



## **Guidelines to Reopen Parks, Facilities and Programs after Temporary Closure Manual**

**Effective: June 1, 2020**

**Last revision date: November 15, 2020**

Below are the guidelines to re-open parks, facilities and recreation operations contingent on Jefferson County Parks & Recreation Commission (JCPRC) review and approval. This is a list of safety precautions that will be implemented and followed by staff in the case that the JCCC is re-opened.

The contents of this manual will serve to guide the Director, Assistant Director, Park Manager and other key personnel, in creating and implementing a return of operations. This manual is not a policy and does not alter or replace current JCPRC Policies.

It is important to note that at the time of this publication the environment surrounding COVID-19 is fluid in nature. As these guidelines will follow orders from the CDC, WV State Health Department and the Jefferson County Health Department, they are subject to change with little to no warning. It should also be noted that any proposal to return to work before widespread immunity has been achieved, either by prior infection or immunization, has risks that could lead to a second wave of infection. Therefore, the procedures for restoring operations involves a set of tools and procedures to enable the recovery and continuation of business operations following a pandemic such as the COVID-19 (coronavirus) outbreak.

The plan outlined in this manual has been developed to analyze the essential functions of JCPRC. This allows staff to apply procedures and measures to allow increasing functionality, while remaining flexible to address changes in the restoration duration. Implementing the return to full operations in a safe and thoughtful manner will be complex.

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## **Overview for Restoring Operations**

JCPRC will vote to Determine Restoration of Operations

The JCPRC actions will be guided by the orders of the Governor of the State of WV, the orders of the Jefferson County Health Department, and the guidelines published by the Centers for Disease Control.

At the time of creation of this manual, Governor Jim Justice issued executive Order No. 9-20 or a Stay-At-Home order for the State of West Virginia. Including in this order was a list of prohibited activities and social gatherings with more than 10 people. This order was adjusted as more cases were confirmed and stricter restrictions were put in place in certain counties, including Jefferson County which is listed as a “hotspot”. At this time Jefferson County cannot gather in places with more than 5 people.

Since, on April 27, 2020 Governor Jim Justice has unveiled a comprehensive plan to reopen the state. The plan is “West Virginia Strong-The Comeback” and allows businesses to reopen in phases over the next six weeks if the rate of positive COVID-19 cases in the state remains low. Parks & Recreation falls within Phase III.

We anticipate revenue to continue to decrease due to public uncertainty and the potential of opening with restricted numbers of patrons allowed in our facilities.

## **Personnel Policies**

JCPRC has established the following protocols to provide guidance to staff in developing and implementing work plans to restore operations.

### **Time Off Requests**

Employees are encouraged to protect themselves and stay home if they are sick, experience symptoms of COVID- 19, or have been exposed to the virus. All employees shall report to their supervisor any symptoms or exposure to the virus immediately. The use of staggered work schedules, working from home, working on weekends, or using personal/sick/vacation time (at director’s discretion) could be used to assist employees that must stay home for their safety and the safety of other employees.

Currently HIPAA remains in effect and all privacy rights shall be respected for employees of JCPRC Staff during this compliance period. If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality.

