



TOWN OF MENDON
PARKS & RECREATION DEPARTMENT

20 Main Street
Mendon, Massachusetts 01756
Phone: (508) 473-0600 Fax: (508) 478-8241
Email: parkcomm@mendonma.gov
mendonma.gov/parks

Meeting Date: 6/4/2020
Meeting Location: Remote Zoom Meeting
Minutes Approved: 1/13/2021

Members Present: Tom Belland, Dan Byer, AJ Byrne

Members Absent:

Parks Director: Dan Byer

Others:

The meeting was called to order at 6:01 with Dan and AJ in attendance. The meeting was held by Zoom conference due to the COVID-19 State of Emergency and pursuant to the revisions to the Open Meeting Laws. All votes will be taken by roll call.

The meeting was called to order at 7pm.

Stephen Bodio, Beth Devrix, John DiAnni, Patrick Kluppa, Avery Gemmel, Kerry Julian, and an additional person by phone were all present from Nipmuc Youth Baseball and Nipmuc Youth Softball where there to discuss COVID -19 and their summer programming.

The commission discussed the current youth sports regulations issued by the state. Softball and Baseball discussed their plans. They will have 1 practice at a time, ask parents to drop off and not stay. They are doing 5 teams with 1 on each day. Tom asked about cleaning. John discussed using temporary fencing to keep social distancing.

The state is recommending limiting spectators to 1 per player. No dugouts. Tom said they should bring their own chairs. All agree we will close dugouts for now. Tom suggests eliminating drills/activities with kids in lines, close together. Both leagues are appointing a safety person to manage COVID compliance. Parks will close the bleachers. We will need to wait until the start of Phase 2 for youth sports to start. They discussed scheduling. Not sure if Basketball will happen this summer. Chris is looking for space at Grover, should be fine.

Stephen Bodio presented an opportunity through Baseball. Mizuno is a club team in Shrewsbury looking for field space. Many NYB players are involved or have been. They wanted to sublet their field time to Mizuno as a fundraiser. Parks discussed. There are concerns about a 3rd party group profiting off of town property. The commissioners all agree use needs to go through the commission only. Tom says any agreement they have with NYB is separate but they need to reserve the field through Parks. AJ says it needs more discussion. Stephen will get more info on their dates and times.

The commission discussed field use and agree we want to allow use when it is safe.

AJ made a motion to allow field use once Phase 2 is announced in accordance with the state guidelines, Tom seconded and all approved.

AJ made a motion to reopen all Parks facilities in accordance with the state guidelines, Tom seconded and all approved.

The commission discussed the updated COVID plans (**Exhibit A**). Tom asked about contactless payments, Dan will look into it; we are going to try and encourage online only. The basketball at the beach will remain closed.

The commissioners discussed the Byrne Basketball Court. All agree it should remain closed for now. Too much congregation and the rules are hard to enforce. We can re-evaluate with the phase 3 updates. It is banned for youth sports so should stay closed for now.

AJ made a motion to amend the previous vote and keep the Memorial Park Byrne Basketball Court closed until further notice, Tom seconded and all approved.

The commissioners reviewed the plans for the rec program. They discussed PPE. AJ asked about training, Dan said Jenn is working on a presentation for staff. Tom suggests all participants screening be done in their cars before they get out. The commission discussed how to handle cleaning and potential illnesses. All agree this will be a very different year. Discussed masks, will be a condition of employment.

The meeting was adjourned at 9:05pm.



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Mendon Parks COVID-19 Operations Procedure

6/4/20

Town Beach & Snack Shack

General Guidelines:

- No handshaking
- Wash hands often with soap for at least 20 seconds or use hand sanitizer
- A "No Congregation" policy is in effect, individuals must implement social distancing by maintaining a minimum distance of 6-feet from other individuals
- Employees are required to wear masks if they cannot maintain 6 feet of social distancing
- Please maintain Social Distancing separation during breaks and lunch.
- Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands, if no tissue is available then cough into your elbow
- Avoid touching eyes, nose, and mouth with your hands
- To avoid sharing germs, please clean up after Yourself. DO NOT make others responsible for moving, unpacking and packing up your personal belongings
- If you or a family member is feeling ill, stay home!

