

## City of Portland Department of Recreation

### Recreation Summer Program 2020 / Covid 19 Protocol

**\*This is a living document and is subject to change as more information becomes available and guidelines change. \***

Given the current Federal and State limitations surrounding COVID-19 the following plan is in preparation of restrictions per the State of Maine's reopening plan Phase 2 anticipated start date of June 1. Under Phase 2 Summer Day camps are permitted, provided that gatherings are limited to 50 people or fewer, participants and facilitators maintain 6 feet of physical distance from one another whenever possible, and that cloth masks are worn when physical distancing is not possible. All participants and facilitators must take care to avoid touching their eyes, nose, and mouth. Close contact with people who are sick must be avoided. Stay home if you feel ill.

**Definition of "Close Contact"** - The U.S. CDC defines a close contact as anyone who was within 6 feet of an infected person for at least 15 minutes starting two days before the onset of symptoms until the time the patient is isolated. For the purpose of the Summer Recreation Program, "close contact" also refers to when you are within 6 feet of another person (staff or participant) for 15 minutes or longer while indoors.

**Locations** – The current plan is to have no more than 45 children in each summer program/site. By limiting our participants, we can ensure that there is sufficient space and distance available for program staff, cleaning and delivery personnel, and any other persons needing to access a facility. IF the State amends its guidance to permit gatherings of more than 50 individuals the number of participants in a program/site may be adjusted based on demand (i.e. 50 inside and 50 outside, 50 at one end of the campus and 50 at another end of the campus, etc.). Below is a list of available locations for summer recreation programs. Each site has indoor restrooms, running water for handwashing, and indoor space for inclement weather and certain small group activities that do not lend themselves well to being done outside:

- Riverton Community Center
- East End Community Center
- Amanda C. Rowe Elementary School - as an alternative site, as needed

**Health Checks and Handwashing** – Check-in/Drop-off and Pick-up will change from previous summers. Now, parents and children will be required to remain in their vehicles upon arrival. Staff will come to the cars to do a pre-camp health check before a child will be permitted to attend camp for the day. Staff will escort children to their parents' vehicles at day's end.

Upon arrival at all locations, staff and children will follow a checklist of safety protocols (Appendix A) which includes:

- Arrival Temperature screen and checklist of symptoms or signs of COVID-19 (and other viruses)

- All personal belongings will be handled only by the child and will be placed in the bin labeled for the child's use for that session. Additionally, only the following items will be permitted: a change of clothes, a backpack, a filled water bottle, a lunch box (if not eating the meals provided on site), a bottle of spray sunscreen, towel, swim cap for children with chin-length or longer hair, and any medication. All medications must be given to staff immediately upon arrival for the day. On days of swimming, parents will be notified the day before so children are prepared.

- Arrival Sanitizing of Hands
- Wash Hands before and after breakfast
- Sanitize Hands before and after all activities, both indoors and outdoors
- Wash Hands before and after Lunch
- Wash Hands before and after PM Snack
- Dismissal checklist
- (Sanitize personal belongings) Remove
- Dismissal Sanitizing of Hands

Hand washing will be the preferred method of sanitizing hands; however, hand sanitizer will be available and used multiple times throughout the day. All children and staff will be encouraged to sing a camp song that lasts 20 seconds while washing their hands.

**Employee PPE** – All Staff will be required to follow State guidelines of wearing a cloth mask while at camp as physical distancing cannot be guaranteed. If they are on break or in a space where they are alone and not within 6 feet of anyone, they do not need to wear a mask. Staff will be provided disposable masks if they do not have their own. If the masks are cloth they must be washed after daily use. Each staff member will receive one face shield for use when a cloth mask is not feasible. Staff will not be required to wear gloves unless performing an activity such as cleaning, health checks, serving meals, etc. Staff will be required to follow the same Health Checklist as the campers for cleaning of hands and are encouraged to use hand sanitizer as much as possible throughout the day. Staff will be required to have a filled water bottle every day, as water fountains will be for bottle filling only (if they are operational).

**Campers PPE** – All campers will be encouraged to wear a cloth mask while in the summer program when they are within 6 feet of others. Examples would include when they are in close contact with another person, such as playing with another child on the playground and they are within 6 feet of each other for 15 minutes or longer, or if on the 14 seat activity bus going to the pool. Parents will provide the mask for their child/children and will be responsible for washing the mask prior to the start of the next camp day. Any child arriving at the summer program without a cloth face mask will be given a disposable mask for the day. Children will be required to follow the Health Checklist for cleaning of hands and will be encouraged to use hand sanitizer as much as possible throughout the day. Children will be required to have a filled water bottle

every day; water fountain use will be for filling a water bottle only (if they are operational). Water Bottles should be cleaned daily by parents.

