
Park and Recreation Department Phased Reopening Plan

This plan was created for internal considerations and is intended to serve as a guideline when Wichita Park and Recreation Department (PARD) operations are in the process of being restored. The contents of this plan will serve to guide PARD's Director, Superintendents and other key personnel, in creating and implementing a return of operations. This plan is not a policy and does not alter or abridge current department policies. It is also acknowledged that at the time of this publication the environment surrounding COVID-19 is evolutionary in nature. As a result, these guidelines are subject to change and modifications pursuant to legal changes, which may or may not be incorporated in the form of an amendment to this plan. It should also be noted that any proposal to return to work before widespread immunity has been achieved, either by prior infection or immunization, has risks that could lead to a second wave of infection. Therefore, the procedures for restoring operations involves a set of tools and procedures to enable the recovery and continuation of business operations following a pandemic such as the COVID-19 (coronavirus) outbreak. The plan outlined has been developed to analyze the essential functions of PARD. This allows leadership to apply procedures and measures to allow increasing functionality, while remaining flexible to address changes in the restoration duration. Implementing the return to full operations in a safe and thoughtful manner will be complex. For that reason, it is imperative that communication of the plan is shared and training is followed.

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Creation of a Cross-Sector Recovery Team

Health, Wellness and Recreation Task Force

- A cross-departmental group from health and wellness providers/agencies in Wichita representing diversity in spaces, facilities and programs
- Representing emergency response, public health, childcare, sports, education, other community-based organizations, municipal departments, etc.
- Responsibilities include:
 - Establishing standards of operation
 - Assessing essential services
 - Determining and addressing financial constraints
 - Leveraging strengths of stakeholders
 - Sharing scheduled and services provided
 - Finding and developing resources
 - Assisting and supporting those that require our services

Assessing the Risk of Spaces, Facilities and Programs

- Assessment tool that can be used to better understand the risk of specific park and recreation sites, facilities and programs
- Tool includes:
 - General assessment of common P&R spaces/facilities
 - Key questions to ask and plans to be in place
 - Physical distancing and limiting gatherings
 - Cleaning and disinfection
 - Staff training and measures to protect staff/public
 - Communications/community awareness
 - Mitigation strategies

Meeting Essential Public Health Indicators

White House Guideline: Opening Up America Again

- **Gating Criteria:** Satisfy Before Proceeding to Phased Comeback
 - Symptoms (AND)
 - Downward trajectory of influenza like illnesses reported within a 14-day period
 - Downward trajectory of COVID-like syndromic cases reported within a 14-day period
 - Cases (OR)
 - Downward trajectory of documented cases within a 14-day period
 - Downward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests)
 - Hospitals (AND)
 - Treat all patient without crisis care
 - Robust testing program in place for at-risk health care workers, including emerging antibody testing
- **Phase 1:** If Gating Criteria is Satisfied
 - Vulnerable individuals continue to shelter in place
 - Precautions should be taken by members of households with vulnerable residents to isolate from vulnerable residents
 - Public Settings
 - All individuals should maximize physical distance from others
 - **Social settings limited to less than 10 people**

- Minimize non-essential travel
- School and Organized Youth Activities Still Closed
- Large Venues (sporting venues) can operate under strict physical distancing protocols
- Gyms can open
 - Adherence to strict physical distancing and sanitization protocols
- Guidelines for Employers
 - Telework continued where possible and feasible
 - Accommodations in place for vulnerable personnel
 - Return to work in phases
 - Common areas closed
 - Enforce strict social distancing protocols
- **Phase 2: If No Evidence of a Rebound and Gating Criteria is Satisfied a Second Time**
 - Vulnerable individuals continue to shelter in place
 - Precautions should be taken by members of households with vulnerable residents to isolate from vulnerable residents
 - Public Settings
 - All individuals should maximize physical distance from others
 - **Social settings limited to less than 50**
 - Non-essential travel can resume
 - Guidelines for Employers
 - Telework continued where possible and feasible
 - Accommodations in place for vulnerable personnel
 - Return to work in phases
 - Common areas closed
 - Enforce strict social distancing protocols
 - Schools and Organized Youth Activities can reopen
 - Large venues (sporting venues) can operate under moderate physical distancing protocols
 - Gyms can remain open
 - Adherence to strict physical distancing and sanitization protocols
- **Phase 3: If No Evidence of a Rebound and Gating Criteria is Satisfied a Third Time**
 - Vulnerable individuals can resume public interactions
 - Should practice physical distancing
 - Minimize exposure to social setting where distancing may not be practical (unless precautionary measures are observed)
 - Large venues (sporting venues) can operate under limited physical distancing protocols
 - **Social settings not limited in number**
 - Gym can remain open
 - Adherence to standard physical distancing and sanitation protocols
 - Guidelines for Employers (all phases)
 - Resume unrestricted staff of worksites

State of Kansas Guidelines: Ad Astra: A Plan to Reopen Kansas

- **Phase 1: Begins May 4, 2020 as directed by Executive Order 20-29**
 - Gatherings
 - **Mass gatherings of no more than 10 individuals allowed**
 - Individuals
 - Masks are strongly encourages in public settings
 - Maintain 6 foot social distance

- Employers
 - Telework is strongly encouraged when possible
 - Any employee exhibiting symptoms should be required to stay home
- Travel
 - Minimize or avoid nonessential travel
 - Follow KDHE travel and quarantine guidelines for travel to high-risk areas
- Activities not allowed to open:
 - Community centers
 - Large entertainment venues with capacity of 2,000+
 - Fairs, festivals, parades and graduations
 - Public swimming pools
 - Organized sports facilities
 - Summer camps
- Establishments not allowed to open:
 - Bars and nightclubs excluding already operating curbside and carryout services
 - Casinos (non-tribal)
 - Indoor leisure spaces
 - Fitness centers and gyms
 - Personal service businesses where close contact cannot be avoided
- Education, activities, and venues allowed to operate:
 - Childcare facilities
 - Libraries
- **Phase 2:** Begins no earlier than May 18, 2020
 - Gatherings
 - **Mass gatherings of no more than 30 individuals allowed**
 - Individuals
 - Masks are strongly encouraged in public settings
 - Maintain 6 foot social distance
 - Employers
 - Telework is strongly encouraged when possible
 - Any employee exhibiting symptoms should be required to stay at home
 - Travel
 - Minimize or avoid nonessential travel
 - Follow KDHE travel and quarantine guidelines for travel to high-risk areas
 - Activities not allowed to open:
 - Large entertainment venues with capacity of 2000+
 - Fairs, festivals, parades and graduations
 - Summer camps
 - Establishments allowed to open:
 - Bars and nightclubs at 50% total occupancy
 - Casinos (non-tribal) if compliant with guidelines approved by KDHE
 - Education, activities and venues allowed to operate:
 - Childcare facilities
 - Libraries
 - Swimming pools
 - Community centers
 - Organized sports facilities and tournaments with some exceptions
 - No self-service food or beverages

- **Phase 3:** Begins no earlier than June 1, 2020
 - Gatherings
 - **Mass gatherings of no more than 90 individuals allowed**
 - Individuals
 - Adhere to personal hygiene guidelines
 - Remain home if you feel sick
 - Employers
 - On-site staffing is unrestricted
 - Travel
 - Nonessential travel may resume
 - Business and activity restrictions:
 - All education, activities, venues and establishments may operate pursuant to mass gathering guidelines
- **Phase Out:** Begins no earlier than June 15, 2020
 - Gatherings
 - Maintain social distance where applicable
 - **No limit to gatherings**
 - Individuals
 - Adhere to personal hygiene guidelines
 - Remain home if you feel sick
 - Employers
 - Follow any additional guidance for businesses and employees that is released
 - Travel
 - Unrestricted

Sedgwick County Guidelines

Sedgwick County is not imposing any additional local restrictions or policies to Ad Astra: A Plan to Reopen Kansas.