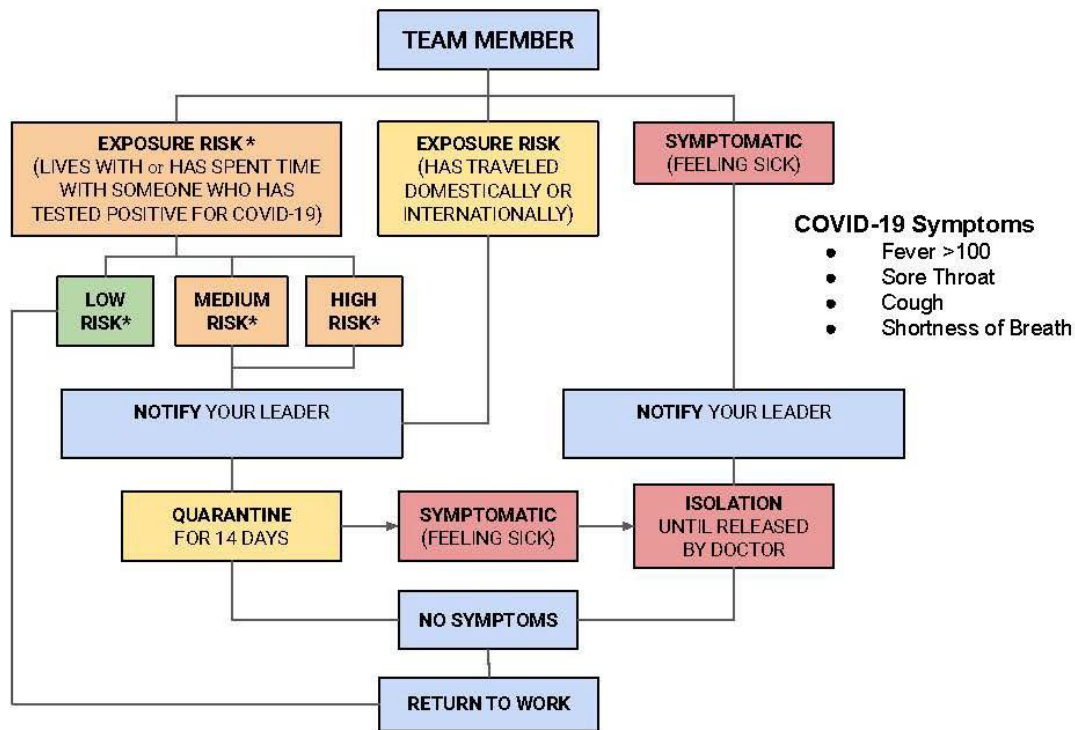
### **Employees with COVID-19 Exposure or Symptoms of COVID-19**

According to the CDC, symptoms of COVID-19 may appear in as few as two days or as long as 14 days after exposure and can include fever, cough, shortness of breath or difficulty breathing. Other symptoms can include: tiredness, aches, runny nose, and sore throat. Some people have experienced the loss of smell or taste. The severity of COVID-19 symptoms can range from very mild to severe. Some people may have no symptoms at all.

Employees who have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the workday should be separated from other employees and visitors and immediately inform their supervisor. The COVID-19 Decision Making Flow Chart identifies the protocol for an employee

that has symptoms or has been exposed. The exposed employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).

# COVID-19 Decision Making Flowchart



EXPOSURE RISK *	Infected Person Covid-19 Test	Infected Person	Non-Infected Team Member
High Risk	Positive	No protective mask	No personal protective equipment
Medium Risk	Positive	Protective Mask	No personal protective equipment
Low Risk	Positive	Protective mask	Wearing personal protective equipment

**Isolation** - The separation of a person or group of people known or reasonably believed to be infected with Covid-19 from those who are not infected. Separation will help prevent spread of Covid-19. Isolation for public health purposes may be voluntary or compelled by federal, state, or local public health order.

**Quarantine** - The separation of a person or group of people reasonably believed to have been exposed to Covid-19 but not yet symptomatic, from others who have not been so exposed, to prevent the possible spread.

## Establishing Procedures for the Workplace

JCPRC staff must collectively work together to ensure the safety of our parks and facilities to avoid the spread of the virus. The following general procedures shall be implemented for all facilities in addition to any specific procedures implemented by your supervisor.

## ***1. PPE***

Employees will be permitted to wear their own PPE, such as a homemade face covering device, provided the design permits the employee to perform their job duties and is made of an appropriate material for the workplace.

Gloves, masks, hand sanitizer and wipes will be provided to staff as available.