**Cleaning** – School Custodial Staff will perform daily cleaning with approved wipes/disinfectant solutions on all major touch points in addition to normal daily cleaning routines (trash, re-stocking paper goods, sweeping/cleaning of the floors, etc.). City Custodial Staff will be performing sanitizing wipe downs of high touched surfaces, twice per day, at each program site. Staff will be required to use gloves while cleaning. Efforts will be made to limit the use of shared equipment such as basketballs, hula hoops etc. with the whole camp. If used, shared equipment will be cleaned/disinfected before and after each groups' use. Shared equipment will be hard-surfaced items only. Soft-surfaced items will not be used (such as pinnies and other cloth items).

**Trips and Bussing** –The usual Summer Field Trips, such as Funtown Splashtown, Aquaboggan, etc. have been cancelled for Summer 2020. The use of the Department's 14 seat activities buses to transport small groups will follow the CDC guidelines for physical distancing and cleaning protocols. If allowed, the summer program may offer trips to the local beaches (saltwater and freshwater) and the city's pools as allowed by current Maine CDC protocols, but will adjust which groups go on which days to limit the number of children on the activity buses and at the beach. As allowed, each site will engage in walking field trips to nearby trails and parks. Efforts will be made to bring outside special activities to the children at their sites.

**Hiring and Training** – To date approximately 25 permanent staff are scheduled to return to active recreation roles, with an additional 5 on-call staff in agreement to return if needed. Training week is planned for June 22 - July 1. In addition to training on normal camp rules and practices, staff will receive training on new protocols and procedures around cleaning and health checks, and any other new tasks that may be required. Online staff training in the form of tracked videos from the Maine Municipal Association will be required for blood borne pathogens, hazardous materials, playground safety, handwashing, Covid-19 Pandemic Response, working outdoors in warm weather, and field biological hazards. Portland Public Health professionals will be training staff in how to talk to children about the pandemic, plus what to look for in the way of symptoms of Covid-19 in children.

**Activity and Equipment** –Each summer program site will be broken down into smaller groups allowing staff to child ratios of 2:18 or less. Each child will be provided with their own activity kit (markers, crayons, scissors, glue sticks, jump ropes, coloring pages, journal, etc.) which will be for their exclusive use during the two-week session. These will be the same items to avoid cross contamination whenever possible. All items used by the groups will be sanitized before and after use.

**Lunch, Lines, and Bathrooms** – Lunch will be eaten outside as much as possible with designated group areas and each child maintaining 6 feet from other people. This will allow them to practice required physical distancing while also being able to remove their masks to eat. Breaks and Snacks will be handled in the same way. If weather is bad and the group must be inside for lunch, groups will eat in separate areas and/or during staggered times and children will be assigned to an area that is 6 feet from another child/staff person. Based on individual site circumstances, eating indoors will occur whenever the program site leader deems necessary for

the health and safety of the group. Whenever possible, staff will bring children's meals to them. Where lines are needed (e.g. lining up to go outside, inside head count, etc.) markers will be placed on the floor/ground, spaced at 6 feet apart, to help children maintain sufficient distance from other children in line. If in a situation where already established spots are not available, staff will have portable markers to quickly establish line spots or may other means to distance children (such as younger children using marked ropes for walking and game playing). Each group will be assigned a designated bathroom time to avoid cross contamination as much as possible and if the site allows, each group may be assigned their own bathroom and/or bathroom staff. Knowing kids can be very unpredictable with bathroom use, staff will attempt to clean major touch points as much as possible throughout the day. When possible hand sanitizer will be placed at bathroom entrances to be used before entering. Handwashing after every trip to the restroom is required.

**Playgrounds** – According to current plans, July 1 will see playgrounds reopened. Currently playgrounds will be cleaned/sanitized on an as needed basis.

**Preventing Cross Contamination** – All efforts will be made to keep groups confined to contact within their own groups. Each group will be assigned their own location/area for everyday storage, play, and lunch. The hope is that if a case is confirmed the contact can be limited to one group and there will be an already identified path of potential travel for the virus. Normal activities have been adjusted to eliminate the amount of interaction and physical contact within groups. For example, activities will include fewer games of tag and more no-touch activities, like relay races, shadow tag, or flag football.