Personal Health

Prior to starting a shift, each employee will self-certify to their supervisor that they:

- Have no signs of a fever or a measured temperature above 100.3 degrees or greater, a cough or trouble breathing within the past 24 hours.
- Have not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
- Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

Employees exhibiting symptoms or unable to self-certify should be directed to leave the work site and seek medical attention and applicable testing by their health care provider. They are not to return to the work site until cleared by a medical professional.

If an employee leaves the work-site they shall wash their hands before returning.

If an employee develops any symptoms while on shift they shall immediately self-isolate and notify their supervisor and Parks Director. The Parks Director will respond on site to ensure any items handled by the employee are properly disinfected before it can be loaded and returned to storage. The Board of Health shall be notified and will work with the Parks Commission to address the situation.

Patrons

- All visitors to the beach facility shall be required to wear a facemask in accordance with COVID-19 Order #31. All persons over the age of 2 shall wear a face covering when unable to social distance (maintain 6 ft of separation) unless they have a medical condition preventing them from doing so. Masks are not required to be worn when swimming.
 - Snack Shack staff shall ensure compliance with this directive upon entry to the beach.
 - Signage will be posted to remind patrons.
- All Visitors shall maintain social distancing of at least 6 feet at all times and 12ft of distance shall be maintained between each toweling/beach blanket location.
- Groups over 10 are not permitted. This is subject to change as state guidelines are revised. Staff shall not allow more than 10 admissions within a single transaction and groups of larger than 10 may not be permitted to enter.
 - No outside events or parties shall be permitted during this time.
- No loitering or gatherings in the parking lot shall be permitted. In accordance with existing rules, no entry to the beach shall be allowed over the ropes or through the public access pathway.
- No organized games are permitted including volleyball, basketball, soccer, etc. need clarification on basketball ct
- The capacity of the beach shall be limited to XX (measurements needed) 12ft distance
- Picnic Tables – to be removed and stored on the side of the basketball court. Will not be used until further guidance is available.
- Signage will be posted to ensure the directional flow of traffic into and out of the beach



Employees

- ALL beach employees shall wear masks when not otherwise able to socially distance.
-

Admissions

- All are requested to use contactless payment methods wherever possible.
 - A credit card terminal shall be provided for public use so staff do not need to handle cards.
 - Exact change is requested if possible for customers paying with cash.
- Stanchions and 6' markers will be set up to help ensure social distancing

Lifeguards

- A minimum of 6 ft shall be maintained between lifeguards and members of the public unless assisting with an emergency.
 - Posts and signs will be posted around the lifeguard area.

First Aid

- Staff shall wear all appropriate PPE when administering First Aid.
- A bag/valve device shall be procured for CPR.

Bathrooms

- All bathrooms are limited to single occupancy.
- Bathrooms shall be cleaned on a daily schedule in accordance with CDC guidelines.
 - Snack Shack employees will be assigned cleaning duties on a daily basis.

General Cleaning

- Staff shall wear PPE (masks and gloves) when handling trash.
- High contact items (light switches, counters, railings, door knobs, etc) shall be cleaned and sanitized on a daily basis.
- A log book will be set up to track cleaning.

Snack Shack

Patrons

- A solid barrier shall be installed in the shack service window to limit the opening to the small food window only.
- As above, a credit card terminal will be available for customer use.
- Stanchions and social distancing signage will be posted.
-

Staff

- All Shack employees will wear facemasks at all times. This includes when working alone in the shack.
- Best efforts will be made to limit the rotation of staff and stick to consistent schedules throughout the summer

Food

- Self-serv utensils will be removed and instead provided individually on request
- All condiments will be replaced with single serve packages.
- Plastic food trays will not be used.
 - An exterior tray return may be constructed to allow for the use of trays without bringing them back into the shack until the end of the day

Cleaning

- All cleaning protocols listed above will continue.
- All food contact surfaces and the front counter will be cleaned and sanitized every 4 hours.