Phased Reopening Planning – Gradually Restoring Operations to Protect Public Health

Proposed dates for phased reopening

- **Phase 1: May 4**
- **Phase 2: May 18**
- **Phase 3: June 1**
- **Phase Out: June 15**

Phase 1

- Parks:
 - Dog parks closed
 - Playgrounds closed
 - Restrooms closed
 - 6 feet distancing encouraged
 - Groups limited to family units
 - Signs urging social distancing
- Aquatics:
 - Splash pad operations are not recommended
 - Swimming Pools
 - See Appendix C for 2020 Pool Operations Options
- Athletics:
 - Slow Pitch Spring Softball
 - Spring season tentative start date: May 17
 - Season reduced from 7 to 5 weeks, teams refunded for missing games
 - Staff and players required to wear masks
 - Players recommended to wear batting gloves on both hand for entire game (defensively and up to bat)
 - Social distance of 6 feet in dugouts
 - Miracle League
 - Cancelled
 - Kickball League
 - Cancelled
- Tennis:
 - Tennis Center attendance limited to 10 individuals
 - Activity should always be in line with the Federal Government's advised social distancing measures (defined by the Centers for Disease Control and Prevention as keeping six feet apart), including when arriving at and departing from a court
 - Limit activities to casual court rental, one-on-one coaching, small groups and private lessons
 - Shorten programs and stagger booking times to create a buffer between sessions
 - Online bookings are recommended, and have participants make payments online
 - Avoid handling cash
 - Postpone any social gatherings
 - Do not provide any congregation areas at the court or facility
 - Plan for increased levels of staff and volunteer absences
 - Staff must wear masks or "like in kind" and gloves when checking in players
 - Staff should wash hands and/or gloves often and after touching items
 - Alternating courts should be reserved for play if there is no barrier, such as fencing, between the courts
 - Capturing accurate information on reservation play sheets when people are making reservations is a must, in case the authorities need to trace who has been onsite
 - Players should come to the facility no more than 10 minutes before the time expected to play
 - Having a parent/guardian present at the facility with juniors under age 18 is highly recommended
 - When that is not feasible, the parent/guardian must provide written permission for each junior participating in the coaching session and/or when playing with other juniors
- Recreation Center Programming
 - Facilities remain closed to the public
 - No instructional classes held

- Fitness centers remain closed
- Online registration for summer classes
- Facility reservations for phase 3 being made by phone
- OJ Watson Park
 - Hours of operation: 9 am – 9 pm, 7 days a week
 - Restrooms
 - Remain closed until seasonal staff are allowed to return to work
 - Restroom facility adjacent to community facility to remain open, cleaned on an hourly schedule with increased cleaning based on frequency of use
 - All satellite restrooms will remain closed
 - Fishing allowed during open hours, participants over age of 16 must have valid fishing license
 - Open picnic tables – all non-bolted picnic tables have been secured and are not available for use
 - Community facility closed and unavailable for use
 - Miniature Golf
 - Open from 10 am – 7 pm daily
 - Equipment will be rented through the concession window
 - All equipment to be sanitized and cleaned after use with a solution detailed in Appendix B
 - Groups limited to 10 participants, will be instructed to maintain social distancing by keeping separate from other groups
 - Pedal Boats
 - Remain closed until season staff return to work
 - Once allowed, operations will be from 10 am – 7 pm
 - Tickets will be purchased through the concession window
 - Holding circles will be painted on the ground 8 feet apart for groups to line up and wait till a boat is ready to use
 - Patrons will use the east entry walkway to go on the boat dock
 - Boats will be tied up on the east side of the dock
 - Patrons will be required to put on necessary lifejackets and/or seat cushions without staff assistance
 - Staff will inform them of the rules and boat boarding
 - Once boarded, staff will unclip the boat and allow the patron to pedal away
 - At the conclusion of the ride, patrons will return the boat to the west side of the dock
 - Lifejackets and seat cushions will be dropped off at the west entry way where patrons will then exit
 - Staff will clean the lifejackets/seat cushions and boats with a cleaning solution and allow them to dry
 - Once all boats on the east side have been used the west dock boats are clean, the rotation order will be reversed
 - Two staff will be needed for this operation and will maintain social distancing requirements from patrons
 - Train ride operations:
 - Rides will run every 30 minutes
 - Tickets limited to 5 groups per train ride, groups not to exceed 6 people
 - Each group will be given a card with a color and time and instructed to report to the waiting area 10 minutes prior to their ride
 - Corresponding colored circles will be painted on the sidewalk, 8 feet apart
 - Train operator will announce when groups can enter the train depot and take their seats
 - Groups will deposit tickets and color card into a box with a staff member

- Groups will be spaced on the train with at least 2 empty seats between groups
 - After the train ride, groups will exit the train and staff will begin the clean and sanitize the train according to guidelines in Appendix B
- Pony rides are not available in phase 1
- Concessions
 - Inside area of concession stand will remain closed
 - Bottled drinks and pre-packaged food items will be sold through the window
- Playgrounds are closed and not available for use
- Kayaks
 - Available by reservation only, patrons must call at least one hour ahead on requested time
 - Kayaks will be cleaned according to Appendix B
- Volleyball courts are closed and not available for use
 - League is postponed during phase 1
- Campfire circle is closed and not available for use
- Bounce houses are not available for use
- Classes will continue as scheduled as long as social distancing
- Child Care Groups
 - Child care groups of 10 or less are allowed to visit the park
 - The child care group activity package is not available
- Special Events – Private
 - Special events hosted by private groups will not be allowed
- Special Events – Public
 - Special events hosted by Wichita Park & Recreation will not be allowed
- Haunted Attraction will not be open
- Watson Christmas Express will not be available in phase 1
- Volunteers
 - Current Watson Park volunteers will be allowed to continue volunteering at the park, One volunteer at a time
- Community Service hours are not available during phase
- Camping not available during phase 1
- Social Distancing Violations
 - If groups do not follow current state regulations on social distancing, the management staff will give them a friendly reminder to disperse
 - If the group does not comply, the management staff will report the disturbance to #211
 - If the group is violent or violating other city ordinances, the management staff will contact the authorities at #911
- Staff Operations
 - Two management staff members will be assigned to open and close the park
 - Ride staff will be brought in to operate the attractions between the hours of 10 am – 7 pm, Monday – Sunday
- Staff Safety
 - Staff will maintain social distancing requirements when working with other staff members
 - Staff will use the appropriate PPE at all times when dealing with patrons and when performing cleaning procedures
- Cleaning Procedures are detailed and outlined in Appendix B
- Summer camp
 - Summer of Discovery
 - See Appendix D for 2020 Camp Programming Options

- Summer Activity Camp
 - See Appendix E for 2020 Camp Programming Options
- Golf:
 - Sim and Tex Consolver closed
 - MacDonald and Auburn Hills open for play
 - 1 cart per person rental
 - No merchandise or concession sales
 - Credit or debit only
 - No use of clubhouse restrooms
 - Practice social distancing of 6 feet or more
 - Tee times booked in advance every 15 minutes, no walk in
 - Limit four golfers per group
 - No pulling flags from holes
 - Cups of greens removed
 - No scorecards or pencils, encourage downloading app
 - No ball washers, bunker rakes, benches, bag stands or drinking fountains on course
 - Driving ranges closed

