

# Reigniting CCPR

## *Resumption of Operations Plan*

Version 2.3

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## INTRODUCTION

With the anticipated loosening of stay at home directives at both the state and local level, it is critical for Carmel Clay Parks & Recreation (CCPR) to proactively identify and establish sound protocols for the phased reopening of our parks, programs, and facilities. Recognizing there is no existing vaccine for the disease caused by the novel coronavirus SARS-CoV-2, CCPR is dedicated to implementing policies and measures to help mitigate the spread of COVID-19. This will require many significant changes to our operations, especially during the initial phases, to best ensure the wellbeing of our employees and the public we serve.

This Resumption of Operations Plan is grounded on recommended best practices from many sources, including the Back on Track Indiana plan, Center for Disease Control and Prevention, Indiana State Department of Health, National Recreation and Park Association, Indiana Park and Recreation Association, and other organizations. Recognizing that specific guidance is not available for all of our operations, CCPR also sought advice from local experts, including representatives from the Hamilton County Health Department and Carmel Fire Department and a panel of medical doctors that included Dr. Michael Kaufmann, Dr. Tracey Ikerd, and Dr. Timothy Hannon.

Recognizing that CCPR's operations are predominately funded by user fees, it is critical that this plan not ignore the financial ramifications for the phased resumption of operations. CCPR will not compromise on a necessary protocol or measure due to cost. The safety of our customers and employees is and will always remain paramount. CCPR will consider revenue generation as it prioritizes what services to provide when it is safe to provide such services to best ensure we have the necessary funding to begin bringing back the 471 employees we furloughed due to COVID-19 closures.

CCPR is also dedicated to updating and revising our Resumption of Operations Plan as this fast moving situation continues to evolve. All decision will be made based on scientific findings, new or revised mandates or recommendations from governing authorities, and continual observation of what is and is not working effectively as our operations resume. When questions about safety arise, we will continue to rely on recommendations from our local experts identified above.

This document should be used as a tool for establishing CCPR's strategy to "Reignite" all operations, including the Monon Community Center, parks, greenways, playgrounds, splash pads, and other amenities within our park system. It will also provide protocols for CCPR's extensive array of programs, including Extended School Enrichment, summer camps, and

adaptive, aquatic, fitness and other recreation programs. The plan describes protective measures put in place, how the work will be performed, the workflow from input to results, and the necessary resources to be used along the way.

## BACKGROUND

The Carmel/Clay Board of Parks and Recreation (Park Board) and its department (CCPR) were established in 1991 through an Interlocal Cooperation Agreement between the City of Carmel, Indiana (City) and Clay Township of Hamilton County, Indiana (Township). The Park Board is the policy-setting body for CCPR and responsible for fiscal oversight of the department. While formed by the City and Township, CCPR is recognized under Indiana law as a separate political subdivision and has its own Employer Identification Number. The Park Board, as currently established, does not levy taxes.

In 2020, CCPR is receiving approximately \$3.7 million from the City for general operations, including most notably department-wide administrative functions (i.e., executive management, human resources, accounting/clerical services, and public relations) and daily maintenance of CCPR's 540 acres of parkland. No funds received from the City are used for the Monon Community Center or the Extended School Enrichment program, which are described below.

CCPR manages and operates the Monon Community Center, which includes both a regional waterpark and a 146,225 square foot facility with a fitness center, 3-court gymnasium, indoor aquatics, and numerous rooms used annually for over 3,700 group fitness classes and recreation programs. In 2019, the community center had nearly \$6 million in operating expenses, which included nearly \$3 million in personnel expenses for over 350 employees during the peak summer season. All operating expenses for the community center have been completely covered by user fees since 2010.

CCPR also manages and operates Extended School Enrichment (ESE), which is a before and after-school program serving nearly 2,500 students and housed within all 11 elementary schools in the Carmel Clay School Corporation. During the summer months, ESE serves nearly 6,900 in CCPR's summer camp program. In 2019, ESE had over \$4 million in operating expenses, including nearly \$2.9 million in personnel expenses for up to 200 employees during the peak summer season. All ESE operating expenses are likewise 100% covered by user fees and have been since its inception in 2006.

### *Extended School Enrichment Impact*

When Carmel Clay Schools closed all schools on March 16, 2020, moving all students to remote learning, it required the closure of the before and after school program. Pursuant to State of Indiana Executive Order 20-05 issued by Governor Eric J. Holcomb, schools are required to provide all instruction via remote learning through the end of the 2019-2020 school year. Most

ESE participants pay monthly rates and approximately \$150,000 in refunds have been issued as a result of school buildings not re-opening this academic year. No new income is currently being received while the program is shut down.

The summer camp program is offered while Carmel Clay Schools are out of session. In 2020, 17 different camps are scheduled to be held from June 1, 2020 through July 31, 2020 for a total of nine weeks. Revenue generated from camps cover all associated operating costs and have also contributed capital funding for CCPR projects. Most recently, \$1.5 million in accumulated reserves from camp income contributed to the development of a new 8,000 square foot program pavilion built to house camps. If summer camps are completely cancelled due to COVID-19, CCPR will lose approximately \$1.3 million in summer camp revenue this year.

The nature of this program allows only supervisory or management staff to work remotely to process refunds, maintain contact with participant families, and continue planning for summer camps and the 2020/2021 school year. Unfortunately, due to the closures and the lack of incoming revenue, CCPR furloughed 162 of the 179 ESE employees effective April 18, 2020. If summer camps are cancelled, most of the remaining 17 employees will also need to be furloughed.

### *Monon Community Center Impact*

The Monon Community Center (MCC) was closed beginning on March 16, 2020, following the first diagnosis of COVID-19 within Hamilton County. Governor Eric J. Holcomb issued State of Indiana Executive Order 20-08 on March 23, 2020, implementing a statewide Stay at Home Order effective through April 6, 2020. The Stay at Home Order was recently extended by Executive Order through at least May 1, 2020. These orders prohibit all public and private gatherings of any number of people outside a single household or living unit and mandated the closure of places of public amusement. Fitness and exercise gyms were explicitly excluded from the definition of Healthcare and Public Health Operations that were classified as Essential. By all accounts, this Executive Order mandated the closure of the community center.

All recreation and learn-to-swim programs at the Monon Community Center were cancelled beginning on March 13, 2020, following the announcement of Carmel Clay Schools pending closure, and remain canceled through at least May 25, 2020. It is CCPR's practice to cancel recreation programs whenever Carmel Clay Schools announces a closure due to an emergency. Refunds have been issued for all canceled programs.

The primary source of revenue for the community center is through recurring monthly memberships, which have been suspended until the facility reopens, eliminating a critical

funding source. Day pass sales and program registration fees, the other sources of revenue for the community center, have also ceased during the closure.

Since 2010, its third year of operation, the MCC has generated sufficient income to cover all of its operating expenses. This includes personnel, supplies, utilities, legal fees, and all other services required to operate the facility and provide programs. Revenue generated above expenses is dedicated to capital repairs and replacements within the center.

Based on the services provided at the community center, only full-time supervisory or management staff are in a position to work remotely. Unfortunately, due to the continued closures and lack of incoming revenue, CCPR had no option but to furlough 294 of the existing 303 MCC employees effective April 18, 2020. If full closures persist into summer, additional positions will likely need to be furloughed.

### *General Fund Operations*

As previously mentioned, CCPR receives approximately \$3.7 million from the City of Carmel to fund maintenance of the parks and general administration of the department. While funding from the City has not been impacted to date, CCPR has always strived to make employment decisions equitably regardless of the funding source. For this reason, 15 of the 36 existing employees paid out of CCPR's General Fund were furloughed as of April 18, 2020.

## OPENING UP AMERICA GUIDELINES

The threat of COVID-19 to lives and livelihoods will fully resolve only when enough people are immune to the disease to blunt transmission, either from a vaccine or direct exposure. Until then, in order to restart the economy, the public-health system must be strong enough to detect and respond to cases.

The federal government recently released the “Opening Up America Again” (Appendix A) guidelines that can be utilized by governors to slowly open their respective states amid the COVID-19 pandemic. The national plan lays out “Gating Criteria” which must be met before moving into a three phased re-opening that slowly returns life to a "new normal" that continues to use some of the most fundamental aspects of social distancing.

The first and most obvious factor, or gating criteria, in determining readiness is the number of new cases in a given area. Regions with significant ongoing transmission should expect that restarting economic activity will only lead to more transmission. Case numbers and, more importantly, hospitalizations need to be low enough for a health system to manage individually rather than through mass measures.

A second factor is the strength of the systems in place for detecting, managing, and preventing new cases, including adequate medical capacity, especially of intensive care units (ICUs), for those with severe disease; the ability to perform a diagnostic test for COVID-19 with a fast turnaround time; and several other elements. Utilizing the guidelines, states or regions pass this criteria (symptoms, cases, and hospitals) before proceeding to Phase 1. The same set of criteria must be accomplished in order to move into a subsequent phase.

CCPR utilized this set of principles to develop a phased approach to re-open its parks, programs, and services. The information contained within this plan is intended to be “living”, allowing staff to continue to make operational updates/adjustments as new information or data is received, also giving the department flexibility to roll back plans should the region begin to experience an uptick in new cases, hospitalizations, or based upon directives from public health officials.

## BACK ON TRACK INDIANA

Similar to the *Opening Up American Again* guidelines, on Friday, May 1<sup>st</sup>, 2020, Governor Holcomb released the *Back on Track Indiana* plan (Appendix H) which provides a roadmap on how to safely reopen the State of Indiana. The plan aims to provide guidance on how to safely open up Indiana's economy while remaining vigilant about protecting the health and well-being of residents.

While the CCPR resumption of operations plan was largely complete prior to the release of the *Back on Track Indiana* plan, version 2.0 of this document pairs up the phased reopening of our parks, programs, and services with the timelines provided by the state.



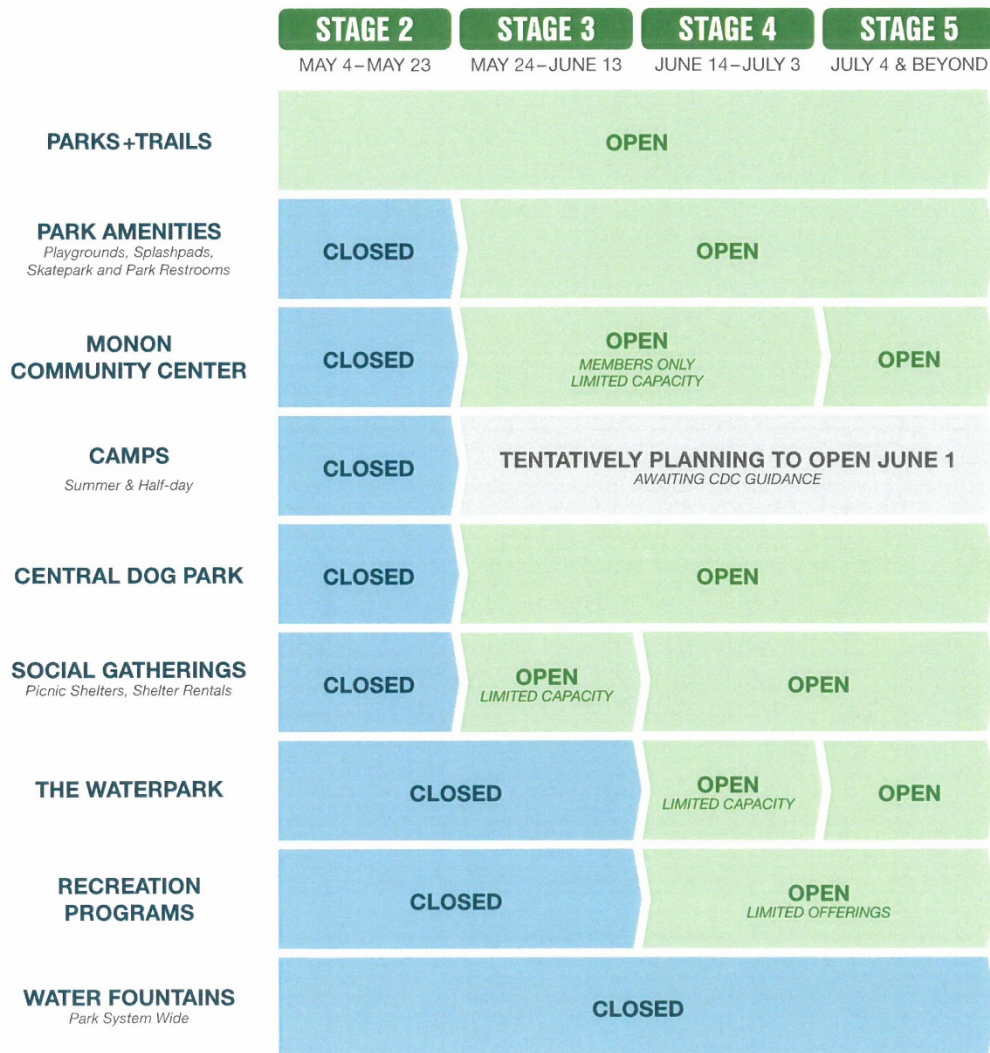
# RESUMPTION OF OPERATIONS AT A GLANCE

## BACK ON TRACK INDIANA

CARMEL CLAY PARKS & RECREATION'S RESUMPTION OF OPERATIONS

Carmel • Clay  
Parks & Recreation

Stages are subject to change based on CDC guidance and other new information. Additional restrictions could apply. For more information visit [carmelclayparks.com](http://carmelclayparks.com).



This piece was created on May 6, 2020. If you see different information published on a more recent date, please use the most current recommendations.



## RETURN TO WORK REGULATIONS

### *Recalling Furloughed Employees*

Employees which are currently furloughed will be recalled to work using a phased-in approach as noted within specific division plans. As different areas become operational, CCPR will prioritize the recall of full-time staff based upon skills needed for respective functions (i.e. maintenance, front desk operation, cleaning, etc.). Staff may be required to perform additional duties and hours outside of their pre-pandemic responsibilities.

As CCPR begins to recall part-time staff, each division will be required to identify their needs (skill-set, schedule, etc.) in order to promote equal opportunity. In instances where two staff members are available for a specific need, seniority will factor into priority of activation.

Employees being recalled will receive a Notice of Recall email and a follow-up phone call from Human Resources (See Appendix B) to confirm receipt.

### *Family First Coronavirus Act (FFCRA)*

Returning furloughed employees will be notified of their rights under the Family First Coronavirus Act.

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

1. Is subject to a Federal, State, or local Quarantine or isolation order related to COVID-19;
2. Has been advised by a health care provider to self-quarantine related to COVID-19;
3. Is experiencing COVID-19 symptoms and is seeking medical diagnosis;
4. Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. Is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19;
6. Is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

Employees can request FFCRA leave upon their return from furlough or anytime through December 31, 2020. FFCRA request are completed through a confidential Formstack form located at:

[https://ccpr.formstack.com/workflows/families\\_first\\_coronavirus\\_response\\_act\\_request](https://ccpr.formstack.com/workflows/families_first_coronavirus_response_act_request)

### *General Guidelines*

In order to promote a safe environment for CCPR staff and the patrons that participate and utilize the programs and services offered, the following parameters will be strictly enforced until the State of Indiana progresses into Stage 5 of recovery. In some instances, as noted within the plan, staff with increased exposure to the public may be required to continue testing, self-health screening, and utilization of personal protective equipment.

For all workers, regardless of exposure risks, it is always a good practice to:

- Frequently wash hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
  - CCPR Divisions should develop staff schedules that allow for short breaks to increase frequency with which staff can wash hands with soap and water.
  - Alcohol-based hand sanitizer with at 60% alcohol shall be provided at work stations with high customer-volumes.
- Avoid touching your entire face, including your eyes, nose, or mouth with unwashed hands.
- Practice good respiratory etiquette, including covering coughs and sneezes.
- Stay home if sick.
- Recognize personal risk factors. Certain people, including older adults and those with underlying conditions such as heart or lung disease or diabetes, are at higher risk of complications from COVID-19.

### *Personal Protective Equipment (PPE)*

Measures for protecting patrons and CCPR staff from exposure to, and infection with, COVID-19, depend on the type of work being performed and exposure risk. While each CCPR division (Monon Community Center; Parks, Greenways and Open Spaces; Programs) may implement individual infection control strategies based on assessment of exposure risk, CCPR is requiring the minimal guideline enforcement for personal protective equipment as recommended by the Center for Disease Control. Each Division is responsible for training staff on proper fitting, and using PPE, as well as safe removal, sanitizing and disposal (see Appendix C).

- Staff should utilize cloth or disposable face covering for work that requires high customer-volume environments who have frequent contact with the public. This may include, but is not limited to, cleaning public spaces, point of sale (passes, credit cards, etc.), and for first aid related emergencies. CCPR will provide each employee with two cloth, washable face coverings. It is highly recommended that coverings are cleaned each evening. Coverings should:
  - Fit snugly but comfortably against the side of the face.
  - Be secured with ties or ear loops.
  - Include multiple layers of fabric.
  - Allow for breathing without restriction.
- Staff should utilize disposable gloves for work that requires high customer-volume environments who have frequent contact with the public. This may include, but is not limited to, cleaning public spaces, point of sale (passes, credit cards, etc.), and for first aid related emergencies. Care must be taken to not cross contaminate other areas or work spaces when disposable gloves are utilized.
  - Before putting on gloves staff should clean hands with soap and water following hygiene guidelines noted above.
  - Gloves that become worn or visibly contaminated should be replaced.
- When eye protection is needed, use goggles or eye shields.
  - Personal eyeglasses are *not* considered eye protection.
- After removing PPE, always wash hands with soap and water for at least 20 seconds, if available.

### *COVID-19/Coronavirus Testing*

CCPR understands the possibility that employees may be a carrier of COVID-19 posing a direct threat to the health of others, therefore, all CCPR employees will be subject to COVID-19 testing upon the re-opening of their respective area. This requirement will be initiated as a preventative measure to promote a healthy and safe work environment and will ensure that services remain operational while helping avoid a depleted work force.

Employees will obtain testing, free of charge, either through a provided test kit administered at a CCPR facility (if such testing is deemed reliable) or by a local testing facility contracted by CCPR. To ensure that test results are received prior to the “restart” of respective area, employees will receive detailed direction (see Appendix B) on how their test will be facilitated a minimum of 7 days in advance.

Those individuals who have already received a COVID-19 test, and paid out of pocket, are not eligible for reimbursement. Employees will be required to take a secondary test facilitated by CCPR unless a previous test was taken within 7 days of the re-opening of their respective area. Proof of test must be provided and approved by Human Resources in order to bypass a secondary test.

Employees who do not comply with testing protocol are subject to disciplinary action, up to, and including termination.

### *Daily Health Screens*

Employees who are experiencing symptoms of COVID-19, including fever, cough, or difficulty breathing, should not report for their scheduled shift and should contact Human Resources at 317-573-4019. HR will notify respective division director or supervisor of employee call-off. Employees reporting to work will be required to undergo a daily self-health screen prior to arriving at work. Each work location (MCC, PNR, SCS) will have designated screening locations as depicted in the “Daily Self-Health Check Process” flowchart (Appendix D).

Employees will clock in and report to the screening location. Employees will wait at least six (6) feet apart while waiting to self-screen. During the screening process, each employee will conduct a temperature check using a non-contact forehead infrared thermometer (please note thermometer must be calibrated daily – See Appendix G). All employees will be required to fill out a brief questionnaire to help ensure that they are healthy and to promote a safe work environment. Information from the questionnaire will be received by HR and will remain confidential. For precautionary reasons, those employees who have a fever over 100.0 ° F or higher will be sent home.

Additionally, those employees that present symptoms (coughing, difficulty breathing, or a flush appearance) of illness, will be asked to perform an additional self-health check. Supervisory staff should contact HR to inform them of employees presenting symptoms, HR will advise on next steps, including being sent home.

If an employee does not consent to a pre-work or observed symptoms health screen, they will be sent home and required to provide documentation from a medical provider confirming that the employee can return to work.

Employees sent home with a fever should not return to work until the following criteria are met:

- The employee certifies in writing that they are fever-free without fever reducing medications, and has been completely symptom free (no coughs, no chills, no symptoms consistent with COVID-19) for at least 72 hours (3 full days); AND
- At least ten days have passed since the later of the onset of symptoms that led to the employee being sent home.

OR

- The employee provides documentation from a medical provider confirming that the employee can return to work, that the employee had a negative test for COVID-19 and that any lingering symptoms, if applicable, are not the result of a contagious illness.

CCPR reserves the right to require staff to undergo COVID-19 testing if an employee is symptomatic. If an employee is sent home, all areas in the facility the employee may have touched or visited will need to be cleaned and sanitized using division specific protocols.

### **Positive COVID-19 Test**

If an employee is confirmed to have COVID-19 the following will take place regarding the workplace and coworkers:

- Employee who tested positive will be required to obtain additional COVID-19 tests until which time they receive two negative test results (back to back).
- All contact tracking should be completed in coordination with the Hamilton County Health Department and/or ISDH contact tracing resources.
- HR will pull time clock records for the previous two week period to identify which staff member the diagnosed employee had contact.
- HR will contact the employee immediately and verify the diagnosis. The employer will advise the employee that his/her self-disclosure is appreciated, that he/she will not be discriminated or retaliated against because of the diagnosis and that, while information about the diagnosis may be shared with others, the employee will not be identified by name.
- HR will take steps to identify the scope of the risk immediately. The employee should be interviewed to determine all co-workers with whom the employee may have come into meaningful contact during the 14-day period prior to the positive test (the “Incubation Period”). The employee should also be asked to identify all areas within the workplace where he/she was physically present during the Incubation Period.
- HR will contact each co-worker identified by the employee and each co-worker who worked in any identified areas of the workplace and advise that a person with whom they have been in recent contact and/or with whom they recently shared a common work area has been diagnosed with COVID-19. Instruct them that, out of an abundance

of caution, the employer is requiring them to obtain another COVID-19 test immediately, and that they are not permitted to work until they receive a NEGATIVE test result. The co-workers should also be reminded that discrimination or retaliation against individuals that are suspected to have tested positive for, or been exposed to, COVID-19 (or any other illness) is strictly prohibited.