## ***2. Limiting Contact with High Touch Areas***

- **Doors.** While the offices remain closed to the public, the interior security doors are permitted to remain open for employees to travel between areas without touching door handles and door surfaces. When the public is allowed to re-enter the facility at a limited capacity, the doors leading into private areas must remain closed but doors that enter into-public areas will be permitted to be propped open.
- **Informational Materials.** Until such time as we are returned to normal operations (Phase 5 of Step 5) no periodicals, applications, brochures, etc. shall be in public areas. These materials shall be distributed only by personnel.
- **Furniture in Public Areas.** All use of lobby and other public area furniture will be monitored. Removal of the furniture may be necessary to deter congregation of people and limit surface areas that can be touched.

## ***3. Employee Health Screening***

The employees physically working at the JCCC shall ensure they are health screened daily. Health screenings must be documented by emailing an employee's supervisor prior to reporting to work and include

- Symptom check (fever, cough, shortness of breath, sore throat, diarrhea).
- Temperature checks from home and at the start of the workday (thermometers available at JCCC).
- Identification of any close contact in the last 14 days with someone with a diagnosis of COVID-19.
- Identification of anyone who has travelled internationally or domestically in the last 14 days.

## ***4. Social Distancing***

Social distance shall be observed at all JCPRC facilities until otherwise determined by the County, State, or Federal government. Social distancing means keeping space between yourself and other people outside of your home. Social distancing requires that each employee:

- Stay at least 6 feet from other people.
- Do not gather in groups.
- Stay in their assigned area and within individual workspaces, except for entering/leaving building or the lavatories or to complete a job task.
- No attending or hosting of external meetings.
- All concerns regarding symptomatic behavior should be addressed to supervisors.

Additionally, barriers, signage and markers in common areas to help facilitate the implementation of social distancing requirements shall be installed.

In efforts to minimize the amount of areas exposed to contamination, employees will refrain from in-person visitations. Employees are encouraged to use phone and teleconferencing apps. Additionally, employees will refrain from traveling through other staff areas where applicable. Employees are asked to be mindful about social distancing throughout their day and to take proactive planning steps at the beginning of their work weeks/days to be successful throughout their workday.

<b>Space</b>	<b>Estimated Square Footage</b>	<b>Social Distance Number (Persons)</b>
Lobby	1324 Sq ft (38x26 and 21x16)	25
Front Desk	200 Sq. Ft (10x20)	2
Recreation Coordinator Office	140 sq. ft. (10x14)	2
Assistant Director Office	108 Sq. Ft. (9x12)	1
Public Relation Coordinator Office	56 Sq. Ft. (7x8)	1
Financial Coordinator Office	140 Sq Ft. (10x14)	1
Director Office	231 sq. ft. (21x11)	3
Activity Room	595 sq ft (34x17.5)	10
Preschool Room	520 sq ft (26x20)	12
Dance Room	364 (14x26)	6
Gym A	12,600 sq. ft. total (Will curtain suffice in separating space?)	25
Gym B		25
Administrative Assistant Office	130 Sq. Ft (10x13)	2

## ***5. Vehicles***

JCPRC employees not only have a personal workspace, but routinely use vehicles. Some employees may even share a vehicle. Vehicles should have a supply of gloves and sanitizer. Employees assigned a vehicle shall be responsible to ensure the vehicle is cleaned and sanitized before and after they use it. Additionally, the employee will also use the electrostatic mister (located at the JCCC) on the interior of their vehicle at the end of their day. Whenever available, employees should not share a vehicle. Separate vehicles should be driven when available.

## ***6. Park Maintenance and Custodial Responsibilities***

Park staff assigned to custodial responsibilities shall strive to keep a safe environment and implement the following procedures.

- All JCPRC facilities, including common areas, will be properly cleaned and sanitized prior to reintroducing staff to the facility.
- All offices will be provided with cleaning and sanitizing products to use to fulfill employee responsibilities described below.
- Approved (EPA List N registered as effective against SARS-coV-2) antimicrobial products will be used for all sanitation procedures.