Presumptive or Positive COVID-19

- In the event of a presumptive or actual positive COVID-19 case of a worker, patron, or vendor, the beach and shack facility must be immediately shut down for 24 hours and then must be cleaned and disinfected in accordance with current CDC guidance before re-opening.

Swim Lessons:

n/a



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Maintenance COVID-19 Plan

General Guidelines:

- No handshaking
- Wash hands often with soap for at least 20 seconds or use hand sanitizer
- A "No Congregation" policy is in effect; individuals must implement social distancing by maintaining a minimum distance of 6-feet from other individuals
- Employees are required to wear masks if they cannot maintain 6 feet of social distancing
- Avoid face to face meetings – critical situations requiring in-person discussion must follow social distancing
- All individual work crew meetings/tailgate talks should be held outside and follow social distancing
- Please keep all crews a minimum of 6' apart at all times to eliminate the potential of cross contamination
- To avoid external contamination, we recommend everyone bring food from home
- Please maintain Social Distancing separation during breaks and lunch.
- Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands, if no tissue is available then cough into your elbow
- Avoid touching eyes, nose, and mouth with your hands
- To avoid sharing germs, please clean up after Yourself. DO NOT make others responsible for moving, unpacking and packing up your personal belongings
- If you or a family member is feeling ill, stay home!

Personal Health

Prior to starting a shift, each employee will self-certify to their supervisor that they:

- Have no signs of a fever or a measured temperature above 100.3 degrees or greater, a cough or trouble breathing within the past 24 hours.
- Have not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
- Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

Employees exhibiting symptoms or unable to self-certify should be directed to leave the work site and seek medical attention and applicable testing by their health care provider. They are not to return to the work site until cleared by a medical professional.

If an employee leaves the work-site they shall wash their hands before returning.

If an employee develops any symptoms while on shift they shall immediately self-isolate and notify their supervisor and Parks Director. The Parks Director will respond on site to ensure any equipment used by the employee is properly disinfected before it can be loaded and returned to storage. The Board of Health shall be notified and will work with the Parks Commission to address the situation.



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Garage/Base

Crew will operate out of Morrison Dr. Shell (instead of Highway Barn) to keep separate from Highway staff. A portable toilet with built in sink will be located here.

All staff will meet at Morison Dr. Staff will also have access to running water/handwashing facilities at the Memorial Park Bathrooms.

Truck/Transport between locations

Phase 1 and 2: Employees will split between the Parks Truck and Town Electric Car. Three employees in the truck and Two in the car. If there are only 4 employees, they may all use the Truck. Employees will wear masks at all times in the vehicles.

Phase 3 – Employees may transition to using just the Truck, masks must still be worn.

No tools or equipment will be transported in the Electric Car.

Employees will not drive their own vehicles on the clock.

PPE

Masks - Per state order, all staff will wear masks unless they can maintain 6ft of separation. Masks not required while out working unless 6' cannot be maintained. Masks should be worn when handling/emptying trash and/or cleaning bathrooms.

Gloves - Staff should wear work gloves when out running equipment and especially when handling trash.

Hearing protection/eye protection – earmuffs to be assigned to individual staff for the summer. Each employee should keep their own pair to avoid cross contamination. Alcohol wipes to be supplied in truck for cleaning needs

Sanitizing equipment

Staff shall wipe down all contact points on equipment at least once per day and before using a piece of equipment used by another employee. Cleaning supplies will be available in the truck.

Bathrooms

Per the current guidelines the bathrooms to be cleaned once per day. Cleaning will be performed by Maintenance Crew in the mornings. We will figure out a staffing plan to have the bathrooms cleaned on the weekends. Social Distancing signage will be posted within bathrooms.

We have sourced a Quaternary sanitizer product that is EPA registered for use against COVID-19 (EPA 70627-63 and EPA 70627-24)

All applicable PPE will be worn while cleaning and training will be provided to staff per the CDC guidelines.



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Mendon Parks COVID-19 Operations Procedure

6/4/20

Kids 'N' Us Recreation Program

1. Recreational Camps and Programs

A.