- The HR Director, working with the Hamilton County Health Department or ISDH, will determine if employees that have come into meaningful contact need to quarantine for a period of up to 14 days.
- Depending on the case, a general notice may be provided to other employees that an employee has tested positive for COVID-19 (without identifying the employee). Any such notice should reassure employees that, unless the employee has been notified directly by HR, it is not believed that the employee has been in close contact with or shared a common workspace with the infected employee. Employees should be reassured that the employer is only providing the general notice to dispel any rumors and so that employees may continue to monitor themselves for symptoms and seek treatment if needed.
- Additionally, positive employee will be advised of available testing by the state for those individuals (family, friends, etc.) that they have had physical contact with. Testing at one of the State's testing sites is available at no cost for anyone who is symptomatic or has had close contact with an individual who has tested positive:
  - Covid-19 Testing <https://lhi.care/covidtesting>
- CCPR will shut down and sanitize areas of the workplace identified by the employee in accordance with CDC guidelines.

### **Notice of Positive COVID-19 Test**

If an employee tests positive for COVID-19, contact tracing procedures will be activated. Staff that have been identified as potentially having contact with the infected individual will receive the following notification:

We have been notified that one of our employees has been diagnosed with the novel coronavirus, also known as COVID-19. As such, employees working at [division] may have been exposed to this virus. According to the Centers for Disease Control and Prevention (CDC), the virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. If you experience symptoms of respiratory illness (fever, coughing or shortness of breath), please inform human resources at 317-213-6864 and contact your health care provider. Carmel Clay Parks & Recreation will keep all medical information confidential and will only disclose it on a need-to-know basis.

Carmel Clay Parks & Recreation is taking measures to ensure the safety of our employees during this COVID-19 outbreak, including:

[Describe the measures taken, such as disinfecting workspaces, offering telework, etc.]

For more information on COVID-19, including symptoms and treatment, visit the CDC website at [www.cdc.gov](http://www.cdc.gov).

### *Scheduling, Work Locations, Time Clocks*

Space planning solutions can be used to reduce transmission of contagious diseases among colleagues at work through social distancing. Solutions may differ depending on how many people are expected to return to work versus continue to work from home.

Each CCPR Division will need to assess their respective work areas to ensure maximum use of social distancing, including following the minimal precautions and measures (See Appendix E):

#### **Circulation spaces**

- Designate and sign the direction of foot-traffic in main circulation paths: corridors, stairs, entries
- Consider one-way circulation routes through the work location
- Mark increments of acceptable social distance on floors or where queues could form

#### **Individual seats**

- Increase space between desks
- Add panels between desks
- Specify seat assignments for employees to ensure minimum work distances

Where feasible, maximum use of teleconference and remote work will continue for administrative functions, board and staff meetings, and general business (trainings, etc.) of the department. In instances where an in-person meeting cannot be avoided, staff must wear personal protective equipment as outlined in this plan, practice social distancing (6 feet minimum), refrain from using handouts/sign-in sheets, and limit the number of individuals present to less than 10 total.

To the extent feasible, employees will work in shift rotations/teams. Employees should work with the same group of employees through shift rotations in an effort to prevent cross contamination and to assist with contact tracing.

Employees working in high customer-volume environments are required to have workspaces at a minimum of a six (6) feet apart. During shifts, employees will not share work station, keyboards, radios or desk telephones. At the beginning and end of each shift, the work location will be cleaned by the arriving/departing employee.

Employees are encouraged to utilize the mobile TimeClock Plus app to clock in and clock out and avoid using the stationary wall timeclocks. For those individuals that may forget, or do not have a mobile phone, sanitation wipes will be stationed near the time clock so that employee can clean the surface of the time clock when utilizing.



# MCC RESUMPTION OF OPERATIONS AT A GLANCE

## BACK ON TRACK INDIANA

THE MONON COMMUNITY CENTER'S RESUMPTION OF OPERATIONS

Carmel • Clay  
Parks & Recreation

Stages are subject to change based on CDC guidance and other new information. Additional restrictions could apply. For more information visit [carmelclayparks.com](http://carmelclayparks.com).

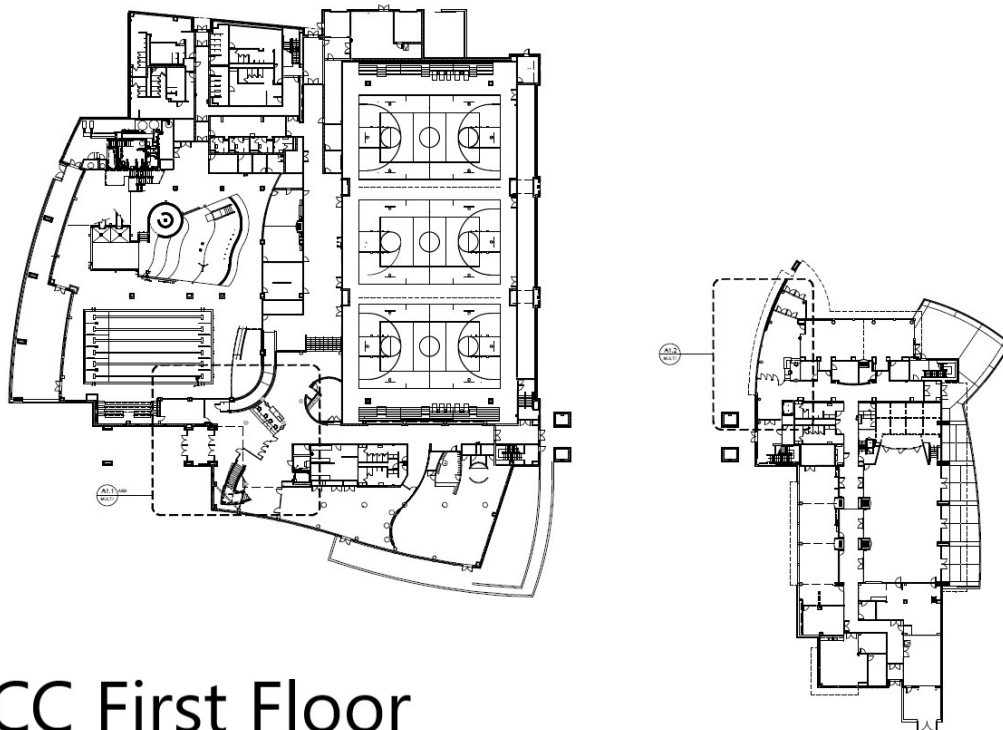
	STAGE 2 MAY 4 – MAY 23	STAGE 3 MAY 24 – JUNE 13	STAGE 4 JUNE 14 – JULY 3	STAGE 5 JULY 4 & BEYOND
FITNESS CENTER	CLOSED	OPEN MEMBERS ONLY RESERVATION REQUIRED		OPEN
INDOOR LAP POOL	CLOSED	OPEN MEMBERS ONLY RESERVATION REQUIRED		OPEN
GROUP FITNESS CLASSES	CLOSED VIRTUAL OFFERINGS AVAILABLE	OPEN MEMBERS ONLY RESERVATION REQUIRED		OPEN
SENIOR FITNESS CLASSES	VIRTUAL OFFERINGS ONLY			OPEN
GYMNASIUM	CLOSED			OPEN
INDOOR TRACK	CLOSED			OPEN
INDOOR ACTIVITY POOL	CLOSED UNTIL AUGUST 11 POST-SEASON FOR THE WATERPARK			
WATER FOUNTAINS	CLOSED FILL STATIONS WILL BE AVAILABLE FOR GUESTS TO FILL PERSONAL WATER BOTTLES			

This piece was created on May 7, 2020. If you see different information published on a more recent date, please use the most current recommendations.

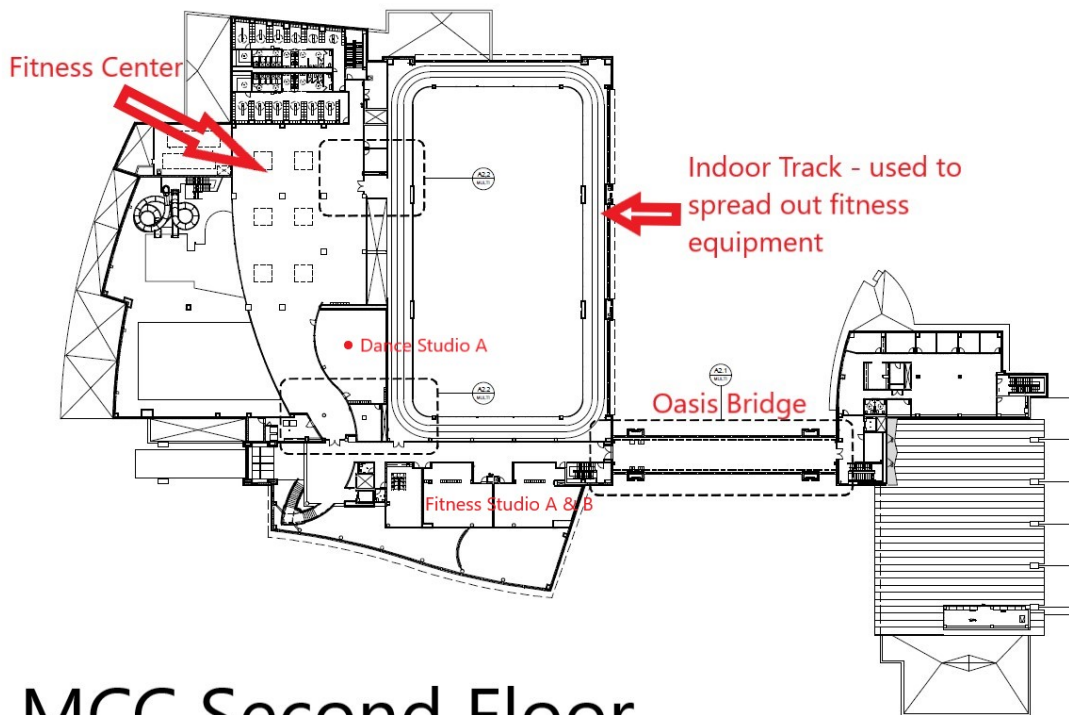
## MONON COMMUNITY CENTER

The Monon Community Center is a 146,225 square foot facility that consists of three integrated components: a 114,971 SF west wing (MCC West Building) for active recreation, a 31,254 SF east wing (MCC East Building) for recreation programs, group fitness, and meetings, and a 10-acre outdoor waterpark (The Waterpark). The MCC West Building is comprised of an indoor aquatic center, 3-court gymnasium, fitness center, an indoor walking/running track, group fitness/dance studios, and an onsite babysitting service. Simply put, the west wing is the main revenue driver for membership and daily admissions which generated approximately \$5.2 million in 2019.

The west and east wings are connected via an enclosed pedestrian walkway (The Oasis) that bridges the Monon Greenway, a popular multipurpose trail stretching 18.1 miles from downtown Indianapolis, through Carmel, and into Westfield. The East Building includes multipurpose rooms, program rooms, group fitness studios, an arts and crafts studio, and recreation staff offices.



### MCC First Floor



## MCC Second Floor

As noted earlier in this *background* section of this plan, the primary source of revenue for the community center is through recurring monthly memberships, which have been suspended until the facility reopens, eliminating a critical funding source. Day pass sales and program registration fees, the other sources of revenue for the community center, have also ceased during the closure.

Since 2010, its third year of operation, the MCC has generated sufficient income to cover all of its operating expenses. This includes personnel, supplies, utilities, legal fees, and all other services required to operate the facility and provide programs. Revenue generated above expenses is dedicated to capital repairs and replacements within the center.

Based on the services provided at the community center, only full-time supervisory or management staff are in a position to work remotely. Unfortunately, due to the continued closures and lack of incoming revenue, CCPR had no option but to furlough 294 of the existing 303 MCC employees effective April 18, 2020. If full closures persist into summer, additional positions will likely need to be furloughed.

*Phase 1 Opening (At the start of Indiana Stage 3, May 24, 2020)*

**Staffing Plan**

Overall, it is not reasonable to expect that the MCC will operate at pre-COVID-19 levels as it pertains to cost recovery efforts, therefore it is important that expenses, including staffing, are controlled in a responsible manner. During the first two phases of re-opening, the facility will utilize a reduced staff to conduct building operations.

During phase 1, the Monon Community Center will prioritize the recall of full-time staff based upon skills needed for respective functions (i.e. maintenance, front desk operation, cleaning, etc.). Staff may be required to perform additional duties and hours outside of their pre-COVID-19 responsibilities. Part-time staff will be slowly activated based on their specific training in the areas in which they are needed. As noted in the *Return to Work guidelines*, to the extent feasible, seniority will factor into priority of activation.

Also, as noted in the scheduling section under the Return to Work Guidelines, to the extent feasible, employees will work in shift rotations/teams. Employees should work with the same group of employees through shift rotations in an effort to prevent cross contamination and to assist with contact tracing. Unless otherwise noted, all staff will be required to wear PPE.

Where feasible, staff will be encouraged to perform teleconference work for administrative functions of the facility. In instances where an in-person meeting cannot be avoided, staff will be required to wear PPE, practice social distancing (maintain a 6 ft. minimum between staff), and limit the number of individuals present to less than 10 total.

Please see *facility spaces section* below for specific staffing needs for respective areas.

**BUILDING CORE INFRASTRUCTURE INSPECTION**

Because the Monon Community Center was shutdown with little warning and preparation, it is important to thoroughly inspect for any damage or issues cause by vacancy. The physical condition and operation of equipment and services supporting the building should also be assessed. CCPR staff, in unison with its preventative maintenance contractors, will perform the following assessments:

1. Mechanical Systems
2. Water Systems
  - a. Chilled/condenser water; open/closed loops
3. Conveyances
4. Potable water: Flush faucets, flush drinking fountains (upon opening of fountains in later phase)
5. Fire Life Safety Systems
6. Ensure open site drains are inspected and traps are primed

7. Building systems should be started methodically to prevent load shed from a simultaneous start
8. Perform CO testing to ensure air is circulating

### **Facility Access**

Facility access will be limited to a single point of entry for community center users which will allow the MCC to operate with limited staff while preventing cross contamination with programs that will become operational and utilize the East Building during Phase 1.

Prominent, easy to read signage should be posted at the entrance and throughout the facility regarding customer responsibilities, including social distancing, personal hygiene, and sanitation of equipment, encouraging the use of face coverings, and advising those with any symptoms of illness not to use the facility.

1. MCC East Building: Closed during the beginning portion of Phase 1 until which time it is needed for use by summer camps. This will decrease opportunities for cross-contamination between members, general public, and camp participants while allowing CCPR to provide a higher-level cleaning and sanitizing repertoire.
  - a. No staffing is needed at the east desk
  - b. Doors to remain locked to general public
  - c. Signage placed on doors to re-direct members to West Building
2. **MCC West Building: Open to members only by reservation**
  - a. All traffic must enter through the west entrance
  - b. Doors to remain propped open when outdoor temperature is at or above 60 degrees to decrease contamination opportunities
  - c. Doors to the Oasis Bridge will be closed and locked to the public. This will prevent traffic from accessing the East Building while Summer Camps are in session.

### **Facility Attendance**

In order to practice physical distancing while controlling the number of visitors in the West Building, the following protocols will be in effect until the State of Indiana has met gating criteria a second time and moves into Phase 2 of recovery efforts.

1. Members will be required to sign-up for designated time slots to utilize the facility through CCPRs online reservation system, this will allow the department to control the number of individuals utilizing MCC at any given time
  - a. The MCC will gradually increase facility attendance through the first two weeks of reopening (if different, denoted in parentheses) prior to reaching full phase 1 capacity of 136 members in the facility at a time, broken down as follows :
    - i. 100 (70) members using cardio and free weight equipment
    - ii. 6 members using the lap pool (one per lane)



- iii. 30 (24) members attending a fitness class in Gymnasium
  - b. Timeslots will be available in 1.5 hour increments with a 30 minute buffer in-between to allow staff to clear the facility and conduct cleaning/sanitizing prior to allowing next group of users entry and use of MCC.
    - i. Announcements will be made 30, 15, and 5 minutes before the end of each session.
    - ii. Available time slots will be:
      - 1. 5:00a – 6:30a (Monday – Friday)
        - 5:30a – 6:30a (Group Fitness classes)
      - 2. 7:00a – 8:30a (Monday – Sunday)
        - 7:30a – 8:30a (Group Fitness classes)
      - 3. 9:00a – 10:30a (Monday – Sunday)
        - 9:30a – 10:30a (Group Fitness classes)
      - 4. 11:00a – 12:30p (Monday – Sunday)
        - 11:30p – 12:30p (Group Fitness classes)
      - 5. **1:00p – 4:00p – CLOSED FOR CLEANNG/SANITIZING**
      - 6. 4:00p – 5:30p (Monday – Sunday)
        - 4:30p – 5:30p (Group Fitness classes)
      - 7. 6:00p – 7:30p (Monday – Sunday)
        - 6:30p – 7:30p (Group Fitness classes)
      - 8. 8:00p – 9:30p (Monday – Friday)
        - 8:30p – 9:30p (Group Fitness classes)
  - c. This parameter will also allow the MCC to effectively perform “contact tracing” which is imperative should an individual, whether member of the public or staff, be identified as COVID-19 positive
- 2. Members arriving early are prohibited in the building until their reserved time and will be encouraged to wait in their vehicles.
  - a. Members will be required to wait in a cueing line (with 6 foot distances marked on pavement) outside of the West Entrance doors before being admitted for their reserved timeslots
  - b. Two doors will be designated as “entry”; remaining two doors will be designated for “exiting” individuals
- 3. Members will check-in at the west desk
  - a. At check-in members will be required to provide their name to staff so that reservation of timeslot and membership can be confirmed. Membership check-in station will allow member to scan their own card, once confirmed, staff will grant member access into facility.
  - b. Gates will be propped open to minimize public contact of entry point
  - c. Members that try to utilize the MCC outside of their designated reservation time will be turned away and educated on how to properly reserve a timeslot.
- 4. Purchases of Day Passes will be prohibited

5. Facility open to members only, age 15 and above
  - a. New member sales will NOT be accepted until phase 3 of this plan
  - b. Track Pass usage is suspended until further notice
    - CCPR will encourage people to use the trails and to follow social distancing guidelines.
  - c. Youth Pass holders are prohibited in the facility (14 years and younger)
    - Historical knowledge of the facility indicates that when there is no school in session the MCC can easily become a hangout place for the younger demographic who are less likely to follow social distancing protocols and equipment cleaning instructions.
  - d. Youth passes for those individuals that are age 14 and younger will continue to have membership dues deferred until facility age use restrictions are lifted.
6. Senior Pass holders will be encouraged to stay home until applicable social distancing guidelines are lifted
  - a. To assist this effort, programming and fitness classes geared toward the senior demographic will remain canceled until Hamilton County has entered at least Stage 4 on the Back on Track Indiana plans and restrictions for “at-risk” populations participating with the general public are reduced to social distancing only
  - b. Efforts will continue to be made to offer online alternatives

### **Facility Spaces/Amenities**

The following parameters will be in effect to help prevent the spread of COVID-19 and foster social distancing.

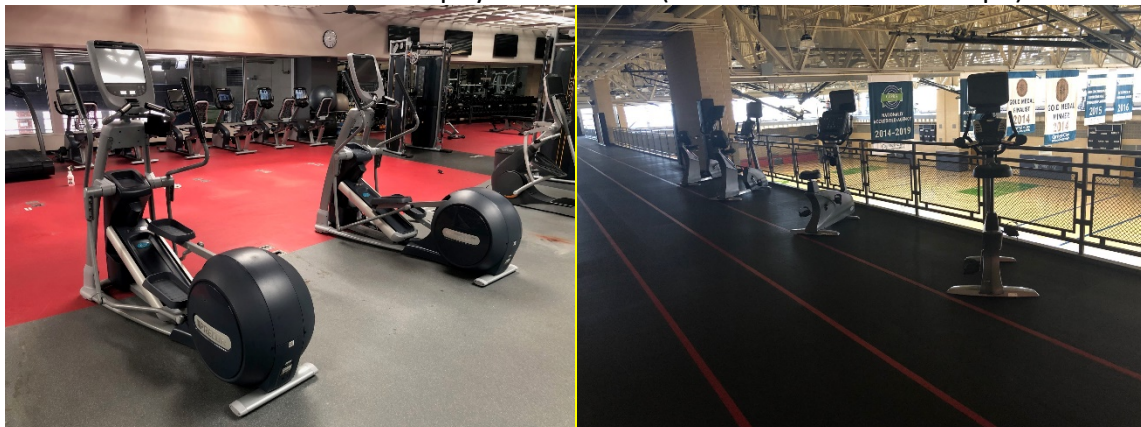
#### *West Desk*

1. Only two total staff will be utilized during phase 1 and 2 of re-opening to man desks, clean/sanitize as appropriate
  - a. Minimum of 3 shifts per day (opening, mid, closing) for a total of 6 staff per day. Mid-day shift would include cleaning during the closed 1-4p timeslot (see cleaning and sanitizing section). All shifts will be scheduled for 4 hours with minimal overlap to limit contact with other individuals.
  - b. As noted in scheduling section in Return to Work section, employees working in high customer-volume environments, such as the MCC, will have workspaces spaced a minimum of a six (6) feet apart. During shifts, employees will not share work stations, keyboards, radios or desk telephones.
  - c. Keyboards and mice will be covered with plastic cover at the start of each shift to provide preventative layer of protection. Employees will remove plastic at conclusion of their respective shift.
  - d. At the beginning and end of each shift, the work location will be cleaned by the arriving/departing employee. Staff will thoroughly sanitize keyboards, mouse,

- touchscreen monitor, phone, desk surface, chair arm rests, drawer faces and handles, and any other items they used during their shift.
  - e. Shifts should avoid each other to the extent possible. For example, after cleaning respective work area, the departing shift will exit the space before new shift is allowed to occupy space.
2. Shields will be installed at the west desk between staff and the public, and also between the four workstations to separate spaces.
    - a. Every other workstation should be utilized during each shift
      - i. For example, shift 1 will use workstations 1 and 3; shift 2 will use workstations 2 and 4, shift 3 will re-use workstations 1 and 2. The following day the opening shift will use workstation 2 and 4...
      - ii. Schedules should be built to reflect workstation assignments, if not feasible an easily, contactless, log should be kept that directs staff which workstation they are assigned to
  3. Credit card readers will be re-positioned to allow for direct use by public, rather than requiring staff to scan/input information.
  4. Hand sanitizing stations will be positioned at each entry and exit location so that members can utilize before and after contacting common use surfaces.
  5. Guests will self-scan passes before being permitted past the gates.