Phase 2

- Parks:
 - Dog parks open, social distancing encouraged
 - Playgrounds open
 - Restrooms open, sanitized daily
 - 6 feet distancing encouraged
 - Groups limited to less than 30
 - Signs urging social distancing
- Aquatics:
 - Splash pad operations are not recommended
 - Swimming Pools
 - See Appendix C for 2020 Pool Operations Options
- Athletics:
 - Rookie Baseball League
 - Start as scheduled on May 26
 - Program to be evaluated as further precautions are released
- Tennis:
 - Tennis Center attendance limited to 30 individuals
 - Activity should always be in line with the Federal Government's advised social distancing measures (defined by the Centers for Disease Control and Prevention as keeping six feet apart), including when arriving at and departing from a court
 - Limit activities to casual court rental, one-on-one coaching, small groups and private lessons
 - Shorten programs and stagger booking times to create a buffer between sessions
 - Online bookings are recommended, and have participants make payments online
 - Avoid handling cash
 - Postpone any social gatherings
 - Do not provide any congregation areas at the court or facility
 - Plan for increased levels of staff and volunteer absences
 - Staff must wear masks or "like in kind" and gloves when checking in players
 - Staff should wash hands and/or gloves often and after touching items
 - Alternating courts should be reserved for play if there is no barrier, such as fencing, between the courts
 - Capturing accurate information on reservation play sheets when people are making reservations is a must, in case the authorities need to trace who has been onsite
 - Players should come to the facility no more than 10 minutes before the time expected to play
 - Having a parent/guardian present at the facility with juniors under age 18 is highly recommended
 - When that is not feasible, the parent/guardian must provide written permission for each junior participating in the coaching session and/or when playing with other juniors
- Recreation Centers:
 - No instructional classes held
 - Fitness centers remain closed
 - Online registration for summer classes
 - Facility reservations continue by phone
 - Recreations centers will open to the public on May 26
 - Patrons limited to groups of 30
 - Staff safety
 - Temperature of staff will be taken every day during check in
 - Temperatures will be taken using a non-contact thermometer and staff will be provided with gloves and facial masks for daily use

- Staff will maintain social distancing whenever possible, with the exception of when required to assist with an injured patron or other emergency situations
 - Participant Safety
 - Signs will be posted outside the entrances restricting entry to anyone with symptoms of illness
 - A separate entry point for campers will be established
 - Hand hygiene stations will be set up at the entrance so individuals can clean their hands before entering
 - Cleaning and disinfection of the facility will follow the guidelines of Appendix B
- OJ Watson Park
 - Hours of operations: 9 am – 9 pm daily
 - Restrooms
 - Remain closed until seasonal staff are allowed to return to work
 - Restroom facility adjacent to community facility to remain open, cleaned on an hourly schedule with increased cleaning based on frequency of use
 - All satellite restrooms will remain closed
 - Fishing allowed during open hours, participants over age of 16 must have valid fishing license
 - Open picnic tables – all non-bolted picnic tables have been secured and are not available for use
 - Community facility closed and unavailable for use
 - Miniature Golf
 - Open from 10 am – 7 pm daily
 - Equipment will be rented through the concession window
 - All equipment to be sanitized and cleaned after use with a solution detailed in Appendix B
 - Groups limited to 10 participants, will be instructed to maintain social distancing by keeping separate from other groups
 - Pedal Boats
 - Remain closed until season staff return to work
 - Once allowed, operations will be from 10 am – 8 pm
 - Tickets will be purchased through the concession window
 - Holding circles will be painted on the ground 8 feet apart for groups to line up and wait till a boat is ready to use
 - Patrons will use the east entry walkway to go on the boat dock
 - Boats will be tied up on the east side of the dock
 - Patrons will be required to put on necessary lifejackets and/or seat cushions without staff assistance
 - Staff will inform them of the rules and boat boarding
 - Once boarded, staff will unclip the boat and allow the patron to pedal away
 - At the conclusion of the ride, patrons will return the boat to the west side of the dock
 - Lifejackets and seat cushions will be dropped off at the west entry way where patrons will then exit
 - Staff will clean the lifejackets/seat cushions and boats with a cleaning solution and allow them to dry
 - Once all boats on the east side have been used the west dock boats are clean, the rotation order will be reversed
 - Two staff will be needed for this operation and will maintain social distancing requirements from patrons
 - Train ride operations:
 - Rides will run every 30 minutes
 - Tickets limited to 5 groups per train ride, groups not to exceed 6 people

- Each group will be given a card with a color and time and instructed to report to the waiting area 10 minutes prior to their ride
 - Corresponding colored circles will be painted on the sidewalk, 8 feet apart
 - Train operator will announce when groups can enter the train depot and take their seats
 - Groups will deposit tickets and color card into a box with a staff member
 - Groups will be spaced on the train with at least 2 empty seats between groups
 - After the train ride, groups will exit the train and staff will begin the clean and sanitize the train according to guidelines in Appendix B
- Pony rides are not available in phase 2
- Concessions
 - Inside area of the concession stand will be open with a limit of one group inside at a time
 - Entry will be through the east door with exit through the west door
 - Bottled drinks and pre-packaged food items will be sold
- Playgrounds are closed and not available for use
- Kayaks
 - Available by reservation only, patrons must call at least one hour ahead on requested time
 - Kayaks will be cleaned according to Appendix B
- Volleyball courts are closed and not available for use
 - League is postponed during phase 2
- Campfire circle is closed and not available for use
- Bounce houses are not available for use
- Classes will continue as scheduled as long as social distancing
- Child Care Groups
 - Child care groups of 30 or less are allowed to visit the park
 - The child care group activity package is not available
- Special Events – Private
 - Special events hosted by private groups will not be allowed
- Special Events – Public
 - Special events hosted by Wichita Park & Recreation will not be allowed
- Haunted Attraction will not be open
- Watson Christmas Express will not be available in phase2, limited to 25 participants
- Volunteers
 - Current Watson Park volunteers will be allowed to continue volunteering at the park, 5 volunteers at a time
- Community Service hours will be available to groups less than 4
- Camping
 - Classes will maintain social distancing between groups and not exceed more than a total of 30 people
 - Public camping reservations will be allowed when reserved ahead of time
- Social Distancing Violations
 - If groups do not follow current state regulations on social distancing, the management staff will give them a friendly reminder to disperse
 - If the group does not comply, the management staff will report the disturbance to #211
 - If the group is violent or violating other city ordinances, the management staff will contact the authorities at #911
- Staff Operations
 - Two management staff members will be assigned to open and close the park

- Ride staff will be brought in to operate the attractions between the hours of 10 am – 7 pm, Monday – Sunday
- Staff Safety
 - Staff will maintain social distancing requirements when working with other staff members
 - Staff will use the appropriate PPE at all times when dealing with patrons and when performing cleaning procedures
- Summer camp
 - Summer of Discovery
 - See Appendix D for 2020 Camp Programming Options
 - Summer Activity Camp
 - See Appendix E for 2020 Camp Programming Options
- Golf league:
 - Start date: June 7 (pushed from April 19)
- Golf:
 - All courses open for play
 - Open cart rentals
 - No merchandise or concession sales
 - Credit or debit only
 - Clubhouse open
 - Practice social distancing of 6 feet or more
 - Tee times booked in advance every 15 minutes, no walk in
 - Limit four golfers per group
 - No pulling flags from holes
 - Cups of greens removed
 - No scorecards or pencils, encourage downloading app
 - No ball washers, bunker rakes, benches, bag stands or drinking fountains on course
 - Driving ranges open, limited to only 10 hitting stations

Phase 3

- Parks:
 - Dog parks open, social distancing encouraged
 - Playgrounds open
 - Restrooms open, sanitized daily
 - 6 feet distancing encouraged
 - Signs urging social distancing
- Aquatics:
 - Swimming Pools
 - See Appendix C for 2020 Pool Operations Options
 - Splash pads
 - Splash pads open from 10 am – 8 pm
 - Signage posted about the importance of maintaining social distancing
 - Signage posted about not using the splash pad if ill
 - Assignments:
 - Public works
 - Will get the splash pads operational
 - Instruct the recreational staff on particulars of operations at each location
 - Handle repairs and issues that go beyond basic maintenance
 - Recreational seasonal staff
 - Will maintain the chemical logs for each splash pad location
 - Follow operations procedures 5 times per day, per site
 - Ensure the chemical feeders have adequate supplies
 - Make adjustments and repairs when needed
 - Report any issues of features not working
 - Clean the area around the splash pad
 - Operational plan detailed in Appendix A
 - Staff will use all appropriate PPE
 - Staff will maintain social distancing guidelines with the public
- Athletics:
 - Baseball and Softball Tournaments
 - Keep tournaments as scheduled for June
 - Stagger games/arrival times
 - All staff working complex must wear mask
 - Will follow USSSA guidelines for protective gear and distancing
- Tennis:
 - Tennis Center attendance limited to 90 individuals
 - Activity should always be in line with the Federal Government’s advised social distancing measures (defined by the Centers for Disease Control and Prevention as keeping six feet apart), including when arriving at and departing from a court
 - Limit activities to casual court rental, one-on-one coaching, small groups and private lessons
 - Shorten programs and stagger booking times to create a buffer between sessions
 - Online bookings are recommended, and have participants make payments online
 - Avoid handling cash
 - Postpone any social gatherings
 - Do not provide any congregation areas at the court or facility
 - Plan for increased levels of staff and volunteer absences
 - Staff must wear masks or “like in kind” and gloves when checking in players

