



Re-Opening Phase Plan for Recreation & Senior Division 2021

Background

The Redlands Recreation and Senior Services is a division of the Facilities and Community Services department with a focus on recreation activities that offers a tremendous diversity of programs, services and facilities for a broad range of interests.

City staff is recommending that facilities and programming begin with a partial opening, and slowly phase into expanded hours and offer additional services. This plan was created for consideration and is intended to serve as a guideline to reopen facilities and implement the return of operations. Prior to resuming services the minimum standards in this guideline must be met to reopen facilities and programs in accordance with Physical Distancing and Sanitation Protocol as defined in the existing County of San Bernardino of the Health Officer and Emergency Regulations. These guidelines also align with the CDC Guidelines for reopening facilities. The City of Redlands Recreation and Senior Services must be able to comply with these guidelines to operate. These guidelines are subject to change based on changes in local, state and federal direction related to COVID-19.

Definitions

Center for Disease Control (CDC): A U.S. federal government agency whose mission is to protect public health by preventing and controlling disease, injury, and disability. The Centers for Disease Control and Prevention promotes healthy behaviors and safe, healthy environments. It keeps track of health trends, tries to find the cause of health problems and outbreaks of disease, and responds to new public health threats. The Centers for Disease Control and Prevention works with state health departments and other organizations throughout the country and the world to help prevent and control disease. The Centers for Disease Control and Prevention is part of the U.S. Public Health Service of the Department of Health and Human Services (DHHS).

City Staff: hired by the City of Redlands, provides secretarial services for recreational and senior programming; performs a wide variety of duties associated with recreation programs. All staff are required to attend a Pre-Programming Training.

Check-in Caddy: is a toolbox object that has all necessary materials for staff to check-in students for their program, to disinfect and sanitize the courts after each use, and it has necessary PPE.

Instructor (Contract Class): instructor contracted out by the City of Redlands, to instruct group and private lessons for youth and adults.



Disinfecting: refers to using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection. This is best described to staff as a bleach/water ratio solution where protective PPE must be worn and Safety Data Sheets (SDS) must be provided to staff at sites where classes are hosted. CDC states a disinfecting solution is mixing five tablespoons (1/3rd cup) bleach per one gallon of water.

Household Unit: Youth participants under 12 needing supervision may have one parent/guardian who is a member of their Household unit present during their class session. They will be relegated to a parent viewing area designated by staff.

Players: includes students and participants registered for instructional tennis classes and are actively participating in said class.

PPE (Personal Protective Equipment): includes but is not limited to face shields, gloves, goggles, face covers, gowns, head covers, and masks.

Pre-Programming Training: a two-hour training that is mandatory for all staff working check-in to attend. All aspects of check-in management and sanitization will be covered as well as COVID-19 care and treatment guidelines.

Safety Data Sheets: a Safety Data Sheet is a detailed informational document prepared by the manufacturer or importer of a hazardous chemical. It describes the physical and chemical properties of the product.

Sanitizing (Cleaning): refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. This is best described to staff as a soap and water solution to be used on surfaces after they are disinfected with chemicals. This is a best practice to avoid harsh chemical residue on surfaces after disinfecting. Depending on the soap and water solution, it may require Safety Data Sheets (SDS) to be on site for this solution.

Recreation Facility Requirements

City staff must assess city facilities to ensure that proposed programming can be conducted with necessary physical distancing prescribed by the County of San Bernardino Public Health protocols. The following requirements must be met:

- Handwashing facility, or hand hygiene stations, must be accessible so that participants, instructors, and staff can wash hands or use hand sanitizer at minimum at all contact points. City staff shall have access to hand sanitizer at all times.
- Hygiene signage promoting recommended hygiene practices is displayed



- Programs and services will be limited to the maximum occupancy / social distancing recommendations listed in the guidelines for each program.
- Once participants have left the area, the facility will be cleaned, sanitized and disinfected prior to the next program.
- Rentals will need to have application, insurance, and acknowledgement form submitted
- An instructor or staff member will need to be present at all times for all programs in the gym. A schedule that identifies who that point of contact is for each program.
- Players cannot enter the gym unless the point of contact is there
- Weekly schedule will be posted online, if there is no program then the gym is closed
- Center staff and visitors will be required to wear a mask while visiting the facility

Check – In / Check Out Procedures

The following process must be implanted to ensure that all participants and staff are able to practice physical distancing.

