

COVID-19 Preparedness and Response Plan for Oakland Township Parks and Recreation (6-9-20)

Based upon State Executive Orders, Oakland County Emergency Orders, Recommendations from the Centers for Disease Control and Prevention and OSHA.

Introduction

The novel coronavirus (COVID-19) is a respiratory infection caused by the SARS-CoV-2 virus. To reduce the impact of COVID-19 outbreak conditions on businesses, workers, customers, and the public, it is important for all employers to plan now for potential COVID-19 outbreaks. These recommendations for Oakland Township Parks and Recreation (“OTPR”) represent best practices that can be applied so that staff, volunteers, contractors, visitors and program participants remain safe (the “Plan”).

The Safety Coordinator to oversee, implement, monitor and report on this Plan shall be the Safety Coordinator as identified in the OTPR Safety Manual. The Safety Coordinator can be contacted at the OTPR Office at (248) 651-7810 or by email at ckasprzak@oaklandtownship.org. The Safety Coordinator hereby designates each division manager to serve as worksite supervisor to oversee and implement the policies of this Plan for their respective department. The worksite supervisor or his/her designee must remain on-site at all times when employees, contractors, volunteers and all program participants/spectators are present to oversee and implement the policies of this Plan. All division managers shall report any incident to the OTPR Director immediately.

For purposes of reporting unsafe working conditions or for ordering equipment, materials, supplies and PPE necessary for implementation and compliance with this Plan, contact the OTPR Office at (248) 651-7810.

Transmission and Spread

The virus that causes COVID-19 is thought to spread from person to person, mainly through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet). The virus can also spread when an infected person touches surfaces or objects and an uninfected person touches those same surfaces or objects and then touches their mouth, nose or eyes. Social distancing and frequent cleaning are known measures to mitigate the spread of Covid-19.

Symptoms

The Centers for Disease Control and Prevention (“CDC”) describe the symptoms for Covid-19 to include: cough, fever, chills, shortness of breath or difficulty breathing, muscle pain, sore throat, new loss of taste or smell, nausea, vomiting, or diarrhea.

I. Preventative Measures

Responsibility of OTPR staff, contractors, visitors, volunteers, and all program participants/spectators.

In order to minimize the spread of Covid-19, everyone should adhere to the following preventative measures:

A. **Self-Screening.** All individuals should practice a daily screening program prior to initiating travel to an Oakland Township Park or Facility for any reason. Perform self-screening by asking the following questions:

1. Do I feel sick?
2. Am I experiencing any of the symptoms of Covid-19?
3. Have I had a fever in the last 72 hours?
4. Have I had any close contact in the last 14 days with someone diagnosed with COVID-19?
5. Have I traveled to areas of the world that have widespread ongoing transmission of COVID-19, as identified by the CDC or have I returned from a cruise ship or river cruise voyage in the last 14 days?

In addition to the self-screening questions, all staff members, contractors, volunteers or visitors must enter the required information on the OTPR Covid-19 Screening Procedure Sign-in Sheet and take their temperature prior to entering any building or participating in any OTPR program or event as a participant or spectator. Use hand sanitizer provided to clean hands before and after using the touchless thermometer. Additionally, use disinfecting hand wipes provided to clean the touchless thermometer before and after use.

B. **Stay Home.** OTPR staff, contractors, visitors, volunteers, and all program participants/spectators must familiarize themselves with the symptoms of Covid-19 for self-monitoring purposes, and should stay home if any of the symptoms are exhibited.

C. **Go Home.** Any OTPR staff member, contractor or volunteer experiencing Covid-19 symptoms should immediately notify the safety coordinator and leave the premises. Any facility visitor or program or event participant/spectator should immediately leave the premises and contact the OTPR Office at (248) 651-7810.

D. **Hand Washing/Sanitizing.** Frequent and thorough [hand washing with soap and water for at least 20 seconds](#). If soap and running water are not immediately available, OTPR will provide alcohol-based hand rubs containing at least 60% alcohol. OTPR will provide adequate hand washing/sanitizing stations.

E. **Practice Respiratory Etiquette.** Practice [respiratory etiquette](#), by turning away from others when coughing or sneezing, covering coughs and sneezes with a facial tissue or with the inside of your elbow, disposing of tissue in a trash bag, and sanitize hands immediately afterwards.