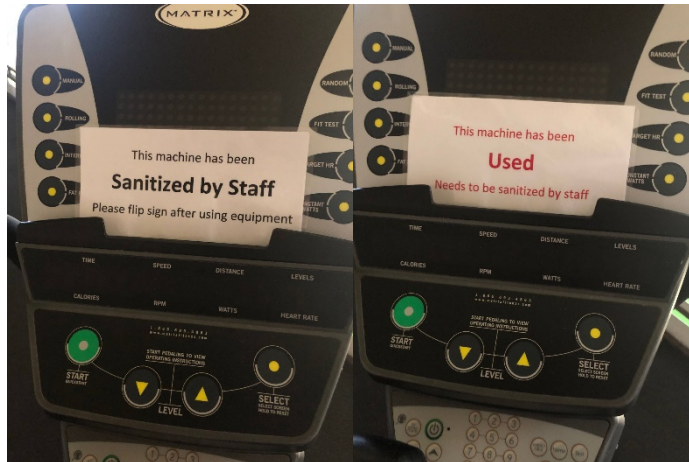
*Fitness Area*

1. An additional 2 staff members will assist with fitness equipment cleaning
2. Equipment will be physically spread throughout various locations within the facility to help ensure that members are not using equipment side-by-side
  - a. Fitness equipment has been dispersed and positioned throughout fitness center, adjoining indoor track, and Dance Studio A.
    - i. Where feasible, equipment has been spaced at a minimum of 6'. Equipment that is unable to be moved is required to be unplugged and closed off with physical barriers (stanchions or caution tape).





- b. Cleaning of equipment will follow parameters noted in the *cleaning and sanitizing* section below.
- c. Additionally, available equipment for use will be rotated in-between designated use timeslots to help clean/sanitize between user groups
  - i. Signage will be provided on each piece of cardio equipment indicating if the machine has been sanitized by staff or needs to be cleaned after use as illustrated below.



- 3. Free weight equipment will be spread out between the main fitness floor and Dance Studio A to assist in spreading out available equipment.
  - a. Use of rotations or working with a partner will be prohibited until phase 3
- 4. Any non-solid material items have been removed from public use including ropes, straps, and stretching mats.

### Locker Rooms

- 1. A limited number of lockers will be left unlocked based on safe distancing. Available lockers will be spaced with at least 2 to 3 lockers in-between as illustrated below.
  - a. Signage placed on the locker door will indicate which lockers are available for each respective timeslot/user group.
  - b. At the conclusion of each visit, members will be asked to remove their belongings, close, and re-lock their locker. Signage on the locker door will be promptly placed to indicate that locker needs to be cleaned and sanitized prior to putting it back into rotation.
  - c. Fitness Area staff will circulate through the locker rooms during the 30 minute time period between user groups. The set of lockers just used will be cleaned and sanitized and the next set of lockers will be made available for use by moving signage.



2. Saunas to remain closed due to high probability of contact with human bodily fluid or droplets
3. Towel services will be temporarily suspended
  - a. Guests will be advised to bring their own towels to help ensure the safety of our staff and users

### *Gymnasium*

1. The gymnasiums will be closed to public use due to high probability of contact with human bodily fluid or droplets
2. Gyms will be permitted to be used for group fitness programming
  - a. This will allow the MCC the ability to offer limited classes while providing adequate space for social distancing. See Group Fitness Classes below for further details

### *Indoor Aquatics*

1. Aquatic staff will be kept to 2 lifeguards (one actively guarding respective zone with one taking required break and ready to respond to facility emergencies)
  - a. Guards will not use the first aid room during breaks
  - b. Guards will not share rescue equipment. Equipment used by each staff will be sanitized before and after their shift
  - c. Guards will be required to wear face coverings when working near patrons or in areas accessible by patrons. Guards will be permitted to remove face coverings when in the lifeguard stand to prevent impeding on ability to enforce rules and safely perform rescues, but will need them readily accessible if needing to assist in first aid or have a close conversation with a patron.
  - d. Face shields will be provided within emergency response bags to be used when treating patrons that require staff to be within a close proximity
2. Indoor Lap Pool will remain open for lap swimming only.
  - a. Reservation will allow for 6 total swimmers at one time, allowing only one person per lane
3. Indoor Activity Pool will remain closed
4. Lap swimming equipment will not be provided by CCPR during this phase including kickboards and pull buoys. Patrons are encourage to bring their own equipment.

### *Group Fitness Classes*

1. Group Fitness class attendance will be counted in the total reservation numbers in the facility
  - a. During Phase 1, group fitness class attendance is restricted to 30 members at a time
2. Classes will be scheduled to use Gym A and B to allow for more distance between participants
  - a. Spaces will be clearly marked on gymnasium floor to provide guidance on minimum safety threshold. Each participant will be given an 8'x8' square space in which to participate. Squares available to use will be set up in a "checker board" pattern as illustrated below.



3. Use of fitness studios for group fitness classes is prohibited until Phase 3 (see below).
4. Classes may be scheduled in outdoor spaces during nice weather
5. Aqua Fitness classes will remain closed
6. Participants must provide personal yoga mats
7. Other MCC provided equipment will be sanitized after each class
  - a. Including but not limited to:
    - i. Aerobic Steps
    - ii. Weighted bars
  - b. Equipment that is harder to sanitize will be prohibited for use
    - i. Resistance bands
    - ii. BOSU balls
    - iii. Yoga blocks
    - iv. TRX straps
8. As outlined in the *facility attendance section* above, classes will be scheduled at the half hour mark after the general facility user reservation times to stagger member entry. This will allow an hour in-between classes to allow for cleaning and preventing guests from congregating before and after classes.

#### *Personal Training*

1. Personal trainers will be permitted to resume sessions with clients under phase 1
  - a. Appointment times need to be kept within the reservation timeslot schedule
    - i. Trainers will need to coordinate their appointments with the Fitness Supervisor to ensure parameters are being met.
  - b. 3 trainer will be permitted to have clients per timeslot
    - i. One trainer will be permitted to utilize Fitness Studio B (Yoga Studio) as a training space for a client.
  - c. Social distancing will need to be observed while training including:
    - i. No hands on coaching
    - ii. No sharing equipment without sanitizing between uses

### *KidZone*

1. KidZone will remain closed until Phase 3 of re-opening, specifically adhering to guidelines noted in Opening Up America, which calls for resuming of youth activities (daycare, camp, etc.)

### *Drinking Fountains*

1. All drinking fountains throughout the MCC will remain closed through phases 1-3, with the exception of fountains for water bottles.
  - a. Spigots people drink from should will be shut off

### *Lobby Areas*

1. All common area furniture will be removed to discourage congregating in groups.
  - a. Any furniture too large to store, will be blocked off.

## **Cleaning and Sanitizing**

### *General Cleaning and Precautions Procedures*

1. All doorways able to be propped open will remain open in facility to allow for less contact of common surfaces
2. One unisex restroom by track entrance will be made into a hand washing station.
3. Sanitizing spray (Re-Juv-Nal) and paper towels will be available for public use and encouraged to be used before and after using a piece of equipment regardless if it is labeled as “clean”.
4. Fitness Attendant will work mainly on keeping sanitation supplies stocked and cleaning equipment including:
  - a. Use of disinfectant spray (Botanical Disinfectant Solution – 1 minute kill time) and clean wipes to physically spray and then wipe off the following:
    - i. Hand rails and handles
    - ii. Foot pedals and plates
    - iii. Weight pin selectors
    - iv. Seats and seatbacks
    - v. Adjustment levers and knobs
    - vi. Any small equipment that is deemed usable will be sprayed and wiped down (free weights, mats, bands, etc.)
    - vii. Touchscreens/buttons/TV controls (basically the consoles)
  - b. Sanitizing used lockers between each wave of members
    - i. Consisting of spraying and wiping down interior and exterior, lock button face, under lock handle, and any hooks.



*\*1-4 p.m. and Closing Cleaning Details*

1. All high contact areas on the fitness equipment will be cleaned with disinfectant
2. Staff will use disinfectant spray (Botanical Disinfectant Solution – 1 minute kill time; see *resources* section for additional details) and clean wipes to physically spray and then wipe off the following on ALL fitness equipment:
  - a. Hand rails and handles
  - b. Foot pedals and plates
  - c. Weight pin selectors
  - d. Seats and seatbacks
  - e. Adjustment levers and knobs
  - f. Any small equipment that is deemed usable will be sprayed and wiped down (free weights, mats, bands, etc.)
  - g. Touchscreens/buttons/TV controls (basically the consoles)
3. Pictures will be provided of each type of equipment with labels/diagrams notating what needs to be cleaned and how
4. CORVUS (contracted janitorial service) will use this time to focus on all locker room and restroom facilities.
  - a. Sanitizing shower stalls, toilets, urinals, sinks, faucets, benches, etc.
  - b. Contracted janitorial service will be required to provide MCC with list of employees scheduled to be in the facility until Phase 3; those employees are not permitted to work in MCC until adhering to same COVID-19 testing protocol as CCPR staff.
5. Desk staff will spray and wipe down the following:
  - a. Desk surfaces
  - b. Credit card readers
  - c. Door handles
  - d. Stair railing
  - e. Elevator buttons
6. Sanitizing used lockers will consist of spraying and wiping down interior and exterior, lock button face, under lock handle, and any hooks.
7. Once staff have cleaned respective spaces noted above, Recreation & Facilities staff will utilize fogging disinfectant as an additional layer of sanitizing. Fogging will be completed as a secondary cleaning measure and will focus on high contact areas (restrooms, locker rooms, fitness areas, equipment). Fogging will be completed with Botanical Disinfectant Solution (see *resources* section for specific information).
8. If CCPR becomes aware that a staff member or a member of the public has tested positive for COVID-19, per CDC guidelines the MCC does not need to shut down. Because of the extensive cleaning/sanitizing efforts in place, there is a high probability

that the spaces affected have already been cleaned effectively, but out of an abundance of caution the additional parameters will apply:

- a. Employee individual workstations will be temporarily disabled for 24 hours
  - i. Staff will immediately fog the space utilizing full PPE (goggles/face shields, masks, gloves)
  - ii. After being fogged, staff will wait a minimum of 24 hours to complete a thorough wipe down of the space as noted earlier in this section.
- b. If the employee was being utilized in the fitness area to clean equipment, the individual pieces of equipment cleaned by the staff member should be temporarily disabled with signage and caution tape for 24 hours
  - i. Staff will fog equipment during the next scheduled intermission, either between visits , during 3 hour mid-day cleaning break, or at end of evening
  - ii. After being fogged, staff will wait a minimum of 24 hours to complete a thorough wipe down of the equipment as noted earlier in this section.
- c. If the MCC becomes aware that a member of the public has tested positive for COVID-19, to the extent possible, equipment or spaces (lap lanes, lockers, etc.) that the individual utilized should be re-cleaned/sanitized.

### *Phase 2 Opening (During Indiana Stage 4, June 14, 2020)*

Guidelines for gymnasiums provided by the Back on Track Indiana document, remain unchanged during Stages 3 and 4, therefore operation of the MCC during Phase 2 will largely remain the same, except the following minor alterations.

#### **Staffing Plan**

1. Additional Part-time staff will be activated based on their specific training and skills as additional manpower is needed to accommodate more facility capacity and recreation program participants.
  - a. Above stated *Return to Work Guidelines* will still be in effect for all returning staff.

#### **Facility Attendance**

1. During Phase 2, facility use will remain restricted to 136 members in the facility at a time, broken down as follows:
  - a. 100 members using cardio and free weight equipment
  - b. 6 members using the lap pool (one per lane)
  - c. 30 members attending a fitness class in Gymnasium
2. Personal trainers will be permitted to increase to 4 trainers during each timeslot.
  - a. One trainer will be permitted to utilize Fitness Studio B (Yoga Studio) as a training space for a client.

#### **Group Fitness**

1. Group fitness classes in the gymnasium can be increased to 40 members.
2. Yoga classes no larger than 10 will be added to the schedule to occur in Fitness Studio A.

#### **The Waterpark**

The Waterpark operates seasonally from Memorial Day weekend through Labor Day, closing for the weekdays after Carmel Clay Schools go back into session. Typical operations keep our guest capacity at 1,200 people, while operating with roughly 50 staff members.

The park is equipped with infrared cameras at each entrance which allow staff to have a real-time attendance count of people within the park. This allows CCPR to manage the number of people in the Waterpark within reasonable (+/- 50) accuracy. CCPR has existing procedures (one person out – one person in) that it already utilizes during the summer season to control attendance into the park once this max number has been reached. Guests are admitted into the park as others leave.



The Waterpark will be able to open as defined on the Back on Track Indiana Stage 4 on June 14, 2020. During this stage, *\*provided this date does not slip past July 4<sup>th</sup>*, The Waterpark will be able to open under some key preventative and protective measures in place. Per guidelines provided on May 5<sup>th</sup> by the Indiana State Department of Health regarding COVID-19 response recommendations for pools and aquatic facilities (see Appendix I) the following protocols have been established:

1. Capacity will be reduced from 1,200 to 650 to allow for more spacing between guests.
  - a. The maximum capacity of The Waterpark per code is 2,100. We established a reduced “maximum” capacity of 1,200, the threshold where customer experience is significantly impacted if it exceeds this mark based on data analytics.
  - b. This will also reduce lines at rides and concessions.
  - c. To assist in controlling capacity, Cabana rentals will be available for “day-of” rentals only. This will prevent pre-reservations of Cabanas to gain access to the facility after meeting capacity limits. They will only be available to parties already inside the park.
  - d. Birthday Party reservations will be unavailable until July 5<sup>th</sup>.
2. Patrons will be asked to provide a name and phone number for each party for contact tracing purposes upon entering the facility.
3. Cash will be accepted at The Waterpark during this phase, but guest will be encouraged through advertising, social medial, and signage at each entry point to use credit cards as much as possible.
4. Patrons will be encouraged to wear face coverings at all times when not actively swimming or in line for a ride or attraction.
  - a. Lifeguarding staff will NOT be taxed with additional surveillance/enforcement duties to enforce face covering or social distancing expectations.
5. Lawn chairs will not be provided
  - a. Guests will be permitted to bring their own folding chairs
6. Lazy River and Slide tubes will not be provided during phase 2.
  - a. Large slides will still be available without the use of a tube.
  - b. Lazy River will not be open until Phase 3. (July 4<sup>th</sup>)
7. Sneeze guards will be installed at concessions windows.
8. Half of the concession area tables will be removed. The remaining tables will be spaced at least 6’ from each other. Guests will be asked to limit their usage time of remaining tables.
  - a. Tables will be sprayed down with Botanical Disinfectant Solution each hour.
9. Concessions staff will be required to wear face coverings, gloves and head coverings at all time.

- a. Staff assigned to taking orders and payments will not come in contact with any food items. Dedicated staff will be utilized to prep food and pass to patron through the window.
  - b. Credit card readers will be accessible to patrons so staff do not need to handle credit cards.
10. Lifeguards will not share rescue tubes. There are enough for each staff member on duty.
- a. Lifeguards required to sanitize tubes before passing over to the next shift.
  - b. Guards will be required to wear face coverings when working near patrons or in areas accessible by patrons. Guards will be permitted to remove face coverings when in the lifeguard stand to prevent impeding on ability to enforce rules and safely perform rescues, but will need them readily accessible if needing to assist in first aid or have a close conversation with a patron.
    - i. Guards working a “roaming” spot in rotation or on slide monitoring will be required to keep face covering on, but easily be removed if needing to perform a rescue.
  - c. When performing rotations, staff will remain socially distant. During pre-shift rotation meetings staff will be given their rotation spots and assignments then sent away from the first aid station to remain socially distant.
  - d. Sanitizing spray and/wipes will be provided at each seated lifeguard station to allow seats and hand rails to be wiped down at each staff rotation.
11. Portable hand wash stations will be placed around the park. Prioritized at the main entrance and main restroom/locker room area.
12. Admission staff are already protected with closed window service communicating through a speaker.
- a. Gloves will be provided as a large amount of our sales are done in cash.
  - b. Bag check staff at entrance will be required to wear gloves and masks
  - c. FlowRider waiver station staff will also be required to wear gloves and masks.
  - d. Hand sanitizer will be provided at station for patrons to use after filling out waiver on the iPad.
13. Dedicated janitorial staff will be focused on maintaining restrooms and trash cans to keep them sanitized.
14. All drinking fountains throughout The Waterpark will remain closed through phase 3, with the exception of fountains for water bottles.
- a. Spigots people drink from should will be shut off
15. Patrons will have access to the indoor aquatic locker rooms, but access into the rest of the West Building will be restricted. Likewise, MCC guests will only have access to the Family Locker Rooms on the first floor and the Fitness Locker Rooms on the second floor.

16. Additional signage will be placed at front entry of Waterpark in plain view for everyone that enters the facility, as well as around The Waterpark to remind visitors of the following:
  - a. DO NOT enter this facility if you have a cough, fever, or other symptoms of illness.
  - b. Maintain social distance of at least six (6) feet between you and any other person who is not part of your immediate household.
  - c. Wear a face covering when you are not actively swimming or in the pool/spa water.
  - d. NEVER wear a face covering while actively swimming, or allow children to do so.
  - e. NEVER dive or enter a water slide with a face covering in place.
  - f. The danger of contracting COVID-19 exists if you choose to enter this aquatic facility.
  - g. You are responsible for washing your hands as well as any object/s you bring into this facility.
17. At the end of each day, staff will spray down all common contact items with the fogger units utilizing the Botanical Disinfectant Solution including:
  - a. Slide entry and handles
  - b. Handrails on Activity Pool and Kiddie Pool play features
  - c. Concessions tables and seats
  - d. Cabana furniture
  - e. FlowRider boards
  - f. Pool ladders
  - g. Pool lift chairs
  - h. Entry gates

Once we enter Indiana Stage 5, anticipated to occur on July 4<sup>th</sup>, CCPR will consider increasing the maximum capacity up to 1,200. All other provisions are anticipated to be maintained to best encourage social distancing as recommended.

\*July 4<sup>th</sup> deadline has been established to provide a reasonable baseline which will allow CCPR to accomplish the operational tasks, which take upwards of 4 weeks, that encompass preparing the pools each season for opening. This includes filling, prepping, and cleaning the amenities while meeting Health Department guidelines. Training staff is also a large undertaking and requires at least a week to complete orientation and onboarding of Waterpark operations. Typically, the park is only open on weekends after Carmel Clay Schools go back into session, and a shortened season beyond July 1st is not to the advantage operationally or financially to the department.

### *Phase 3 Opening (At the start of Indiana Stage 5, July 4, 2020 and beyond)*

Based on guidelines provided in the Back On Track Indiana documentation, Phase 3 will allow the MCC and The Waterpark to return to normal operations with key preventative and protective measures in place.

#### **Staffing Plan**

1. Remaining staff will be brought back to normal levels based on operational needs.
2. PPE parameters will remain in place until the department is comfortable lifting based on the state of conditions.

#### **MCC Facility Access**

1. Members will no longer be required to make reservations for access times.
2. Day Pass sales will resume.
3. New membership sales will resume
  - a. Facility tours will resume
4. Youth will be allowed access to the facility through their memberships or day pass sales.
  - a. Youth members 11-14 year will be permitted into the fitness center under direct supervision of an adult.
5. Facility will resume normal hours of operation, eliminating the 1-4p.m. closure for cleaning.

#### **Facility Spaces/Amenities**

##### *East Building*

1. Will remain closed during the remainder of Summer Camp season.
2. When camp season is concluded, the East Building will resume normal operation for Group Fitness classes and recreational programs. PPE required as noted below (West Building)
  - a. Once east desk becomes operational, protective shields will be place, guests will self-scan their own passes and credit cards.

##### *West Building*

1. Protective shields will remain in place at service desks and guests will continue to self-scan their own passes and credit cards.
2. Staff will be encouraged to use hand sanitizer after performing any cash transactions.
3. Aquatic staff will be encouraged to continue using face shields when performing close contact first aid assistance.

##### *Fitness*

1. All fitness equipment will be moved back into its original locations.
2. Guest will be encouraged to social distance themselves as they feel comfortable.
3. Towel service will resume.
4. Fitness classes will resume in their typical studio locations.

- a. Aquatic fitness classes can resume
- 5. Gymnasiums will reopen for normal use including basketball and pickleball.
- 6. Indoor Lap pool can resume normal operations with multiple individuals in each lane.
- 7. Indoor Activity pool will be permitted to reopen (if the Waterpark is not open)
- 8. Indoor walking track will reopen for use.
  - a. Track pass members will be permitted to utilize the facility.

#### *KidZone*

- 1. Will be reopened under the following restrictions
  - a. Capacity will be controlled at no more than 25 kids

#### *Waterpark*

- 1. Capacity will gradually be increased up to 1,200 as social distancing guidelines are relaxed and it is safe to do so.
- 2. Closing sanitizing procedures will remain in effect until CCPR feels comfortable lifting.
- 3. Lazy River and Slide tubes will be reactivated for public use.
  - a. Lazy River will reopen
- 4. Protective barriers between staff and guests will remain in place.
- 5. Face coverings for lifeguards in roaming and slide rotation spots will become optional.
- 6. Concessions tables will remain limited and spread at least 6' until CCPR feels comfortable adding more into the facility.