- City Staff must conduct an informal health screening of the participants prior to class by asking a set of questions, such as “do you feel sick?” and a secondary visual screening, which may include a temperature screening.
- Clearly visible signage must advise participants and instructors that they should: not attend class if they have a cough or fever; must wear facial coverings; maintain a minimum of six foot distance from one another; and not engage in any unnecessary physical contact.
- Participants will be advised to arrive at the center no more than 10 minutes before the time expected to play, and will be instructed to wait in their car until the instructor arrives.
- Participants under 17 may have one parent/guardian from their household unit supervise them during class. They may watch the class from the parent viewing area designated by City Staff.
- Participants 18 and over may not have any spectator with them while classes are in session.
- City Staff and instructors must wear a facial covering during any interaction with either the parents or students and maintain a safe social distance.
- City Staff has the option of turning away participants if anyone exhibits any sign of illness, which may include, but not limited to:
 - Cough
 - Temperature over 100 degrees
 - Fatigue
 - Difficulty breathing or shortness of breath



Cleaning, Sanitizing and Disinfecting Requirements

Facilities that are used for programming activities must be cleaned, sanitized and disinfected regularly. Staff and instructors must implement the following plan to address the cleaning of facilities that are used to support programs and services:

- Staff to attend pre-programming meeting
- Prior to beginning each program and at the completion of each program the facilities will need to be cleaned and sanitized using the recommendations listed in the guidelines for each program.
- Upon using gloves, wipes, etc, all items will be discarded in a Disposal container

Proposed Tier Plan for Reopening

The Redlands Recreation and Senior Services is a division is planning to reopen indoor facilities for programming and rentals. What follows is a Phased Plan that will guide the reopening for appropriate buildings, services, and events during the coronavirus pandemic (COVID-19) crisis. Using the State of California COVID-19 Recovery Plan as a foundation for decision making, this plan will reflect the recommendations of the San Bernardino County Health Department, State Health Department, and Center for Disease Control and Prevention (CDC) guidelines. It will be adapted or edited to respond to developing concerns related to the pandemic and will be used to guide the decision making, planning, and communication. The timing of safely progressing between each phase is dependent on gating criteria and is directed by the San Bernardino County Health Department. These are guidelines only, reopening is contingent on current conditions, adequate resources, available staffing, and are subject to change.

Red Tier Beginning April 5, 2021

- Reopen Community Center Gym at 10% capacity (Maximum of 40 people)
- No open gym, access by reservations only, focused on programming and rentals, with 15 minute breaks between activities
- Hours of Operation: Mon-Fri 10:00am – 7:00pm
- Indoor sports and fitness programs, with guidelines:
<http://www.cdph.ca.gov/programs/CID/DCDC/pages/COVID-19/outdoor-indoor-recreational-sports.aspx>

Orange Tier TBD based on San Bernardino County recommendations

- Expand Gym capacity to 25% (Maximum 100 people)
- Hours of operation: Monday – Friday 10:00am – 7:00pm
- All rooms at 25% capacity



- Reservations only, focused on programming and rentals, with 15 minute breaks between activities
- Allow programs for naturally distanced activities with modifications:
<http://covid19.ca.gov/industry-guidance/#movie-theaters-entertainment>

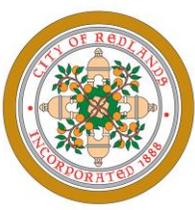
Yellow Tier TBD based on San Bernardino County recommendations

- Expand Gym capacity to 50% (Maximum 200 people)
- Expand Community Center capacity, all rooms at 50% capacity
- Reopen the Community Senior Center and Senior Meal Program at 50% capacity
- Hours of Operation for Community Center/Senior Center Monday – Friday 10:00am – 7:00pm
- Reservations only, focused on programming and rentals, with 15 minute breaks between activities.