B. Planning for Recreational Camps and Programs: All camps that are allowed to operate during the current phase must meet the following planning requirements

- (1) Recreational Camps and Programs plans must be updated to address how they will meet the new health and safety requirements associated with COVID-19. For Recreational Camps, plans must be included into Staff Training and Orientation and provided in writing and included in or in addition to the written camp Health Care Policy and other relevant procedures (105 CMR 430.159). Elements planning for Recreational Camps and Programs must include the following:
 - i. **To be outlined in this plan**
 - ii. **Additional staff training power point will be developed for our orientation based on these guidelines**
 - (a) A plan to address cleaning, disinfecting, sanitizing and frequency. This must include a daily staff cleaning schedule (before, during, and after activities) to ensure that all areas, materials, furniture, and equipment are properly cleaned, sanitized, or disinfected.
 - a. **Cleaning plan to be developed by Rec Management. Logs will be created and a staff member will be tasked with coordinating cleaning on a daily basis**
 - (b) A plan for identifying and handling sick, symptomatic, and exposed children and staff that includes but is not limited to daily screening checks, temperature screenings, location of screening activities, and staff responsible for screening. All staff conducting screenings should be trained to do so by the Health Care Consultant.
 - a. **See below, drop off procedures and illness procedures**
 - (c) A plan for the isolation and discharge of sick, symptomatic, and exposed children or staff, including procedures for contacting parents immediately, criteria for seeking medical assistance, transportation of a child/staff who has developed symptoms related to COVID-19 mid-day and who rely on camp transportation, mitigation of transmission until the sick individual can safely leave the camp, and immediately notifying the local board of health.
 - a. **To be discussed below**
- (2) Recreational Camps and Programs must ensure that their sick leave policies are flexible and promote the importance of staff not coming to work if they have a frequent cough, sneezing, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell, or if they or someone they live with has been diagnosed with COVID-19.

- i. Current policy is unlimited sick leave. A Doctor's note may be required for extended absences. The Board of Health will be consulted in the case of any illnesses.
- (3) Recreational Camps and Programs must designate a senior camp staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
 - i. Director of Parks & Recreation and Recreation Director.
- (4) Recreational Camps and Programs must develop a plan for food service. Snacks and meals should be brought from home, be pre-packaged, or be ready to serve in individual portions to minimize handling and preparation. Where this is not feasible, staff must prepare and serve meals. Meals should not be served family style.
 - i. AM snack is brought from home
 - ii. Lunch is optionally provided by the snack shack or brought from home
 - 1. All meals will be pre-packaged and all condiments will be in individual packets
 - iii. PM snack is provided and consists of pre-packaged ice cream, snacks, or drinks.
- ~~(5) Recreational Camps and Programs must develop a plan for safe vendor deliveries, if applicable. Non-contact delivery protocols must be arranged whenever possible.~~
 - i. n/a, no deliveries to rec program
- (6) Recreational Camps and Programs must develop a plan for handling camp closings and staff absences. Determine how the facility will communicate with staff and parents. Determine who will inform local board of health, the Department of Public Health Community Sanitation Program, and other appropriate audiences.
 - i. Communication to be through Rec1 system and email. Director of Parks & Rec will handle all communication in conjunction with the Rec Director.
- (7) Recreational Camps and Programs must have a plan for sharing information and guidelines with parents that includes the following:
 - (a) A system to check with parents daily on the health status of their children when children are dropped off at the facility.
 - a. To be addressed at drop off time
 - (b) Email addresses and home, work, and mobile phone numbers from parents of children at the camp so that staff can reach them at any time.
 - a. All info is already collected in the Rec1 system and backed up via daily emailed report
 - (c) A tested communication system with parents, children at the camp, all staff, facility and/or grounds management, and emergency medical services.
 - a. Rec1 system has been in place for several years all email and text alerts have been tested.
 - b. Radios are available for rec staff to ensure internal communications
 - (d) Information on COVID-19 including symptoms, transmission, prevention, and when to seek medical attention. Encouraging parents to share the information with their children as appropriate.
 - a. Parent packet to be created
 - (e) Provide parents with information on the camp's policies for preventing and responding to infection and illness. This must be given to the camper's parents/guardians and not just provided on a website. Provide information in the primary languages spoken by the parents, if possible
 - a. This entire policy will be shared with parents.
- (8) Recreational Camps and Programs must develop safe pickup/drop off procedures to maintain social distancing and prevent the mixing of campers.