#### **Cleaning/Sanitizing**

- 1. One unisex restroom by track entrance will remain as a hand washing station.
- 2. Sanitizing spray and paper towels will be available for public use and encouraged to be used before and after using a piece of equipment
  - a. Signage will no longer indicate "clean" machines.
- 3. Throughout the day, fitness staff will continue to follow guidelines outlined in Phase 1 and 2 for routine cleaning of fitness equipment as they are available.
- 4. Janitorial staff will continue to focus on sanitizing restroom and locker room facilities.
  - a. During overnight shift, they will be instructed to sanitize all lockers inside and out.
- 5. Desk staff will be sent around to routinely spray and wipe down:
  - a. Desk surfaces
  - b. Credit card readers
  - c. Door handles
  - d. Stair railing
  - e. Elevator buttons

## PARKS, GREENWAYS, OPEN SPACES

CCPR manages over 520 acres of parks, greenways, and open space. With over 26 miles of trails, 16 playgrounds, 14 restroom buildings, and 20 shelters the community has many options and amenities when it comes to outdoor recreation. The Parks and Natural Resources (PNR) Division is responsible for maintaining these assets and many more priorities such as nature programming, volunteer opportunities, and supporting large capital infrastructure improvements. The PNR Division currently operates with 4 full time park maintenance technicians, 1 park maintenance foreman, 2 coordinators, an administrative assistant and division director.

While the COVID-19 pandemic gained momentum, CCPR led the way in establishing closures, posting signs, and promoting CDC guidelines with public and employee safety at the forefront of the decision making. Throughout the evolution of the situation, various closures occurred at a relatively rapid pace following the timeline noted below:

- March 12 – 14<sup>th</sup> - Nature programming as well as official disc golf club events closed per guidance as it pertains to public offerings.
- March 15<sup>th</sup> - While the parks remained open and available, PNR began posting CDC guidelines about washing hands and personal hygiene and providing additional soap dispensers and hand sanitizer dispensers at our larger/multi user public restrooms and increased custodial visit with focus on increased RR cleaning frequency.
- March 18<sup>th</sup> - Closure of restrooms, playgrounds, and the dog park. PNR began initiating a significant drawback in daily staffing levels on March 18<sup>th</sup> to reduce the frequency of employee to employee interactions/contact and EPL was initiated for PNR scheduled staff members that were told to stay home.
- March 24<sup>th</sup> – Skate Park closed
- March 28<sup>th</sup> - Flowing Well Park, artesian well closed

As previously mentioned in the *background* section, CCPR receives approximately \$3.7 million from the City of Carmel to fund maintenance of the parks and general administration of the department. While funding from the City has not been impacted to date, CCPR has always strived to make employment decisions equitably regardless of the funding source. For this reason, 15 of the 36 existing employees paid out of CCPR's General Fund were furloughed as of April 18, 2020.

A large portion of the employees currently furloughed are the part-time custodial staff that are largely responsible for cleaning areas (restrooms, drinking fountains, dog park) that are

currently not open to the general public. This responsibility, where still necessary, is currently being carried out with full-time staff. As these operations resume part-time staff will be recalled to assist the department as identified within this plan.

Additionally, please note that Parks and Natural Resources staff are already tasked with completing the following protocols as part of their routine cleaning duties. Specific COVID-19 related cleaning measures called out in **bold**.

### **Disinfecting/Sanitizing Information**

The PNR division uses multiple cleaning and disinfecting agents for various types of park related surface cleaning which is referenced throughout this outline of protocols as “disinfectants.” Each product has been verified with the Indiana State Chemist Office as a reliable COVID-19 disinfectant per the list that is provided in the *resource* section at the end of this document. Also available for review in the *resources* section are Safety Data Sheets, for products including: Bioesque Botanical Disinfectant Solution, Clorox disinfectant wipes, Clorox toilet bowl cleaner with bleach, Clorox multi-surface cleaner + bleach, Re-juv-nal disinfectant surface cleaner.

In addition to using COVID-19 disinfectants for cleaning surfaces, PNR staff have been given alternative directives for engaging in operationally responsible behavior related to proper hygiene and social distancing. The PNR Office and Field Guidelines Memo covers these items and is available for review (Appendix F).

The PNR division has overall responsibility for managing the CCPR departmental fleet. As such, PNR has taken precautions to manage risk associated with transfer of infectious disease through contact within the vehicles/UTVs (herein referenced as vehicles) utilizing the following protocols:

1. Special guidelines have been outlined in the previously mentioned memo above (Appendix F) regarding using separate vehicles and other circumstances. Additionally:
2. In large part, staff are assigned a dedicated vehicle to eliminate sharing each day or on alternate days of duty.
3. Each employee has been instructed to wipe down the vehicle that they are assigned to daily, on common touch surfaces such as door handles, locks, dashboards, buttons, steering wheels, steering column features, cup holders, storage compartments, transmission control knobs/arms, and other surfaces.
4. Fogging disinfectant was initiated 2 weeks ago as a weekly application to reduce potential of spread in areas that may be missed by a wipe down disinfectant.
5. As more fogging equipment becomes available, frequency will increase to as often as daily for each vehicle/UTV.



## *Phase 1 Opening (At the start of Indiana Stage 3, May 24, 2020)*

### **Staffing Plan**

In order to begin preparations for phase 1, it is recommended to start the process of recalling furloughed part-time custodial staff in order to begin preparations for regular custodial operations, due to broader park visitation increases and deferred maintenance issues.

The traditional seasonal increase in park visitation due to school getting out and other calendar related 'kick-offs' such as Memorial Day, are largely irrelevant at this time, as many people are treating every day as a summer vacation in April. Currently we are seeing trash pick-up in April averaging 36 bags per day which is nearly identical to April 2019 at 34.3 bags per day.

Park usage, regardless of amenity closures is an overwhelming challenge for current staffing levels while attempting to keep up with standard maintenance responsibilities. Bringing back custodial staff will allow a steady ramp up of activities and provide opportunity for Park Maintenance Technicians to resume regular activities to keep the parks and trails well maintained for heavier seasonal usage, safe, and healthy from an infrastructure and natural resource management perspective.

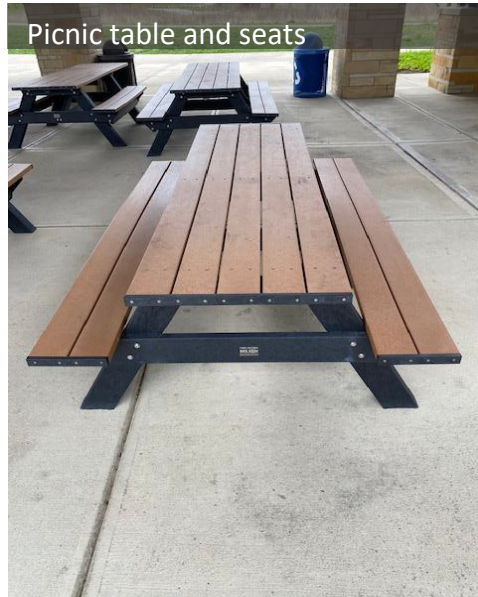
### **Picnic Shelters**

During phase 1, CCPR will plan to open up availability for picnic shelter reservations, taking into account the social distancing parameters as outlined by Executive Order. With regular custodial staff being recalled from their furlough status, the PNR division will need to once again initiate the following protocols.

1. Post shelter reservation sign when applicable. Whenever a shelter has a reservation, the signs will be printed prior to the day and should be posted the night before. There is a reservation sign box at each rentable shelter, which takes a key to unlock. Each sign should be posted in the box using provided tacks. The sign should be removed the day after the event. The box should be checked daily to see if signs need to be posted or removed.
2. **Disinfecting shelter fixtures when visiting park during scheduled custodial runs.** Please see images below for items (picnic table surfaces, grill handles, trash and recycling can lids) that are not typically sanitized by will be daily as part of the phase 2 re-opening.
3. Remove ash from grills. Using metal bucket and shovel designated for ash, scoop ash from grill into bucket. Once ash in bucket is cold, the bucket can be emptied into a trash bag and/or put into the dumpster.
4. Pick up any loose litter or debris and throw away. Spot sweeping with a broom and dustpan to get specific things. For larger debris issues such as leaves and mulch, the shelter pad can be blown out using a gas or electric blower, to get all debris into one area for quick sweeping.



5. Empty trash cans prior to any shelter reservation. If no reservation, remove any trash bag from a can that is  $\frac{1}{2}$  full or more. If the trash is under  $\frac{1}{2}$  full it can stay, unless it is especially stinky or gross, or if there are bees or nuisance critters.
6. **Staff utilize mandatory PPE during custodial cleaning – gloves, masks.**
7. **Continue use of signs regarding physical distancing and proper hygiene to encourage personal responsibility.**



## Playgrounds

Playgrounds will be reopened during Phase 1. Playground re-opening will require staff to resume regular operations of playground maintenance. See the following protocols:

1. Resuming weekly playground safety inspections by qualified, full time CCPR Park Maintenance Technicians.
2. Pick up playground of litter, debris, or sharp objects in, around and under all playground features and dispose of in the proper trash receptacle.
3. Empty trash cans. Remove any trash bag from a can that is ½ full or more. If the trash is under ½ full it can stay, unless it is especially stinky or gross, if there are bees, or if there is a shelter reservation. **Use Disinfectant to disinfect the waste receptacle lids.**
4. Blow natural debris from playgrounds. Using an electric or gas blower, blow sand back into sand boxes, mulch back into garden beds, branches and leaves to the natural areas and safety surfacing back into play areas.
5. Rake safety surfacing from thicker areas back into worn areas such as under slides or swings.
6. **Public will continue to be advised of physical distancing guidelines and proper hygiene with signage to encourage personal responsibility (see image below – example only).**
7. Public shall place trash in proper receptacles and clean up personal items after use.



### **Splash Pads**

Splash Pads (Inlow, West Park, Westermeier Commons, and Midtown) will open during Phase 1 and in unison with re-opening of playgrounds, restrooms, and skate park. Splash pad re-opening will require staff to resuming regular operations of pad maintenance. See the following protocols:

1. Resuming daily splash pad safety inspections by qualified, full time CCPR Aquatic Technicians including required water quality testing, spray feature inspections, and pad surface inspections.
2. Resume weekly independent lab water testing on required pads for bacteria levels. (Inlow and Midtown)
3. Public will continue to be advised of physical distancing guidelines and proper hygiene with signage to encourage personal responsibility, following the above stated playground operations.

### **Skate Park**

Skate Park will open during Phase 1 and in unison with re-opening of playgrounds, restrooms, splash pads, and dog park. Much like a sports venue, entry points will be the key area for personal responsibility. See the following protocols:

1. **Disinfect skate park fixtures with disinfectant (entry gate, trash cans)**
2. **Drinking fountain remain closed until restrooms are reopened.**
3. **Staff utilize mandatory PPE during custodial cleaning – gloves, masks**
4. **Continue use of signs regarding physical distancing and proper hygiene to encourage personal responsibility.**
5. **Public shall adhere to physical distancing guidelines.**
6. Public shall place trash in proper receptacles and clean up personal items after use.

### **Park Restrooms**

Restrooms are considered a support facility of park amenities (parks, greenways, playgrounds) and therefore will open during Phase 1 and in unison with re-opening of playgrounds, skate park, splashpads, and the dog park. These shared use spaces involve cleaning of discharged bodily fluids and touch surfaces within an enclosed space and present a high-risk for contamination. Restrooms were among the first of CCPR assets to close to the public during the onset of the pandemic and should be considered one of the last to open.

Restroom re-opening will take extra time after playground closure order is lifted because it will require a couple days for proper inspection of facilities to assure all is in working order. Custodial operations for cleaning restrooms is a step by step process outlined below:

1. In order to minimize staff interaction with the public, restrooms will be closed while being cleaned

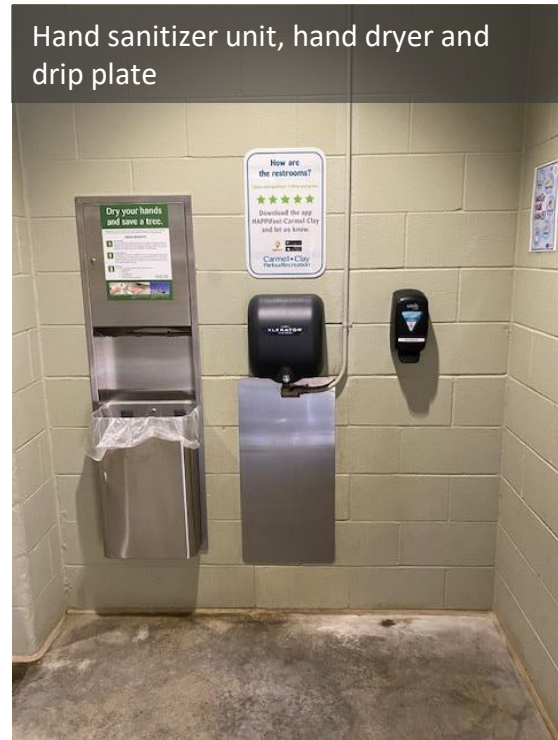
2. Fogging disinfectant will occur in restrooms at least daily as availability of fogging equipment allows.
  - a. **Scenario 1: limited availability with shared use of equipment between MCC facilities crews and PNR parks crews**
    - i. **AM fogging of restrooms will occur with a dedicated staff person visiting the restrooms on a route that visits most popular restrooms first and continues until all restrooms are addressed, all before 1pm so the equipment is available for the MCC daily cleaning schedule from 1-4pm.**
    - ii. **Temporary signs will be located at each restroom facility advising the public of a 15 minute closure for disinfectant procedures to occur. Timing and restroom availability subject to change once practice is engaged.**
  - b. **Scenario 2: fogging equipment availability is maximized and PNR park crews have independent use to issue with each custodial team member during regular park runs.**
    - i. **Each custodial crew member will fog a restroom during their standard visit to manage park custodial operations.**
    - ii. **Maximum availability will allow for more than one fogging per day at busier park locations. The restroom fogging would occur at the beginning of the park visit, and remain closed for 15 minutes while other park amenities are tended to. The restroom would be reopened before the employee leaves the park after the appropriate time. Timing and restroom availability subject to change once practice is engaged.**
3. Use duster or broom, dust ceiling, corners, heaters and high up ledge surfaces.
4. With glass cleaner and paper towels, spray and wipe down the mirrors.
5. Using disinfectant and paper towels, **spray doors, handles**, grab bars, baby changing stations, dispensers, stalls, latches, toilets, urinals, flush valves, other fixtures, and ledges. Let sit for several minutes and then wipe clean. See images below.
6. Using cleaner (either disinfectant to clean/disinfect or CLR if removing lime buildup) and paper towels, spray sink fixture and basin and let sit for several minutes; then wipe clean.
7. Empty out all trash cans and sani boxes, including waste bag. Using disinfectant, spray and let sit for several minutes; then wipe clean trash can and sani box.
8. Using toilet bowl cleaner/disinfectant and toilet brush, spray product inside toilet bowl. Use brush to scrub the inside of the toilet. Flush toilet until product is no longer present in bowl.
9. **Change gloves before refilling products.** Put a new waste bag of the proper size back into trash can and sani box. Unlock the toilet paper dispenser and/or soap dispenser. Take out empty roll or bottle. Put in new toilet paper roll, making sure the divider is



pulled back under the 2<sup>nd</sup> roll. Put the new soap bottle in the dispenser. Close the dispenser.

10. Using broom and dustpan, sweep the dirt and debris into dustpan. Empty dustpan into trash.
11. Using a cap full of floor cleaner (Pine-sol or similar) and water from the plumbing chase or building hose bib, fill the provided mop bucket  $\frac{1}{2}$  -  $\frac{3}{4}$  full. Also use the mop provided at the park, dip into mop water, and use wringer to squeeze excess water out of mop. Take mop, head side down and sweep the floor back and forth to mop any dirt and grime. Continue wetting, wringing and mopping until the restroom floor is clean. Once both restrooms are clean, dump dirty mop water and rinse mop bucket. Hang mop head side up to dry.
  - a. **PLEASE NOTE: Floors are not disinfected due to foot traffic and the lack of any shoe cleaning apparatus at the restroom, therefore it is unreasonable to assume someone's shoes could leave the restroom in a disinfected state. Things that are touched by hand are disinfected because we have hand cleaning stations and a reasonable expectation that a person could ultimately leave the restroom with disinfected hands provided that the outgoing handle continues to be touched by disinfected hands.**
12. **Larger/busier parks will see increased restroom custodial visits up to 3x day.**
13. **Each restroom will have extra hand soap dispensers AND hand sanitizer dispensers.**
14. **Staff utilize mandatory PPE during custodial cleaning – gloves, masks – masks will become voluntary after a point in time to be named later when health professional guidelines dictate.**
15. **Continue use of signs regarding physical distancing and proper hygiene to encourage personal responsibility (see image below).**
16. **Public shall adhere to physical distancing guidelines.**
17. Public shall place trash in proper receptacles and clean up personal items after use.

*Restroom example of all surfaces that will be disinfected*



Hand soap units, faucets, sinks, and changing table



Toilet seat and bowl, toilet sensor, toilet paper dispenser, sanitary disposal and stall doors



Toilet seat and bowl, toilet and urinal sensors, toilet paper dispenser, grab bars and stall doors



Door handle plate and inside of door





## Signage Example



## Share facts about COVID-19

Know the facts about coronavirus (COVID-19) and help stop the spread of rumors.

**FACT 1**

Diseases can make anyone sick regardless of their race or ethnicity.

Fear and anxiety about COVID-19 can cause people to avoid or reject others even though they are not at risk for spreading the virus.

**FACT 2**

For most people, the immediate risk of becoming seriously ill from the virus that causes COVID-19 is thought to be low.

Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more serious complications from COVID-19.

**FACT 3**

Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

For up-to-date information, visit CDC's coronavirus disease 2019 web page.

**FACT 4**

There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- When in public, wear a cloth face covering that covers your mouth and nose.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

**FACT 5**

You can help stop COVID-19 by knowing the signs and symptoms, which can include:

- Fever
- Cough
- Shortness of breath

Seek medical attention immediately if you or someone you love has emergency warning signs, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.



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[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

## Dog Park

Central Bark Park (i.e. the dog park) will open during Phase 1 and in unison with re-opening of playgrounds, restrooms, and skate park. This area is largely shared open space with minimal touch surfaces and the groups can maintain adequate physical distance while monitoring their own dogs. Much like a sports venue, entry points will be the key area for personal responsibility and added staff cleaning. See the following protocols:

1. Disinfect dog park fixtures (entry gate, key fob scanners, trash cans, dog waste stations) with disinfectant.
2. Disinfect shelter picnic tables with disinfectant when visiting park during scheduled custodial runs.
3. Pick up litter, debris, or sharp objects and dispose of in the proper trash receptacle.
4. Empty trash cans. Remove any trash bag from a can that is ½ full or more. If the trash is under ½ full it can stay, unless it is especially stinky or gross.
5. Blow walkways when needed using an electric or gas powered blower.
6. Rake in the mulched dog run after heavy rainfall.

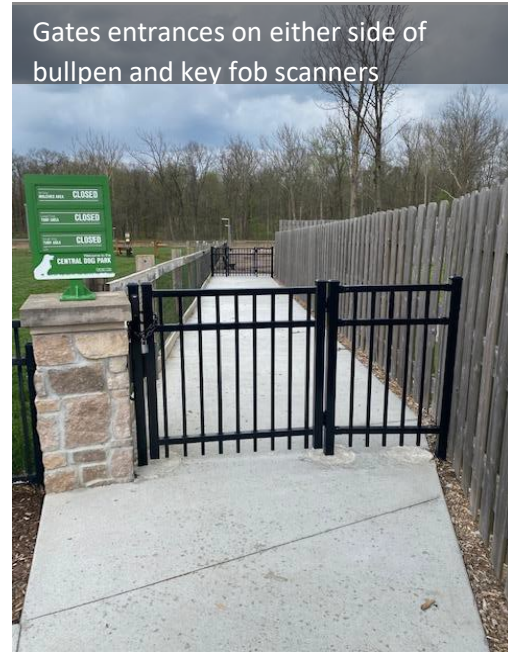
7. Empty dog pot station and refill litter bags. Empty waste can when it is 1/3 full or more, or if it is stinky, gross and/or if a mass of insects is involved. Replace liner. To replace waste litter bags, unlock the dispenser and remove empty box. Open new box and replace in dispenser. Close dispenser, lock it, and pull starter bags through the openings.
8. **Staff utilize mandatory PPE during custodial cleaning – gloves, masks.**
9. **Staff will do their best to physically distance themselves from the dogs and will not touch the dogs unless it is unavoidable (Dog jumps on them, dog gets aggressive, etc.).**
10. **Continue use of signs regarding physical distancing and proper hygiene to encourage personal responsibility.**
11. **Public shall not bring water bowls and shall not share toys.**
12. **Drinking fountain remains closed until restroom reopening.**
13. **Public shall adhere to physical distancing guidelines.**
14. **Public shall place trash in proper receptacles and clean up personal items after use.**

Gates entrances on either side of bullpen and key fob scanners



Dog pot station can lid and





### **Portable Toilets**

Opening of portable toilets at Meadowlark Park and Hazel Landing Park will coincide with restrooms re-opening, with the addition of hand sanitizer dispensers maintained by CCPR. Carey Grove Park will likely be closed for capital improvements and will not have public access.