**Procedure if symptoms are shown** – Camper and/or staff will be directed to the Isolation Room/Recreation Leader Office. If a camper is symptomatic, staff will wear appropriate PPE, contact parent/guardian or emergency contact for pickup. Individuals may not return until symptom-free for 72 hours.

**Procedure if Confirmed Case** – In the event that a staff member or camper is confirmed to have contracted COVID-19, the City will consult with public health experts and take appropriate action, which may include closing exposed areas of the building for 24 - 48 hours for thorough cleaning. It may also be necessary to separate any remaining campers off site for a period of 14 days in order to reduce the risk of transmission to other groups. If a camper and/or staff member test positive, they must remain home until recovered (per CDC guidelines).

**Outbreak Procedure** – If an outbreak (3+ positive cases) occurs, the City will consult with public health experts and take appropriate action, which may include closure of programming at the site where the outbreak occurred and universal testing of staff and campers..

**Communication with Parents and Guardians** - Parks & Recreation is committed to open communication with the families of our campers. In the event that a camper or a staff person tests positive, prompt notifications to parents/guardians will be made. In accordance with Maine CDC guidance, notifications may include the disclosure of a positive case with **no identifiable information**, prevention tips for COVID19, signs and symptoms and a contact should they have questions.

**Isolation Room** - Each site will have an isolation spot in the event of a symptomatic camper and/or staff. Currently this is the recreation office at East End and the Community Center Room at Riverton.

**Family of Household Member Positive** - If any member of a staff or camper's household is positive for COVID-19, the staff member or camper may not attend camp as outlined above.

**Family Travel** - Families planning on traveling out of state with their children will not be permitted to attend camp for 14 days upon return to the state.

Updated July 14, 2020

# APPENDIX A

## CAMPER: \_\_\_\_\_

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<input type="checkbox"/> Arrival Temp: _____	<input type="checkbox"/> Arrival Temp: _____	<input type="checkbox"/> Arrival Temp: _____	<input type="checkbox"/> Arrival Temp: _____	<input type="checkbox"/> Arrival Temp: _____
<input type="checkbox"/> Sanitize personal belongings	<input type="checkbox"/> Sanitize personal belongings	<input type="checkbox"/> Sanitize personal belongings	<input type="checkbox"/> Sanitize personal belongings	<input type="checkbox"/> Sanitize personal belongings
<input type="checkbox"/> Wash Hands • arrival	<input type="checkbox"/> Wash Hands • arrival	<input type="checkbox"/> Wash Hands • arrival	<input type="checkbox"/> Wash Hands • arrival	<input type="checkbox"/> Wash Hands • arrival
<input type="checkbox"/> Wash Hands • before AM snack	<input type="checkbox"/> Wash Hands • before AM snack	<input type="checkbox"/> Wash Hands • before AM snack	<input type="checkbox"/> Wash Hands • before AM snack	<input type="checkbox"/> Wash Hands • before AM snack
<input type="checkbox"/> Wash Hands • after AM snack	<input type="checkbox"/> Wash Hands • after AM snack	<input type="checkbox"/> Wash Hands • after AM snack	<input type="checkbox"/> Wash Hands • after AM snack	<input type="checkbox"/> Wash Hands • after AM snack
<input type="checkbox"/> Lunch Temp: _____	<input type="checkbox"/> Lunch Temp: _____	<input type="checkbox"/> Lunch Temp: _____	<input type="checkbox"/> Lunch Temp: _____	<input type="checkbox"/> Lunch Temp: _____
<input type="checkbox"/> Wash Hands • before lunch	<input type="checkbox"/> Wash Hands • before lunch	<input type="checkbox"/> Wash Hands • before lunch	<input type="checkbox"/> Wash Hands • before lunch	<input type="checkbox"/> Wash Hands • before lunch
<input type="checkbox"/> Wash Hands • after lunch	<input type="checkbox"/> Wash Hands • after lunch	<input type="checkbox"/> Wash Hands • after lunch	<input type="checkbox"/> Wash Hands • after lunch	<input type="checkbox"/> Wash Hands • after lunch
<input type="checkbox"/> Wash Hands • before PM snack	<input type="checkbox"/> Wash Hands • before PM snack	<input type="checkbox"/> Wash Hands • before PM snack	<input type="checkbox"/> Wash Hands • before PM snack	<input type="checkbox"/> Wash Hands • before PM snack
<input type="checkbox"/> Wash Hands • after PM snack	<input type="checkbox"/> Wash Hands • after PM snack	<input type="checkbox"/> Wash Hands • after PM snack	<input type="checkbox"/> Wash Hands • after PM snack	<input type="checkbox"/> Wash Hands • after PM snack
<input type="checkbox"/> Dismissal Temp: _____	<input type="checkbox"/> Dismissal Temp: _____	<input type="checkbox"/> Dismissal Temp: _____	<input type="checkbox"/> Dismissal Temp: _____	<input type="checkbox"/> Dismissal Temp: _____
<input type="checkbox"/> Sanitize personal belongings	<input type="checkbox"/> Sanitize personal belongings	<input type="checkbox"/> Sanitize personal belongings	<input type="checkbox"/> Sanitize personal belongings	<input type="checkbox"/> Sanitize personal belongings
<input type="checkbox"/> Wash Hands • dismissal	<input type="checkbox"/> Wash Hands • dismissal	<input type="checkbox"/> Wash Hands • dismissal	<input type="checkbox"/> Wash Hands • dismissal	<input type="checkbox"/> Wash Hands • dismissal

