

North Clackamas Parks and Recreation District: Aquatic Park Coronavirus Reopening Plan

This document will outline the procedures and guidelines that the North Clackamas Parks and Recreation District: Aquatic Park (NCPRD-AP) will comply with as it resumes operations of facility and programming. The information provided within this document has been compiled from sources such as the Centers for Disease Control (CDC), the Oregon Health Authority (OHA), Clackamas County Public Health (CCPH), American Red Cross (ARC), National Parks and Recreation (NRPA) and the United States Swimming Association (USAA).

Requirements During All Phases Until Phase Out

1. Employees

- A. Employees exhibiting any symptoms related to COVID-19, such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea will be sent home immediately and will not be allowed to return to work until:

Symptom-based strategy:

- i. At least 3-days have passed (a full 72 hours) since recovery defined as resolution of fever without the use of fever-reducing medications and improvement of respiratory symptoms (cough, shortness of breath) **AND**
- ii. At least 10 days have passed since symptoms first appeared; **OR**

Test-based strategy (for those that have been tested and received a positive COVID-19 result):

- i. Resolution of fever without the use of fever-reducing medications **AND**
- ii. Improvement of respiratory symptoms (cough, shortness of breath) **AND**
- iii. Negative test results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection for SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected less than 24 hours apart.

Staff members who are sent home either due to having a temperature at or above 100.4 degrees or are exhibiting any symptoms related to COVID-19, will be advised to contact their healthcare provider and provided link for information related to the Families First Coronavirus Response Act (FFCRA): <http://web1.clackamas.us/coronavirus/ffcra-faq>. The FFCRA provides emergency paid sick leave for employees experiencing COVID symptoms.

Supervisor will contact public health for follow-up with employee on symptoms, health check and contact tracing.

- B. Employees will always be required to wear a mask while onsite (when at service desks, in common areas, and while engaged with the public or another employee in their offices). Employees that have their own office, do not have to wear a mask when working in their office alone.

- C. Employees need to maintain physical distancing, which is 6 feet or more when working with others or helping the public, whenever possible.
- D. Proper personal protective equipment (PPE) should be worn at all times when engaging in cleaning and sanitizing facilities and equipment.
- E. Employees should be extremely cognizant of maintaining personal hygiene and ensure that they are washing their hands for a minimum of 20 seconds or using a 60% or better hand sanitizer frequently.
- F. Meetings should be conducted virtually whenever possible to avoid physical contact. When meetings or trainings are conducted in person, care should be taken to ensure physical distancing of 6 feet or more.
- G. Staff should wear disposable gloves when fulfilling duties requiring contact with patrons and their personal belongings, such as cash payments, checking identification and using shared writing utensils. Efforts will be made to minimize these interactions through the use of contact-free payments, patron-scanning of entrance cards and discontinuation of sign-in systems where not absolutely necessary.

2. Participants, Members, and General Public

- A. Anyone utilizing our facilities or programs must comply with program/event modifications, instructions from staff and posted signs. Failure to comply will result in removal from the program/event and/or facility.
- B. All participants and members (or Parent/Guardian if the participant/member are a minor) will be required to sign the additional COVID-19 Waiver and Release prior to utilizing any of the services and facilities that NCPRD provides.
- C. If a person has been knowingly exposed or feels ill, they must refrain from using any of our services or facilities until receiving further direction from the CCPH. Failure to do so and exposing others to this disease may result in closure of facilities, removal of teams from rental assignments or even the cancellation of a program.
- D. It is required that all persons utilizing any of our services and/or facilities wear a mask except when they are actively swimming in the water. The CDC recommends the following regarding masks:
 - i. Wear masks with two or more layers to stop the spread of COVID-19.
 - ii. Wear the mask over your nose and mouth and secure it under your chin.
 - iii. Masks should be worn by people two years and older.
 - iv. Masks should NOT be worn by children younger than two, people who have trouble breathing, or people who cannot remove the mask without assistance.
 - v. Do **NOT** wear masks intended for healthcare workers, for example, N95 respirators.
 - vi. CDC does not recommend the use of gaiters or face shields. Evaluation of these face covers is on-going but effectiveness is unknown at this time.