**Additionally, CCPR will add outdoor portable sinks (presuming they are available to rent) with soap dispensers for all locations that have portable toilets. This will provide an alternative to hand sanitizer already provided.** Daily cleaning protocols will be as follows:

1. **Disinfect priority surfaces of portable toilets – toilet seats, dispensers, door handles, latches, grab bars) when visiting park during scheduled custodial runs**
2. **Historically cleaned by vendor but CCPR will add disinfectant cleaning to increase frequency.**
3. **Staff utilize mandatory PPE during custodial cleaning – gloves, masks**
4. **Install signs in portable toilets regarding proper hygiene protocols identical to signs in CCPR restrooms and to encourage personal responsibility.**
5. **Public shall adhere to physical distancing guidelines.**
6. **Public shall place trash in proper receptacles and clean up personal items after use.**



*Phase 2 Opening (At the start of Indiana Stage 4, June 14, 2020)*

No changes to parks, greenways, or opens spaces during Phase 2.

*Phase 3 Opening (At the start of Indiana Stage 5, July 4, 2020 and beyond)*

No changes to parks, greenways, or open spaces during Phase 3.

*Other Considerations (Amenities with no defined re-opening date)*

**Drinking Fountains**

Drinking fountains will not be made available until after health restrictions are lifted or there is more time and guidelines defined by health professionals. Until then it is recommended to keep closed, through all phases, because of shared surfaces involving bodily fluid contact and touch surfaces present high risk for contamination.

Staff will explore valve retrofits to understand if drinking fountains can be utilized with bottle fill stations or dog bowls only but it is undetermined at this time as this type of use has never been explored and access is minimal.

Once allowed to reopen, custodial operations for cleaning drinking fountains is a step by step process. See the following protocols:

1. Disinfect fountain spigots, bowls, and user operation buttons when visiting park during scheduled custodial runs.
2. Depending on the state of the fountain it could be several things. It may simply need disinfected, which utilizes disinfectant and a paper towel.
3. For lime build up, CLR and a scrub sponge can be used. For really tough lime and rust, Bar Keepers Friend can be used, by simply spreading the powder and using a wet scrub sponge to scrub. This will need to be rinsed away when complete.
4. **Staff utilize mandatory PPE during custodial cleaning – gloves, masks**
5. **Public shall adhere to physical distancing guidelines**

**Staff**

Staff are required to return to regular work from PNR Office responsibilities while utilizing responsible physical distancing and regular sanitation protocols. See PNR staff memo regarding COVID 19 office behavioral guidelines that encourages personal responsibility (Appendix F). Additionally, utilization of **face mask** for PPE during custodial clean is **now voluntary** unless inside restrooms or in contact with public

## SUMMER CAMPS/EXTENDED SCHOOL ENRICHMENT

During the school year, CCPR manages and operates Extended School Enrichment at each of the 11 Carmel Clay elementary schools, serving as the exclusive provider of before and after school programs to K-6 youth. Through our Summer Camp Series (SCS), CCPR serves the community by offering 12 summer day camp programs, ranging in theme from traditional to specialty camp offerings, during the summer months. SCS 2019 recorded over 6800 weekly enrollments, which accounted for over 30% of ESE/SCS \$4.5 million operating budgets. Personnel expenses account for the bulk of ESE/SCS operating expenses with close to 200 full and part time staff members on payroll during the summer camp season. All operating expenses for the ESE/SCS have been completely covered by user fees since the program's inception in 2006.

As noted in the *background* section of this document, because the nature of this program only allows supervisory or management staff to work remotely processing refunds, maintaining contact with participant families, and continued planning for summer camps and the 2020/2021 school year, CCPR furloughed 162 of the 179 ESE employees on April 18, 2020. If summer camps are cancelled, most of the remaining 17 employees would also need to be furloughed.

As with other CCPR programs and services provided to the Carmel Clay community, the goal of this plan is to provide guidance on how the department can offer modified ESE/SCS programs with enhanced health and safety expectations due to COVID-19 pandemic.

### **Determining Factors for Moving Between Phases**

- Guidance from local, state and federal officials
- Ability to assure health and safety of participants and staff
  - Staffing adequate for enrollment and current conditions
  - Material acquisition of PPE, cleaning supplies, and other necessary items
- Facilities are open and available for use
- Financial impact of ability to offer programs essential to the community and mitigate costs

### **Enhanced Health/Safety Precautions**

Due to the uncertainty surrounding many factors, including probably of State of Indiana stay at home orders being extended, school use being cancelled through June 30<sup>th</sup>, and lack of guidance pertaining to how many campers could safely participate when schools and organized activities are cleared to continue operations, registrations for the 2020 Summer Camp Series were halted. SCS 2020 has been modified into Camp Fun Innovation Responsibility Education (FIRE), active day camps with an emphasis on maximum health and safety for all participants and staff members. All camp types will be programmed for general camper interests, with an

emphasis on fresh air and active play. Due to health and safety concerns, Camp FIRE will not offer field trips, swimming trips, or external vendors.

1. Camp FIRE will be offered with a limited enrollment capacity.
  - a. Campers will be assigned to pods of 30 campers, not to interact amongst groups.
  - b. A staff-to-camper ratio of 1:15 will be established in each pod with the same staff on rotation at each respective location.
    - i. If staff-to-camper ratio of 1:15 cannot be maintained, CCPR reserves the right to cancel programs at one or all facilities.
2. CCPR will increase staff awareness of communicable disease procedures through required training offerings and enhanced procedures.
  - a. Staff will be issued Personal Protective Equipment (PPE) for use during camp, including a mask to wear as part of the daily staff uniform.
  - b. See above for information in *Return to Work Guidelines* on Staff Daily Health screening procedures.
  - c. See above for information in *Return to Work Guidelines* on staff COVID-19 testing requirements prior to returning to work functions
3. All camps will put a communicable disease action plan into place.
  - a. Camps will offer modified check in/check out procedures to parents/guardians.
    - i. Camper temperature will be checked by staff at check in daily using non-contact forehead infrared thermometers (which will be calibrated daily – see Appendix G)
      - Campers will be greeted each morning by a staff member who will ask the parent/guardian if the child has had a cough, fever or shortness of breath in the last 72 hours. If the answer is yes, the camper will NOT be allowed to attend camp until they have been symptom free for at least 72 hours without the use of fever reducing medication.
      - The staff member will take each child’s temporal temperature at arrival of camp. If the camper’s temperature is above 100.0F, they will be sent home and will not be allowed to return until at least 72 hours have passed without symptoms and without the use of fever reducing medications.
      - If a temporal scan indicates temperature above 100.0F, parent/guardian will be asked to pull vehicle out of check-in carpool line and given option for staff to provide secondary standard thermometer temperature reading. If second reading registers over 100.0F, the camper will NOT be allowed to attend camp until they have been symptom free for at least 72 hours without the use of fever reducing medication.

- If child with indicated temperature over 100.0F and has siblings enrolled in camp, then sibling will also not be permitted to attend for indicated time parameters listed above.
  - While checking camper temperatures, staff will be required to wear the following PPE: goggles, face mask, gown, hood that covers the neck, and gloves to be changed upon contact with any individual.
4. Curbside parent/guardian check in/out services will be implemented at all sites between the first and last hour of camp operation. Parents/guardians who intend to drop their child off at camp outside of these designated times will be asked to call ahead to the site cell phone to make a check in/out appointment. A standard 8.5" x11" paper bearing the names of all campers should be displayed for staff to see at check in/out.
    - a. If parent/guardian and staff have difficulty transitioning camper from vehicle to camp facility, family may be asked to pull out of line and park their vehicle until camper is ready to join camp group.
  5. Campers and staff will be instructed to wash hands or use hand sanitizer prior to entering any CCPR facilities, including upon arrival at camp.
  6. Parents/guardians and other visitors not permitted in summer camp facilities. This includes unauthorized CCPR employees.
  7. Staff will engage in enhanced cleaning efforts during the camp day.
    - a. Everything that was touched by campers and staff during the day will be sanitized in the evening and ready for the next morning.
      - i. Staff will wear the following PPE while performing cleaning procedures: masks and gloves.
      - ii. Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, desks, chairs, and cubbies. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
      - iii. Routinely disinfect commonly used surfaces such as keyboards, desks, and remote controls can be wiped down before use.
      - iv. Recreation & Facilities staff will utilize fogging disinfectant as an additional layer of sanitizing rooms each evening at the conclusion of camp.
        - Including Wilfong and Perelman Pavilion locations
      - v. All cleaning materials should be kept secure and out of reach of children. Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.
      - vi. Supplies that cannot be cleaned and sanitized should not be used.



- vii. Supplies that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Do not share supplies with other groups of within the facility, unless they are washed and sanitized before being moved from one group to the other.
  - viii. Set aside supplies that need to be cleaned. Place in a separate container marked for “soiled supplies.” Try to have enough supplies so that the items can be rotated through cleanings.
  - ix. Children’s books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
9. If CCPR becomes aware that a camp participant or staff member has tested positive for COVID-19 and has recently visited or worked at a respective camp, the individual camp will be closed for professional cleaning. CCPR will work with a local contractor to deep clean the respective space.
    - a. The families of all campers will be notified within 24 hours of the COVID-19 closure via email. Email to all affected families will detail the length of facility closure for local contractor to deep clean the respective space. Facility closure may last anywhere between 1-5 scheduled camp days.
    - b. Contact tracing will be conducted in coordination with either the Hamilton County Health Department or ISDH contact tracing resources.
  10. During lunch/snack, campers will stay with their pods to eat. Each camper will be supervised with hand washing before they eat as well as after eating. Staff will also wash their hands with the campers. If at all possible, campers will eat their lunch/snack outside “picnic-style” to minimize need to clean tables and chairs.
    - a. If tables and chairs are used for lunch/snack, then staff will clean and disinfect all surfaces before and after designated lunch/snack time.
    - b. Staff will wear gloves to assist campers with lunch/snack items.
  11. Campers will not be permitted to bring any items from home with the exception of a packed and labeled lunch/snack and labeled water bottle. Any other items will be confiscated by staff and returned to parent/guardian at check out.
  12. Drinking fountains will not be permitted for use at camp facilities with the exception of potential staff use to refill water bottles. Campers are encouraged to bring a labeled bottle for water to camp each day.
    - a. CCPR will keep a stock of bottled water for those campers that may forget their water bottle.
  13. Campers will self-apply camp-provided sunscreen with the guidance of staff prior to participating in outdoor activities. We recommend that parents/guardians apply a base layer of sunscreen in the mornings prior to check in. If the camper is not permitted to apply sunscreen and/or has allergies to sunscreen, please alert staff prior to check in the first day of camp.

14. Campers will be asked to wash hands a few extra times during the day. Hand washing steps will be placed on the walls in the bathrooms for campers to follow as well as a fun song to sing while washing for those 20 seconds.
15. If camp location includes spaces appropriate for outdoor programming, including a shelter area or playground, campers may visit these facilities if within safe walking distance. Parks and Natural Resources staff will be instituting enhanced cleaning procedures with all shelter surfaces and playgrounds for additional prevention.
16. Staff will monitor their pod of children looking for signs of illness and will notify the appropriate personnel if a child develops a constant cough, shortness of breath or appears to have a fever. Parent/guardian may be called for immediate pick-up, and child may be prohibited from attending camp until fever free for 72 hours. Prompt pick-up is expected in this situation, and lack of promptness or communication may result in suspension from attendance in camp programs.
  - a. CCPR will provide a designated isolation room at each camp location or those campers that become ill.
  - b. Staff will isolate the camper from everyone until the parent/guardian arrives as well as sanitize everything the ill camper touched immediately.
  - c. Staff will monitor coughing and sneezing and will be trained to require campers to immediately wash hands if caught doing so. Additionally, staff will work to educate participants to cough and sneeze into their elbows.
17. To ensure no “cross-program” participation, campers will be dedicated to a single pod at a given camp location. All pods will be kept separate and will not intermingle with one another.
  - a. Procedures will be put in place to ensure that only one camp pod is travelling to identified locations (restrooms, outdoor space, etc.) at a time to help keep distance from one another.
  - b. Just as campers will be kept separated, so will the staff serving those children; the same staff will facilitate the same respective camp location. Staff will not move from one facility to another without approval from ESE/SCS Director.
  - c. Transferring to a different camp location will not be an option in order to best protect our campers and staff. Once a child has been assigned to a camp location, there will not be an opportunity to move to a different location.
18. Parents/guardians are our best defense against the spread of viruses at camp. In order to operate under the current circumstances every effort will be made to educate parents/guardians to ensure that children are not sent to camp sick.
19. As noted earlier in this document, staff will also be monitored, asked, and sent home if sick. Please note this could result in last-minute program cancellation or calls for early camp check out and/or late check in.
20. Camps will prominently display educational content, proper hygiene posters, and hand washing instructions that are child-friendly.

### **Enrollment/Addressing Capacity Issues**

Due to limited available facilities this summer, CCPR will operate at a reduced enrollment capacity. While during a typical summer CCPR would be able to offer 720 maximum weekly summer camp spots, this summer, we will only offer 300 maximum weekly spots due to COVID-19 related facility (school) closures.

#### *Eligibility + Enrollment Priority*

1. Actively enrolled in SCS 2020 and/or on the waiting list AND
  - a. Top Priority: Approved CCPR-ESE/SCS employee who needs childcare to work in ESE/SCS division.
  - b. 2nd Priority: Essential employees with CCS enrolled campers in grades K-6 (during the 2020-21 school year).
  - c. 3rd Priority: Any family with CCS enrolled campers in grades K-6 (during the 2020-21 school year).
  - d. 4th Priority: Any family with camper(s) who meet age requirement, including those not enrolled in CCS.
  - e. Aging date will match CCS enrollment for 2020-21 school year
2. Enrollment eligibility decisions will be made based upon information returned on pre-camp survey completed by parents/guardians.
3. If more interest than capacity exists, then a lottery enrollment will be used to determine who gets the available camp spots.

#### *Formtack Link via Parent/Guardian Messaging*

A pre-camp survey was sent to all enrolled SCS 2020 active and waiting list participants using SCS emails on file in Active. Parents/guardians will have until May 10 to complete survey link to indicate to staff if they'd like to cancel enrolled camps to receive a full refund for SCS 2020 with waived service charge OR be considered for enrollment in Camp FIRE (our modified summer camp structure). If family wants to be considered for enrollment in Camp FIRE, SCS cancellations will be delayed, but the offer to waive service charge will stand.

### **Financial**

1. Weekly Fee - The modified, Camp FIRE weekly fee is \$190 per week, per camper due upon enrollment. Weekly rate will not be prorated and is non-refundable upon start of camp.
2. Past Due Payments
  - a. Payment is due in full upon enrollment. Failure to make payment in full may result in cancellation of enrollment and/or inability to attend programs.
3. Modified Cancellation/Refund Policy
  - a. The department will issue a full refund if it cancels a camp prior to start date, per camper

- b. Cancellations for a camp week must be requested a minimum of 2 weeks from the respective camp week start date to receive a 100% refund, less a \$10 service charge for cancellation per camp week, per camper
  - c. Once a program has started, no refunds or cancellations will be processed
  - d. Refunds will be issued via original payment method, but the department reserves the right to refund via paper check, if deemed necessary by Administration.
  - e. All refunds are subject to the State Board of Accounts claim procedure and may take three to four weeks to process.
4. Fee Waivers via Scholarship Awards & Employee Discounts
- a. SCS cannot offer fee waivers via scholarship award beyond current awarded scholarship weeks unless externally subsidized.
  - b. Only existing employee discounts for qualified CCPR and City of Carmel employees will be honored. New employee discounts will not be offered for SCS programs.

### **Enrollment in Camp FIRE**

1. New camp activities will be created in Active (CCPR's camp registration software) for each of the 3 summer camp locations.
  - a. Will initially plan for 9 summer camp weeks from June 1 thru July 31.
2. As mentioned above, a survey completed in Formstack will determine interest level of each SCS 2020 family in Camp FIRE as well as enrollment priority. Formstack will need to be returned by stated deadline for initial enrollment consideration.
3. Staff will directly transfer enrolled campers or use money credited from cancellation of SCS 2020 to pay for Camp FIRE. Additional fees may be due, depending upon the number of enrolled camp weeks and/or account credit balance.
4. EZCT will still be used for participant information purposes, including family contact information, health, medical, authorized pick-up, etc
5. Standard ESE/SCS waiver/release will need to be completed and collected from every enrolled Camp FIRE family prior to first check-in at camp location.
6. Interested (and/or prioritized) families will be enrolled in one of the location options below determined by their CCS home elementary school. Elementary schools were dedicated to respective CCPR facility location based upon average site-specific ESE enrollment in the after-school program in March 2020.
  - a. 1. JPP: College Wood, Smoky Row, West Clay
  - b. 1. MCC: Carmel, Forest Dale, Orchard Park, Towne Meadow, Woodbrook
  - c. 1. Founders: Cherry Tree, Mohawk Trails, Prairie Trace

### **Behavior Management**

1. Campers must be able to successfully participate with program changes necessary for increased health and safety of other campers and staff. Parents know their child best and know their child's level of tolerance as far as expectations in a group of children and

changes to routine. Camps this summer will look different in structure vs previous summers.

- a. For children who have a tendency to flee from program spaces, show defiance when an adult gives a command (e.g. please wash hands, transition from space, etc), or are very physical with other children in an aggressive way, this might not be the right camp set-up for these campers. While we have always done our best to accommodate a wide range of camper behaviors and personalities, the structure we are working in this summer may not allow for much leniency with these types of behaviors.
- b. With that being stated, age appropriate behavior challenges are to be expected, and our staff are well-trained to assist in these types of situations.
- c. Modified Behavior Consequence Rubric used by staff this summer to determine if a camper can successfully participant in CCPR summer camp programs. This rubric will be made available to all parents/guardians. Parent/guardian will be offered education on health and safety reasons behind modified behavior rubric.

### **Staffing Considerations**

1. Supervisory staff must be prepared to fill any role or shift at camp including front-line staff duties.
2. Additionally each location will have at least one “Supervisor on Duty” or S.O.D. during camp operation hours.
3. Overtime is not approved for any non-exempt employee for any reason without prior approval from the ESE Director. Staff may be subject to disciplinary action for consistently recording overtime hours.
4. Staffing groups for scheduling, planning and programming include:
  - a. JPP/Creekside: College Wood, Smoky Row, West Clay
  - b. MCC/Carmel: Carmel, Forest Dale, Orchard Park, Towne Meadow, Woodbrook
  - c. Founders/Clay: Cherry Tree, Mohawk Trails, Prairie Trace

### **Training**

1. Guidelines for staff securing required trainings for employment are as follows:
  - a. CPR/AED/FA: required within 30 days of employment, must be kept current during tenure with department
  - b. CPI: requirement temporarily suspended for all; staff requiring training will be at the discretion of the ESE Inclusion Supervisor and ESE Director
  - c. Stewards of Children: requirement temporarily suspended; staff will still receive regular training on policies and procedures that protect against abuse
  - d. Core Info: modified version of training will be required of all employees, new, current and returning

2. Ensure training in enhanced health safety procedures prior to starting on-site at camp location.
  - a. Training will include, but is not limited to:
    - i. New health and safety procedures
    - ii. What and how to clean/disinfect/sanitize
    - iii. Daily self-health assessment upon clock-in for shift
    - iv. General communicable disease info
    - v. Use of PPE (what, when, how)
    - vi. How to identify potentially ill campers

### **Use of Employee Break Room**

1. Staff or camper use of designated employee break room will be strictly prohibited, except when used by full time staff as a dedicated work space, staging for cleaning supplies or other uses deemed appropriate by ESE Director. At the MCC, the east service desk will serve as a dedicated work space. Staff should not congregate in these spaces and limited personnel should occupy the space at any given time.

### **Important Pre-Camp Dates (All Tentative)**

- April 27: formstack survey sent to parents/guardians due by May 10
- May 10: parent/guardian feedback on formstack deadline
- May 1 (week of): determine enrollment for Camp FIRE, inform all interested parties
- May 18: recall furloughed staff to start training
- May 25 (week of): parent/guardian orientation via emailed items and zoom meeting
- June 1: first day of Camp FIRE

### *Phase 1 Opening (During Indiana Stage 3, May 24, 2020)*

Once Hamilton County enters Stage 3 in the Back on Track Indiana plan and with guidance from public health officials, ESE/SCS will open at a minimum AND in a limited capacity, with enhanced health and safety procedures.

### **Staffing Plan**

In order to successfully operate a modified summer camp, CCPR will need to start recalling furloughed staff May 18th, in order to begin training and preparing for summer camp programs. All furloughed full-time ESE/SCS positions (10-Asst. Site Supervisor and 1-Asst. Inclusion Supervisor) must be recalled in addition to 10 Head Counselors. A survey will be sent to all Kid Counselors during the week of May 4 to determine priority in recalling employees in that position as we will not open at the same staffing capacity as when we closed programs in March. In total, 27 Kid Counselors must be recalled from furlough for summer camp operations.

Also, as noted in the *scheduling* section under the *Return to Work Guidelines*, to the extent feasible, employees will work in shift rotations/teams. Employees should work with the same group of employees through shift rotations in an effort to prevent cross contamination and to assist with contact tracing. Unless otherwise noted, all staff will be required to wear PPE.

Where feasible, staff will be encouraged to perform teleconference work for administrative functions of the facility. In instances where an in-person meeting cannot be avoided, staff will be required to wear PPE, practice social distancing (maintain a 6 ft. minimum between staff), and limit the number of individuals present to less than 10 total.

#### *Staffing Plan Detail*

Minimum of 58 staff (17 staff @ JPP, 29 staff @ MCC, 12 staff @ Wilfong) to maintain ratio and enhanced procedures.

