

City of Portland Department of Recreation

Before and After School Recreation 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 the start of the school year 2020/2021 in Portland, Maine. As of July 31, 2020, Governor Mills introduced a “green, yellow, red” code for schools. The Governor stated that all counties of Maine were in the “green zone” for school reopening, meaning that school districts could open with students attending 5 days per week in person, as long as schools can meet specific criteria. For informational sake: yellow county status would mean a hybrid model of partial in person and partial distance learning would be needed; red county status would mean a total virtual school experience for students. Indoor gatherings are limited to 50 people or fewer, adults must maintain 6 feet of physical distance from one another and from children whenever possible, children must maintain 3 feet of physical distance (unless eating and then that increases to 6 feet of physical distance) and that cloth face coverings are worn at all times by both adults and children while in a school building or on school grounds. All participants and staff must take care to avoid touching their eyes, nose, and mouth. Close contact with people who are sick must be avoided. Staff and children are strongly encouraged to stay home if they 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 Before and After School 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 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. Below is a list of available locations for the Before and After School Recreation Program. 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
- Reiche Community Center

- Peaks Island Community Center
- Amanda C. Rowe Elementary School
- Ocean Avenue Elementary School
- Presumpscot Elementary School
- Longfellow Elementary School
- Lyseth Elementary School

Health Checks and Handwashing – 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). 100.4 F or above is considered an elevated temperature according to the CDC.
- 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, and any medication. All medications must be given to staff immediately upon arrival for the day.
- Arrival Sanitizing of Hands
- Wash Hands before and after breakfast and lunch (when available) and snack.
- Sanitize Hands before and after all activities, both indoors and outdoors
- Dismissal checklist
- 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.

Employee PPE – All Staff will be required to follow State guidelines of wearing a cloth face covering while at the school and community center site. 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 cloth face covering. 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 with a cloth face covering as the situation warrants. 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 participants 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).

Children PPE – All children will be required to wear a cloth face covering while in the Before and After School Recreation Program when they are in a school building and when they are in close contact with another child or with the staff. Parents will provide the cloth face covering for their child/children and will be responsible for washing the mask prior to the start of the next day. Any child arriving without a cloth face covering 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. 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.). Efforts will be made to limit the use of shared equipment such as basketballs, hula hoops etc. with the whole group. 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).

Hiring and Training – To date approximately 16 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 September 8. In addition to training on normal program 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.

Activity and Equipment –Each program site will allow a staff to child ratio of 2:30 or less. All items used by the groups will be sanitized before and after use.

Eating, Lines, and Bathrooms – Meals on Wednesdays and snacks on remaining after school days 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 cloth face covering to eat. If weather is bad and the group must be inside, 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 food to them. Where lines are needed (e.g. lining up to go outside, inside head count, etc.) existing school markers will be used on the floor to help

children maintain sufficient distance from other children in line. Handwashing after every trip to the restroom is required.

Playgrounds – July 1 saw playgrounds reopened to the public. Currently playgrounds will be cleaned/sanitized on an as needed basis.

Preventing Cross Contamination on Wednesdays – When three sites converge on Wednesdays for an all-day program, 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 storage of personal belongings. 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 – Participant will be directed to the Isolation Room/Recreation Leader Office. If a child is symptomatic, staff will wear appropriate PPE, contact parent/guardian or emergency contact for pickup. If a staff member becomes ill, they will be sent home immediately. Individuals may not return until symptom-free for 72 hours.

Procedure if Confirmed Case – In the event that a staff member or participant 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 participants off site for a period of 14 days in order to reduce the risk of transmission to other groups. If a child 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 children.

Communication with Parents and Guardians - Parks & Recreation is committed to open communication with the families of our participants. In the event that a child 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 child. Currently this is the recreation office at East End, Reiche, and Peaks Island and the Community Center Room at Riverton Community Center/Talbot School. Use of existing isolation rooms at each of the following school locations would be optimal: Ocean Avenue, Rowe, Presumpscot, Longfellow and Lyseth Schools.

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

Family Travel - Families planning on traveling out of state and outside of exempted areas with their children will be permitted to attend the program after EITHER a self-quarantine of 14 days upon their return to the state of Maine OR after receiving a negative COVID-19 test upon their return to the state of Maine (proof must be supplied to the recreation office). Exempted travel states currently include New Hampshire, Vermont, New York, New Jersey and Connecticut.

Updated September 22, 2020

APPENDIX A

CAMPER: _____

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

APPENDIX B

PROGRAM DROP-OFF FOR BEFORE SCHOOL RECREATION

- Parents and children stay in vehicles when arriving on site or stay by the recreation sign near the front door of the school.
- 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 (if they are still in their vehicle).
- 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 and escorted into the program.
- Staff will wear personal protective equipment (PPE) during drop off.

PROGRAM PICK-UP

- Parents stay in vehicles when arriving on site or stay by the recreation sign near the front door of the school.
- 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 parent/adult picking up.
- 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 Recreation 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

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

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.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

Name of Activity Participant(s)