DO choose masks that		DO NOT choose masks that	
	Have two or more layers of washable, breathable fabric		Are made of fabric that makes it hard to breathe, for example, vinyl
	Completely cover your nose and mouth		Have exhalation valves or vents, which allow virus particles to escape
	Fit snugly against the sides of your face and don't have gaps		Are intended for healthcare workers, including N95 respirators or surgical masks

Do NOT wear a mask

			
Around your neck	On your forehead	Under your nose	Only on your nose
			
On your chin	Dangling from one ear	On your arm	

For further information regarding the CDC recommendations on masks please refer to: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

- E. Per CDC guidelines for re-opening, a daily screening questionnaire should be completed for everyone who enters the facility.

The screening questions are:

- i. Have you or anyone in your household come into close contact (within six feet) with someone who has a laboratory confirmed COVID-19 diagnosis in the past 14 days?
- ii. Have you or anyone in your household experienced any of the following during the last 48 hours? fever or chills - cough - diarrhea - shortness of breath or difficulty breathing - new loss of taste or smell - body aches
- iii. Have you or anyone in your household traveled, in the past 14 days, to/from regions that currently have a stay-in-place order for COVID-19?

3. Facilities

- A. The following signs will be posted in the facilities for the duration of this Plan.
 - i. Maintain Social/Physical Distancing of 6 feet or more.
 - ii. Closure signs of either equipment or facility areas; such as bleachers, or locker rooms.
 - iii. Warnings. Such as public restrooms and common touch areas. These signs can include Wash Your Hands reminders, Cover your Cough and Symptoms of Coronavirus (COVID-19).
- B. The Aquatic Park will utilize entrance and exits to create one-way flow whenever possible.
- C. Plexiglass barriers will remain in place at all service desks until the conclusion of Phase Out. This may be extended beyond the final phase per NCPRD administration.
- D. Sufficient facilities for hand hygiene will be provided throughout the facility. Supplies will include soap, paper towels and no-touch trash cans. For areas where soap and water are not available, hand sanitizer by Eco-Lab will be available in a touch free dispenser.

4. Operational Elements of Re-Opening

- A. Step 1: Partial Limited Re-opening
 - i. The Aquatic Park would open the lap pool and the dive well, with limited use.
 - ii. NCPRD staff are available via email and phone as well as our on-line registration system.
- B. Step 2: Limited Re-opening with expanded programming
 - i. The Aquatic Park remains open with limited use and aims to expand programming and additional pools, if possible.
 - ii. Limited spectators and participants to meet OHA guidance for social distancing.
 - iii. Programs will be restricted to one parent/guardian per participant for minor children. Drop off is still recommended whenever possible.
- C. Step 3: Phase 3 or Phase out
 - i. All operations resume to normal once the state is in Phase 3.
- D. Cleaning and Sanitation frequency will reduce back to “normal” once we have Phased Out. However the overall sanitation and cleaning will continue indefinitely.

5. Confirmed Cases of COVID-19 within a facility or program

- A. If a confirmed case of COVID-19 is found from an employee, the following will apply.
 - i. Employees found to be in close contact with someone that has tested positive will be put on isolation orders by CCPH. This will be coordinated between NCPRD and the CCPH.
 - ii. Close contact is defined as being within six feet with someone that has been confirmed positive for more than 15 minutes.
- B. If a confirmed case of COVID-19 is discovered within a participant/member that has visited the facility the following will apply:
 - i. The facility will be completely sanitized to ensure that all components are clean according to the cleaning procedures listed in CDC guidelines.

- ii. NCPRD will coordinate with CCPH to ensure that all contact tracing can be determined.
- iii. The person(s) that have been affected will be removed and/or their membership suspended until they are cleared by CCPH.