1. 21 full time staff (10 positions are furloughed and 11 are non-furloughed)
  - a. 11 Site Supervisors
    - i. JPP: 3 Site Supervisors
    - ii. MCC: 5
    - iii. Wilfong: 3
  - b. 10 Asst. Site Supervisors
    - i. JPP: 3 Asst. Site Supervisors
    - ii. MCC: 4
    - iii. Wilfong: 3
  - c. 37 part time staff (all furloughed)
    - i. 10 Head Counselors
    - ii. JPP: 2 Head Counselors
    - iii. MCC: 5
    - iv. Wilfong: 3
  - d. 27 Kid Counselors
    - i. JPP: 9 Kid Counselors (6 scheduled per day)
    - ii. MCC: 15 (10 scheduled per day)
    - iii. Wilfong: 3 (1 scheduled per day)

#### *Capacity*

1. Maximum of 300 campers per week at 3 CCPR facilities M-F from 7:30a-5:30p, with 8:30a-4:30p offered as planned activity time.
  - a. JPP: 90 campers (3 pods of 30 campers)
  - b. MCC-East: 150 campers (5 pods of 30 campers)
  - c. Wilfong: 60 campers (2 pods of 30 campers)



*Phase 2 Opening (At the start of Indiana Stage 4, June 14th, 2020)*

Due to many unknown factors, including availability of schools (currently mandated closed by the state through June 30<sup>th</sup>), CCPR will operate all summer camps following phase 1 guidelines.

*Phase 3 Opening (At the start of Indiana Stage 5, July 4<sup>th</sup>, 2020 and beyond)*

Due to many unknown factors, including availability of schools (currently mandated closed through June 30<sup>th</sup>), CCPR will operate all summer camps following phase 1 guidelines.

## PROGRAMS (RECREATION AND VOLUNTEER)

*Phase 1 Opening (At the start of Indiana Stage 3, May 24, 2020)*

Recreation Programming includes all programming provided by CCPR outside of Extended School Enrichment and Summer Camp Series. The majority of programs are led by internal staff, but a good portion are conducted through partnerships with contractors and businesses.

Programs include:

- Nature
- Aquatics (Swim lessons)
- Sports
- Creative Arts
- Science & Technology
- Enrichment
- Homeschool
- Adaptive
- Wellness
- Senior

Due to the close interaction between instructors and participants in of most of the programs offered by CCPR, and guidelines through the Opening Up America Again plan regarding organized youth activities, and the measures put in place for the MCC, CCPR will start to offer a very limited amount of programs during Phases 1 and Phase 2. The programs chosen to be offered will meet the following criteria:

1. Programs must not require hands-on instruction (i.e. swim lessons)
2. Programs must not require participants to physically interact with each other (i.e. sports programs)
3. Programs must not require shared use of program supplies (i.e. soccer class, bridge club)
4. Program participants must be able to stay socially distant from each other while still being able to receive instruction
  - a. i.e. If a nature class is offered outside, participants must be able to hear and view examples of topics being discussed while maintaining social distance parameters (6 feet).
    - i. Natural Resources programming can take place in parks by spreading participants out within reasonable spacing parameters

- b. Programs may be moved to locations with more space allowing for extra room for each participant.
  - i. Excluding locations currently used by summer camp or members
  - ii. Picnic shelters may be considered for hosting facilities when available and weather conditions permit.
- 5. Programs must not be marketed or intended for an “at-risk” population. (i.e. senior programs)
- 6. Program supplies must be easily sanitized after the program including paint brushes, tumbling mats, board games, etc.

Programs offered during Phases 1 and 2 will adhere to the following precautions and protocols:

- 1. All program supplies being used for multiple programs will be sanitized after each class using Biosque Botanical Disinfectant Solution or Clorox wipes.
  - a. Instructor will be required to wear gloves while distributing and collecting supplies.
- 2. Tables and chairs will be sanitized after each class using Biosque Botanical Disinfectant Solution spray and paper towels or Clorox wipes
- 3. Staff will engage in enhanced cleaning efforts during programs
  - a. Everything that was touched by instructors and participants during the program will be sanitized at the conclusion of the program so that it’s ready for the start of the next day.
    - i. Staff will wear the following PPE while performing cleaning procedures: masks and gloves.
    - ii. Facilities should develop a schedule for cleaning and disinfecting. Use the cleaners provided by CCPR Administration. Use all cleaning products according to the directions on the label.
    - iii. Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, desks, chairs, and cubbies. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
    - iv. Routinely disinfect commonly used surfaces such as keyboards, desks, and remote controls can be wiped down before use.
    - v. All cleaning materials should be kept secure and out of reach of children. Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.
    - vi. Supplies that cannot be cleaned and sanitized should not be used.

- vii. Supplies that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Do not share supplies with other groups of within the facility, unless they are washed and sanitized before being moved from one group to the other.
  - viii. Set aside supplies that need to be cleaned. Place in a separate container marked for “soiled supplies.” Try to have enough supplies so that the items can be rotated through cleanings.
  - ix. Children’s books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
4. If CCPR becomes aware that a participant or staff member has tested positive for COVID-19 and has recently visited or worked at a respective program, the individual program will be closed for professional cleaning, and the program space will be quarantined for a minimum of 72 hours. CCPR will work with a local contractor to deep clean the respective space.
    - a. The families of participants will be notified within 24 hours of the COVID-19 closure via email. Email to all affected families will detail the length of facility closure for local contractor to deep clean the respective space.
  5. Instructor and participants will remain at least 6’ from each other at all times.
  6. Instructors will monitor their classes looking for signs of illness and will notify the appropriate personnel if a child develops a constant cough, shortness of breath or appears to have a fever. Parent/guardian may be called for immediate pick-up, and child will be prohibited from attending program until fever free for 72 hours. Prompt pick-up is expected in this situation, and lack of promptness or communication may result in suspension from attendance in future programs.
    - a. CCPR will provide a designated isolation room/area at each program location or those participants that become ill.
    - b. Staff will isolate the participant from everyone until the parent/guardian arrives as well as sanitize everything the ill participant touched immediately.
    - c. Staff will monitor coughing and sneezing and will be trained to require participants to immediately wash hands if caught doing so. Additionally, staff will work to educated participants to cough and sneeze into their elbows.

### **Half-Day Camps**

Half-Day Camps are offered through the Recreation & Facilities division and focus mainly on nature based learning. Each week, from June 1<sup>st</sup> – August 7th CCPR offers morning and afternoon sessions at the following times:

1. 9:00a – 12:00p for 4-6 years old
2. 12:00p – 4:00p for 6-10 years old

- a. All programs will be limited to a maximum of 24 kids.

Camps will follow the same **Enhanced Health/ Safety Precautions** as the *ESE Camp FIRE program* stated above including drop off/pick up procedures.

Additionally, half-day camps will be held in the KidZone space in the West Building which will be closed to the public until Phase 3. This will allow the space to be solely used for camps assisting to prevent cross contamination. This KidsZone also has two dedicated restrooms and hand washing stations within the space, eliminating the need for the kids to use public restroom facilities.

1. KidZone will provide direct access to outside, allowing participants to easily go on walks and perform pick up/drop off without needing to walk through the main facility areas, which will be prohibited.
2. Play structure, computers, toys and other KidZone items will be prohibited for camp use and will be blocked off where able.
3. If camps are still in session when entering into Phase 3, they will revert back to a normal operations and into their originally scheduled space in Party Rooms A/B due to KidZone reopening to the public in Phase 3.

Due to the independent and isolated nature of the Citizen Science Programs as well as independent Adopt-A-Park groups, these two programs will be able to commence at the start of Phase 1 meeting the following criteria:

1. Volunteers must already be established within the program (i.e. no new volunteers will be added at this time)
2. Volunteers will work independently on their project
3. Volunteers must use their own tools and must not share tools
4. Volunteers must follow strict social distancing guidelines and maintain proper hygiene
5. Volunteers will be mandated to wear their volunteer t-shirt and face masks if more than one is working in a given space
  - a. No more than two volunteers will be allowed on any projects simultaneously, until Phase 3

*Phase 2 Opening (At the start of Indiana Stage 4, June 14th, 2020)*

All programs offered will operate under same parameters in Phases 1 and 2.

*Phase 3 Opening (At the start of Indiana Stage 5, July 4, 2020 and beyond)*

Under Phase 3, all recreational programs will resume normal operations with the expectation that sanitation methods are still being performed after each class.

## RESOURCES

### **Monon Community Center**

Biosque Botanical Disinfectant Solution

(<https://biosquesolutions.com/sds/BiosqueBotanicalDisinfectantSolutionSDS-20.pdf>)

Clorox wipes

(<https://www.thecloroxcompany.com/wp-content/uploads/2020/03/Clorox-Disinfecting-Wipes1-Fresh-Scent-Bilingual-1.pdf>)

Re-juv-nal

(<https://images.hillyard.com/IMAGES/MSDS/MSDSHIL00816.pdf>)

### **Parks, Greenways Open Spaces**

Indiana State Chemist approved chemicals for disinfecting/sanitizing against COVID-19

([https://www.oisc.purdue.edu/pesticide/pdf/COVID-19-disinfectants\\_042420.pdf](https://www.oisc.purdue.edu/pesticide/pdf/COVID-19-disinfectants_042420.pdf))

Biosque Botanical Disinfectant Solution

(<https://biosquesolutions.com/sds/BiosqueBotanicalDisinfectantSolutionSDS-20.pdf>)

Clorox multi surface bleach cleaner

(<https://www.thecloroxcompany.com/wp-content/uploads/2019/11/Clorox-Multi-Surface-Cleaner-Bleach.pdf>)

Clorox wipes

(<https://www.thecloroxcompany.com/wp-content/uploads/2020/03/Clorox-Disinfecting-Wipes1-Fresh-Scent-Bilingual-1.pdf>)

Clorox toilet bowl cleaner

(<https://www.thecloroxcompany.com/wp-content/uploads/cloroxtoiletbowlcleaner-withbleach-freshscent2016-03-12.pdf>)

Re-juv-nal

(<https://images.hillyard.com/IMAGES/MSDS/MSDSHIL00816.pdf>)



### **Extended School Enrichment/Summer Camp Series**

White House Opening Up America Again guidelines, where camps are listed under "specific types of employers" in Phase 1 and Phase 2

(<https://www.whitehouse.gov/openingamerica/>)

ACA

(<https://www.acacamps.org/resource-library/coronavirus-information-camps>)

Avon Kids Camp guidelines

(<http://www.washingtontwpparks.org/summer-camp.html>)

AYS Childcare for Essential Employees information

(<https://www.ayskids.org/COVID-19-response/>)

CDC

(<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf>)

Indiana Office for Early Child & Out of School Learning

(<https://www.in.gov/fssa/carefinder/5765.htm>)

## APPENDIX A – OPENING UP AMERICA AGAIN





## Overview

### CRITERIA

*The data-driven conditions each region or state should satisfy before proceeding to a phased opening.*

### PREPAREDNESS

*What States should do to meet the challenges ahead.*

### PHASE GUIDELINES

*Responsibilities of individuals and employers during all phases, and in each specific phase of the opening.*



## Proposed State or Regional Gating Criteria

(Satisfy Before Proceeding to Phased Opening)

### SYMPTOMS

Downward trajectory of influenza-like illnesses (ILI) reported within a 14-day period

AND

Downward trajectory of COVID-like syndromic cases reported within a 14-day period

### CASES

Downward trajectory of documented cases within a 14-day period

OR

Downward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests)

### HOSPITALS

Treat all patients without crisis care

AND

Robust testing program in place for at-risk healthcare workers, including emerging antibody testing

\*State and local officials may need to tailor the application of these criteria to local circumstances (e.g., metropolitan areas that have suffered severe COVID outbreaks, rural and suburban areas where outbreaks have not occurred or have been mild). Additionally, where appropriate, Governors should work on a regional basis to satisfy these criteria and to progress through the phases outlined below.

## Core State Preparedness Responsibilities

### TESTING & CONTACT TRACING

- ✓ Ability to quickly set up safe and efficient screening and testing sites for symptomatic individuals and trace contacts of COVID+ results
- ✓ Ability to test Syndromic/ILI-indicated persons for COVID and trace contacts of COVID+ results
- ✓ Ensure sentinel surveillance sites are screening for asymptomatic cases and contacts for COVID+ results are traced (sites operate at locations that serve older individuals, lower-income Americans, racial minorities, and Native Americans)

### HEALTHCARE SYSTEM CAPACITY

- ✓ Ability to quickly and independently supply sufficient Personal Protective Equipment and critical medical equipment to handle dramatic surge in need
- ✓ Ability to surge ICU capacity

### PLANS

- ✓ Protect the health and safety of workers in critical industries
- ✓ Protect the health and safety of those living and working in high-risk facilities (e.g., senior care facilities)
- ✓ Protect employees and users of mass transit
- ✓ Advise citizens regarding protocols for social distancing and face coverings
- ✓ Monitor conditions and immediately take steps to limit and mitigate any rebounds or outbreaks by restarting a phase or returning to an earlier phase, depending on severity

## Proposed Phased Approach

BASED ON **UP-TO-DATE DATA** AND READINESS

**MITIGATES** RISK OF RESURGENCE

**PROTECTS** THE MOST VULNERABLE

IMPLEMENTABLE ON **STATEWIDE OR COUNTY-BY-COUNTY** BASIS AT GOVERNORS' DISCRETION

## Guidelines for All Phases: Individuals

### CONTINUE TO PRACTICE GOOD HYGIENE

- ✓ Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
- ✓ Avoid touching your face.
- ✓ Sneeze or cough into a tissue, or the inside of your elbow.
- ✓ Disinfect frequently used items and surfaces as much as possible.
- ✓ Strongly consider using face coverings while in public, and particularly when using mass transit.

### PEOPLE WHO FEEL SICK SHOULD STAY HOME

- ✓ Do not go to work or school.
- ✓ Contact and follow the advice of your medical provider.

Continue to adhere to State and local guidance as well as complementary CDC guidance, particularly with respect to face coverings.

## Guidelines for All Phases: Employers

**Develop and implement appropriate policies, in accordance with Federal, State, and local regulations and guidance, and informed by industry best practices, regarding:**

- ✓ Social distancing and protective equipment
- ✓ Temperature checks
- ✓ Testing, isolating, and contact tracing
- ✓ Sanitation
- ✓ Use and disinfection of common and high-traffic areas
- ✓ Business travel

**Monitor workforce for indicative symptoms. Do not allow symptomatic people to physically return to work until cleared by a medical provider.**

**Develop and implement policies and procedures for workforce contact tracing following employee COVID+ test.**

# Phase One

FOR STATES AND REGIONS  
THAT SATISFY THE GATING CRITERIA

## Phase One INDIVIDUALS

**ALL VULNERABLE INDIVIDUALS\*** should continue to shelter in place. Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not practical, they could carry the virus back home. Precautions should be taken to isolate from vulnerable residents.

All individuals, **WHEN IN PUBLIC** (e.g., parks, outdoor recreation areas, shopping areas), should maximize physical distance from others. Social settings of more than 10 people, where appropriate distancing may not be practical, should be avoided unless precautionary measures are observed.

Avoid **SOCIALIZING** in groups of more than 10 people in circumstances that do not readily allow for appropriate physical distancing (e.g., receptions, trade shows)

**MINIMIZE NON-ESSENTIAL TRAVEL** and adhere to CDC guidelines regarding isolation following travel.

\*See Appendix 1 for Definition of Vulnerable Individuals

EACH PHASE OF THIS GUIDANCE ADDRESSES THOSE ASPECTS OF DAILY LIFE FOR WHICH RESTRICTIONS REMAIN APPROPRIATE DUE TO COVID.

## Phase One

### EMPLOYERS

Continue to **ENCOURAGE TELEWORK**, whenever possible and feasible with business operations.

If possible, **RETURN TO WORK IN PHASES**.

Close **COMMON AREAS** where personnel are likely to congregate and interact, or enforce strict social distancing protocols.

Minimize **NON-ESSENTIAL TRAVEL** and adhere to CDC guidelines regarding isolation following travel.

Strongly consider **SPECIAL ACCOMMODATIONS** for personnel who are members of a **VULNERABLE POPULATION**.

EACH PHASE OF THIS GUIDANCE ADDRESSES THOSE ASPECTS OF DAILY LIFE FOR WHICH RESTRICTIONS REMAIN APPROPRIATE DUE TO COVID.

## Phase One

### SPECIFIC TYPES OF EMPLOYERS

**SCHOOLS AND ORGANIZED YOUTH ACTIVITIES** (e.g., daycare, camp) that are currently closed should remain closed.

**VISITS TO SENIOR LIVING FACILITIES AND HOSPITALS** should be prohibited. Those who do interact with residents and patients must adhere to strict protocols regarding hygiene.

**LARGE VENUES** (e.g., sit-down dining, movie theaters, sporting venues, places of worship) can operate under strict physical distancing protocols.

**ELECTIVE SURGERIES** can resume, as clinically appropriate, on an outpatient basis at facilities that adhere to CMS guidelines.

**GYMS** can open if they adhere to strict physical distancing and sanitation protocols.

**BARS** should remain closed.

EACH PHASE OF THIS GUIDANCE ADDRESSES THOSE ASPECTS OF DAILY LIFE FOR WHICH RESTRICTIONS REMAIN APPROPRIATE DUE TO COVID.



# Phase Two

FOR STATES AND REGIONS WITH NO EVIDENCE OF  
A REBOUND AND THAT SATISFY THE GATING  
CRITERIA A SECOND TIME

## Phase Two INDIVIDUALS

**ALL VULNERABLE INDIVIDUALS** should continue to shelter in place. Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not practical, they could carry the virus back home. Precautions should be taken to isolate from vulnerable residents.

All individuals, **WHEN IN PUBLIC** (e.g., parks, outdoor recreation areas, shopping areas), should maximize physical distance from others. Social settings of more than 50 people, where appropriate distancing may not be practical, should be avoided unless precautionary measures are observed.

**NON-ESSENTIAL TRAVEL** can resume.

EACH PHASE OF THIS GUIDANCE ADDRESSES THOSE ASPECTS OF DAILY LIFE FOR WHICH RESTRICTIONS REMAIN APPROPRIATE DUE TO COVID.

## Phase Two

### EMPLOYERS

Continue to **ENCOURAGE TELEWORK**, whenever possible and feasible with business operations.

Close **COMMON AREAS** where personnel are likely to congregate and interact, or enforce moderate social distancing protocols.

**NON-ESSENTIAL TRAVEL** can resume.

Strongly consider **SPECIAL ACCOMMODATIONS** for personnel who are members of a **VULNERABLE POPULATION**.

EACH PHASE OF THIS GUIDANCE ADDRESSES THOSE ASPECTS OF DAILY LIFE FOR WHICH RESTRICTIONS REMAIN APPROPRIATE DUE TO COVID.

## Phase Two

### SPECIFIC TYPES OF EMPLOYERS

**SCHOOLS AND ORGANIZED YOUTH ACTIVITIES** (e.g., daycare, camp) can reopen.

**VISITS TO SENIOR CARE FACILITIES AND HOSPITALS** should be prohibited. Those who do interact with residents and patients must adhere to strict protocols regarding hygiene.

**LARGE VENUES** (e.g., sit-down dining, movie theaters, sporting venues, places of worship) can operate under moderate physical distancing protocols.

**ELECTIVE SURGERIES** can resume, as clinically appropriate, on an outpatient and in-patient basis at facilities that adhere to CMS guidelines.

**GYMS** can remain open if they adhere to strict physical distancing and sanitation protocols.

**BARS** may operate with diminished standing-room occupancy, where applicable and appropriate.

EACH PHASE OF THIS GUIDANCE ADDRESSES THOSE ASPECTS OF DAILY LIFE FOR WHICH RESTRICTIONS REMAIN APPROPRIATE DUE TO COVID.

# Phase Three

FOR STATES AND REGIONS WITH NO EVIDENCE OF  
A REBOUND AND THAT SATISFY THE GATING  
CRITERIA A THIRD TIME

## Phase Three INDIVIDUALS

**VULNERABLE INDIVIDUALS** can resume public interactions, but should practice physical distancing, minimizing exposure to social settings where distancing may not be practical, unless precautionary measures are observed.

**LOW-RISK POPULATIONS** should consider minimizing time spent in crowded environments.

## Phase Three EMPLOYERS

Resume **UNRESTRICTED STAFFING** of worksites.

EACH PHASE OF THIS GUIDANCE ADDRESSES THOSE ASPECTS OF DAILY LIFE FOR WHICH RESTRICTIONS REMAIN APPROPRIATE DUE TO COVID.

## Phase Three

### SPECIFIC TYPES OF EMPLOYERS

**VISITS TO SENIOR CARE FACILITIES AND HOSPITALS** can resume. Those who interact with residents and patients must be diligent regarding hygiene.

**LARGE VENUES** (e.g., sit-down dining, movie theaters, sporting venues, places of worship) can operate under limited physical distancing protocols.

**GYMS** can remain open if they adhere to standard sanitation protocols.

**BARS** may operate with increased standing room occupancy, where applicable.

EACH PHASE OF THIS GUIDANCE ADDRESSES THOSE ASPECTS OF DAILY LIFE FOR WHICH RESTRICTIONS REMAIN APPROPRIATE DUE TO COVID.

## Appendix

### Vulnerable Individuals

1. *Elderly individuals.*

2. *Individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy.*

## APPENDIX B – NOTICE OF RECALL

[Date]

[Employee Name]

[Street Address]

[City, State, Zip]

Re: Notice of Recall

Dear [Employee Name],

I hope this notice finds you safe and well during this unprecedented time. We are pleased to announce Carmel Clay Parks & Recreation has work for you to perform.

Our records indicate you were furloughed on April 18, 2020, at which time we had no work available for you. You were notified your position was subject to recall should work become available. I am pleased to notify you your position of [Name of Position] is now available, and this is your official recall notice.

### COVID-19 Testing Requirement

As a part of our recall notice, all of our returning employees are required to be tested for COVID -19 and receive a negative test result prior to returning. COVID-19 testing is free of charge and the results are kept confidential. You are required to sign up for your test within 72 hours of this notice and schedule your test at the first available appointment Aria Diagnostics has available. Please register for your test here: <https://www.ariadtx.com/carmel-testing>. Aria will contact you to schedule your testing time.

Aria Diagnostics is located at 5635 W. 96 street, located at the intersection of 96th and Zionsville Road on the southwest corner of the intersection. Head west through the intersection, and it is the gray building on the south side of the road. There is a sign out near 96th St. Says COVID-19 testing. Pull around to the rear of the building, and they will take great care of you.