Cleaning and sanitizing public common areas on a regular basis. Frequency of such cleaning and sanitizing will depend on the phase of reintroduction. Common area cleaning and sanitizing includes, but is not limited to, the following:

- Doorknobs, push bars, handles, and panels
- Windows
- Light switches
- Drinking fountains will be turned off/closed
- Restrooms
- Breakrooms/kitchens
- Plexiglas barriers/sneeze guards
- Countertops
- Restrooms to be cleaned twice at day (mid-day & evening)
- Modify workspace environments to reduce exposure as applicable to the facility:
  - Install Plexiglas barriers/sneeze guards for each customer service counter.
  - Remove all publications, periodicals, applications, etc. in public areas.
  - Post information and signage throughout facility re: washing hands, sneezing, social distancing, etc.
- Modifications will be changed to some custodial tasks, including:
  - Garbage will need to be tied before it is pulled from the container.
  - Playgrounds, benches and picnic tables will be added to the schedule for sanitizing when needed.

## ***7. Employee Responsibilities***

- Wear PPE.
- Wash hands regularly with soap and water. When washing is not possible, hand sanitizer shall be utilized.
- Avoid touching eyes, nose, and mouth.



- Follow Health Screening protocol including temperature readings and communicating readings and answers to Supervisors.
- Clean personal workspaces on a regular basis. Specifically, the following shared surface areas must be cleaned throughout the day:
  - Phone (wiped down after each use)
  - Keyboard + mouse (wiped down after each use)
  - Desk surface and drawers
  - Chair arms and any other surface touched regularly
  - For employees with their own office – light switches and door handles
- Avoid using other employee's supplies, equipment, phones, etc. If necessary to share equipment, please clean before and after use. In regards to park equipment, employees are responsible for cleaning after use including: seats, handles, straps, controls. Additionally, the employee will also use the electrostatic mister on the interior of their vehicle at the end of their day. If it is not available, the Park Manager will assign a plan.
- Clean common areas after use. For example, wipe down counter after servicing a customer or wipe down computer keyboard after using a communal keyboard.
- After eating, wipe down all surfaces used (chair, table, countertop, microwave button, fridge handle, etc.). Do not provide communal food/beverages. Refrain from sharing serving utensils.
- Use proper hygiene etiquette.
  - Cover mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
  - Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
  - Learn more about coughing and sneezing etiquette on the CDC website.  
[https://www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

## ***8. Cleaning and Disinfecting If Someone Is Symptomatic***

- If an employee has developed symptoms of COVID-19 in the workplace, the area(s) used by the employee must be properly cleaned and disinfected prior to being used again.
- First, close off areas used by the person who is symptomatic. Next, open outside doors and windows to increase air circulation in the area. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like keyboards, phones, etc.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.

## ***9. Develop Work Plans to Minimize Risk***

The Director, Assistant Director and Park Manager shall evaluate the needs of their respective department, the safety of their employees, and the needs of the public/customers. It is anticipated that the return to full staffing at JCPRC facilities and the introduction of staff and the public to facilities will occur in phases and follow the recommendations and orders issued from the County, State and Federal government.

As re-opening occurs, the following should be taken into consideration:

- **Identify Functions.** What functions can be administered at the employee's home and which must occur at JCPRC facilities. Which functions can be administered and how can they be administered when a facility is closed to the public, if the public has restricted access, and when the public has unrestricted access.
- **Evaluate Department Layout and Staffing Needs.** Can all employees be at their assigned work areas at one time and achieve social distance standards? Administrative staff will need to determine if staggering employees at home and in the office would help accomplish a safe distance between employees. Consideration shall be given to alter the workday.
- **Identify Department Equipment Needs.** For those functions that can occur from an individual employee's home, Administrative Staff shall identify their equipment needs and create employee work-at-home plans to ensure all department functions are being addressed by each employee.
- **Identify Department Cleaning and Sanitization Process and Needs.** Superintendents shall be responsible for ensuring their staff are implementing the required procedures for their workspaces and department. The Park Manager will oversee replenishment of supplies.
- **Develop an Absenteeism Strategy.** Administrative Staff will evaluate operation plans if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children. Plan to monitor and respond to absenteeism at the workplace. Implement plans to continue your essential business functions in case you experience higher than usual absenteeism. Prepare to institute flexible workplace and leave policies. Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.