F. **Proper Disposal.** Properly dispose of facial tissues, masks or gloves. OTPR will provide tissues and trash receptacles.

G. **Social Distancing.** All individuals should practice social distancing measures including keeping at least six feet from other people outside your home and shall not gather in groups where social distancing standards cannot be satisfied.

H. **Face Masks.** All individuals having indoor or outdoor face-to-face interaction with another person outside of their household or when in a shared space such as restrooms, hallways and kitchens, shall wear facial coverings (refer to CDC guidance):

- A facial cover includes any covering which snugly covers the face and mouth, whether store bought or homemade, and which is secured with ties or ear loops. Examples of compliant homemade masks may be found at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.
- Individuals should not utilize N95 rated masks or surgical masks, as those are critical supplies for healthcare workers, police, fire, emergency management, or other persons engaged in life/saving activities.
- Individuals who wear facial coverings should review the CDC guidelines regarding safely applying, removing, and cleaning.

Responsibility of OTPR Employees and Volunteers

In addition to the preventative measures described above, staff and volunteers have the following additional responsibilities:

A. **Self-Screening.** If you answered yes to any of the above-described screening questions, you must immediately notify the Safety Coordinator, vacate the premises, and seek medical attention. The staff member or volunteer shall be excluded from work for the CDC recommended time period, more fully described below.

B. **Personal Protective Equipment (PPE).** The Safety Coordinator will provide necessary PPE to staff and volunteers to prevent exposure to infectious disease including non-medical grade face coverings, gloves, eye and face protection when appropriate depending upon job tasks, based on updated risk assessments and information on PPE effectiveness in preventing the spread of COVID-19. Staff and volunteers are responsible for cleaning their individual face masks.

C. **Vehicles and Equipment.** Do not use other OTPR staff member or volunteer's vehicles, phones, desks, offices, or other work tools and equipment, when possible. If feasible, individual equipment will be assigned to each staff member or volunteer. At the beginning and the end of each shift, each staff member and volunteer is responsible for disinfecting their respective office area and equipment including hard surfaces such as their desk, computer keyboard, phone, etc. Any shared equipment or tools should be disinfected before and after each use.

D. **Social Distancing.** In addition to the social distancing protocol, described above, staff and volunteers are encouraged to limit in-person meetings by replacing face-to-face meetings with virtual communications and implementing telework if feasible. Supervisors will submit weekly work schedules (indicating in-office, in-field, or remote work) to the Parks and Recreation Director. The schedule for in-office work shall include alternating days and/or staggered shifts for minimum basic operations as necessary to maintain six-foot physical distance; among employees and between employees, and any telecommuting tasks assigned.

E. **Increased Cleaning and Disinfecting.** Increase housekeeping practices, including increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. Choose cleaning chemicals based on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).

- OTPR Maintenance Staff will sanitize common area surfaces at Paint Creek Cider Mill prior to the arrival of other tenants at 8am: Please see the attached “Sanitizing Checklist for the Cider Mill”. Surfaces not included on this list, which are not used as frequently, such as meeting room tables and chairs, should be disinfected prior to use by the party using them.
- Maintenance and stewardship staff will regularly clean and disinfect vehicles, shared equipment (tools, tractor etc.), and park facilities (playground, benches, tables, trash cans, restrooms etc.). Please refer to the Stewardship Department and Maintenance Department sections of this plan for further information.

F. Use of the kitchen shared space. For the safety of kitchen users, only one person will be allowed in the kitchen at a time to maintain adequate social distancing. No one will be allowed to eat in the kitchen. Kitchen visits are for obtaining and preparing food/drink. Please be courteous of others who may be waiting to enter. Before leaving the kitchen use disinfecting wipe to clean all surfaces that you may have touched (such as cupboard knobs, handles, switches, coffee pots etc.).

G. Use of Shared Equipment and Spaces. Each individual is responsible for sanitizing shared equipment surfaces which they have touched before and after each use. Recognize and respect the social distancing requirements in shared spaces such as restrooms, locker rooms, elevators and stairwells. For example, limit the number of individuals in those spaces at any one given time.