- Staff should wash hands and/or gloves often and after touching items
- Alternating courts should be reserved for play if there is no barrier, such as fencing, between the courts
- Capturing accurate information on reservation play sheets when people are making reservations is a must, in case the authorities need to trace who has been onsite
- Players should come to the facility no more than 10 minutes before the time expected to play
- Having a parent/guardian present at the facility with juniors under age 18 is highly recommended
 - When that is not feasible, the parent/guardian must provide written permission for each junior participating in the coaching session and/or when playing with other juniors
- Recreation Centers:
 - Fitness centers reopen with modifications (Evergreen, Linwood, Orchard and Lynette Woodard)
 - Disinfectant sprays and/or wipes will be readily available
 - Equipment will be adjusted and/or some will have restricted use to allow for proper distancing
 - Fitness centers will open at reduced capacity, proportionate to the amount of equipment available for use
 - Participants using free weights and hand-held equipment will be requested to wear gloves
 - Participants will be required to clean the equipment they come in contact with before and after use
 - Participants may use only one piece of equipment at a time (i.e., no circuits or ‘super setting’) so that machines can be cleaned after use
 - Close contact will be limited only to “spotting” a participant when lifting free weights
 - Individual water bottles are encouraged
 - Doors and windows will be kept open where possible to improve ventilation
 - Fitness centers may opt to initiate a 30-minute close down period during sessions for additional staff cleaning if usage increases beyond normal use
 - Instructional classes held with modifications
 - Participant and instructor safety
 - Instructors and participants will be asked to wash hands before and after classes
 - Hand sanitizer will be placed at the entrance of each classroom
 - Participants will be encouraged to use the restroom prior to arriving for class
 - An entrance/exit strategy will be in place for each room to reduce the potential for contact in hallways and classrooms
 - Classes utilizing the same room will be spaced 15-20 minutes apart to allow safe transitions and time to sanitize
 - Participants will be asked to arrive no more than 5 minutes prior to class
 - Participants should arrive dressed and ready for class
 - Roll will be taken orally by staff to avoid students touching pen or roll sheet
 - General Modifications
 - Participants will maintain 6 feet of separation whenever possible as dictated by the program/activity
 - Maximum group size will be dictated by the square footage of the room being used for the program, allowing for adequate social distancing
 - Hand-held fitness equipment, mats, computers and small sports equipment will be sanitized after every class use
 - Floors will be mopped daily
 - Participants will be encouraged to bring their own equipment
 - Class registration will be limited to the amount of equipment available for individual use
 - Programs requiring shared equipment or supplies during the time of class and the ability to sanitize in-between uses is not feasible will be delayed until Phase Out occurs

- For programs that typically involve partnering (Dance or Martial Arts), partnering will be allowed as long as minimal to no contact is made or partners are from the same household, switching partners will not be allowed
 - Any program requiring direct contact from the instructor to guide or assist in movements will be delayed until Phase Out occurs
 - Toddler programs that do not involve parent participation will be delayed until Phase Out occurs
 - Smaller classrooms will be limited to participants only and visitors will be asked to wait outside the facility until five minutes prior to class ending
 - Facilities open for programming
 - Patrons limited to groups of 90
 - Staff safety
 - Temperature of staff will be taken every day during check in
 - Temperatures will be taken using a non-contact thermometer and staff will be provided with gloves and facial masks for daily use
 - Staff will maintain social distancing whenever possible, with the exception of when required to assist with an injured patron or other emergency situations
 - Participant Safety
 - Signs will be posted outside the entrances restricting entry to anyone with symptoms of illness
 - A separate entry point for campers will be established
 - Hand hygiene stations will be set up at the entrance so individuals can clean their hands before entering
 - Cleaning and disinfection of the facility will follow the guidelines of Appendix B
 - Facility Reservations
 - Maximum capacity for each facility reservation is 90 people
 - Renters will be asked to wash hands and/or use hand sanitizer upon entering the facility
 - Renters will be asked to remain in room reserved as much as possible and avoid congregating in hallways and commons areas
 - Renters will be required to do a general cleaning of room/equipment after use, to include wiping down tables, chairs and countertops, along with taking trash to dumpster
 - Staff will do a routine cleaning of touchpoints in restrooms and common areas every two hours
 - Staff will do a thorough cleaning and sanitization immediately following the facility reservation
- OJ Watson Park
 - Hours of operation: 8 am – 10 pm daily
 - Restrooms
 - Restrooms will be closed until seasonal staff returns
 - At this time, all restrooms will reopen, cleaned hourly with increase cleanings based on frequency of use
 - Fishing is allowed during open hours, participants over the age of 16 must have fishing license
 - Open picnic tables
 - Will be placed around the park near grills for public use, limit of 6 tables per site
 - Outdoor shelters
 - Available for reservation as long as the group size does not exceed 90 people
 - Shelter 1 will not be available for multiple group use
 - It may be rented 1 group at a time for the price of \$20/hour
 - Community facility is open and available for reservation
 - Miniature Golf
 - Open from 10 am – 8 pm
 - Equipment will be rented through concessions window, sanitized and cleaned after use

- Groups will be limited to 10 participants with instruction to maintain social distancing from other groups
- Pedal Boats
 - Remain closed until season staff return to work
 - Once allowed, operations will be from 10 am – 8 pm
 - Tickets will be purchased through the concession window
 - Holding circles will be painted on the ground 8 feet apart for groups to line up and wait till a boat is ready to use
 - Patrons will use the east entry walkway to go on the boat dock
 - Boats will be tied up on the east side of the dock
 - Patrons will be required to put on necessary lifejackets and/or seat cushions without staff assistance
 - Staff will inform them of the rules and boat boarding
 - Once boarded, staff will unclip the boat and allow the patron to pedal away
 - At the conclusion of the ride, patrons will return the boat to the west side of the dock
 - Lifejackets and seat cushions will be dropped off at the west entry way where patrons will then exit
 - Staff will clean the lifejackets/seat cushions and boats with a cleaning solution and allow them to dry
 - Once all boats on the east side have been used the west dock boats are clean, the rotation order will be reversed
 - Two staff will be needed for this operation and will maintain social distancing requirements from patrons
- Train Ride operations
 - Remain closed until seasonal staff return to work
 - Train ride operation will be from 10 am – 8 pm
 - All surfaces will be cleaned by guidelines in Appendix B
- Pony Rides
 - Remain closed until seasonal staff return to work
 - Pony ride operations will be from 10 am – 8 pm
 - Operation will be changed to allow parents in the pony areas to put their children on the pony
 - Parents will then walk next to their children during the operations
 - A lowered perimeter fence will be constructed to keep the pony from moving out of the circular path
- Concession operations will resume as normal
- Playgrounds are open for public use, will be cleaned at the beginning of each day
- Kayaks
 - Available by reservation only, patrons must call at least one hour ahead on requested time
 - Kayaks will be cleaned according to Appendix B
- Volleyball courts
 - Open for reservations only
 - Volleyball league will resume with a 10 team limit per league
- Campfire circle is available for reservations
- Bounce houses are available for reservations
- Classes will continue as scheduled
- Child Care Groups
 - Groups of less than 90 are allowed to visit the park
 - Child care group activity packaged is available