You will need your driver's license, telephone number, date of birth, and home address. If you are on our insurance plan, please show your City/CCPR Anthem insurance card. If you are not on our plan, do not show a separate insurance card.

Please make sure to clock in for the testing. You will be paid for your time.

### Return to Work

Human Resources will contact you regarding your COVID-19 testing results. Pending a negative COVID-19 result, your return to work date is [Date] at [Time]. If your results are not available by [Date], you will be required to report to work the day after your test results are available. Please report to [Name of Supervisor], [Title of Supervisor].

Your pay and benefits eligibility will remain the same.

You must contact Lynn Russell no later than [Date] to confirm your receipt of this notice and your intention to return to work.

Should you not report to work on the day and time indicated above, we will consider that action as a refusal of recall and job abandonment.

## APPENDIX C – PROPER FITTING OF PPE

### SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

#### 1. GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Fasten in back of neck and waist



#### 2. MASK OR RESPIRATOR

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator



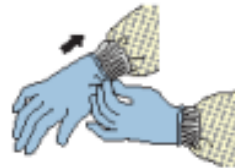
#### 3. GOGGLES OR FACE SHIELD

- Place over face and eyes and adjust to fit



#### 4. GLOVES

- Extend to cover wrist of isolation gown



### USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene



02/20/2014

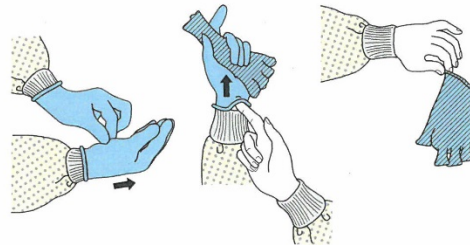


## HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

### 1. GLOVES

- Outside of gloves are contaminated!
- If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard gloves in a waste container



### 2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band or ear pieces
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container



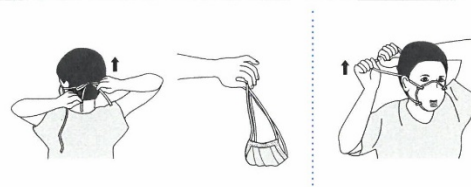
### 3. GOWN

- Gown front and sleeves are contaminated!
- If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties
- Pull gown away from neck and shoulders, touching inside of gown only
- Turn gown inside out
- Fold or roll into a bundle and discard in a waste container

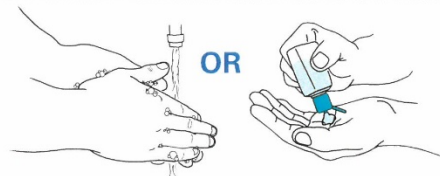


### 4. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



### 5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



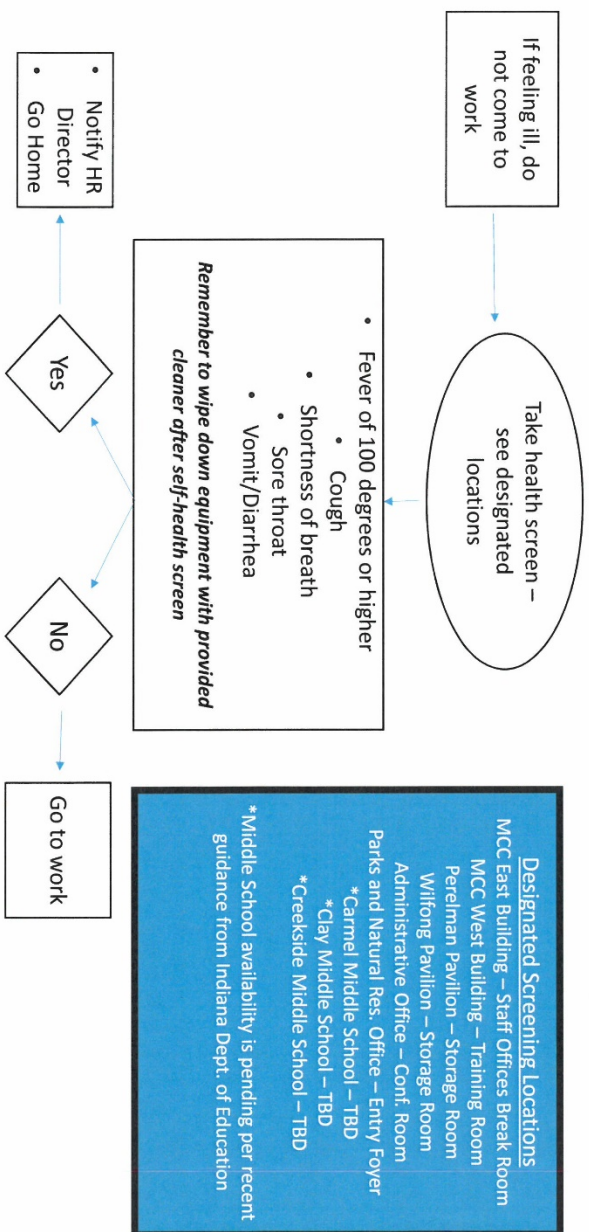
**PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE**



CS250672-E

# APPENDIX D – SELF-HEALTH FLOW CHART

## Carmel Clay Parks & Recreation Covid-19 – Daily Self-Health Check Process (As of May 1, 2020)



# APPENDIX E – SOCIAL DISTANCING

## PREPARING FOR DAY ONE

### 6 Feet Office

As we plan for work after COVID-19, organizations will think about the new normal and how we will adjust. Social distancing—keeping a healthy distance from others—is now part of our daily language and behavior. And while the recommended distance may vary by country, the idea remains the same.

Cushman & Wakefield's 6 Feet Office aims to make the workplace safer so people can get back to work sooner. The concept consists of these elements.

#### 6 FEET QUICK SCAN

A concise but thorough analysis of the current working environment in the field of virus safety and any other opportunities for improvement.

#### 6 FEET RULES

A set of simple and clear workable agreements and rules of conduct that put safety first.

#### 6 FEET ROUTING

A visually displayed and unique routing for each office, making traffic flows completely safe.

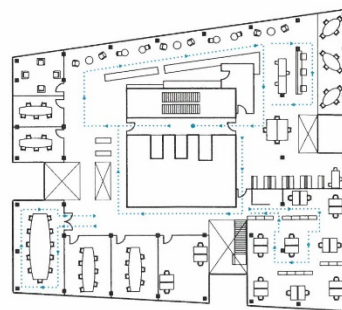
#### 6 FEET WORKSTATION

An adapted and fully equipped workplace designed for worker safety.

#### 6 FEET FACILITY

A trained employee who advises on and operationally ensures an optimally functioning and safe facility environment.

Learn more at [sixfeetoffice.com](https://sixfeetoffice.com)





# APPENDIX F - PNR FIELD MEMO



## Memo

**To:** PNR – R&F Division Staff  
**From:** Michael Allen  
**Date:** April 17, 2020  
**Re:** PNR Office & Field Guidelines for COVID-19 related protective measures

All – please see operational adjustments you are required to observe to minimize contact with each other and the public in the field:

- 1) You **MUST** wear a mask when you are visible in public. You are being called upon to set an example as a municipal employee. This is the Mayor's requirement. It is **not optional**.
- 2) Staff can use restrooms in the field if needed, but please be discrete if you are approached by the public. It's ok to say that you are just checking it or working on something. Clean up after yourself and lock the door behind you. Do not feel the need to come all the way back to the office just for the restroom. This will help us avoid shared spaces in the office.
- 3) Have phone or Facetime conversations as much as possible in order to minimize face to face contact.
- 4) Only one person per truck or Kubota. If multiple personnel are needed on one site, they need to drive separately.
- 5) Tools and equipment handles can easily be wiped down before and after use with Clorox wipes if they have been handled. Even better to use your own tools and equipment and not share.
- 6) Hand sanitizer, sanitizing wipes, and gloves **MUST** be used. Use the bulk containers of Hand Sanitizer and keep Clorox wipes handy in your truck.

Adjustments to office and lunch conduct:

- 1) Minimize trips into the office for ANY reason. Complete office work in your truck as much as possible using your provided iPad and phone. If using a desktop in the office is necessary, please observe the additional protocols below.
- 2) Clock in and out from your own handheld devices, rather than in the office on the PC.
- 3) Refrain from coming in to the office in the morning, as needed. Keep 6' distances, staggering time may be important and avoid returning into office at end of day. Talk outside in the parking lot in a properly distant manner as needed to make plans or other discussions during the work day.
- 4) If lunches are eaten in office, plan to stagger lunch times to minimize contact with one another. There is a picnic table outside, a table in the breezeway, and on the administrative wing if you need space. Please coordinate this amongst each other. On nice days, consider a tailgate lunch on your tailgates.
- 5) Wipe down microwaves, countertops, door knobs, light switches, and other contacted surfaces before and after use. Using gloves only protects your fingers, not the surfaces, from whatever you already have on your gloves.
- 6) Social (physical) distancing practices **MUST** be observed. No more than two staff members should be in the office together at any given time and I strongly encourage you to keep it to one as often as possible.

Lastly – please remember we have been given access to COVID-19 testing free of charge by the City of Carmel. You are all encouraged to seek out and schedule this opportunity to stay informed of your current condition as you work to keep yourself, your family, and the community safe. This opportunity is a regular occurring option, so again you are encouraged to take advantage of it often, such as weekly, to maintain current awareness.

If you or someone at your house begins to feel ill please inform your supervisor and stay at home, this is current with existing/prior issued CDC guidelines. We all want to get through this as quickly as possible, as safely as possible. We appreciate your cooperation.

# APPENDIX G – CALIBRATING THERMOMETER

## 1. General Description

Non-Contact Forehead IR Thermometer is specially designed to take the body temperature of a person regardless of room temperature. Depending on various skin types and thickness, there may be temperature difference.

## 2. Safety Information

- This device must only be used for the purposes described in this instruction manual
- This device must only be used in an ambient temperature range between 10 and 40°C
- Do not expose this thermometer to electric shocks.
- Do not expose this thermometer to extreme temperature conditions of > 50°C or < 0°C
- Do not use the device in relative humidity higher than 85%.
- Do not use the device near large electromagnetic fields such as found with cordless or cell phones.
- Keep the device away from water and heat, including direct sunlight.
- Do not drop or knock the device, and do not use if damaged.
- It may affect the accuracy of measurements when the forehead is covered by hair, perspiration, cap or scarf. (See Part 10-4)
- Keep the Measuring distance as 5cm-15cm (2in-5.9in). (See Part 10-4)
- When the body infrared thermometer should be left in that room during 15 to 20 minutes before using.
- It may affect the accuracy of measurements when the forehead is covered by perspiration or other factors, please take the temperature behind the ear lobe. (See Part 10-5)
- Clean the glass with a cotton bud lightly moistened with 70% alcohol.

## Importance:

- Before taking of the temperature make sure to remove hair and perspiration from the forehead.
- Selecting "Body" mode to measure the body temperature; Selecting "Surface" mode to measure the surface temperature.
- Use of this thermometer is not intended as a substitute for consultation with your physician.
- Should a problem occur with your device, please contact your retailer. Do not attempt to repair the device yourself.
- According to EMC standard, the medical electronic products should be maintained specially.

## 3. Features

- Precise non-contact measurements
- User selectable °C or °F
- Selectable Body and Surface temp
- Set Alarm value
- Memorization of the last 32 measurements
- Automatic Data Hold & Auto power off
- Automatic selection range and Display Resolution 0.1°C(0.1°F)
- Backlight LCD display

## 9. Calibration Instructions

For stable and reliable results, The thermometer provides a user-correction function, the operation of the method is as follows:

- 1<sup>st</sup> step: take the temperature of a person using a conventional thermometer; you will get 37.5°C (99.5°F) for instance.
- 2<sup>nd</sup> step: take the temperature of the same person using the Non-contact Body Infrared Thermometer keeping the 5 to 15 cm (2 in to 5.9 in) distance between the thermometer and the forehead (Take care to remove any obstacle which could alter the measurement (hair, perspiration...)). If you get 37.5°C (99.5°F), the Non-contact Body Infrared Thermometer is properly set and ready for use.

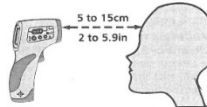
If you get a lower temperature, 36.4°C (97.4°F) for example, your difference is 1.1°C (2.2°F). You should adjust the temperature on the Non-contact Body Infrared Thermometer and add the difference, i.e. 1.1°C (2.2°F).

To do it, press the "MODE" button for 2 seconds, the screen displays F1, press "MODE" button again until you get F3. Press "UP" button in order to add the difference (in our example, 1.1°C – 2.2°F).

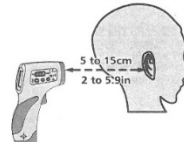
- 3<sup>rd</sup> step: To check, take the temperature again using the Non-contact Body Infrared Thermometer.

## 10. Use

- 10-1. Install battery
- 10-2. For the first use or when inserting new batteries wait between 10 minutes for the warm-up of the apparatus and when inserting the new batteries.
- 10-3. If the device is not used for a long time, once you turn it on again, the device will test the room temperature first and will delay turning on for one or two seconds.
- 10-4. Aim towards the forehead (see the diagram below for the positioning), from a distance of 5cm(2in), press the measuring key, the temperature is displayed immediately. Making sure there is no hair, perspiration, cosmetic or cap covered on the forehead.



- 10-5. When the room temperature is significant difference, or there is perspiration on the forehead, You can take the temperature behind the ear lobe. Making sure there is no hair, perspiration, cosmetic or cap covered.



## APPENDIX H – BACK ON TRACK INDIANA PLAN



### GOVERNOR HOLCOMB'S ROADMAP TO SAFELY REOPEN INDIANA

Let's safely open Indiana's economy and remain vigilant about protecting our health and well-being. We start by applying all we have learned about taking precautions to protect ourselves and others against this virus as we build business, employee, and consumer confidence.

Ultimately, we will get back on track and create an even stronger Indiana.

**#BackOnTrack**



## OUR PRINCIPLES TO GET BACK ON TRACK

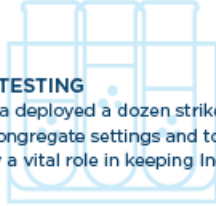
Governor Holcomb has used data to drive decisions since our first case of the novel coronavirus in early March. That will continue to be our practice as we contemplate a sector-by-sector reset. These are the four guiding principles that will determine if stages to reopen various sectors of the economy will move forward:



As we lift restrictions and more people return to work, visit a store or restaurant, and participate in more activities, the number of COVID-19 cases will increase. If we cannot meet these principles, all or portions of the state may need to pause on moving forward, or we may return to an earlier stage of the governor's stay-at-home order.

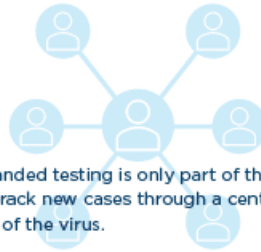
## OUR BACK ON TRACK ENGINE

To get Back On Track, Indiana must stay ahead of COVID-19. To do this, we will employ a three-pronged approach to detect the virus through robust testing, trace identified cases to prevent its spread, and protect Hoosiers as they return to work and the economy by developing a steady supply line of personal protective equipment.



### RAPID DETECTION THROUGH TESTING

- At the outset of COVID-19, Indiana deployed a dozen strike teams to quickly respond to suspected cases in high-risk congregate settings and to test individuals as indicated. These teams will continue to play a vital role in keeping Indiana on track through surveillance, early testing, and cohorting.
- To help in the early detection of new cases, the state is adding 50 testing locations in strategically located parts of the state. These sites will enable over 100,000 more Hoosiers to get tested per month and aid in the early detection of new cases.
- Additional testing sites at hospitals, local health departments, and other facilities will continue, and more sites will be added in the coming weeks.
- Hoosier employers, employees, and consumers can be confident that anyone who is symptomatic for COVID-19, or who is a close contact of a positive individual, will have access to testing.



### CONTACT TRACING

- Identifying cases through expanded testing is only part of the plan to stay ahead of COVID-19. Indiana will also aggressively track new cases through a centralized contact tracing program to help stop the future spread of the virus.
- While ISDH, in cooperation with local health departments, has engaged in contact tracing since the first positive case of COVID-19 was reported in early March, centralizing contact tracing moving forward will enable the state to ensure all future cases are handled and data collected in a uniform and timely fashion.
- All Hoosiers who test positive in the future will receive a text, email, and complete a call with one of the more than 500 contact tracers currently being hired. These tracers will identify other Hoosiers potentially at risk and connect them to resources to assist with their quarantine or isolation.



**PROTECT HOOSIER EMPLOYEES AND CONSUMERS**

- Supplies of personal protective equipment (PPE) are critical for businesses as they resume operations, with masks particularly in demand. The state is working with Hoosier companies that have already converted their lines of work to protective equipment or currently supply such materials.
- The Indiana Economic Development Corporation (IEDC) will lead the development of the Indiana Small Business PPE Marketplace to provide reliable access to PPE for small businesses that need help to comply with safe workplace guidelines.
- Businesses and non-profit entities with less than 150 employees and registered to do business in Indiana will be eligible. More details will be outlined in the coming days.
- \$300 million will be distributed to counties, cities, and towns via a population-based formula from the Coronavirus Relief Fund for reimbursement of COVID-19 expenses. Funds may be used for expenditures caused by the public health emergency as outlined in U.S. Treasury guidelines. If local governments direct any of their allocation for local business, it must be used for PPE at this time. Future program phases are under development.

**PROTECT INDIANA'S MOST VULNERABLE**

Data has shown COVID-19 disproportionately impacts individuals over 65 years old worldwide, and sadly, Indiana is no different. Over 80% of Hoosiers who have died from the virus are over 65. As we begin to get back on track, we must do so in a way that protects our most vulnerable citizens.



# WHERE WE ARE NOW

## STAGE 1

MARCH 24<sup>TH</sup> TO MAY 4<sup>TH</sup>

- Elective procedures permitted as of April 27; one person may accompany the patient for services
- Essential manufacturing, construction, infrastructure, government, business, healthcare, and other critical businesses and operations open as outlined in Executive Order 20-22
- Essential retail businesses providing necessities of life such as grocery stores, pharmacies, hardware, building materials, and more open as outlined in EO 20-22
- Restaurants and bars with food service may offer carryout, curbside, and delivery services
- Retail stores may offer call-in or online ordering with curbside pickup and delivery
- State parks are open
- Golf courses are open
- Campgrounds are closed except for permanent RV and cabin residents
- State government operations continue without public access to buildings
- Only essential travel is allowed
- Social gatherings with no more than 10 people are allowed
- K-12 school buildings are closed and all activities are canceled until June 30



WHAT'S OPEN, WHAT'S CLOSED

BACK ON TRACK INDIANA: STAGE 1 - MARCH 24<sup>TH</sup> - MAY 4<sup>TH</sup>

PLEASE NOTE THE ROADMAP IS SUBJECT TO CHANGE BASED ON CDC GUIDANCE AND OTHER NEW INFORMATION

<b>All Hoosiers</b>	Stay at home; leave home only for essential work or necessities	Maintain social distancing of at least 6 feet	Remote work whenever possible	No social gatherings of more than 10 people	Recommend use of cloth face coverings in public
<b>Manufacturing, Industrial, Construction</b>	Essential work permitted				
<b>State, County &amp; Local Government</b>	Operational but buildings closed to public				
<b>Office Settings</b>	Essential businesses open with social distancing & CDC measures	All other professional services conducted remotely			
<b>Retail, Malls, Commercial Businesses</b>	Online, call-in with curbside pickup or delivery only				
<b>Healthcare</b>	Nursing homes remain closed to visitors	Elective procedures allowed to resume April 27; one person may accompany a patient			
<b>Restaurants, Bars with Food</b>	Carryout, curbside, and delivery only				



WHAT'S OPEN, WHAT'S CLOSED

BACK ON TRACK INDIANA: STAGE 1 - MARCH 24<sup>TH</sup> - MAY 4<sup>TH</sup>

<b>Bars &amp; Nightclubs</b>	Closed
<b>Personal Services</b> (Hair, Nails, etc.)	Closed
<b>Gyms &amp; Fitness</b>	Closed
<b>Cultural, Entertainment, Sports Venues, Tourism</b>	Closed; state parks remain open with social distancing Golf courses open
<b>Playground, Water Parks, Amusement, etc.</b>	Closed
<b>Other</b>	Campgrounds closed except for permanent RV or cabin residents K-12 buildings, facilities, and grounds closed through June 30





# WHERE WE ARE GOING

## STAGE 2

BEGINNING MAY 4<sup>TH</sup>

STAGE 2 MAY BEGIN MAY 4 FOR ALL INDIANA COUNTIES EXCEPT: Cass, Lake, and Marion counties.

STAGE 2 MAY BEGIN ON MAY 11 FOR: Lake and Marion counties.

STAGE 2 MAY BEGIN ON MAY 18 FOR: Cass County.

