

City of Portland Department of Recreation

Recreation Summer Program 2021 / Covid 19 Protocol

***This is a living document and is subject to change as more information becomes available and restrictions change. ***

Given the current Federal and State limitations surrounding COVID-19 the following plan is in preparation of restrictions per the State of Maine's CDC guidelines as outlined for June 30, 2021. As of June 30, 2021 the state of Maine's civil emergency has been lifted. Summer Day camps are permitted to occur. Outdoor gatherings are permitted to occur as well. However, any time participants and staff are indoors it is recommended that a distance of 3 feet of physical distance be maintained from one another whenever possible, and cloth masks are to be worn at all times, indoors, when not eating. All participants and facilitators must take care to avoid touching their eyes, nose, and mouth. Close contact with people who are sick must be avoided. Stay home if you feel ill.

Locations – The current plan is to have no more than 60 children in each summer program/site. By limiting our participants, we can ensure that there is sufficient space and distance available for children and program staff while seated indoors, for cleaning and delivery personnel to be present onsite, and any other persons needing to access a facility. Below is a list of available locations for summer recreation programs. 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
- Amanda C. Rowe Elementary School

Health Checks and Handwashing – Check-in/Drop-off and Pick-up will be the same as last summer: parents and children will be required to remain in their vehicles upon arrival. Staff will come to the cars to check each camper into camp for the day. Staff will escort children to their parents' vehicles at day's end.

Please limit the amount of camper personal items brought to camp: a change of clothes, towel for beach/swim days, a backpack, a **filled** water bottle, a lunch box (if not eating the meals provided on site), a bottle of spray sunscreen, and any medication. All medications must be given to staff immediately upon arrival for the day.

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 the Maine Department of Education guidelines of wearing a cloth mask while indoors at camp and when not eating. If they are on break or in a space where they are alone and they have been fully vaccinated, they do not need to wear a mask. If the masks are cloth they must be washed after daily use. Staff will not

be required to wear gloves unless performing an activity such as first aid, etc. Staff will be required to follow the same guidelines as the campers 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.

Campers PPE – All campers will be required to wear a cloth mask while in the summer program and **indoors**, except when eating, and while riding the bus/activity bus to and from field trips. Masks are not required to be worn while outside on the playground, at the beach, on a nature hike, etc. Parents will provide the mask(s) for their child/children and will be responsible for washing the mask prior to the start of the next camp day. If parents know their child needs to change a mask during the day, parents will provide extra cloth masks as needed. Any child arriving at the summer program without a cloth face mask will be given a disposable mask for the day. Children will be encouraged to wash hands and 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.) as scheduled. Prior to the use of shared equipment, campers and staff will be encouraged to hand sanitize first. Soft-surfaced items will have limited use.

Trips and Bussing –Every effort will be made for field trips to take place for Summer 2021. Use of a Portland School Department school bus is planned in addition to the use of the Recreation Department's 14 seat activity buses. While on any bus, masks will be worn by campers and staff, and windows will be opened. Due to the limited transportation options, groups will go on field trips in a staggered fashion, which will limit the number of children on the bus and at the field trip site. As allowed, each site will engage in walking field trips to nearby trails and parks. Efforts will be made to bring outside special activities to the children at their sites.

Hiring and Training – To date approximately 25 permanent staff are scheduled to return to active recreation roles. Staff training is planned prior to the start of camp. Online staff training in the form of a webinar or something similar may be possible, if circumstances warrant.

Activity and Equipment –Each summer program site will be broken down into smaller groups allowing staff to child ratios of 2:18. Commonly used items and equipment will be cleaned and sanitized as necessary.

Lunch, Lines, and Bathrooms – Lunch will be eaten outside as much as possible but will also take place indoors. When eating indoors, a distance of three feet will be maintained. Breaks and snacks will be handled in the same way. Whenever possible, lining up for breakfast and lunch will be avoided and staff will bring children's meals to them. Where lines are needed (e.g. lining up to go outside, inside head count, etc.) marks will be placed on the floor/ground, spaced at 3 feet apart, to help children maintain sufficient distance from other children in line. If in a situation where already established spots are not available, staff will have portable markers to quickly establish line spots. When possible hand sanitizer will be

placed at bathroom entrances to be used before entering. Handwashing after every trip to the restroom is required.

Playgrounds – Portland Recreation will have priority use of the playground between 9:00 a.m. and 3:00 p.m. to limit interaction with the general public.

Procedure if symptoms are shown – Camper and/or staff will be directed to the Isolation Room. If a camper is symptomatic, staff will wear appropriate PPE, contact parent/guardian or emergency contact for pickup. Individuals may not return until symptom-free for 72 hours.

Procedure if Confirmed Case – In the event that a staff member or camper 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 campers on site for a period of 10-14 days in order to reduce the risk of transmission to other groups. If a camper and/or staff member test positive, they must remain home until recovered (per current 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 campers..

Communication with Parents and Guardians - Parks & Recreation is committed to open communication with the families of our campers. In the event that a camper 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 camper and/or staff.

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

Family Travel - There are currently no restrictions with regard to travel.

APPENDIX A

PROGRAM DROP-OFF

- Please put sunscreen on your child before coming to camp.
- Parents and children stay in vehicles when arriving on site.
- Upon their arrival, staff will ask the child's name and check them in.
- Children will then be allowed to exit the vehicle with their backpack and enter camp.
- Over the course of the day, staff will make a visual inspection of each child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

PROGRAM PICK-UP

- Parents stay in vehicles when arriving on site.
- 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 cars.

CAMPER SICK DURING THE DAY

- If a child appears ill, 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 you cannot be reached, the emergency contact person on your child's registration form will be contacted to pick up your child.
- If camp staff determine that a child is sick and no adult can be reached to pick up the child, Medcu will 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 B

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](#)

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 C

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.