- Special events – Private
 - Allowed with max attendance below 90
- Special events – Public
 - Allowed with max attendance below 90
- Haunted Attraction
 - Open with group attendance below 90
- Watson Christmas Express available in phase 3
- Volunteers
 - Volunteer groups not to exceed 30
- Community service hours limited to groups below 20 people
- Social Distancing Violations
 - If groups do not follow current state regulations on social distancing, the management staff will give them a friendly reminder to disperse
 - If the group does not comply, the management staff will report the disturbance to #211
 - If the group is violent or violating other city ordinances, the management staff will contact the authorities at #911
- Staff Operations
 - Two management staff members will be assigned to open and close the park
 - Ride staff will be brought in to operate the attractions between the hours of 10 am – 7 pm, Monday – Sunday
- Staff Safety
 - Staff will maintain social distancing requirements when working with other staff members
 - Staff will use the appropriate PPE at all times when dealing with patrons and when performing cleaning procedures
- Summer camp
 - Summer of Discovery
 - See Appendix D for 2020 Camp Programming Options
 - Summer Activity Camp
 - See Appendix E for 2020 Camp Programming Options
- Golf:
 - Normal play resumes
 - Encourage social distancing

Specific Guidance for Common Park and Recreation Space, Facilities and Programs

Protection Measures

- Staff use of PPE
 - Personal Protection Equipment (PPE) will be supplied to employees based upon their risk level of exposure to COVID-19, as approved by the Administration Team. All types of PPE must be:
 - Selected based upon the hazard to the worker
 - Properly fitted and periodically refitted, as applicable
 - Consistently and properly worn when required
 - Regularly inspected, maintained and replaced as necessary
 - Property removed, cleaned, and stored and disposed of, as applicable
 - In addition, training will be provided for employees on issued PPE and when/how to request new PPE
 - PPE will include but not limited to masks and gloves
 - PPE must be worn if within 6 feet of another person or passing through common areas
 - Employees will be permitted to wear their own PPE, such as a homemade face covering device, provided the design permits the employee to perform their job duties and is made of an appropriate material for the workplace
- Other staff responsibilities
 - Clean personal workspaces on a regular basis, specifically the following shared surface areas must be cleaned throughout the day:
 - Phone
 - Keyboard and mouse
 - Desk surface and drawers
 - Chair arms and any other surface touched regularly
 - For employees within their own office: light switches and door handles
 - Avoid using other employee's supplies, equipment, phones, etc. If necessary to share equipment, please clean before and after use.
 - Regarding park equipment, employees are responsible for cleaning after use including:
 - Seats
 - Handles
 - Straps
 - Controls
- Limiting Contact with High Touch Areas
 - Doors: While offices remain closed to the public, interior security doors are permitted to remain open for employees to travel between areas without touching door handles and food surfaces. If the public is allowed to re-enter the facility at a limited capacity, the doors leading to public areas must remain closed but doors that separate non-public areas will be permitted to be propped open.
 - Informational materials: Until operations have returned to phase 3, no periodicals, applications, brochures, etc. shall be in public areas. These materials shall be distributed by personnel only.
 - Furniture in public areas: All use of lobby and other public area furniture will be monitored. Removal of furniture may be necessary to deter congregation of people and limit surface areas that can be touched.

Developing a Communications Plan

- Department leadership will work with internal communications staff and communications staff from CMO to inform the public of closures/openings, restrictions and other updates. Information will be disseminated through the following channels:
 - Park and Recreation social media
 - Park and Recreation website

- RecTrac and other programming software/publications
- City of Wichita social media
- Mayor’s media briefings
- CMO weekend reports

Staff Training and Measures to Protect Staff and Public

Staff Training

- COVID-19 training will be provided to all staff on the following elements:
 - Terminology
 - Monitoring health symptoms, logging with Supervisor
 - CDC recommendations for people that may be positive or negative:
 - Social distancing
 - How to properly cough/sneeze
 - Handwashing best practices
 - Facemask recommendations
- COVID-19 training for staff will be tracked and employees will be required to sign a training record

Cleaning and Disinfection Practices

- All PARD facilities, including common areas, will be properly cleaned and sanitized prior to reintroducing staff to the facility
- All offices will be provided with cleaning and sanitizing products to use to fulfill employee responsibilities described below
- A schedule will be determined to clean and sanitize public common areas on a regular basis. Frequency of such cleaning and sanitizing will depend on the phase of reopening. Common area cleaning and sanitizing includes, but is not limited to, the following:
 - Doorknobs, push bars, handles and panels
 - Light switches
 - Stair rails
 - Drinking fountains
 - Restrooms
 - Conference rooms
 - Breakrooms/kitchens
 - Plexiglass barriers/sneeze guards
 - Countertops
- Modify workspace environments to reduce exposure as applicable to the facility:
 - Install plexiglass barriers/sneeze guards for each customer service counter
 - Remove all high-touch informational materials
 - Post information and signage throughout facility, re: washing hands, sneezing, social distancing, etc.
 - Gloves are required to process incoming mail
- Modifications to custodial tasks include:
 - Garbage will need to be tied before it is pulled from the container
 - Playgrounds, benches and picnic tables will be added to the schedule for sanitizing when needed
- Cleaning and disinfecting if someone is symptomatic
 - If an employee or visitor has developed symptoms of COVID-19 at a PARD facility, the area(s) used by the person must be properly cleaned and disinfected prior to being used again
 - First, close off areas used by the symptomatic person
 - Open outside doors and windows to increase air circulation in the area
 - Wait 24 hours before cleaning or disinfecting. If not feasible, wait as long as possible

- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment, high touch surfaces, etc.
 - If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary
- Splash Pad cleaning procedures listed in Appendix A.

Managing Contracts and Vendor Relationships to Ensure Safety

- Contracts and Vendor relationships during COVID-19 will be managed by the Purchasing and Vendor Services division of the Finance Department.

Securing Critical Supplies

- Superintendents of each division will be responsible for ensuring their staff are implementing the required procedures for the workspaces and department, including the use of PPE and other necessary supplies. The Park and Recreation Director will oversee the replenishment of supplies.

Evaluating and Informing Emergency Plans

- Multiple Continuity of Operation Plans have been developed for the department to address different levels of service and staffing
 - P&R 2020 COOP and Emergency Operations Guide – 50% Absenteeism
 - P&R 2020 COOP and Emergency Operations Guide – 100% Closure
 - P&R 2020 COOP and Emergency Operations Guide – Essential Staff Only
- These plans are COVID-10-centric and can be used if a second wave of the virus occurs
 - The plans can also be adjusted for other pandemic-related disasters
 - Significant changes would be necessary for other emergencies, but the documents serve as a good template for informing all plans
- These documents should be evaluated prior to initiating, or on an annual basis

Resource Database - National and Local Reopening Resources

The following national and local resources have been utilized in the creation of this plan:

- [WB Park Restoration of Operations Plan](#)
- [Ad Astra: A Plan to Reopen Kansas](#)
- [Opening Up America Again](#)
- [USTA COVID-19 Guidelines](#)
- Urban Park and Recreation Leaders
- National Park and Recreation Association
- Kansas Park and Recreation Association

Appendix A

Splash Pad Operational Guidelines:

- Spray/splash pad area is clean and free from obstacles or items that may cause injury, illness, or death
- All gratings and covers need to be securely fastened
- Maintain water clarity to ensure that all areas within the water (including the main drain/grates) are clearly visible from a viewing point at or near the water edge
- Use of the spray/ splash pad must be discontinued when there is contamination of the water or a health or safety concern is identified
- Store chemicals so that they are only accessible to the operator

Testing Frequency for Recirculating Systems:

- To ensure that the filtration and disinfection treatment systems are operating in accordance with their design, the system will be checked daily one-half hour prior to opening and every two hours during operation
- Automated devices will be checked by doing a manual test of the disinfectant or pH in the water at least once a day
- Oxidation Reduction Potential value should be above 700 mV
- Log Book & Records
- Filtration, disinfection and addition of fresh water
- Total number of users each day
- Emergencies, rescues, or breakdowns of equipment that have occurred
- The daily record should be retained for a minimum of one year

Emergency Procedures

Emergency procedures for spray/splash pads posted that is conveniently located for emergency use. It includes the following:

- Contact information for local fire, ambulance and police services
- The full name and address of the spray/splash pad (including nearest intersection)

Notices

Signs posted that set out health and safety rules for spray pad or splash pad users.

