**Memo**

To: Christopher K. Orlea, Director of Parks & Recreation

Carry Capers, Assistant Director of Parks & Recreation

From: Monica M. Montoya – Recreation Superintendent

CC:

Date: April 27, 2020

Re: Parks & Recreation Reopening Plans

After meeting with the entire recreation team by division, a reopening plan has been developed paying careful consideration to the many intricate details that live within the department. The intention was to create a fluid plan, that is consistent and universal across the department to make things as easy as possible for patrons, members and guests. The highlights are summarized for you both in the section below and will be applied across all divisions.

SERVICES PROVIDED OVERVIEW:

|  |  |  |  |
| --- | --- | --- | --- |
| ATHLETICS | INITIAL PHASE |  PHASE 2 | FUTURE PHASE |
|  | ADAPTIVE WALKING GROUP AT RCN | SMALL FIELD RENTALS RESUME | LARGE RENTALS |
|  |  | FIELD ACCESS WILL BE LIMITED | LARGE TOURNAMENTS |
|  |  | RSA SMALL PRACTICES MAY RESUME | REOPENING ALL FIELDS |
|  |  | LIMITED PROGRAMMING – UNDER 10 PARTICIPANTS | LESS ABBREVIATED PROGRAMMING RESUMES |
|  |  |  | ADAPTIVE FIELD TRIPS (BOWLING) |
| AQUATICS | INITIAL PHASE | PHASE 2 | FUTURE PHASE |
|  | NATATORIUM CLOSED- STACY CREATING VIRTUAL WATER SAFETY VIDEOS FOR MONTH OF MAY | LANE LINES OPEN, STAGGERED LANE SCHEDULING | RENTALS, COMPETITIONS, SWIM TEAMS, DIVE TEAMS, PEAK, WATER POLO |
|  | LOCKER ROOMS CLOSED  | GROUP FIT AND SWIM LESSONS RESUME BUT SCHEDULED AT OPPOSITE TIMES FOR SPACING | 1 FACILITY USER GROUP AT A TIME, ALLOWING BREAKS BETWEEN GROUPS FOR CLEANING |
|  | CONTRACTORS CAN COME IN TO COMPLETE MAINTENANCE ON PUMPS, TRAIN AQUATICS STAFF ON COLORADO SYSTEM, ETC. | FAMILY RESTROOM IS OPEN AND CLEANED BETWEEN USE | LOCKER ROOMS REOPEN, LOCKER ROOM MONITOR |
| SPECIAL EVENTS | INITIAL | PHASE 2 | FUTURE PHASE |
|  | SUMMER EVENTS CANCELLED | Q2, STRATEGIC PLANNING FUTURE EVENTS | FALL PLANNING AND BEYOND |
| OPERATIONS | INITIAL | PHASE 2 | FUTURE PHASE |
|  | MINIMUM ACCESS |  |  |
|  | SAFETY MEASURES FOR STAFF | REINTRODUCING AMENITIES SLOWLY | BASKETBALL  |
|  | IMPLEMENT RESERVATION SYSTEM DEPARTMENT WIDE | VERY SMALL RENTALS  | LARGER RENTALS |
|  | NO CHARGE EXISTING MEMBERS – AND SELLING DAY PASS OR PUNCH PASS FOR NEW USERS | LIGHT GROUP FIT SCHEDULE, SOCIAL DISTANCED AND BREAKS FOR CLEANING  | FULL GROUPX PERSONAL TRAINING |
| PROGRAMS | INITIAL | PHASE 2 | FUTURE PHASE |
|  | SUMMER CANCELEDCAMP CANCELED  | FALL PLANNING, PIM REVAMP, INTRODUCING LIMITED PROGRAMS WITH VERY SMALL CLASS SIZE  | FALL PROGRAMMING – LIGHT  |
| KAC | INITIAL | PHASE 2 | FUTURE PHASE |
|  | EXTENDING WALKING OPPORTUNITIES AT RCN FOR PATRONS, KAC REMAINS CLOSED MEAL PROGRAM CONTINUES | ENGAGEMENT INITIATIVES THROUGHOUT THIS PHASE UNTIL SAFE TO REOPEN  | BECAUSE OF AT RISK POPULATION, THIS WILL BE ONE OF THE LAST PROGRAMS TO REINTRODUCE.  |
|  |  |  |  |

Safety Measures

**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 a 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:**

**Masks:** In addition to existing handwashing and hygiene recommendations, 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.

**Plexi-barriers:** will be installed at all points of face to face interaction with public – welcome center, kiosks at all facilities. Welcome center staff will practice social distancing, as certain work stations will be disabled to extend distance between work space.

**Training:** Staff will be trained on effective ways to clean, sanitize, wear masks, use gloves prior to reopening of the facility to patrons.

**To Combat Overcrowding- Implementing a Reservation System:**

All divisions will implement a reservation system to limit the number of patrons in the facility at one time. During this initial phase, locker rooms, group fitness, rentals, events, childcare, basketball, and natatorium will all remain closed. Members will be instructed to come “ready to work out, an encouraged to bring bottled water to limit usage of drinking fountains. Reservations will be set in 45 minute increments with appropriate breaks in between to allow for appropriate level of disinfecting, cleaning and resetting before a next wave. As announcements are made to give 5-10 minute warnings inside the facility, social distanced lines will be managed outside the facility with shaded covering for temperature screening and waiting for their turn to enter. This same system will remain in place as we near next phases, allowing for a greater number of participants but still managing the traffic.

Temporary Changes in Hours of Operations

**Hours of Operation & Reservation System**

RCN Facility hours of operation will be shortened to allow for cleaning before, mid-day, and end of business. This shift also allows for a change in staffing needs – heavily focused on monitoring, cleaning and disinfecting throughout the day. With the reduced hours, staff can be rescheduled where there is a higher need, while still remaining mindful of budgeted hours for each position.

RCN will operate as follows:

M-F 8am – 8pm, Sat-Sun 10am – 6pm. Additionally, each morning, at-risk patrons can enter the facility one hour prior to opening to access treadmills and indoor walking track at the RCN.

Senior center, which will open in a future phase when deemed safe, will extend lunch hours of operation to stagger seating and proactively promote social distancing.

General Cleaning & Disinfection

Attached is a copy titled “Letter to Staff”. This memo provides **general recommendations for cleaning and disinfection** to share with the recreation team. In researching many orders both local and national, there is a common theme to provide adequate training to all staff on proper ways to clean and disinfect different surfaces. The memo reiterates the importance of facilities open to public use to be especially careful to frequently clean and disinfect surfaces, pay special attention to frequently touched surfaces and objects and clean and disinfect high-touch surfaces regularly.

Prior to closure, all recreation facilities enhanced their cleaning schedule, signage, and supply of hand sanitizer and equipment disinfectant available to patrons. Staff will continue maintaining this supply and update signage to remain relevant as the pandemic develops.

Future Phases

This initial phase allows the department to accommodate this universal plan on a small, manageable scale. This model is transferrable across all divisions and will carry smoothly into next phases where numbers are allowed to increase, and more operations may be cleared to resume. The department will:

* Continue staggering classes and programs to allow cleaning periods
* Limit class sizes to be able to accommodate safe social distancing
* Gradually extend hours when manageable and appropriate
* Develop of formula for square footage and participants in order to reintroduce rentals and honor facility use agreements

Communications Checklist

As mentioned, this is a highlight of universal measures to be implemented as we begin to phase back in to operations. More details can be found in the Parks & Recreation Reopening Plans Spreadsheet. However, a communications checklist has been prepared with a bulleted list of items needed to be shared with the community to keep them informed.