

UDP&R

UPPER DUBLIN PARKS & RECREATION

COVID-19 HEALTH AND SAFETY GUIDELINES

Changes to this document may occur as policies and guidelines are updated

- Develop a schedule so that participant and staff groupings are as static as possible
- Restrict interactions between groups of participants
- Create staggered schedules to limit the number of individuals in other spaces. (CDC recommends no more than 25 individuals indoors including staff).
- Establish distances (CDC recommends 6 feet) between tables/seating and other social distancing practices to the maximum extent feasible and appropriate.
- Limit gatherings, events, and extracurricular activities to those that can maintain social distancing. UDP&R will establish a max of 25 persons per active space.

Participants and staff must wear masks when a 6' social distance is not possible, during mask breaks or when eating. We will carry this concept throughout our programs in all our routines and procedures. We ask that every parent, sibling, relative and friend that you or your child comes in contact with, outside of our site, acts responsibly to protect you, your child and our Upper Dublin community.

Participation – All in-person programs are offered first to Upper Dublin Township residents, children of Upper Dublin Township 1st Responders and Upper Dublin Staff, remaining spots will be offered to non-residents prior to the start of the program. Virtual programs are open to all.

Pre-season Screening: Staff and participants must pre-screen for a two-week period prior to their first UDP&R onsite day. We are requiring families to document their daily pre-screens on a "Health Screening Form" will be emailed to each participant and will also be available on our website. The form requires you to record the daily temperature of you/your child. Our protocol temperature must be 100.4°F or below, following the PA Department of health's worker protection guidance. Please note any COVID-19 symptoms, which include: fever, cough, shortness of breath or difficulty breathing, Diarrhea, Chills, Repeated shaking with chills, Muscle pain, headache, sore throat, new loss of taste or smell.

Source: <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Symptoms-Testing.aspx>

We urge you to keep you/your child and our UDP&R community safe by completing the form daily. Completed forms must be emailed to techevarria@upperdublin.net.

Daily Screening: This daily pre-screen must continue for all participants and staff throughout the year, prior to leaving their residence. DO NOT come to the site with a temperature above 100.4° or exhibiting any physical symptoms.

If you/your child's temperature exceeds 100.4°, or are exhibiting physical symptoms, you must keep them at home. The staff may require a doctor's written consent stating you/your child is clear to return to the site. Email techevarria@upperdublin.net with the health reason you or your child are staying at home.

COVID-19 exposure at a UDP&R Program: It is of the utmost importance that open lines of communication exist between UDP&R and participants/parents, and between participants/parents and UDP&R regarding a person's exposure to COVID-19. The appropriate staff member will reply as soon as possible. Please email Tammy Echevarria, techevarria@upperdublin.net, (215) 643-1600 x3443, immediately if any of the following occur:

- If you/your child is exposed to someone who has a known or suspected case of COVID-19 (that could be a friend, family member, neighbor, anyone!) do not send your child or come to the UDP&R program. We will contact you for more information and further guidance.
- If you/your child has obvious symptoms of COVID-19, do not bring your child or come to the UDP&R program. We will contact you for more information and further guidance.
- If your you/child has a confirmed case of COVID-19, do not bring your child or come to the UDP&R program! Policy currently dictates that you must quarantine at home and a negative test must be provided in order to return to the program.

In the event a participant or staff in your program has had a possible COVID-19 exposure, we will contact you immediately by email. We will not disclose the name of the participant or staff, maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA). Other participants may continue to come to the program and will be closely monitored by the staff.

In the event a participant or staff has a confirmed case of COVID-19, participants will be emailed and called immediately. Anyone who may have had close contact with a person diagnosed with COVID-19, will be advised to separate themselves, self-monitor for symptoms, and follow CDC guidance if symptoms develop. Credit will be issued for missed days under these circumstances.

If staff or participant(s) develop symptoms after admittance to a program, they shall be separated from their group until pick-up by a parent or guardian. The other participants shall be removed from the space in which the sick participant was located. The room shall then be sealed for at least 24 hours, ventilated if practical, after which it shall be cleaned and disinfected by staff.

The Montgomery County Department of Health will be notified in the event a participant or staff member becomes ill with COVID-19.

Free diagnostic testing for COVID-19 is available locally at urgent cares and pharmacies. Generally, a physician's order or telemedicine consultation is required prior to the test.

Promoting Behaviors that Reduce Spread - Staying Home when Appropriate -

<https://www.cdc.gov/coronavirus/2019-ncov/if-youare-sick/steps-when-sick.html#discontinue-isolation>

Site arrival: This year we are staggering arrivals to help minimize congestion at the drop off area. Drop off will take slightly longer than usual because of the screening procedures. When you pull up to the drop off point, drivers MUST stay in the vehicle, and a masked greeter will open the car door and take

the temperature, using an infra-red thermometer, of all participants in the car. Participants passing protocol will be provided with hand sanitizer and then instructed to join their group.