II. OTPR Administrative Guidelines

OTPR will implement the following practices to reduce exposure to hazards without relying on worker behavior:

- A. Ensure all buildings have been properly disinfected prior to opening.
- B. Promote regular hygiene and cleaning by providing access to places to frequently wash hands, or to access hand sanitizer, and provide access to tissues and places to properly dispose of them.
 - Post handwashing instructions in all restrooms and will ensure the availability of soap and water.
 - Instruct staff and volunteers on proper hand washing methods, to cover coughs and sneezes with tissue or the inside of their elbow, and to avoid touching their faces.
- C. Ensure adequate supply of cleaning materials, disinfectants and hand sanitizers.

- D. Direct staff and volunteers to perform their work in such a way so as to reasonably avoid coming within six feet of another individual. Where possible, staff and volunteers may be relocated or provided additional resources in order to avoid shared use of vehicles and equipment.
- E. Provide appropriate PPE to staff and volunteers, including non-medical grade face coverings. All types of PPE must be:
- Selected based upon the hazard to the staff or volunteer.
 - Properly fitted and periodically refitted, as applicable.
 - Consistently and properly worn when required.
 - Regularly inspected, maintained, and replaced, as necessary.
 - Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.
- F. Install physical barriers, such as clear plastic sneeze guards to protect staff and volunteers.
- G. Install safety tape on floors to indicate where everyone should stand in relation to front counters to maintain required social distance.
- H. Promote remote work to the fullest extent possible.
- I. Post signs encouraging everyone who may be ill to not enter any park or facility.
- J. In the event of a **suspected** case of Covid-19, the staff member, volunteer, or contractor shall be excluded from work for the following period:

Symptom-based

- At least 72 hours have passed with no fever (that is three full days of no fever without use of medicine that reduces fevers) AND other symptoms have improved (for example, when your cough and shortness of breath have improved) AND at least 10 days have passed since your symptoms first appeared; or
- At least 14 days have passed if close contact of diagnosed case of COVID-19; or
- At least 14 days have passed following travel to areas of the world that have widespread ongoing transmission of COVID-19, as identified by the CDC, or travel on a cruise ship or river cruise voyage?

Test-based

- At least 72 hours have passed with no fever (that is three full days of no fever without use of medicine that reduces fevers) AND other symptoms have improved (for example, when your cough and shortness of breath have improved); and
 - At least 2 consecutive negative test results for Covid-19 taken more than 24 hours apart.
- K. In the event of a **confirmed** case of Covid-19, the staff member, volunteer, or contractor shall be excluded from work for the following period:

Time-based

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the *symptom-based* or *test-based strategy* should be used.

Test-based

- At least 2 consecutive negative test results for Covid-19 taken 24 hours apart.
- L. Upon notification of a suspected or confirmed case of Covid-19, OTPR shall notify the Oakland County Health Department and all individuals who may have come into close contact with the individual with a suspected or confirmed case (being within approximately six feet for a prolonged period of time without PPE) in the past 14 days (while not disclosing the identity of the individual to ensure the individual's privacy); and ensure that the entire workplace, or affected parts thereof (depending on staff member or volunteer's presence in the workplace), is thoroughly cleaned and disinfected.

III. OTPR Stewardship Department Guidelines

In addition to the applicable preventative measures as described in the Plan, the Stewardship Department will also adhere to the following measures:

Social Distancing

- Work in or near high-use areas at times when fewer people are around (for example, first thing in the morning). If a location is too crowded, work in another place until safe social distancing can be maintained. If you must work in a high-use area, mark off the work area so that staff are able to maintain social distancing with each other and park users.
- Minimize visits to the Paint Creek Cider Mill to protect those who must work in the office. Coordinate necessary visits to the Cider Mill to minimize the number of people in the building at one time, calling ahead before you visit the office.

Communication

- Conduct stewardship staff meetings and training remotely when possible. When in-person training is necessary (training on equipment, tools, building security, etc), conduct the meeting in a well-ventilated outdoor area, wearing a face covering if you will be within 6 feet of another person.
- Keep your cell phone with you at all times. Make sure your phone is fully charged when you arrive at work each day. Sanitize your phone daily. When working further apart we will rely more on our phones for communication.

- Call or email the office each morning to let them know where you will be working for the day, and get in touch again if your location changes.

