

ORINDA PARKS AND REC ADULT PROGRAMMING PROCEDURES & POLICIES DURING THE PANDEMIC

Activity Description

- Orinda Parks and Recreation's Fall Enrichment Programs for Adults are intended for participants to enjoy a fun, enriching program in a safe environment.
- Each class will consist of a stable group of no more than 14 participants.
- Programs will be conducted in an outdoor location that can provide for appropriate social distancing.
- Our professional City staff and corps of contracted instructors are committed to providing you with a fun-loving and safe experience. Instructors will NOT be leading any other groups for the duration of the program.
- All City of Orinda programs must be able to comply with the following guidelines to operate. These guidelines are subject to change based on changes in local, state and federal direction related to COVID-19. These program are designated for participants 18 years of age and over.

Orinda Parks and Rec offerings will follow social distancing, sanitation, and hygiene practices specified by Contra Costa Health Services, and the Federal Centers for Disease Control and Prevention (CDC).

Programs are not designed for those that are in the high risk category and prospective participants should consult with their doctor about enrolling in this program.

Prevent Spread & Social Distance Policy

- Staff, Instructors and participants will wash hands often with soap and water. Hand sanitizer will be used if soap & water is not readily available.
- Items will not be shared amongst separate groups. Any shared items or locations will be disinfected before another group can use it.
- Staff and Instructors will wear a face covering at all times.
- Staff, Instructors and participants will need to cover coughs and sneezes and wash hands right after doing so.
- Frequently touched surfaces will be cleaned regularly.
- Groups of a maximum of 14 participants will be split into separate facilities and groups will not mix.
- Restrooms will likely NOT be available. If a restroom is available, each program will be assigned a restroom to use each day. No other group will be allowed to use this restroom without it being sanitized and cleaned.
- Facilities and restrooms may not be open to the general public.

Hand Hygiene Procedure

- All participants, instructors, and staff should engage in hand hygiene at the following times:
 - Arrival to the facility and after breaks
 - After using the toilet
 - After coming in contact with bodily fluid
 - After being outdoors

- After handling garbage
- All participants, staff, and instructors should wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol will be used if soap and water are not readily available.
- Fliers will be posted describing handwashing steps near sinks.

Isolation, Sick Participant, and Sick Instructor Policy

- Sick participants, instructors and staff are required to stay home and will not be allowed in the program.
- “Sick” is someone exhibiting, but not limited to, the following symptoms: cough, shortness of breath, fever (temp 100.4°F or higher), sore throat, chills, vomiting, and/or diarrhea.
- Should you develop any of the symptoms above, please notify the program via phone at 925-254-2445 or email at OrindaParksandRec@CityofOrinda.org
- Instructors and staff will be vigilant in monitoring symptoms in students and themselves and will notify a supervisor if they or a participant is showing symptoms of being sick (symptoms listed above)
- Participants, Instructors and Staff who arrive sick or become sick while at the class will be sent home immediately.
 - Participants and instructors who become sick while at the class will be isolated from well groups.
 - A location at the class site will be used as an infirmary/isolation area, or the participant will be required to leave the site.
 - Students will be notified if a member of their group becomes sick.
 - Participants will be warned that the program can be cancelled due to an illness in the program or a change in State, County or Federal guidelines.
- Sick staff members, instructors and students should not return until they have met one of the criteria below:
 - Have been tested for COVID-19 and the test has come back negative, and all other flu-like symptoms have been gone for 14 days.
 - Consulted with their doctor about resuming public activities
 - A record that a doctor was consulted may be required to be readmitted into any programs.

Staff/Instructor Requirements

- Upon arrival, City staff and instructors will complete an informal health screening of answering a set of questions, such as “do you feel sick?” If the temperature check and/or informal health screening was passed, staff will then sanitize their hands, if necessary, to start the class.
- Instructors must be available to lead a class unit of 14 or less participants. The participants in a class unit must remain with that group each meeting, and cannot be moved from one group to another.
- Instructors will remain with their assigned group and will not be assigned to other job functions.
- Staff and instructors must possess all required PPE to ensure theirs and participants safety. They must wear a mask (covering mouth and nose) during all indoor class activities. Reusable masks must be disinfected daily.

Absent Staff Plan & Substitutes

- Staff and instructors are to stay home if they exhibit any symptoms of being sick. If they must be absent from a shift or if they become sick, they must inform the supervisor as soon as possible.
- If feasible, supervisors will reach out to substitutes to cover the shift.
- If a substitute cannot be found, the program may be canceled and pro-rated refunds provided.

Program Check-in, Check-out & Screening Procedure

- Please view map for visual reference of check-in and check-out (if applicable)
- Each program will be assigned to a specific location.
- Only Participants should attend class.
- Upon nearing the class site/entrance, the Instructor will conduct a screening procedure
 - Instructors ask the participant screening questions prior to entering the facility. Instructors will make a visual inspection of the participant for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
 - The participant will be asked to confirm that they do not have fever, shortness of breath or cough.
 - Participant will be asked if they have been in contact with someone who has COVID-19 or has shown symptoms of COVID-19
 - Once they have passed the screening procedure, **the participant will verbally acknowledge and verify they are checking in** and he/she will enter the site/facility. The room/facility will be supervised by the Instructor.

Cleaning/Disinfecting Procedure

- In addition to daily deep cleanings, frequent sanitizing of high touch surfaces will occur throughout the day as appropriate, including, but not limited to, tables, chairs, counters, door handles, bathrooms and outdoor surfaces.
- Internal procedure
 - General procedures for cleaning indoor spaces
 - Staff required to wear PPE (masks and disposal gloves).
 - Only utilize approved chemicals. Safety data sheets are available for all chemicals.
 - Restroom mops will not be utilized in classrooms.
 - Mops washed/disinfected on a daily basis.
 - Chemicals should be stored out of the reach of children
 - Restrooms
 - Daily deep cleaning/sanitization performed on all hard surfaces in the restroom, including but not limited to, sinks, faucets, toilets, dispensers, (paper and soap), dividers, touch points, and floors using approved chemicals and clean mops and towels.

- Sanitize / Supply Check - Check restrooms for supplies (paper towels, soap, toilet paper) and sanitize touch points (handles, faucets, dispensers, etc.) while groups are not utilizing restrooms on a regular basis.
- Classrooms/indoor areas.
 - Deep cleaning/sanitization will be performed before students arrive each day by maintenance staff on all hard surfaces including but not limited to floors, touchpoints, furniture using approved cleaners.
 - Routinely sanitize surfaces and objects that are frequently touched, such as tables, doorknobs, switches, chairs, cubbies, countertops using approved chemicals or wipes. Chemicals should be stored out of the reach of children.
 - Check and refill supplies such as hand sanitizer, wipes, towels while groups are not utilizing classrooms.
- Active Areas (indoors and outdoors)/Hallways
 - High touch surfaces made of plastic or metal, such as grab bars and railings will be sanitized using approved chemicals on a regular basis.
 - All surfaces will be cleaned before groups arrive each day.

Medical Conditions & Vulnerable/High Risk Group Guidelines

- The program is not designed for those that are in the high risk category and you should consult with your doctor about enrolling in this program.
- People of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.
- Students with allergies, medical conditions, disabilities, or other pertinent health related information should notify the City at enrollment.