- (a) Encourage the same family member to be pickup/drop off person.
 - a. To be addressed in parent packet
 - (b) Explain new procedures with parents prior to the first drop-off.
 - a. To be addressed in parent packet
 - (c) Confirm the pickup person is camper's parent, legal guardian, or other individual designated in writing to have permission to pick up the camper.
 - a. Existing policies already in place
- (9) A transportation plan for limited camp transportation, if needed, provided that transportation conforms with the guidance in Section 10, Transportation.
 - i. n/a no trips, field trips cancelled. If we move to the rain location, all drop off and pick up will occur at this location. No children will be transported
- (10) Camps must have contingency plans for arranging for transportation for a sick camper, in the case that parents are unable to pick up their children, and for staff, in case they are unable to transport themselves.
 - i. If a parent or guardian is unable to be reached, the EMS system will be activated.
 - ii. An emergency contact form for all staff is on file.
- C. Preparing for Recreational Camps and Programs: Recreational Camps and Programs permitted to operate during the current phase must prepare the camp environment to promote the new health and safety requirements and to facilitate infection control activities.
 - (1) Contact facility management and other programs sharing facility space to discuss if and how new requirements can be implemented and plan to address any challenges.
 - i. Parks Commission will coordinate use of parks space. Youth sports to be limited to start after the end of the rec program (5pm). No other permitted use will be allowed Mon-Fri 8am-5pm
 - (2) Prepare the materials and equipment to be used by children to minimize sharing and promote physical distancing. Shared items that cannot be cleaned or disinfected must be removed from activity rotation.
 - i. To be completed by Rec management team.
 - (3) Prepare all cleaning, sanitizing, and disinfecting solutions and store them in a locked closet or compartment that is accessible to staff in each area of the camp, but inaccessible to campers. Ensure that supplies for hand hygiene are adequate, accessible, and placed appropriately throughout the camp space.
 - i. Cleaning supplies to be based in the snack shack and the locked cabinet in the Classroom office
 - (4) Prepare the camp space to ensure physical distancing required by the phase are met.
 - (a) Camps must consider physical building capacity limitations and the total number of children anticipated to be in any one area throughout the day and during inclement weather.
 - (b) Decisions about organization of the camp space must be guided by the camp's ability to implement adequate and consistent physical distancing, especially in terms of utilization of common spaces that need to be shared by campers and staff.
 - (c) Camp enrollment must be based on the number of individuals that may be housed in an emergency. Emergency shelter occupancy shall provide 30 sq. ft per individual in order to ensure room and enforce 6-ft separation between individuals.
 - a. See capacity section below
 - ~~(5) Recreational Camps and Programs must increase staffing to ensure supervision of campers in the case of potential need for quarantine of staff with symptoms or illness as well as supervising youth with symptoms. Refer to [Healthcare Personnel: Occupational Exposure & Return to Work Guidance](#) for requirements on quarantine and returning to employment. Camps will also need increased staff to accommodate the rigorous cleaning requirements. Camps must make sure they are adequately staffed with health care professionals or~~

~~trained healthcare supervisors to supervise symptomatic campers while also managing their other health care responsibilities.~~

- ~~(a) At a minimum, camps must ensure 2 properly trained Health Care Supervisors are present at all times at camp in the event a camper becomes symptomatic while at camp.~~
 - (b) We are a Rec Program and this does not apply.
 - a. A minimum of 3 management level staff will be present each day above the general staff required to maintain the 10:1 ratios.
 - b. A daily “cleaning captain” position will be staffed to ensure coordination of cleaning
- (6) Staff members age 65 or older or with serious underlying health conditions should assess their risk to determine if they should stay home or follow additional precautions.
 - i. n/a
- (7) Ensure that there are adequate provisions for the storage of children and staff belongings so that they do not touch.
 - i. All staff belongings to be left in personal vehicles or stored in cubbies in the office.
 - ii. Children’s belongings to be stored in cubbies in the classroom building
- (8) Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods unless doing so creates a hazard.
 - i. AC system in Classroom has vent to outside.
 - ii. 99% of program will take place outdoors except in the case of emergency weather
 - iii. Rain location of Clough school has a commercial ventilation system
- (9) Ensure water systems and features (e.g., cooling systems) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires’ disease and other diseases associated with water.
 - i. Memorial Park is served by PWS 2179029. This PWS was re-started in June and approved for operation by the DEP.