Travel

- Each person will travel in dedicated vehicles and continue using the same vehicle. Only one person per vehicle. If using your personal vehicle, keep track of the mileage and submit for reimbursement.
- Sanitize vehicles before and after use each day. Keep vehicles wiped down with disinfectant. Wipe down the dashboard and console. This is best accomplished by spraying the disinfectant on the towel first and then wiping. Do not spray directly into the console, radio, or other electrical equipment. Disinfect the steering wheel and door handles. Clean up any loose trash.

Tools and Supplies

- Sanitize vehicles, self-propelled and power equipment (tractor, brush mower, brush cutter, etc.), hand and power tools and any other shared workspace surface before and after use.
- Maintain social distancing when loading and unloading supplies and tools.
- Each stewardship staff person will have their own PPE assigned to them. Each person is responsible for checking their PPE before use for wear and defects, replacing from the PPE cabinet at Watershed Ridge Park when necessary.

Breaks

- Take breaks and lunch in the field whenever possible.
- If you must return to the Cider Mill for lunch, stagger lunch times to allow for social distancing in the kitchen and other common areas.
- Use the locker room at the Cider Mill for washing up when needed, coordinating use with other crew members.
- A one-gallon water cooler will be assigned to each crew member. Each person will be responsible for cleaning and filling their water cooler daily.

IV. OTPR Maintenance Department Guidelines

In addition to the applicable preventative measures as described in the Plan, the Maintenance Department will also adhere to the following measures:

Vehicles and Trucks

- Keep each separate person in dedicated vehicles and continue using same vehicle. Only one person per vehicle. If not enough vehicles, use personal vehicle and get reimbursed for mileage.
- Vehicles and Trucks should be sanitized in accordance with CDC guidelines, as more fully described in the checklist, below.

Tools and Equipment

- Maintain social distancing when loading and unloading supplies and tools.
- Sanitize vehicles, self-propelled (tractor) and power equipment, hand and power tools and any other shared workspace surface before and after use.

Personal Protective Equipment

- Each person will have their own PPE assigned to them. Each person is responsible for checking their PPE before use for wear and defects, replacing from the PPE cabinet at Watershed Ridge Park when necessary.

Breaks

- Take breaks and lunch in the field whenever possible.
- If you must return to the Cider Mill for lunch, stagger lunch times to allow for social distancing in the kitchen and other common areas.

Sanitizing Protocol

- Cleaning with soap and water removes germs, dirt and impurities from surfaces. It lowers the risk of spreading infection. Disinfecting kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection. However, to prevent excessive buildup of disinfectants and whenever possible the CDC recommends washing surfaces with soap and water.

Sanitizing checklist for Cider Mill sanitized daily Monday through Friday

- Front door handles and push bars
- Light switches in hallway and pub room
- Double door entry handles and push plates
- Downstairs conference room door handles inside and outside

- Elevator inside and outside button and hand rails inside
- Double entry door at stairwell handles and push plates
- Stairwell light switches and stair railings all the way to upstairs
- Employee check in board pen
- Men's restroom door push plate and inside door handle
- Men's restroom sink handles and stall door handles inside and outside
- Men's restroom paper towel disposal-quick spray on top of garbage can lid
- Drinking fountain
- Women's restroom door push plate and inside door handle
- Women's restroom sink hands and stall door handles inside and outside
- Women's restroom paper towel dispenser-quick spray on top of garbage can lid
- All office tenants (PCT, HDC, SRRLC) outer door handles
- Kitchen door handles, sink handles, frig handles, microwave handle, dishwasher handle, coffee pot handles and switches on coffee maker
- Shared copy machine screen area
- Pass through half doors in Parks
- Front counter in Parks, and light switch at front counter
- Front handicap accessible counter
- Parks conference room door handles
- Light switches at Parks conference room door area inside and outside
- Back storage room door handles inside and outside
- Back storage room key box and handles on all storage containers
- Back door handles inside and outside, back stairwell stair railings
- Locker room door handles inside and outside
- Locker room restroom door handles inside and outside
- Men's and Women's locker restroom sink handles
- Men's and Women's locker restroom stall handles
- Locker room herbicide storage area sink handles
- Downstairs door to outside handles inside and outside