## **10. *Re-opening Process***

Although no plan can guarantee full and immediate resumption of operations given the unknown impact of COVID-19, creating a sound framework as well as implementing strong processes and controls is first priority. These processes and controls will help prepare employees to handle and manage restoration of operations while protecting staff and the public in an attempt to avoid the spread of the virus.

The JCPRC has taken a phased approach for returning operations to the workplace. Each step builds upon the previous steps and are described below.

## Phase I-Preparation

- Vulnerable individuals continue to follow stay at home guidance.
- All individuals when in public should maximize physical distance.
- Limit groups of people to follow governor's guidelines.
- Minimize non-essential travel.
- Outdoor recreation opportunities can be provided with physical distancing requirements

### Parks & Trails

- Essential services: garbage pickup, mowing, preparation of parks for reopening
- No park or park amenity will be opened until parks have been prepared for reopening with appropriate measurements for social distancing, sanitation, and PPE.
- Park trails remain open for usage
- Closed parks and amenities:
  - Playgrounds
  - Pavilions
  - Tennis Courts
  - Dog Park
  - Public Restrooms
  - Sports Fields
  - Camping

### Facilities

- Essential services: preparation of facilities for reopening and providing necessary protocols and PPE for staff
- No facility will be opened until it has been prepared for reopening with appropriate measurements for social distancing and sanitation
- Facilities eligible for opening pending appropriate sanitization measure in place:
- Closed public facilities:
  - Public restrooms
  - Concessions
  - Drinking Fountains

### Front Desk

- Maintain 6-foot human spacing in front of counter (signage will be placed throughout the lobby and floors)
- Installing temporary plastic barriers at the front desks of each facility (sneeze guards)

### Recreation

- Current programming cancelled
- Online, virtual programming offered through Facebook and Zoom continues
- Play & Learn Preschool and Toddler Learning Time will not reopen this spring.
- Preparation for modified programming

### Board & Committees

- In-person meetings remain cancelled

### Special Events

- Events remain cancelled

**Jefferson County Parks and Recreation Reopening Plan  
Phase II – Reopening**

<ul style="list-style-type: none"> <li>• Vulnerable individuals continue to follow stay at home guidance</li> <li>• All individuals when in public should maximize physical distance. If physical distance cannot be achieved, class numbers will be limited.</li> <li>• Limit groups to 40% capacity.</li> <li>• Minimize non-essential travel</li> <li>• Youth activities can become operational with physical distancing and with limited group sizes</li> <li>• Outdoor recreation opportunities can be provided with physical distancing requirements and added sanitation protocols</li> </ul>	
<i>Parks &amp; Trails</i>	<ul style="list-style-type: none"> <li>• Standard parks maintenance</li> <li>• Parks and park amenities eligible for reopening with reduced capacity guidelines: Pickleball, tennis, and basketball courts with social distancing and appropriate sanitation measures</li> <li>• Dog Park with social distancing guidelines and appropriate sanitation measures</li> <li>• Public restrooms with appropriate sanitation reopen for rentals only**</li> <li>• Closed parks and amenities: All playgrounds</li> </ul>
<i>Facilities</i>	<ul style="list-style-type: none"> <li>• Standard facility maintenance</li> <li>• Facilities eligible for reopening with reduced capacity guidelines: limited group size, appropriate sanitation</li> <li>• Pavilion rentals resume</li> <li>• Public restrooms reopen for rentals only **</li> <li>• Closed public facilities: Concessions Drinking Fountains Camping</li> </ul>
<i>Front Desk</i>	<ul style="list-style-type: none"> <li>• Limit front desk area to 1 people based on sq. footage</li> <li>• Maintain 6-foot human spacing in front of counter (signage will be placed throughout the lobby and floors)</li> <li>• Sneeze Guards/Plastic barriers remain at the front desk</li> <li>• Staff enters credit card information into the computer directly during transactions (rather than swiping)</li> <li>• Wiping down of the keyboard/pad after every use</li> <li>• Staff using sanitizer and hand washing as often as possible and in between each customer</li> <li>• Setting any items for the customer/patron directly onto the counter to avoid human contact</li> </ul>
<i>Recreation</i>	<ul style="list-style-type: none"> <li>• Online, virtual programming offered through Facebook, Instagram, and Zoom continues</li> <li>• Modified programming that maximizes physical distancing and limits group size</li> </ul>
<i>Board &amp; Committees</i>	<ul style="list-style-type: none"> <li>• In-person meetings remain cancelled</li> </ul>