Proposed Phased Reopening Guidelines

Administrative planning includes updated protocols for cleaning, 6-foot distancing measures to adapt programs, facility layout, and appropriate signage. External communication and emergency procedures specific to this crisis have also been created and will continue to be updated as the situation requires. It is our goal to do everything we can to offer programs and experiences that are safe for our staff and patrons.

Indoor Facilities Rental and Programming Guidelines			
	Red Tier	Orange Tier	Yellow Tier
Ratios & Groups	Number of attendees would be limited to the maximum occupancy/social distancing recommendations. 10% capacity (Gym: 40 people).	Expand Capacity to 25% (Gym: 100 people)	Expand Capacity to 50% (Gym: 200 people) Reopen Community Senior Center and Meal Program at 50% capacity
	Minors under the age of 12 will be required to have one parent/guardian on site.		
Registration Procedures	All students will be required to pre-register for programs. Program registrations and rental reservations will need to be done online or over the phone. No on-site registrations will be allowed.		
Hygiene	Signage will be displayed encouraging hand washing/healthy practices. City staff will clean, and disinfect restrooms daily or more often if possible using EPA-registered disinfectants that are effective against SARS-CoV-2, the virus that causes COVID-19 with a staff sanitizing schedule where staff will sign off. A visually identifiable hand sanitizing station will be available to visitors.		
Equipment	Shared equipment, tables, and chairs must be cleaned and sanitized after usage.		
Check-in / Check-out Procedures	The center doors will remain open to guests and class participants, however everyone will be encouraged to utilize a sanitization station upon entering the facility and social distance during check-in by adhering to the markers on the floor of the center. Participants will be encouraged to arrive only a few minutes prior to class and when the instructor is on site. Staff will check-in each participant, and sign the participants in. Shared equipment such as pens should be sanitized after each use. After each class participants will be encouraged to use sanitization stations.		
Audit	City Staff will audit permitted activity. If groups are found out of compliance a warning will be issued, upon issuing a third warning the permit will be revoked and the activity will be temporarily suspended.		
Additional Notes	Center staff and participants will be required to wear a mask and encouraged to wear gloves and to leave all non-essential items at home. Staff should monitor guests and other staff for signs and symptoms of illness and follow exclusion and reporting guidelines.		



Awareness Campaign

Carl Baker, Communication Information Officer for the City of Redlands, will be the point of contact for any requested media response. The City of Redlands initial response to recreation programming is as follows:

The City of Redlands is working closely with our residents on the response to COVID-19. The safety and wellbeing of our residents and our employees is our foremost consideration. The City of Redlands will be resuming recreation programming and is taking all precautions with the additional cleaning of our courts and equipment where warranted and informing our residents and employees of the outbreak. We encourage all residents who will be registering for our recreation programming to follow the advice of the CDC and local public health officials and ensure that they utilize hand sanitizer and wash their hands frequently to prevent the spread of the virus. Residents who have been in contact with the virus are encouraged to stay at home.

The City of Redlands will be publishing the following awareness flyers prior to the relaunch of programming, to help raise awareness to the Coronavirus and good health practices. The flyer labelled STOP THE SPREAD OF GERMS will be posted in all the courts, check-ins, and hygiene stations used for Tennis programming.

In addition the City of Redlands will be conducting safety campaigns and meetings with employees for awareness and precautions for the virus, including reminders to regular wash their hands and to avoid close contact with any person who exhibits symptoms of the virus.

COVID 19 CORONAVIRUS DISEASE

SYMPTOMS OF CORONAVIRUS DISEASE 2019

Patients with COVID-19 have experienced mild to severe respiratory illness.

Symptoms* can include

- FEVER**
- COUGH**
- SHORTNESS OF BREATH**

*Symptoms may appear 2-14 days after exposure.

If you have been in China or in close contact with someone with confirmed COVID-19 in the past 2 weeks and develop symptoms, call your doctor.

For more information: www.cdc.gov/COVID19

COVID 19 CORONAVIRUS DISEASE

STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick, except to get medical care.
- Wash your hands often with soap and water for at least 20 seconds.

For more information: www.cdc.gov/COVID19