Sanitizing checklist for all parks sanitized daily Monday through Friday

- All porta Johns handles, doors, seat, and interior.
- At the storage buildings at the following locations: Watershed Ridge Park, Bear Creek Nature Park, and Marsh View Park, sanitize touchable surfaces on all doors and alarm pad.
- At the buildings at the following locations: Marsh View Park Archery Barn, Lost Lake Nature Park Warming shelter, Nature Center and Lakeside Shelter; and Draper Twin Lake Kayak Garage, all sanitization will be performed under the supervision of the Recreation Dept.
- Paint Creek Trailway facilities will be sanitized under the supervision of Paint Creek Trail Staff.

- All playground play equipment touchable surfaces within the playground perimeter including playground structures, slides and slide chutes, swing seats and chains, teeter totter surfaces, merry go rounds, spring riders and any other play equipment.
- All picnic tables and benches within areas being used by the public including but not limited to trails, porches and patios, docks, pavilions and athletic areas.
- All garbage cans and dog waste stations touchable surfaces.
- Dumpsters and dumpster enclosures lids and handles.
- Pickup trucks used by park staff.

Sanitizing checklist for Township Vehicles sanitized before and after each use.

- Sanitize vehicles before and after use each day. Keep vehicles wiped down with disinfectant. Wipe down the dashboard and console. This is best accomplished by spraying the disinfectant on the towel first and then wiping. Do not spray directly into the console, radio, or other electrical equipment. Disinfect the steering wheel and door handles. Clean up any loose trash.
- The following excerpt from the CDC guidelines for sanitizing vehicles should be adhered to:

The following are general guidelines for cleaning and disinfecting these vehicles. Similar guidance can be found for cleaning and disinfecting [homes](#), [community facilities](#), and [EMS vehicles used to transport](#) persons with suspected or confirmed COVID-19.

At a minimum, clean and disinfect commonly touched surfaces in the vehicle at the beginning and end of each shift and between transporting passengers who are visibly sick. Ensure that cleaning and disinfection procedures are followed consistently and correctly, including the provision of adequate ventilation when chemicals are in use. Doors and windows should remain open when cleaning the vehicle. When cleaning and disinfecting, individuals should wear disposable gloves compatible with the products being used as well as any other PPE required according to the product manufacturer's instructions. Use of a disposable gown is also recommended, if available.

- For hard non-porous surfaces within the interior of the vehicle such as hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles, clean with detergent or soap and water if the surfaces are visibly dirty, prior to disinfectant application. For disinfection of hard, non-porous surfaces, appropriate disinfectants include:
 - [EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2](#) [↗](#), the virus that causes COVID-19. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
 - [Diluted household bleach solutions](#) prepared according to the manufacturer's label for disinfection, if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
 - Alcohol solutions with at least 70% alcohol.
- For soft or porous surfaces such as fabric seats, remove any visible contamination, if present, and clean with appropriate cleaners indicated for use on these surfaces. After cleaning, use [products that are EPA-approved for use against the virus that causes COVID-19](#) [↗](#) and that are suitable for porous surfaces.
- For frequently touched electronic surfaces, such as tablets or touch screens used in the vehicle, remove visible dirt, then disinfect following the manufacturer's instructions for all cleaning and disinfection products. If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect.

V. OTPR Program Guidelines

A. The below chart is intended to guide the implementation of OTPR programming.

<u>Activity</u>	<u>Sequence of Activities</u>	<u>Mitigation</u>	<u>Responsibility</u>
Assessments	<i>Review facility and program/event</i>	Use CDC guidelines and NRPA assessment tools and questions to determine the risk and whether mitigation measures to facility, program, or event is feasible. Which phase (3 or 4) of re-opening are we in at the time the program will be implemented.	Mindy/Rec Man
	<i>Review of partners</i>	Communicate with partners/vendors as to their capability to provide safe implementation of program according to CDC and proper use of PPE. Review their plan.	Mindy/Rec Man
Marketing	<i>Community Awareness</i>	Communicate/share across all platforms information to the public to ensure community awareness of public health measures they/we are responsible for - physical distancing, PPE, sanitization, etc.	Rec Man
Pre-Program Planning	<i>Infection Prevention Equipment and Supplies</i>	Ensure sanitizing equipment and supplies including PPE are purchased and available (back-sprayer, wipes, hand sanitizer, facemasks, eye protection) for staff and volunteers	Rec staff
		Ensure supplies (hand sanitizer/disinfectant	Rec staff

