areas:**
* Doorknobs, light switches, handrails, break room appliances, counter tops, drawer pulls, tables, sinks, faucet and toilet handles, drinking fountains, elevator buttons, door push plates, phones, keys and remote controls.
* **Office Spaces:**
* Touched surfaces and objects, such as desks, chairs, phones, printers, keyboards and mouse, computers, drawer handles, door handles.
* **City and Personal Vehicles:**
* Frequently touched by passengers: Door handles, window buttons, locks, arm rests, seat cushions, buckles and seatbelts. Frequently touch by driver: steering wheel, radio buttons, turn indicators and cup holders. Pay careful attention to touched objects at deliveries, fuel stations, retail stores, bank runs, etc.
* **Welcome Centers and Check-in Kiosks:**
* Cash registers, computers, counters. Signature pads, plexiglass dividers, phones, credit card machines office equipment, drawer pulls, doors and door handles
* **Weight Room Equipment:**
* Touch points on all equipment including seats, handles, screens, buttons, pads, bars, weights, benches and handheld equipment.
* **Group Fitness Rooms:**
* Floors, mirrors, light switches, doors, handles, dispensers, equipment, mats, benches.
* **Designated Childcare Areas:**
* Floors, all items at child level, countertops, toys, books, communal crayons and craft supplies, doors, walls, furniture, mats, playscape, seating.
* **Locker Rooms and Shower Facilities:**
* Showers, handles, benches, floors, mirrors, handles, lockers, faucets. Patrons will be encouraged to wear shower shoes. Any items left behind will be disposed of immediately. Locker rooms will remain closed until a later phase of reopening. At that time, signage will be shared with patrons to spray down shower facilities before and after use. Dedicated staff will also monitor and reinforce cleaning and disinfecting efforts frequently throughout the day. Breaks will be implemented in facility scheduling to allow for deeper clean mid-day and end of business day.

**General Instructions to Clean and Disinfect**

Remove any visible dirt and grime before using disinfectants. Disinfecting surfaces removes most germs and are most effective on clean surfaces and objects. When using cleaning and disinfecting products, always read and follow the manufacturer’s directions. Staff should follow label directions and existing procedures for using gloves or other personal protective equipment (PPE). Throw away gloves after each cleaning.

**1. Hard or Non-Porous Surfaces (such as tabletops, desks, doorknobs, phones)**

* Cleaning: If a surface is visibly dirty, first clean using a regular cleaning product, such as soapy water for a table or cleaning cloth for a cell phone.
* Disinfecting: To disinfect a cleaned surface or object, you can use regular disinfection products provided to you by your supervisor.

**2. Towels and Linens**

* wash at the warmest possible setting with your usual detergent and then dry completely.
* be mindful not to shake linens or pull them close to you as you load them into the washer to avoid a possible spread of virus.

**Standard Measures for all Facilities:**

* ensure that all handwashing sinks are equipped with soap and paper towels.
* alcohol-based hand sanitizers in common areas to encourage hand hygiene.
* Spray stations visible, filled and accessible to members and guests at all times – in fitness rooms, along track, locker rooms, welcome centers and kiosks, common gathering locations
* Facility supervisors should make sure building ventilation systems are working properly and maintained per standard protocols for optimal indoor air quality. If feasible, increase ventilation in common areas and the amount of outdoor air entering the building.
* Post informational signage in common areas, to promote awareness of ways to stop the spread of Coronavirus.