Participants exhibiting an Elevated Temperature or Obvious Symptoms: A participant with a temperature above 100.4° will be asked to remain in the vehicle and be directed to the “waiting area” of the parking lot for an additional screening by the staff. Our staff will re-take temperature and screen for physical symptoms. If cleared by the staff, the participant will sanitize hands and join their group. If a participant is not cleared, they will be required to return home. No credit will be given for that day. To be admitted back into UDP&R, the staff may require a doctor’s written consent stating the participant is cleared to return to UDP&R.

Vehicles: We ask participants providing transportation to sanitize door handles and interior items, such as seat belt clips and harnesses on car seats that greeters may come in contact with, before arriving on site. Greeters will be masked. Drivers **MUST** stay inside the vehicle until participants are cleared. As a reminder, the speed limit is 5 mph in the parking lot.

Seat Belts: Most participants will be expected to unbuckle at drop off and buckle up at pick up, without assistance. If greeter assistance is required, staff will use disinfectant wipes to sanitize buckle mechanisms before assisting participants.

Dismissal/Parent Pick-up: Vehicles will be directed to enter the main parking lot and follow staff directions. Drivers **MUST** stay in your vehicle and stay in vehicle line. Signs will mark pick-up and drop-off areas. Please be patient with us and your fellow participants. Follow signage and directions of staff.

Physical Distancing: 6' physical distancing shall be maintained by:

- o Having staff monitor and remind participants to keep space
- o Utilizing outdoor spaces
- o Physical markers indoors
- o Having participants sit at least six feet apart from other participants
- o Eliminating games and activities requiring close proximity

Inclement Weather Policy: Our goal is to provide as complete a program as possible. We do have plenty of indoor/semi indoor space to safely absorb a few showers or quick afternoon storm. Participants should bring rain gear on rainy or rain threatened days. In the event that UDP&R has to close due to inclement weather, participants will be called and sent an email. There is no refund for missed days due to inclement weather.

Cleaning and Sanitation: Our staff will be trained to incorporate sanitizing practices within their work area. We have hired additional staff to provide regular and frequent cleanings of highly touched surfaces, such as tables, chairs, door handles and sink handles. All indoor areas, bathrooms and comfort areas will undergo extensive cleaning each evening. Products will meet EPA disinfection criteria and will be stored in locked maintenance closets. Cleaning products will not be used near children and adequate ventilation will be maintained while in use. Gloves will be used when removing garbage bags or handling/disposing of trash. Hands will be washed after removing gloves.

Hand Hygiene and Respiratory Etiquette: Teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among participants and staff.

If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer) Encourage staff and participants to cover

coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

Best practices are that items brought to the site should be extremely limited. **Soft (Porous) Surfaces -** For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning: Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces.

Masks/face coverings: All staff and participants must wear face coverings during programs, unless they fit one of the exceptions included in Section 3 of the Secretary of Health's Universal Face Covering Order. Please consult Department of Health guidance on homemade masks.

The Department of Health recognizes that getting younger children to be comfortable wearing face coverings and to keep them on may create some difficulties. Under these circumstances, parents, guardians, licensed child care providers in community-based and school settings or responsible persons may consider prioritizing the wearing of face coverings to times when it is difficult for the child to maintain a social distance of at least six feet from others who are not a part of their household. Ensuring proper face covering size and fit and providing children with frequent reminders and education on the importance and proper wearing of cloth face coverings may help address these issues.

Any participant who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and children who would be unable to remove a face covering without assistance are not required to wear face coverings. Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, also are not required to wear a mask. Other face coverings, such as plastic face shields, may also accommodate such disabilities.

Additionally, child care and summer programs may allow children to remove their face coverings when they are:

1. Eating or drinking when spaced at least six feet apart;
2. Seated at desks or assigned learning or play spaces at least six feet apart; or
3. Engaged in any activity at least six feet apart (e.g. face covering breaks).

As of Monday, July 13, 2020, ALL participants MUST wear face coverings, unless you meet one of the abovementioned exceptions. If a medical condition exists, please provide the appropriate documentation by emailing, techevarria@upperdublin.net.

Greeters will wear masks at arrival/departure times.

Information on proper use, removal, and washing of cloth face coverings can be found: <https://www.cdc.gov/coronavirus/2019ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Note: Cloth face coverings should not be placed on: Anyone who has trouble breathing or is unconscious; Anyone who is incapacitated or otherwise unable to remove the cover without help

Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.

Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.

Signage: COVID-19 infection prevention signage shall be posted at various locations throughout the site.

Example: <https://www.cdc.gov/coronavirus/2019-ncov/communication/printresources.html?Sort=Date%3A%3Adesc>

COVID-19 Point of Contact is Tammy Echevarria, 215-643-1600 x3241 or techevarria@upperdublin.net. Please feel free to contact Mrs. Echevarria with any questions or concerns.

LOOKING AHEAD... As Montgomery County moves forward, we may ease some of the restrictions and modify procedures. In the event that Montgomery County returns to the Red Phase, this program will not be permitted to remain open.