		wipes) are purchased and available for participants.	
		Review current outbreak conditions. If there is an increase in community transmission – scale-back or cancel.	
	<i>Registration and Waivers</i>	Register online to include Acknowledgment, Release and Waiver of Liability	Registrant
		Limit program size to follow state and federal guidelines	Rec Mgr/Office staff
	<i>Staffing/Partners /Vendor Training</i>	Ensure staffing level for programs/event is adequate to maintain appropriate level of instruction (ex: USAA ratio 8:1) and follows CDC guidelines (ex: 10:1).	Rec Mgr
		Ensure staff/instructors are trained in how to disinfect equipment and supplies. (example: tai chi - disinfect floor, balance chairs)/OGK backpack sprayers, etc.	Rec Mgr
		Ensure staff and instructor(s) are trained to adhere to current guidelines, use and disposal of PPE, and BBP.	Rec Mgr
	<i>Confirmation/ Reminder to registrants</i>	Send an informational email on deadline date informing registrants (if in-person program) to self-screen and follow program safety protocol on waiver.	Office Staff/Rec Ass't

Program Implementation (Day of Program)	<i>Instructor/Staff set-up</i>	Prior to class/program, wipe down all common surfaces, including but not limited to door knobs, tables, chairs, as well as pens/pencils, and any equipment that someone would touch. Alternate is backpack sprayer. Adequate signage for program/event reminding to physical distance, etc.	Instructor/Staff
	<i>Registrants arrival</i>	Staff to follow protocols for program participants -- List them here: Staff/instructor ensures all participants self-screen before program starts, monitor crowd control/social distancing, participant use of provided hand sanitizer prior to start of program. Have tissues for drippy noses and lined garbage cans available. Staff will monitor and enforce.	Instructor/Staff
	<i>During program/event</i>	Ensure that you've planned for adequate space for social distancing. Program staff will enforce protocols for duration of program/event.	Instructor/Staff
	<i>Exposure</i>	In the event of exposure to the virus plan to track participants and communicate to all (OTPR office, instructors, registrants, parents, support staff, etc.) that may have been exposed. Disinfect all surface areas where program	Instructor/Staff

		took place. Follow additional CDC guidelines.	
Post Program	<i>Completed program/event</i>	Sanitize any equipment that was used, as well as small supply items such as pens, pencils, clip boards, keys, tables, chairs prior to putting away.	Instructor/Staff
		Sanitize door handles, tables, and common surfaces.	Instructor/ Staff
		Ensure that there is adequate hand sanitizer, disinfecting wipes, gloves for the next program. Request additional supplies if they run low.	Instructor/Staff/ Office Staff

The following program guidelines are intended to provide additional preventative measures that will be implemented for specific programming. OTPR reserves the right, without amending this Plan, to incorporate any additional preventative measures it deems appropriate in order to mitigate the spread of Covid-19.

A. Archery classes:

- To adhere to social distancing guidelines archery instructors will not physically adjust the students body positions with their hands but will instead demonstrate to students the proper skill or techniques.
- Instructors will sanitize equipment and supplies, including targets, after each class or open range.
- Instructors will wear necessary PPE when working with archers.
- By limiting class size to 10 participants, instructors will assign each archer to his/her own lane.
- Instructors will provide enough equipment and bow stands so each archer is not sharing.
- Instructors will provide sufficient hand sanitizer for after class use.
- Only one archer will be permitted per bale.
- During open range, only participants in the archery class immediately preceding the open range will be able to use OTPR archery equipment

that was assigned to them for class. Other open range participants will need to bring their own equipment.

- Archers must remain behind the waiting line during instruction in designated spaces, which shall be marked at least 6 feet apart.
- Open Range participants are required to pre-register to reserve their shoot time.
- Open range supervisor will assign participants to his/her own lane.

B. Camps:

All Camps: Instructors will sanitize equipment and supplies after each class.