<i>Special Events</i>	<ul style="list-style-type: none"><li>• Special events permitted with physical distancing guidelines, limited group size, and appropriate sanitation measures in place</li></ul>
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### Phase III – Complete Opening

- Vulnerable individuals practice physical distancing and continue to take precautionary measures
- All individuals should limit contact time with others and limit time in crowded spaces
- Non-essential travel can resume
- Childcare settings and youth activities can resume considering limited time spent in crowded environments
- Outdoor recreation opportunities can resume, and playgrounds can open
- No limit to group size, but physical distancing should still be observed

<i>Parks &amp; Trails</i>	<ul style="list-style-type: none"><li>• Standard parks maintenance</li><li>• All parks and park amenities are open with reminders of revised social distancing guidelines</li></ul>
<i>Facilities</i>	<ul style="list-style-type: none"><li>• Standard facility maintenance</li><li>• All facilities are open with reminders of revised social distancing guidelines</li></ul>
<i>Front Desk</i>	<ul style="list-style-type: none"><li>• Sneeze Guards/Plastic barriers remain at the front desk</li><li>• Staff enters credit card information into the computer directly during transactions (rather than swiping)</li><li>• Wiping down of the keyboard/pad after every use</li><li>• Staff using sanitizer and hand washing as often as possible and in between each customer</li><li>• Setting any items for the customer/patron directly onto the counter to avoid human contact</li></ul>
<i>Recreation</i>	<ul style="list-style-type: none"><li>• Programming can resume with consideration of social distancing and limited time spent in crowded environments</li></ul>
<i>Board &amp; Committees</i>	<ul style="list-style-type: none"><li>• In-person meetings resume</li></ul>
<i>Special Events</i>	<ul style="list-style-type: none"><li>• Special events can resume with no limit to group size</li></ul>

## 11. Metrics for Recreation Programming/Rentals

- JCPRC will use the West Virginia's School Alert System as a guide to continue programming.
- When Jefferson County Schools are within **Green, Yellow, or Gold** status programming will be held following the guidelines in the re-opening plan.
- When Jefferson County Schools are within **Orange** status, meaning there is a heightened community transmission, JCPRC will implement mask wearing by all individuals (including children over the age of 2) while engaged in any passive or active program or activity within the JCCC.
  - Recreational programs that a mask cannot be worn or social distancing cannot occur will be cancelled.
  - Rentals can be held as long as mask wearing and social distancing guidelines are followed.

- When Jefferson County Schools are within **Red** status, meaning there is substantial community transmission, all recreational programs and activities will be cancelled/postponed. Refunds and or credits will be issued as needed.
  - The JCCC will remain open with limited staff and limited hours.
  - No rentals.