6. Cleaning Procedures

- A. The exact extent and frequency may vary depending on program, and/or equipment, however the process will be done at a minimum of at least once per day. All staff conducting facility cleaning will don safety goggles, gloves and a face mask (in addition to standing PPE required for cleaning).
- B. Prep the surface for sanitation by removing any liquids, dried liquids and/or solids from the surface. This step in the process should utilize a cleaning agent such as glass cleaner, Eco-Lab Peroxide Multi Surface cleaner and Disinfectant, cleaning wipe and/or soap and water. Please note, care should be taken on electronics as those can be damaged with these products.
Sanitation –
 - i. Once the surface has dried, sanitize using a sprayer or spray bottle filled with Eco-Lab Peroxide Multi Surface Cleaner and Disinfectant and let sit for 45 seconds. You will stand a minimum of 2 feet away when spraying and pay close attention to ensure all common touch areas are covered.
 - ii. When possible, a final rinse or wipe down is recommended to remove any residual product.

7. Program specific standard operating procedures (SOP's)

- A. Lap Swimming
 - i. Lap swimmers will pre-register for a lane rental for up to 45 minutes of swimming time.
 - ii. It is recommended that lap swimmers arrive in their swim suit and be prepared to leave in their swim suit.
 - iii. Masks will be required of the lap swimmers until they get to the pool's edge.
 - iv. If any equipment is utilized, it will be placed in the "needs to be sanitized" container (this could include kickboards, pull buoys and hand paddles).
 - v. The pathway for entering and exiting the facility will be defined by staff and will focus on one way traffic.
- B. Aquatic Exercise Classes
 - i. Aqua-x patrons will pre-register for a class that will be scheduled for 45 minutes.
 - ii. It is recommended that Aqua-x patrons arrive in their swim suit and be prepared to leave in their swim suit.
 - iii. Masks will be required of the Aqua-x patrons during their entire visit.
 - iv. Any equipment that is utilized will be placed in the "needs to be sanitized" container (this could include noodles, weights and barbells).
 - v. The pathway for entering and exiting the facility will be defined by staff and will focus on one way traffic.
- C. Rentals
 - i. Renters will be scheduled in advance and required to submit their Covid-19 safety plan, meeting OHA guidance, for approval.

- ii. It is recommended that all participants in a rental group arrive in their swim suit and be prepared to leave in their swim suit.
- iii. Masks will be required during entry and exit by all participants in a rental group.
- iv. No equipment will be available during rentals (this could include kickboards, pull buoys or dive bricks).
- v. The pathway for entering and exiting the facility will be defined by staff and will focus on one way traffic.
- vi. Each rental group will be required to provide at least one social distancing monitor that will have this responsibility as their sole duty during the rental time.

D. Staff trainings

- i. All staff trainings will utilize the recommendations of Clackamas County, CDC and ARC.
- ii. Any trainings that can be completed via an on-line platform to avoid in person training shall be utilized. This will include customer service, CPR/First Aid and mandatory on-line based trainings.
- iii. In person trainings will be conducted utilizing the County guidelines for social distancing and be grouped into small cohorts to limit possible exposures. In addition we will utilize ARC's following guidelines for in-person trainings:
 - At a minimum, hand hygiene should be performed at the following times:
 - Beginning and end of class
 - Before and after meals and snacks
 - Before and after skill practice sessions (When wearing gloves, hand hygiene should be done before putting on gloves and after removing them.)
 - Every student must wear gloves during all skill practices and assessment scenarios.
 - Every student must use a breathing barrier when giving rescue breaths.
 - There will be 6 feet of separation of students and instructors at all times, as well as no physical contact for the skills.
 - An updated 1:1 student-to-manikin ratio will apply, along with a 1:1 student-to-AED training device ratio, or end-of-class level cleaning for AED training devices between students.
 - Each student will use their own breathing barrier when practicing on a manikin.
- iv. Staff will be asked to bring a fellow household member as a victim/assistance for water trainings to reduce or eliminate rescues involving fellow co-workers.
- v. For group rescue scenarios, staff will utilize multiple manikins and conduct the evolutions while separated by social distance, but will work in unison on their individual manikins to accomplish their various parts of the rescue.
- vi. No masks are to be worn during water rescues for lifeguards. Whenever possible, a fellow household member or manikin should be utilized during trainings. If neither are an option, then staff members should be grouped into small pairs for the remainder of the training (and foreseeable future). This pairing is necessary due to the inability to maintain social distance and the lack of facial mask usage..
- vii. For lifeguards that need to conduct an actual water rescue, we will utilize the SOP created by Clackamas County Risk for COVID-19 potential exposures (steps are listed under subsection E of this section).