Registrations and Payments

- Registrations will be limited to Massachusetts Residents
- Participants will be encouraged to pre-register and pay online
 - Same day payments will be accepted in the form of cash or check.
 - Credit cards may be accepted at the discretion of staff and availability of a portable reader.
 - Cash must be exact change
 - Any overages can be posted as a credit to the user's account.
- All participants will be encouraged to register by Friday of the previous week.
 - Same week registrations will be permitted only on a limited basis pending availability of space
- The refund policy shall be modified as follows:
 - All requests for cancellations or changes must be in writing at least 2 weeks prior.
 - The \$25 cancellation fee will be waived for any requests due to COVID-19 concerns.
 - In the case of a program closure due to COVID-19, pro-rated refunds will be issued. (refunds will not be pro-rated for a period of less than 1 day.
 - All refunds may be through Rec1 onto your original payment method or via paper check from the Town which may take up to 30 days to process.
- Week 1 is cancelled. All registrants will be offered their choice of a refund or credit towards another week.

Groups

- Participants will be broken up into groups of no more than 10.
 - Up to 2 counselors will be assigned to each group
- Groups will be generally divided by age.
 - When suitable to children's ages and developmental level, siblings in attendance at the same time must be kept in the same group. **The maximum allowed age gap will be X**

Capacity:

- Per the state regulations, 30 square feet of emergency shelter space is required per participant.

Location	Square Footage	Capacity (30SF/person)
Classroom	750	25 (2 groups)
Classroom Office	132	4 (staff)
Beach House	531	17 (1 group)
Pavilion	722	24 (2 groups)
<i>Alternate Locations</i>		
Clough Gym	?? TBD	Plenty of space...
Clough Café	??TBD	Plenty of space...

- Based on these numbers we will limit the program to 5 groups of up to 10 kids or a total of 50.

Staffing

- Each group will be staffed with 2 counselors (3 per day, 1 full day & 2 ½ day).
- Each group will have 15 shifts per week and will be assigned between 4 employees. These 4 will remain with their group each week
- Additionally there will be 3 manager level positions. They will not directly interact with groups except in the case of an emergency. Social distancing will be maintained at all times.
 - One of the managers will be assigned the role of "cleaning captain"
- The Office Assistant position will work all 5 days but have no contact with participants. The Office Assistant position will also assist in the packaging of lunch.

Masks

- All staff will wear masks when unable to socially distance.
- Participants shall wear masks when unable to social distance.
 - Masks are not required for outdoor activities when social distancing is possible.
- Participants shall be encouraged to bring their own masks.
 - Masks will be available for those unable to provide them.
- Parks will procure a supply of surgical masks for staff and participants if needed.

Field Trips

- All field trips for 2020 are cancelled. There will be no visitors to the program.
- No volunteers or visitors will be permitted.

Swimming

- Swimming at the Town Beach will not be permitted.
 - Due to the communal nature of the Beach Facility we cannot allow the participants to access the facility.
- As we progress into Phases 3 and 4 we may be able to allow for the use of a sprinkler or other water feature up at the park.
-

Activities

- The playground shall not be used by the Rec Program.
 - This may change in later phases possibly with required sanitizing.
- Board games?
- Crafts?
- If needed at Clough, supplies will be cleaned before and between uses
- Sports items ?

Classroom

- The classroom building and office will be restricted to staff and participants only.
- Parents may be allowed individual entry to address specific matters at the discretion of the Director.
 - Masks must be worn.
 - Parents will not enter the classroom building in children are present inside except in the case of an emergency.

Inclement Weather

- In the case of known inclement weather the program will be moved to Clough. Staff will go over there the day before to perform cleaning of the inside spaces.
 - No participants will be transported, the entire program will move to Clough and drop off/pick up will occur from there.
- In the case of sudden inclement weather, the participants shall take shelter in the emergency locations as listed in the Capacity section.