## APPENDIX B

### PROGRAM DROP-OFF

- Please put sunscreen on your child before coming to camp.
- Parents and children stay in vehicles when arriving on site.
- Upon their arrival, staff will stand at least 6 feet away from the parent/guardian and child.
- Staff will check the temperature of the child.
- Staff will ask the parent/guardian to confirm that the child does not have a fever, shortness of breath or cough, or other known symptoms.
- Children will then be allowed to exit the vehicle with their backpack.
- Child will walk to the staff person with the iPad to be checked in and will then be given hand sanitizer by the staff person.
- Staff will wear personal protective equipment (PPE) during drop off.

### PROGRAM PICK-UP

- Parents stay in vehicles when arriving on site.
- Sign-out will be on an iPad that is handled by one staff member.
- Pick-up person must provide an ID for staff to verify they are authorized to pick up and leave with the child
- Staff will walk all children to their cars.
- Ideally, the same parent or designated person should pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children.
- If a child appears ill during the course of the day, Portland Recreation staff will call home immediately. Please be prepared to pick up your child within 20-30 minutes of receiving a phone call.
- If camp staff determines that a child is sick and no adult can be reached to pick up the child, Medcu may be called to evaluate the child and transport to the nearest hospital, if necessary. Any costs incurred for medical transport/treatment will be the responsibility of the child's family.

## APPENDIX C

### CLEANING AND DISINFECTING FOR COMMUNITY FACILITIES

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

### HANDWASHING

<https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

### SYMPTOMS OF CORONAVIRUS

[CDC: Symptoms of Coronavirus](#)

### FACE COVERING

[CDC: Use of Cloth Face Coverings](#)

### SUMMER PROGRAM

[https://www.cdc.gov/coronavirus/2019-ncov/community/schools-day-camps.html?deliveryName=USCDC\\_2067-DM29601](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-day-camps.html?deliveryName=USCDC_2067-DM29601)

## Helping Children Cope With Changes Resulting From COVID-19

[https://higherlogicdownload.s3.amazonaws.com/NASN/3870c72d-fff9-4ed7-833f-215de278d256/UploadedImages/PDFs/03252020\\_NASP\\_NASN\\_COVID-19\\_parent\\_handout.pdf](https://higherlogicdownload.s3.amazonaws.com/NASN/3870c72d-fff9-4ed7-833f-215de278d256/UploadedImages/PDFs/03252020_NASP_NASN_COVID-19_parent_handout.pdf)



APPENDIX D

**Assumption of Risk and Waiver of Liability**

**Relating to Coronavirus/COVID-19**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend physical distancing and have, in many locations, prohibited the congregation of groups and people.

**The City of Portland, Maine (City)** has put in place preventative measures to reduce the spread of COVID-19; however, the City **cannot guarantee** that you, your children, or any other person, will not become infected with COVID-19. Further, attending City sponsored activities could increase your risk and your child or children’s risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child or children and I may be exposed to or infected by COVID-19 by attending City activities and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at City activities may result from the actions, omissions, or negligence of myself and others, including but not limited to City employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child or children or myself, including, but not limited to, personal injury, disability, death, illness, damage, loss, claim, liability, or expense or any kind, that I or my child or children may experience or incur in connection with my child or children’s attendance at City activities or programming. On my behalf and on behalf of my child or children, I hereby release, covenant not to sue, discharge, and hold harmless and indemnify the City, its employees, agents, and representatives, of and from any and all claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of the City, its employees, agents and representatives, whether a COVID-19 infection occurs before, during, or after participation in any City program.

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Signature of Parent/Guardian

Date

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Print Name of Parent/Guardian

Name of Activity Participant(s)