- Parents or guardians must supervise their children at all times when using the spray pad/splash pad
- Children should be appropriately attired for their age and continence ability to prevent fouling the pool
- No glass containers, food or beverages are allowed in the spray/splash pad area or in the area immediately surrounding the spray/splash pad
- Recreational water is not intended for drinking
- Do not enter the spray/splash pad if you have an open sore or rash, or are experiencing nausea, vomiting , or diarrhea
- No person shall pollute the water or surface of the spray/splash pad in any manner or the immediate area surrounding the spray/splash pad
- No person shall engage in boisterous play in or around the spray/splash pad in any manner

Responding to Fouling of Spray/Splash Pads

If the spray/splash pad has been contaminated due to fouling the following steps will be taken:

- Ensure users leave the spray /splash pad
- Drain the spray /splash pad and the recirculation system

- Clean and disinfect the spray /splash pad and any equipment used (e.g. net or bucket)
- Ensure proper operation of the spray /splash pad prior to reopening

EPA Registration Number	Active Ingredient(s)	Product Name	Follow the disinfection directions and preparation for the following virus	Contact Time (in minutes)
5813-99	Sodium Hypochlorite	Wave	Human Coronavirus	1
70590-2	Sodium Hypochlorite	Bleach-rite Disinfecting Spray with Bleach	Human Coronavirus	1
777-66	Quaternary Ammonium	Lysol Brand All Purpose Cleaner	Human Coronavirus	2
777-91	Quaternary	Lysol Kitchen Pro Antibacterial Cleaner	Human Coronavirus	2

Appendix B

Businesses should:

- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
- Provide disposable disinfectant wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
- Encourage social distancing and do not congregate in break rooms or crowded places.
- Discourage the sharing of equipment like headsets and other similar items.

Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees:

- Display educational materials that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in other workplace areas where they are likely to be seen.
- Provide tissues and no-touch disposal receptacles for use by employees.
- Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.

How to clean and disinfect

- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces number of germs, dirt and impurities on the surface.

Disinfecting kills germs on surfaces

- Practice routine cleaning and disinfection of frequently touched surfaces.
- More frequent cleaning and disinfection may be required based on level of use.
- Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- Recommend use of EPA-registered household disinfectant. Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:
 - Keeping surface wet for a period of time (see product label)
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
 - Diluted household bleach solutions may also be used if appropriate for the surface.

Laundry

- For clothing, towels, linens and other items:
 - Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
 - Wear disposable gloves when handling dirty laundry from a person who is sick.
 - Dirty laundry from a person who is sick can be washed with other people's items.
 - Do not shake dirty laundry.
 - Clean and disinfect clothes hampers according to guidance above for surfaces.

- Remove gloves, and wash hands right away.

**Taken from Kansas Department of Agriculture

EPA Registration Number	Active Ingredient(s)	Product Name	Follow the disinfection directions and preparation for the following virus	Contact Time (in minutes)
5813-99	Sodium Hypochlorite	Wave	Human Coronavirus	1
70590-2	Sodium Hypochlorite	Bleach-rite Disinfecting Spray with Bleach	Human Coronavirus	1
777-66	Quaternary Ammonium	Lysol Brand All Purpose Cleaner	Human Coronavirus	2
777-91	Quaternary	Lysol Kitchen Pro Antibacterial Cleaner	Human Coronavirus	2

Appendix C

Pool Operations 2020 Options

The below operational plans are based on discussions and meetings with health professionals, industry leaders, and other aquatics professionals. These plans are flexible and will be updated as new and more information is made available. Safety for the patrons and the staff are the guiding principles of these plans.

This plan can be used if all five locations are opened on May 25th, only a few locations are opened, or if a phased approach is taken by opening a few locations first and then others opened later.

- **Option 1 – Normal Operations**
- **Option 2 – Limited Public Swim**
- **Option 3 – Lessons Only, No Public Swim**
- **Option 4 – Cancel 2020 Pool Season**

Option 1

Monday – Thursday: 1:00pm – 5:00pm, 6:30pm – 9:00pm

Friday – Sunday: 1:00pm – 6:00pm

Budget

- \$488,000 – 5 locations open
- \$396,000 – 4 locations open
- \$304,000 – 3 locations open
- \$212,000 – 2 locations open

*Budget will vary based on phase restrictions and length of season

Open Swim

- The number of patrons allowed will be based on pool capacity and the current phase of the state plan.
 - PHASE 1 – open swim not available
 - PHASE 2 – open swim restricted to 30 individuals
 - PHASE 3 – open swim restricted to 90 individuals
 - PHASE 4 – open swim restricted to pool capacity

Patron Information

- Social distancing guidelines will be followed. Seating areas will be spaced apart.

Pool Amenities

- All amenities open.

Restrooms

- Restrooms will be available but will be cleaned and sanitized at regular intervals throughout the day.

Entry/Exit

- Pool entrances will have designated waiting spots with proper social distancing.

Rentals

- Pools would be available to rent on Friday, Saturday, and Sunday evenings with capacities based on social distancing requirements of group gatherings.

Swimming Lessons

- Lessons will be offered three times in the morning and once in the evening. Three classes of various levels offered at a time. Lessons times will be 8:30 am, 9:30 am, 10:30 am, and 5:45 pm – Monday – Thursday for two week sessions.

Swim Team

- Swim team practices will be held at least once a day, Monday – Thursday, 11:30 am – 12:30pm. College Hill and Harvest Pools will have an additional practice time in the morning, 7:30 am – 8:30 am. Swim meets will be held every Monday at Aley Pool starting on June 22nd.

Classes

- Aquatic classes will be held as scheduled.

Lifeguarding

- Lifeguards will use the same equipment throughout their shift. Lifeguards will not be required to wear face masks but will be required to keep social distancing from patrons and other staff except in case of emergencies. Staff will be reminded to actively participate in preventative lifeguarding to minimize their exposure. Reaching assists when applicable will be the primary form of rescue. The rear approach to an active drowning victim will be the preferred method when performing an in water rescue. Lifeguards will not perform in water ventilations but instead focus on the speed of extrication. Rescue breathing will be performed by a BVM.

Staff Training

- In-service training will follow American Red Cross guidelines of safety. Certification and Re-Certification classes will be held prior to the season. Staff will be participate in daily trainings throughout the season.

Staff Safety

- Front desk staff will wear face masks when at the counter. Gloves will be worn at all times when handling money or doing transactions. Gloves will be washed every transaction.
- Temperatures will be taken prior to start of shift and at the midpoint of a shift. A staff member with a temperature in excess of 100 degrees will not be allowed to work.
- Staff that are sick or with temperatures will need to remain at home.
- Staff will maintain social distancing at all times while at work.

Staff Operations

- Lifeguards will use guard stands during rotations and rotate every 15 minutes. Care will be taken to clean guard stands as needed. Lifeguards will not be required to enforce social distancing. The pool manager will be required to remind patrons to maintain the social distancing requirements. Each pool will require a manager, head guard, and 14 lifeguards to work shifts and teach lessons.

Cleaning

- All surfaces, handrails, public areas, restrooms will be deep cleaned and sanitized throughout the day. The cleaning products to be used are listed at the end of this document with the required contact time for disinfection. All rescue equipment will be sanitized at the end of the shift.