Lunch

- Meals from home are permitted
- Purchased lunches shall be pre-packaged by Shack staff in bags
 - Utensils shall be included in bags
- Condiments will be in individual packages
- Lunch will be eaten in groups in separate areas

General Cleaning

- All high touch items will be cleaned and sanitized daily.
- A specific employee will be designated as a "cleaning captain" to ensure proper cleaning throughout the day.
- Proper PPE (Masks and Gloves) should be worn when performing cleaning tasks.
- Sanitizer dispensers will be installed at the entrances to the classroom.

- An outdoor handwashing sink will be built and available for participants.

Drop-off

- Drop off/check in shall be a drive-by set-up based out of the Millville Rd parking lot
- Vehicles will line up in the Millville Rd parking lot (signage to be posted)
- Parents WILL NOT leave their cars.
- No one will exit their vehicles until checked in.
- 2 Senior employees will perform a screening process as follows
 - Child's temperature taken with infrared thermometer
 - Temp to be documented on sign in form
 - Screening questionnaire
 - Today or in the past 24 hours, have you or any household members had any of the following symptoms?
 - Fever (temperature of 100.0°F or above), felt feverish, or had chills?
 - Cough?
 - Sore throat?
 - Difficulty breathing?
 - Gastrointestinal symptoms (diarrhea, nausea, vomiting)?
 - Abdominal pain?
 - Unexplained Rash?
 - Fatigue?
 - Headache?
 - New loss of smell/taste?
 - New muscle aches?
 - Any other signs of illness?
 - In the past 14 days, have you had close contact with a person known to be infected with the novel coronavirus (COVID-19)? 5
- Payment will be collected if necessary.
- Child will exit the vehicle alone
 - Parents may assist with child seats, etc but must maintain 6' distance from staff.
- Rec Staff will escort child to appropriate group location.
- Parent will leave.
- Masks must be worn by parents if they exit the vehicle for any reason

Pick-Up

- Pick up shall be a curbside process based out of the Taft Ave Parking Lot.
- The spaces along the Classroom will be reserved for use during pick up only.
- Parents will remain in their vehicles.
- A staff member will monitor the lot and using radios, have the child sent down.
- Any discussion with the parent required shall be done at their vehicle. (Masks required)
 - Parents may exit to assist their child into their car.
- All pick-up to be in accordance with the existing policies for identification of Parents/Guardians

Potential Exposure or Illness

- All staff will be trained on the symptoms of COVID-19
 - Any child exhibiting the following symptoms shall be separated and isolated until able to leave.
 - Fever
 - Cough
 - Shortness of breath
 - Diarrhea
 - Nausea
 - Vomiting
 - Abdominal pain
 - Unexplained rash
- Any suspected illness shall be reported to the Rec Director and Parks Director immediately.
- Any child exhibiting the above symptoms shall be sent home immediately.
- If any child or staff appears to have severe symptoms, call emergency services immediately. Before transferring to a medical facility, notify the transfer team and medical facility if the individual is suspected to

have COVID-19. Severe symptoms include the following: extreme difficulty breathing (i.e. not being able to speak without gasping for air), bluish lips or face, persistent pain or pressure in the chest, severe persistent dizziness or lightheadedness, new confusion or inability to rouse someone, or new seizure or seizures that won't stop.

- The Parks Director shall report any incident of a child or staff member sent home for these reasons to the Board of Health.
 - All records of attendance, schedules, and group assignments will be made available upon request.
 - These records will be maintained for at least 3 years in accordance with the State Records Retention Guidelines (in practice these have been maintained permanently)
- The Parks Director and Recreation Director shall then coordinate a complete cleaning and sanitizing of any areas the person may have come into contact with. No employee other than the Parks Director or authorized contractor shall be permitted to clean and sanitize after a possible exposure
- Management staff in coordination with the Board of Health shall make a determination if the program should be suspended to allow for further cleaning.
- Any staff member other than the Parks Director may NOT disclose names, Addresses, and Contact info of participants. Information shall only be shared with authorized personnel from the Mendon Board of Health, State DPH, or CDC.
- The name of any participant or staff member who is diagnosed with COVID-19 shall not be released to other participants or employees. Employees shall maintain confidentiality of any identifying information.