- Kayak
 - Please refer to C. Kayaking Programs
- Firearm Day
 - Multiple tables will be utilized for instruction so there are not more than 2 students per table and at least 6 feet distance between participants.
 - There will be 1 shooting table between groups of shooters.
 - Instructors will wear necessary PPE when working with students. Students may wear PPE as necessary.
 - Wash hands after shooting.
 - Instructors will provide sufficient hand sanitizer for after class use.
- Fishing
 - Multiple tables will be utilized during instruction and lure building/knot tying so as to ensure at least 6 feet distance between participants.
 - Only 3 students will be permitted on the dock during fishing activities.
 - Instructors will wear necessary PPE when working with students. Students may wear PPE as necessary.
 - Instructors may utilize tandem kayaks and rescue boats to allow for more fishing time.
 - Instructors will provide sufficient hand sanitizer for after class use.
- Survival-
 - Make fire ring larger during instruction and for food time so as to ensure 6 feet distance between participants.
 - Students will build solo shelters instead of in groups.
 - Gloves will be worn while handling any/all food.
 - Instructors will handle all tools/equipment using a cart if necessary, to haul.
 - Instructors will wear necessary PPE when working with students. Students may wear PPE as necessary.
 - Instructors will provide sufficient hand sanitizer for after class use.

C. Kayaking Programs

- Program participants will pre-register for each program to keep the group size at or below the recommended number recommended by the CDC.
- Any program-specific or additional instruction to ensure guidelines are followed will be provided to participants prior to the start of the program. Participants will be informed at registration about expectations for wearing face masks, and all will be expected to follow CDC guidelines. Instructor and participants will provide their own face masks and other necessary PPE.
- Individual participants will be provided with separate supplies and equipment. Before program begins, instructor will sanitize supplies and equipment that were individually assigned at registration (PFD, paddle, boat). If assigned equipment doesn't fit participant the participant will be asked to try on additional sizes. Instructor will sanitize additional equipment (PDF, paddle, boat) before sizing.
- Before Program begins, the Instructor will ensure participants self-screen about symptoms, travel, and contact with confirmed/probable COVID-19 cases. If anyone responds "yes," that participant will be asked to leave.
- Only instructors will assist in moving the boats from garage to dock. Participants will no longer be able to help each other unless they are from the same household.
- Instructor and participants will be expected to maintain social distancing protocols, in line with CDC guidelines. Assigned paddles can be used to maintain 6ft distance between participants.

D. Nature Programs

- Program participants will pre-register for each program to keep the group size at or below the recommended number recommended by the CDC.
- Any program-specific or additional instruction to ensure guidelines are followed will be provided to participants prior to the start of the program. Participants will be informed at registration about expectations for wearing face masks, and all will be expected to follow CDC guidelines. Instructor and participants will provide their own face masks and other necessary PPE.
- Before Program begins, instructor will sanitize any program supplies or equipment, whether they been provided by OTPR or contractor.
- Before Program begins, the Instructor will ensure participants self-screen about symptoms, travel, and contact with confirmed/probable COVID-19 cases. If anyone responds "yes," that participant will be asked to leave.
- Participants will be provided with separate supplies and equipment, either for families or individual participants.

E. Outdoor Programs (Yoga, Tai Chi, Fitness, Bird Walks)

- Program participants will pre-register for each program to keep the group size below the recommended number (currently 10).
- Participants will be informed that they must bring all of their own gear and equipment, and should not share equipment.
- Participants will be informed at registration about expectations for wearing face masks, and will be expected to follow CDC guidelines. Instructor and participants will provide their own face masks and other necessary PPE.
- Any program-specific or additional instruction to ensure guidelines are followed will be provided to participants prior to the start of the program. Participants will be informed at registration about expectations for wearing face masks, and all will be expected to follow CDC guidelines.
- Before program begins, the Instructor will ensure participants self-screen about symptoms, travel, and contact with confirmed/probable COVID-19 cases. If anyone responds “yes,” that participant will be asked to leave.
- Instructor and participants will be expected to maintain social distancing protocols, in line with CDC guidelines. Where applicable, advanced planning for appropriate participant spacing for participants will be done in collaboration with the instructor (ex.: spaced out chairs, flags, sticker footprints, tape on floor/ground, etc).