E. Clackamas County Covid-19 Employee Exposure – Standard Operating Procedures (SOP)

Initial Steps (to be completed by employee):

- i. Notify supervisor immediately
- ii. Submit Incident Accident Report (IAR) to Risk Management
- iii. Disinfect known work spaces* (i.e., cubical, county issued vehicle, equipment)
*Supervisor or designee may be asked to perform this task if employee is unable to do so.

Additional Steps:

- iv. Per Oregon Health Authority, employee needs to quarantine for 14 days, even if there are no symptoms. This means:
 - a. Safely remove employee from designated work space (field and/or office)
 - b. Send employee home (encourage remote work if possible)
 - c. Limit exposure to others; staying at least 6 feet away from everyone you live with
 - d. Symptoms may appear **2-14 days after exposure to the virus**. If you have no symptoms after your 14 days of quarantine, you may resume normal activities and return-to-work (RTW).
 - e. If you experience COVID-19 symptoms or had close contact with someone who has **tested positive** (not potential but confirmed positive) for COVID-19, contact a healthcare provider to discuss testing options and availability.
- v. If advised/directed by healthcare professional to test, below are (3) primary channels* for COVID testing and helpful tips:
 - a. Personal Provider (thru Kaiser or Providence); copays and additional expenses associated with testing may be charged upfront; reimbursement later.
 - b. County agreement with Providence Occupational Med Clackamas Clinic to perform “job related” COVID exposure testing and direct bill to Risk Mgmt.
 - c. 3rd Party Clinic/lab set up for COVID testing; costs associated with testing paid at time of service by employee; reimbursement later.
*Locations for [Coronavirus Testing Near You](#)
 - d. There are 2 different kinds of clinical tests available for COVID-19. You’ll want to request **Diagnostic testing** which tells you if you’re infected right now. It’s done by collecting fluid from your nose, throat or lungs.
 - e. Appointment required; no walk-ins
 - f. The turnaround time for diagnostic testing varies from 1 to 3 days; if you don’t receive results within 3 days, call the location you were tested at.
- vi. It’s important to self-isolate as much as possible while you wait for your test results to avoid getting others sick.
- vii. If **test results are negative**, you’ve quarantined for 14 days and no symptoms appear-employee may return to work (RTW) and resume job functions.

If **test results are positive***, continue isolation for 14 days, or until your symptoms are improving and you haven’t had a fever for 24 hours – whichever is longer.

*Clackamas County Public Health (PH) will be notified if an employee test result comes back positive. At that time, PH will begin their disease investigation and contact tracing work. (PH infectious disease control line: 503.742.5300)

Employee needs to be able to report to supervisor they are symptom free before RTW.

Potential Symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

- viii. Contact **Leaveadmin@clackamas.us** for leave of absence options, leave-related paperwork and timesheet coding.
 - a. Families First Coronavirus Response Act (FFCRA) provides two paid COVID leave types for eligible employees. Complete and submit the **Leave Request Form**.
 - b. If eligible, some or all of FFCRA leave is paid without use of employee's paid leave accruals.

Procedures provided by Risk Management as of 9/24/20. These are fluid and subject to change based on updated guidance from OHA, CDC and PH.