Isolation

- The Beach House shall be used to isolate any child who exhibits the above symptoms.
- In the case of an incident the building shall be emptied and secured. Only the child and a single staff member with appropriate PPE will remain.
- No staff may enter without proper PPE.
- No participants or staff shall enter the Beach House until it has been properly sanitized.

Confirmed or Presumptive COVID-19

- If a Child or Staff Contracts COVID-19: Sick children or employees who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider. Determine the date of symptom onset for the child/staff. Determine if the child/staff attended/worked at the program while symptomatic or during the two days before symptoms began. Identify what days the child/staff attended/worked during that time. Determine who had close contact with the child/staff at the program during those days (staff and other children).
 - If the individual tests positive for COVID-19 but is asymptomatic, isolation may be discontinued when at least 10 days have passed from the date of the positive test, as long as the individual remains asymptomatic. For example, if the individual was tested on April 1, isolation may be discontinued on or after April 11.
- Notifying Required Parties: In the event that a program experiences an exposure, programs must notify the following parties.
 - Employees and families about exposure but maintain confidentiality.
 - Local board of health if a child or staff is COVID-19 positive.
- Self-Isolating Following Exposure or Potential Exposure: In the event that a staff member or child is exposed to a sick or symptomatic person, the following protocols must be followed.
 - If a child or staff has been exposed to COVID-19, regardless of whether the individual has symptoms or not, the child or staff must not be permitted to enter the program space and must be sent home. Exposed individuals must be directed to stay home for at least 14 days after the last day of contact with the person who is sick. The program must consult the local board of health for guidance on quarantine for other children and staff and what additional precautions will be needed to ensure the program space is safe for continued child care services.
 - If an exposed child or staff subsequently tests positive or their doctor says they have confirmed or probable COVID-19, they must be directed to stay home for a minimum of 10 days from the 1st day of symptoms appearing AND be fever-free for 72 hours without fever reducing medications AND experience significant improvements in symptoms. Release from isolation is under the jurisdiction of the local board of health where the individual resides.

- If a child's or staff's household member tests positive for COVID-19, the child or staff must self-quarantine for 14 days after the last time they could have been exposed.
- If an Exposed Child or Staff Remains Asymptomatic and/or Tests Negative for COVID-19: If the exposed individual remains asymptomatic and/or tests negative for COVID-19, they must remain in quarantine and continue to monitor for the full 14 days.

General Guidelines for staff:

All staff shall be restricted to Massachusetts Residents (all staff are MA already)

- No handshaking
- Wash hands often with soap for at least 20 seconds or use hand sanitizer
- A "No Congregation" policy is in effect, individuals must implement social distancing by maintaining a minimum distance of 6-feet from other individuals
- Employees are required to wear masks if they cannot maintain 6 feet of social distancing
- Please maintain Social Distancing separation during breaks and lunch.
- Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands, if no tissue is available then cough into your elbow
- Avoid touching eyes, nose, and mouth with your hands
- To avoid sharing germs, please clean up after Yourself. DO NOT make others responsible for moving, unpacking and packing up your personal belongings
- If you or a family member is feeling ill, stay home!

Personal Health

Prior to starting a shift, each employee will self-certify to their supervisor that they:

- Have no signs of a fever or a measured temperature above 100.3 degrees or greater, a cough or trouble breathing within the past 24 hours.
- Have not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
- Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

Employees exhibiting symptoms or unable to self-certify should be directed to leave the work site and seek medical attention and applicable testing by their health care provider. They are not to return to the work site until cleared by a medical professional.

If an employee leaves the work-site they shall wash their hands before returning.

If an employee develops any symptoms while on shift they shall immediately self-isolate and notify their supervisor and Parks Director. The Parks Director will respond on site to ensure any items handled by the employee are properly disinfected before it can be loaded and returned to storage. The Board of Health shall be notified and will work with the Parks Commission to address the situation.