Option 2

Monday – Thursday: 12pm – 2pm, 3pm – 5pm, 7pm – 9pm

Friday – Sunday: 12pm – 2pm, 3pm – 5pm

Budget

- \$488,000 – 5 locations open
- \$396,000 – 4 locations open
- \$304,000 – 3 locations open
- \$212,000 – 2 locations open

*Budget will vary based on phase restrictions and length of season

Open Swim

- The pool will be open for open swim to the public in two hour increments. There would be an hour between these periods to allow staff to clean and sanitize the area. The number of patrons allowed will be dictated by the CDC recommendations on swimming pools and the phased approach set forth by the state of KS.
 - PHASE 1 – open swim not available
 - PHASE 2 – open swim restricted to 30 individuals
 - PHASE 3 – open swim restricted to 90 individuals
 - PHASE 4 – open swim restricted to pool capacity

Patron Information

- For phase 2 of the state plan, the public will be able to reserve dates and time for their families by calling the pool ahead of time. Families will not be able to reserve the pool for consecutive times and consecutive days. Walk-ins will only be allowed if restricted capacity has not been reached. For phase 3, the reservation requirement will be removed. Areas around the pool will be marked off for patrons to use with their families. These areas will be marked off to allow for social distancing. Patrons may be asked to keep their masks on when not in the water. (if required by health department)

Pool Amenities

- Slides will not be open for the 2020 season.
- Wading pools will be closed for the 2020 season.
- Diving boards will be open with waiting circles positioned for patrons to line up and maintain social distance.
- Picnic tables will be closed
- The public will be encouraged to bring their own chairs. Lounge chairs at College Hill will be limited and placed within the areas marked off for families.
- Concessions will be limited to prepacked items only.
- Season passes will not be offered.

Restrooms

- Restroom availability will be based on Sedgwick County Health Department guidelines. Restrooms may be closed to the public. Patrons will be encouraged to come to the pool prepared to swim but a pop-up changing tent will be available if needed.

Entry/Exit

- Pool entrances will have designated waiting spots with proper social distancing.

Rentals

- Pools would be available to rent on Friday, Saturday, and Sunday evenings with capacities based on social distancing requirements of group gatherings.

Swimming Lessons

- Lessons will be offered based on American Red Cross standards and requirements. Changes may include limiting numbers of participants, family only lessons, instructor out of water, and signed waivers. Lessons will be offered three times in the morning and once in the afternoon. Only two classes offered per time slot.

Swim Team

- The swim team program faces many challenges if social distancing requirements are in effect. The program will either be changed to limit participants, practice times, and meets or suspended for 2020. Multiple practices can be offered throughout the day for larger teams to maintain social gathering limits.
 - PHASE 1 – pools not open

- PHASE 2 – practices restricted to 30 individuals
- PHASE 3 – practices restricted to 90 individuals
- PHASE 4 – practices restricted to pool capacity

Classes

- Aquatic classes will continue as long as social distancing requirements can be met.

Lifeguarding

- Lifeguards will use the same equipment throughout their shift. Lifeguards will not be required to wear face masks but will be required to keep social distancing from patrons and other staff except in case of emergencies. Staff will be reminded to actively participate in preventative lifeguarding to minimize their exposure. Reaching assists when applicable will be the primary form of rescue. The rear approach to an active drowning victim will be the preferred method when performing an in water rescue. Lifeguards will not perform in water ventilations but instead focus on the speed of extrication. Rescue breathing will be performed by a BVM.

Staff Training

- In-service training will follow American Red Cross guidelines of safety. Returning staff are either still certified or have taken the 120 day extension offered by the American Red Cross. Certification classes and Re-certification classes will be offered as soon as allowed by lifeguarding certification authority.
- Staff will participate in daily trainings throughout the season.

Staff Safety

- Front desk staff will wear face masks when at the counter. Gloves will be worn at all times when handling money or doing transactions. Gloves will be washed every transaction.
- Temperatures will be taken prior to start of shift and at the midpoint of a shift. A staff member with a temperature in excess of 100 degrees will not be allowed to work.
- Staff that are sick or with temperatures will need to remain at home.
- Staff will maintain social distancing at all times while at work.

Staff Operations

- Lifeguards will not use guard stands during rotations. With lower attendance, lifeguards will patrol their areas on foot and rotate every 15 minutes. Lifeguards will not be required to enforce social distancing. The pool manager will be required to remind patrons to maintain the social distancing requirements. Each pool will require a manager, a head guard, and 8 lifeguards to work shifts and teach lessons.

Cleaning

- All surfaces, handrails, public areas, restrooms will be deep cleaned and sanitized throughout the day. The cleaning products to be used are listed at the end of this document with the required contact time for disinfection. All rescue equipment will be sanitized at the end of the shift.

Option 3

Monday – Friday: 10 am – 6 pm

Saturday & Sunday: 11 am – 6 pm

Budget

- \$315,000 – 5 locations open
- \$224,000 – 4 locations open
- \$163,000 – 3 locations open
- \$135,000 – 2 locations open

*Budget will vary based on phase restrictions, length of season, and number of classes offered.

Open Swim

- This option does not allow for open swim. Pools will only offer lessons and classes.

Patron Information

- Parents will be required to stay out of the pool area unless they are participating the class.

Pool Amenities

- All amenities closed.

Restrooms

- Restroom availability will be based on Sedgwick County Health Department guidelines. Restrooms may be closed to the public. Patrons will be encouraged to come to the pool prepared to swim but a pop-up changing tent will be available if needed

Entry/Exit

- Pool entrance/exit will be from side gate. Signs and marked areas on the side will show where swimmers must wait as they enter.

Rentals

- Pools will be open for rentals on any night after 6 pm as long as the group does not exceed the Sedgwick County Health Department recommendations on group size.

Swimming Lessons

- Lessons will be offered based on American Red Cross standards and requirements. Changes may include limiting numbers of participants, family only lessons, instructor out of water, and signed waivers. Lessons will be offered three times in the morning and once in the afternoon. Only two classes offered per time slot. Lessons will be offered throughout the day.
 - PHASE 1 – Lessons not available
 - PHASE 2 – Number of lessons restricted to 3 classes per hour
 - PHASE 3 – Number of lessons restricted to 4 classes per hour
 - PHASE 4 – Number of lessons restricted to pool capacity

Swim Team

- Swim team program suspended for 2020 season. Participants will be encouraged to take swimming lessons. Teams would be able to meet for non-water training activities as long as social distancing requirements were still observed.

Classes

- Aquatic classes will continue as long as social distancing requirements can be met.

Lifeguarding

- Lifeguards will use the same equipment throughout their shift. Lifeguards will not be required to wear face masks but will be required to keep social distancing from patrons and other staff except in case of emergencies. Staff will be reminded to actively participate in preventative lifeguarding to minimize their exposure. Reaching assists when applicable will be the primary form of rescue. The rear approach to an active drowning victim will be the preferred method when performing an in water rescue. Lifeguards will not perform in water ventilations but instead focus on the speed of extrication. Rescue breathing will be performed by a BVM.

Staff Training

- In-service training will follow American Red Cross guidelines of safety. Returning staff are either still certified or have taken the 120 day extension offered by the American Red Cross. Certification classes and Re-certification classes will be offered as soon as allowed by lifeguarding certification authority. Staff will participate in daily trainings throughout the season.

Staff Safety

- Front desk staff will wear face masks when at the counter. Gloves will be worn at all times when handling money or doing transactions. Gloves will be washed every transaction.
- Temperatures will be taken prior to start of shift and at the midpoint of a shift. A staff member with a temperature in excess of 100 degrees will not be allowed to work.
- Staff that are sick or with temperatures will need to remain at home.
- Staff will maintain social distancing at all times while at work.

Staff Operations

- Instructors will follow the American Red Cross guidelines on instruction. They will either be in the water teaching or instructing from land. A lifeguard will be present roving during classes. Each pool will need one manager and 8 lifeguards to run lessons and operations.

Cleaning

- All surfaces, handrails, public areas, restrooms will be deep cleaned and sanitized throughout the day. The cleaning products to be used are listed at the end of this document with the required contact time for disinfection. All rescue equipment will be sanitized at the end of the shift.

Option 4

2020 Pool Season Cancelled

Other Considerations

- Time needed for onboarding staff
- Ability to obtain necessary PPE for staff
- Time needed for preparing pools
- Time needed for preparing staff
- Ability to obtain proper cleaning materials

Appendix D

Summer of Discovery Camp Programming

The Summer of Discovery program is licensed by the Kansas Department of Health & Environment and provides an essential service for working parents. It provides a stabilizing and offer familiar setting for children while parents are away at work and is a crucial economic support to communities.

There are four options listed. The recommended option is Phase 4 and a continuation of this vital program with a phased approach that allows for the ability to maintain proper distancing and sanitation during all phases.

- **Option 1 – Cancel camp for the entire summer**
- **Option 2 – Delay start of camp until Phase Out has been reached**
- **Option 3 – Begin camp during Phase 3 with permanent reduction in enrollment capacity of 30-45 children per location**
- **Option 4 – Begin camp during Phase 3 with temporary reduction in enrollment capacity of 30-45 children per location, and increasing enrollment capacity as able once Phase 4 is reached.**

Phase 1 – begins no earlier than May 4, 2020

- Facilities remain closed to the public
- No Summer of Discovery held
- Online registration continues for Summer of Discovery

Phase 2 – Begins no earlier than May 18, 2020

- Facilities remain close to the public until May 26 (at the earliest)
- No Summer of Discovery held
- Online registration continues for Summer of Discovery
- Phone registration for Summer of Discovery begins

Phase 3 – Begins no earlier than June 1, 2020

- Facilities open for programming.
- Summer of Discovery begins.
- Enrollment limited to 30-45 campers, depending on staff and room availability.

Phase 4 – Begins no earlier than June 15, 2020

- All restrictions are lifted
- New enrollment allowed based on staff availability.
- Field trips and swimming will be added to the schedule.

The Summer of Discovery Camp program already follows very strict licensing requirements and guidelines, however, the additional procedures and considerations will be in place to help increase the health and safety of participants and staff.

Hours of Operation

- Camp is held Monday-Friday. It begins no earlier than 7:00am and ends no later than 6:00pm.

Staff Operations

- Ratios of 1 staff to every 15 children (or less) will be maintained.
- The Head Counselor will provide program assistance as needed; such as checking in/out campers and monitoring the well-being of the children/staff, sanitization procedures and programming content.

Staff Safety

- Temperature of staff will be taken every day during check in.

- Temperatures will be taken using a non-contact thermometer and staff will be provided with gloves and facial masks for daily use.
- Staff will maintain social distancing whenever possible, with the exception of when required to assist with an injured child or other emergency situations.
- Whenever possible, staff will remain with the same group of campers throughout the week to reduce exposure.

Participant Safety

- Signs will be posted outside the entrances restricting entry to anyone with symptoms of illness.
- A separate entry point for campers will be established.
- Hand hygiene stations will be set up at the entrance so individuals can clean their hands before entering.
- Camper's temperatures will be taken daily during check-in.
- Staff will screen children daily looking for signs and symptoms of illness.
- Staff will ensure frequent handwashing and cough etiquette.
- Absences of campers and staff will be monitored to see if there are long increases in absenteeism.

Cleaning Procedures

- Cleaning and disinfection routines will be intensified by both recreation and custodial staff.
- A daily cleaning and sanitizing schedule will be developed to allow for multiple cleanings of restrooms doorknobs/push bars, handles, rails, light switches, drinking fountains, countertops, desks and chairs throughout the day.
- Surfaces and objects that are frequently touched, especially toys and games, will be cleaned between group rotations.
- Toys that cannot be sanitized will not be used.
- Sinks and restrooms will be stocked with soap and paper towels.
- Hand sanitizer will be available at entrances/rooms and its use supervised by staff.

Lunches/Snacks

- Social distancing will be maintained during lunches and snacks.
- Campers will provide their own lunches.
- Sharing of foods between campers is strictly prohibited.
- Snacks will be pre-packaged.

Activities

- No field trips will be held.
- Rooms will be arranged to promote individual play and avoid over-crowded conditions.
- Games will be limited to those allowing minimal to no physical contact.
- Campers will have opportunities daily for outdoor play, weather permitting.
Item sharing will be limited to those items that can be easily cleaned and disinfected at the end of the day and/or between group rotations.
- Each group of 15 campers will stay together throughout the day and groups will not co-mingle.

Other Considerations

- Time needed for onboarding staff.
- Time needed for providing required staff training.

Appendix E

Summer Activity Camp Programming

The Summer Activity Camp program is licensed by the Kansas Department of Health & Environment and provides an essential service particularly in lower economic areas. It provides a stabilizing and offer familiar setting for children and is a crucial economic support to communities.

There are four options listed. The recommended option is Phase 4 and a continuation of this vital program with a phased approach that allows for the ability to maintain proper distancing and sanitation during all phases.

- **Option 1 – Cancel camp for the entire summer**
- **Option 2 – Delay start of camp until Phase Out has been reached**
- **Option 3 – Begin camp during Phase 3 with permanent reduction in enrollment capacity of 30-45 children per location**
- **Option 4 – Begin camp during Phase 3 with temporary reduction in enrollment capacity of 30-45 children per location, and increasing enrollment capacity as able once Phase 4 is reached.**

Phase 1 – begins no earlier than May 4, 2020

- Facilities remain closed to the public
- No Summer Activity Camp held

Phase 2 – Begins no earlier than May 18, 2020

- Facilities remain close to the public until May 26 (at the earliest)
- No Summer Activity Camps held
- Phone registration for Summer Activity Camp begins

Phase 3 – Begins no earlier than June 1, 2020

- Facilities open for programming.
- Summer Activity Camp begins.
- Enrollment limited to 30-45 campers, depending on staff and room availability.

Phase 4 – Begins no earlier than June 15, 2020

- All restrictions are lifted
- New enrollment allowed based on staff availability.
- Field trips and swimming will be added to the schedule.

The Summer Activity Camp program already follows very strict licensing requirements and guidelines, however, the additional procedures and considerations will be in place to help increase the health and safety of participants and staff.

Hours of Operation

Colvin & Evergreen – Monday-Friday from 10a-5p

Lynette Woodard – Monday-Friday from 12p-5p

Staff Operations

- Ratios of 1 staff to every 15 children (or less) will be maintained.
- The Head Counselor will provide program assistance as needed; such as checking in/out campers and monitoring the well-being of the children/staff, sanitization procedures and programming content.

Staff Safety

- Temperature of staff will be taken every day during check in.

- Temperatures will be taken using a non-contact thermometer and staff will be provided with gloves and facial masks for daily use.
- Staff will maintain social distancing whenever possible, with the exception of when required to assist with an injured child or other emergency situations.
- Whenever possible, staff will remain with the same group of campers throughout the week to reduce exposure.

Participant Safety

- Signs will be posted outside the entrances restricting entry to anyone with symptoms of illness.
- A separate entry point for campers will be established.
- Hand hygiene stations will be set up at the entrance so individuals can clean their hands before entering.
- Camper's temperatures will be taken daily during check-in.
- Staff will screen children daily looking for signs and symptoms of illness.
- Staff will ensure frequent handwashing and cough etiquette.
- Absences of campers and staff will be monitored to see if there are long increases in absenteeism.

Cleaning Procedures

- Cleaning and disinfection routines will be intensified by both recreation and custodial staff.
- A daily cleaning and sanitizing schedule will be developed to allow for multiple cleanings of restrooms doorknobs/push bars, handles, rails, light switches, drinking fountains, countertops, desks and chairs throughout the day.
- Surfaces and objects that are frequently touched, especially toys and games, will be cleaned between group rotations.
- Toys that cannot be sanitized will not be used.
- Sinks and restrooms will be stocked with soap and paper towels.
- Hand sanitizer will be available at entrances/rooms and its use supervised by staff.

Lunches/Snacks

- Social distancing will be maintained during lunches and snacks.
- Campers will provide their own lunches.
- Sharing of foods between campers is strictly prohibited.
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Activities

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- Each group of 15 campers will stay together throughout the day and groups will not co-mingle.

Other Considerations

- Time needed for onboarding staff.
- Time needed for providing required staff training.