*Please note that local governments may impose more restrictive guidelines.*

### GUIDELINES FOR ALL HOOSIERS

- Hoosiers 65 and over and those with high-risk health conditions should remain at home whenever possible. This is the population that is most vulnerable to the coronavirus
- Recommend that residents wear face coverings in public settings. Residents also should continue to practice social distancing and good hygiene
- Social gatherings of 25 people may take place following the CDC social distancing guidelines. The coronavirus is often spread among groups of people who are in close contact in a confined space for an extended period of time. This limit applies to such events as wedding receptions, birthday parties, Mother's Day gatherings, and others where people are in close physical contact for extended periods of time
- Essential travel restrictions are lifted; local non-essential travel allowed
- Continue remote work whenever possible

### RELIGIOUS SERVICES – MAY 8

- Religious services may convene inside places of worship. There are specific practices that should be considered for in-person services that are driven by social distancing guidelines and protections for those 65 and older and individuals with known high-risk medical conditions. Examples of services include weddings, funerals, and baptisms. See the Revised Guidance for Places of Worship for more complete details

### WHAT OPENS

- Manufacturers, industrial operations, and other infrastructure that has not been in operation may open following OSHA and CDC guidelines. General guidance for these industries may be found in this document
- About half of the state's Bureau of Motor Vehicle branches will open with services by appointment only; the remainder of branches will continue to open over the next two weeks
- Public libraries may open according to their own policies and CDC guidelines



## WHAT'S OPEN, WHAT'S CLOSED

- County and local governments will make decisions based on their policies and CDC guidelines
- Retail and commercial businesses, including those that have been open for the necessities of life during previous executive orders, may operate at 50% of capacity. Examples include apparel, furniture, jewelry, and liquor stores that have been operating as curbside or delivery only
- Shopping malls may open at 50% capacity with indoor common areas at 25% capacity
- Those who work in office settings are encouraged to continue to work remotely whenever possible but may return to offices in small waves

### WHAT OPENS

These business sectors may open a week after the start of Stage 2

- Personal services, such as hair salons, barber shops, nail salons, spas, and tattoo parlors. By appointment only with operational limitations. Employees must wear face coverings, work stations must be spaced to meet social distancing guidelines, and other requirements must be met. Customers should wear face coverings to the extent possible
- Restaurants and bars that serve food may open at 50% capacity with operational limitations. Bar seating will be closed with no live entertainment. Servers and kitchen staff must wear face coverings

- State government executive branch offices will begin limited public services, and employees will begin to return to offices in small waves
- Boating is permitted, but boaters must follow social distancing guidelines
- Visitors to beaches and shorelines must adhere to the social gathering policy and social distancing guidelines

### WHAT REMAINS CLOSED

- Individuals are not allowed to visit patients in assisted living/nursing home facilities
- Bars and nightclubs
- Gyms, fitness centers, community centers, and like facilities
- Cultural, entertainment, sports venues, and tourism
  - This includes museums, zoos, festivals, parades, concerts, fairs, sports arenas, movie theaters, bowling alleys, aquariums, theme parks, recreational sports leagues and tournaments, and like facilities
- Playgrounds, tennis courts, basketball courts, amusement parks whether indoors or outside, tourist sites, water parks, and social clubs
- Congregate settings for seniors, adult day cares remain closed through at least May 31
- Casino operations
- Community swimming pools, public and private
- Residential and day camps
- Campgrounds, except for those living permanently in RVs or cabins

## WHAT'S OPEN, WHAT'S CLOSED

### K-12 Educational Institutions

- All buildings, facilities, and grounds for K-12 educational institutions, public or private, will remain closed through June 30, 2020, except for the purposes previously allowed in Executive Orders pertaining to this public health emergency.
- Educational institutions (including public and private pre-K-12 schools, colleges, and universities) may be open for purposes of facilitating distance learning, performing critical research, or performing essential functions, provided that social distancing of 6 feet per person is maintained to the greatest extent possible.
- Educational institutions that were previously closed and are reopening for these purposes must perform enhanced environmental cleaning of commonly touched surfaces, such as workstations, countertops, railings, door handles, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. Provide disposable wipes so commonly used surfaces can be wiped down by employees before each use.
- The Indiana Department of Education, in consultation with the Indiana Department of Health, shall develop guidance for graduation ceremonies, including virtual graduation, drive-in ceremonies, and in-person ceremonies with the number of participants limited to the number allowed in the governor's executive order and provided social distancing requirements are met.

WHAT'S OPEN, WHAT'S CLOSED

BACK ON TRACK INDIANA: STAGE 2 - MAY 4<sup>TH</sup> - 23<sup>RD</sup>

THE ROADMAP IS SUBJECT TO CHANGE BASED ON CDC GUIDANCE AND OTHER NEW INFORMATION

Stage 2 may begin on May 4 for all Indiana counties except Cass, Lake, and Marlon.

Stage 2 may begin on May 11 for Lake and Marlon.

Stage 2 may begin on May 18 for Cass County.

Local governments may impose more restrictive guidelines.

<b>All Hoosiers</b>	Some restrictions lifted	Continue remote work whenever possible	65 and older and high-risk citizens should stay at home whenever possible	Essential travel restrictions lifted; stay close to home	Recommend all residents wear face coverings in public settings	No social or mass gatherings of more than 25 people	Religious services may convene inside places of worship on May 8
<b>Manufacturing, Industrial, Construction</b>	Open; must meet OSHA, CDC guidelines	Screen employees daily; utilize face coverings according to best practices guidelines	Make provisions to maintain social distancing	Consult industry best practices	Provide employees, customers w/ your COVID-19 policies		
<b>State, County &amp; Local Government</b>	Some BMV branches will open by appointment only on May 4; limited public access to state buildings begins May 11	Screen employees daily; face coverings highly recommended	Make provisions for social distancing	Provide employees, customers with your COVID-19 policies	County, local governments determine their own policies	Public libraries may reopen according to their own policies	
<b>Office Settings</b>	Remote work encouraged whenever possible; as needed, return workers in small waves	Screen employees working in offices daily	Make provisions for social distancing				
<b>Retail, Malls, Commercial Businesses</b>	Open at 50% of capacity; pickup, delivery preferred	Mall common areas limited to 25% capacity	Screen employees daily; utilize face coverings according to best practices guidelines	Highly recommend employees & customers wear face coverings	Social distancing provisions for employees & customers	Consult industry best practices	Provide employees, customers with COVID-19 policies
<b>Healthcare</b>	Nursing homes remain closed to visitors	Congregate settings for seniors, adult day cares closed through at least May 31					



WHAT'S OPEN, WHAT'S CLOSED

BACK ON TRACK INDIANA: STAGE 2 - MAY 4<sup>TH</sup> - 23<sup>RD</sup>

<b>Restaurants, Bars with Food</b>	Dining room service may open at 50% capacity a week after the start of Stage 2	Bar seating closed; no live entertainment	Screen employees daily; employees must wear face coverings	Consult Indiana Restaurant & Lodging Association best practices	Provide employees, customers your COVID-19 safety plan
<b>Bars &amp; Nightclubs</b>	Closed				
<b>Personal Services (Hair, Nails, etc.)</b>	Open by appointment only; beginning a week after the start of Stage 2	Work stations spaced to meet social distancing guidelines	Screen employees daily	Employees & customers must wear face coverings	Consult industry best practices; provide/post COVID-19 safety plan
<b>Gyms &amp; Fitness</b>	Closed				
<b>Cultural, Entertainment, Sports Venues, Tourism</b>	Closed; state parks remain open with social distancing; golf courses open	Drive-in theaters may open			
<b>Playground, Water Parks, Amusement, etc.</b>	Closed				
<b>Other</b>	Campgrounds closed except for permanent RV or cabin residents	Boating allowed; must follow social gathering policy	Visitors to beaches and shorelines must adhere to social gathering policy and social distancing guidelines	K-12 buildings, facilities, and grounds closed through June 30; DOE developing special guidance for graduation ceremonies	



# WHERE WE ARE GOING STAGE 3

BEGINNING MAY 24<sup>TH</sup>

IF KEY PRINCIPLES OF HEALTH REMAIN POSITIVE

#### GUIDELINES FOR ALL HOOSIERS

- Hoosiers 65 and older and those with known high-risk medical conditions should limit exposure at work and in their communities
- Continue remote work when possible
- Face coverings are recommended
- Social gatherings of up to 100 people may take place following the CDC social distancing guidelines. The coronavirus is often spread among groups of people who are in close contact in a confined space for an extended period of time. This limit applies to wedding receptions, parties, and other events where people are in close physical contact for extended periods of time
- Nursing homes remain closed to visitors; nursing home guidance will continue to be evaluated
- No travel restrictions

#### WHAT OPENS

- Retail stores and malls may move to 75% of capacity while maintaining social distancing
- Mall common areas, such as food courts and sitting areas, are limited to 50% capacity

- Gyms and fitness centers may open with restrictions. Class sizes and equipment must be spaced to accommodate social distancing. Limited class sizes. Equipment must be cleaned after each use, and employees are required to wear face coverings
- Playgrounds, tennis courts, basketball courts, and similar facilities may open with social distancing guidelines in place
- Community pools may open according to CDC guidance
- Campgrounds may open with social distancing limitations and sanitation precautions
- Movie theaters may open at 50% capacity; some theater companies have identified specific hygiene and social distancing guidelines
- The CDC will provide guidance about day camps and overnight camps

#### WHAT REMAINS CLOSED

- Bars and nightclubs
- Cultural, entertainment, and sports venues
- K-12 facilities and activities





## WHAT'S OPEN, WHAT'S CLOSED

### BACK ON TRACK INDIANA: STAGE 3 - PROJECTED FOR MAY 24<sup>TH</sup> - JUNE 13<sup>TH</sup>

PLEASE NOTE THE ROADMAP IS SUBJECT TO CHANGE BASED ON CDC GUIDANCE AND OTHER NEW INFORMATION  
Move forward in accordance with key principles; local governments may impose more restrictive guidelines.

<b>All Hoosiers</b>	65 and older and high-risk citizens use caution and limit exposure in community	Continue remote work whenever possible	Recommend all residents wear face coverings in public	Social gatherings permitted up to 100 people	No travel restrictions		
<b>Manufacturing, Industrial, Construction</b>	Open; must meet OSHA, CDC guidelines						
<b>State, County &amp; Local Government</b>	Limited access provided for public; additional employees back to office buildings	Screen employees daily	Provisions for employees to maintain social distancing	County, local governments determine their policies	Public libraries may reopen according to their own policies		
<b>Office Settings</b>	Remote work encouraged whenever possible	Bring employees to offices in waves	Screen employees working in offices daily	Make provisions for social distancing			
<b>Retail, Malls, Commercial Businesses</b>	Open with restrictions of 75% of capacity; maintain social distancing	Mall common areas limited to 50% capacity	Screen employees daily	Highly recommend employees & customers wear face coverings	Provisions for employees to maintain social distancing	Consult industry best practices	Provide employees, customers w/ COVID-19 policies
<b>Healthcare</b>	Nursing homes remain closed to visitors	Congregate settings for seniors, adult day cares closed through May 31; TBD after that date					
<b>Restaurants, Bars with Food</b>	Dining room service open at 50% capacity	Bar seating closed; no live entertainment	Screen employees daily; employees must wear face coverings	Consult Indiana Restaurant & Lodging Association best practices	Provide employees, customers your COVID-19 safety plan		



WHAT'S OPEN, WHAT'S CLOSED

BACK ON TRACK INDIANA: STAGE 3 - PROJECTED FOR MAY 24<sup>TH</sup> - JUNE 13<sup>TH</sup>

<b>Bars &amp; Nightclubs</b>	Closed	Online, call-in pickup and delivery preferred	Screen employees daily	Employees must wear face coverings	Consult industry best practices; provide/post COVID-19 safety plan for employees
<b>Personal Services (Hair, Nails, etc.)</b>	Open by appointment only	Work stations spaced to meet social distancing guidelines	Screen employees daily	Employees & customers must wear face coverings	Consult industry best practices; provide/post COVID-19 safety plan
<b>Gyms &amp; Fitness</b>	Open with restrictions	Screen employees daily; must wear face coverings	Class sizes or equipment must be spaced to accommodate social distancing	Equipment must be cleaned after each use	Limit class sizes
<b>Cultural, Entertainment, Sports Venues, Tourism</b>	Closed; state parks remain open with social distancing	Drive-in theaters may open	Movie theaters may open at 50% capacity		
<b>Playground, Water Parks, Amusement, etc.</b>	Playgrounds, tennis courts, basketball courts open with social distancing	Community pools may open according to CDC guidance	CDC will provide guidance on day camps and overnight camps		
<b>Other</b>	Campgrounds open with social distancing limitations; sanitation precautions	Boating allowed; must follow social gathering policy	K-12 buildings, facilities, and grounds closed through June 30	Visitors to beaches and shorelines must adhere to social gathering policy and social distancing guidelines	

# WHERE WE ARE GOING STAGE 4

BEGINNING JUNE 14<sup>TH</sup>

IF KEY PRINCIPLES OF HEALTH REMAIN POSITIVE

#### GUIDELINES FOR ALL HOOSIERS

- Hoosiers 65 and older and those with known high-risk medical conditions should adhere to social distancing guidelines and remain cautious at work and in their communities
- Continue remote work as needed
- Face coverings are optional
- Social gatherings of up to 250 people may take place following the CDC social distancing guidelines. The coronavirus is often spread among groups of people who are in close contact in a confined space for an extended period of time. This limit applies to wedding receptions, parties, and other events where people are in close physical contact for extended periods of time
- Nursing homes remain closed to visitors; nursing homes guidance will continue to be evaluated

#### WHAT OPENS

- State government building access restrictions will be lifted
- Professional office building employees may resume work at full capacity

- Retail stores and malls open at full capacity with social distancing guidelines in place
- Dining room service may open at 75% capacity
- Bar seating in restaurants may open at 50% capacity
- Bars and nightclubs may open at 50% capacity adhering to social distancing guidelines
- Cultural, entertainment, and tourism businesses may open at 50% capacity. This includes museums, zoos, bowling alleys, aquariums, and like facilities
- Recreational sports leagues and tournaments may resume
- The CDC will provide guidance about day camps and overnight camps
- Large venues may open with adherence to social gatherings guidelines
- Amusement parks, water parks, and like facilities may open at 50% capacity; reservations will be required to limit the number of customers at any one time

#### WHAT REMAINS CLOSED

- Large events, such as conventions, sports events, fairs, festivals, and parades



## WHAT'S OPEN, WHAT'S CLOSED

### BACK ON TRACK INDIANA: STAGE 4 – PROJECTED FOR JUNE 14<sup>TH</sup> - JULY 3<sup>RD</sup>

PLEASE NOTE THE ROADMAP IS SUBJECT TO CHANGE BASED ON CDC GUIDANCE AND OTHER NEW INFORMATION  
Move forward in accordance with key principles; local governments may impose more restrictive guidelines.

<b>All Hoosiers</b>	65 and older and high-risk citizens remain cautious and social distance	Remote work as needed	Face coverings optional	Social gatherings permitted up to 250 people	No travel restrictions
<b>Manufacturing, Industrial, Construction</b>	Open; must meet OSHA, CDC guidelines	Screen employees daily	Provisions for employees to maintain social distancing	Consult industry best practices	Provide safety plans
<b>State, County &amp; Local Government</b>	Public access restrictions lifted	Screen employees daily	Provisions for employees to maintain social distancing	County, local governments determine their policies	Public libraries may reopen according to their own policies
<b>Office Settings</b>	May resume in-office work at full capacity	Screen employees working in offices daily	Make provisions for social distancing		
<b>Retail, Malls, Commercial Businesses</b>	Open at full capacity; maintain social distancing	Screen employees daily	Recommend employees & customers wear cloth face coverings	Consult industry best practices; provide/post COVID-19 safety plan	
<b>Healthcare</b>	Nursing homes remain closed to visitors; nursing home guidance will continue to be evaluated	Decisions about congregate gatherings for seniors and other groups are to be determined			
<b>Restaurants, Bars with Food</b>	Dining room service open at 75% capacity	Bar seating open at 50% capacity; social distancing required	Screen employees daily; must wear face coverings	Consult Indiana Restaurant & Lodging Association best practices	Provide safety plans



WHAT'S OPEN, WHAT'S CLOSED

BACK ON TRACK INDIANA: STAGE 4 - PROJECTED FOR JUNE 14<sup>TH</sup> - JULY 3<sup>RD</sup>

<b>Bars &amp; Nightclubs</b>	Open at 50% capacity	Screen employees daily; must wear face covering	Consult industry best practices	Provide employees, customers your COVID-19 safety plan		
<b>Personal Services (Hair, Nails, etc.)</b>	Open by appointment only	Work stations spaced to meet social distancing guidelines	Screen employees daily	Employees & customers must wear face coverings	Provide/post COVID-19 safety plan	
<b>Gyms &amp; Fitness</b>	Open with restrictions	Screen employees daily; must wear face coverings	Class sizes or equipment must be spaced to accommodate social distancing	Equipment must be cleaned after each use	Limit class sizes	
<b>Cultural, Entertainment, Sports Venues, Tourism</b>	Museums, aquariums may open at 50% capacity	Large venues may open following social gatherings guidelines	Screen employees daily; face coverings recommended	Consult industry best practices		
<b>Playground, Water Parks, Amusement, etc.</b>	Amusement parks, water parks, etc., may open at 50% capacity; reservations required	Screen employees daily; face coverings recommended	Provide employees, customers your COVID-19 safety plan	Recreational sports leagues, tournaments may resume	CDC will provide guidance on day camps and overnight camps	Playgrounds, tennis courts, basketball courts open with social distancing
<b>Other</b>	Campgrounds open with social distancing limitations; sanitation precautions	Boating allowed; must follow social gathering policy	K-12 school facilities closed until June 30 for instruction and all activities	Visitors to beaches and shorelines must adhere to social gathering policy and social distancing guidelines		



# WHERE WE ARE GOING STAGE 5

## JULY 4<sup>TH</sup> AND BEYOND

IF KEY PRINCIPLES OF HEALTH REMAIN POSITIVE

### GUIDELINES FOR ALL HOOSIERS

- Hoosiers 65 and older and those with known high-risk medical conditions should adhere to social distancing guidelines and remain cautious at work and in their communities
- Remote work optional
- Face coverings are optional
- Social gatherings of over 250 people may take place following the CDC social distancing guidelines. The coronavirus is often spread among groups of people who are in close contact in a confined space for an extended period of time. This limit applies to wedding receptions, parties, and other events where people are in close physical contact for extended periods of time
- Nursing home guidance will continue to be evaluated
- K-12 school operations to be determined

### WHAT OPENS

- Retail stores and malls may operate at full capacity
- Restaurants, bars, and nightclubs may operate at full capacity
- Personal services may open at full capacity
- Restrictions are lifted at gyms and fitness facilities
- Conventions, sports events, fairs, festivals, the state fair, and like events may resume
- Restrictions are lifted at amusement parks, water parks, and like facilities. Social distancing guidelines should be maintained
- The CDC will provide guidance about day camps and overnight camps



WHAT'S OPEN, WHAT'S CLOSED

BACK ON TRACK INDIANA: STAGE 5 - PROJECTED FOR JULY 4<sup>TH</sup> AND BEYOND

PLEASE NOTE THE ROADMAP IS SUBJECT TO CHANGE BASED ON CDC GUIDANCE AND OTHER NEW INFORMATION  
Move forward in accordance with key principles; local governments may impose more restrictive guidelines.

All Hoosiers	65 and older and high-risk citizens remain cautious and social distance	Remote work optional	Face coverings optional	Social gatherings over 250 people permitted	No travel restrictions
Manufacturing, Industrial, Construction	Open; must meet IOWA, CDC guidelines	Screen employees daily	Provisions for employees to maintain social distancing	Consult industry best practices	Provide employees, customers with your COVID-19 policies
State, County & Local Government	Resume normal public operations	Screen employees daily	Provisions for employees to maintain social distancing		
Office Settings	Open for normal operations	Must meet social distancing guidelines	Screen employees daily; face coverings optional		
Retail, Malls, Commercial Businesses	Open at full capacity; maintain social distancing	Screen employees daily	Recommend face coverings	Consult industry best practices; provide/post COVID-19 safety plan	
Healthcare	Nursing home guidance will continue to be evaluated	Decisions about congregate gatherings for seniors and other groups are to be determined			
Restaurants, Bars with Food	Open at full capacity	Bar seating open	Screen employees daily; recommend face coverings	Consult Indiana Restaurant & Lodging Association best practices	Provide employees, customers your COVID-19 safety plan



WHAT'S OPEN, WHAT'S CLOSED

BACK ON TRACK INDIANA: STAGE 5 - PROJECTED FOR JULY 4<sup>TH</sup> AND BEYOND

<b>Bars &amp; Nightclubs</b>	Open at full capacity				
<b>Personal Services (Hair, Nails, etc.)</b>	Open for full service	Meet social distancing guidelines	Screen employees daily	Recommend face coverings	Consult industry best practices; provide/post COVID-19 safety plan
<b>Gyms &amp; Fitness</b>	Open				
<b>Cultural, Entertainment, Sports Venues, Tourism</b>	Open; conventions, sports events, fairs, festivals, state fair may resume	Must meet social distancing guidelines	Screen employees daily; face coverings optional	Consult industry best practices	
<b>Playground, Water Parks, Amusement, etc.</b>	Open	CDC will provide guidance on day camps and overnight camps	Must meet social distancing guidelines	Screen employees daily; face coverings optional	Consult industry best practices
<b>Other</b>	Campgrounds open	Boating allowed	Resumption of K-12 activities to be determined		

## GENERAL GUIDELINES FOR ALL BUSINESSES

All Indiana businesses should take measures and institute safeguards to ensure a safe environment for their employees, customers, and clients. This includes any business that has remained open during the Stay-at-Home order, as well as those opening to employees and customers in the coming days and weeks. The safeguards below are based on the recommendations of the CDC and OSHA guidelines should be followed. These are general safeguard protocols for businesses.

### EMPLOYERS:

- **Vulnerable Employees and Customers** – Those 65 and over and individuals with identified high-risk conditions are particularly vulnerable to coronavirus. These individuals should continue remote work as much as possible and should refrain from visiting businesses as much as is possible
- **Employee Screening Procedures** – Conduct daily health assessments by utilizing a screening procedure for COVID-19 symptoms for employees who are reporting for work. Examples include self-assessments before arrival in the workplace, screening questions, or taking temperatures with a no-touch thermometer
- **Personal Protective Equipment** – Identify how personal equipment will be used in the workplace, including masks or face coverings or other protective gear
- **Social Distancing** – Mitigate exposure in the workplace by implementing social distancing guidelines. Ensure a minimum of 6 feet between people, which may be accomplished in a number of ways. Examples include physical barriers such as sneeze guards, limiting capacity, altering shifts, line markings, using appointments whenever possible, and limiting close interactions with customers
- **Workplace Cleaning and Disinfection** – Implement practices according to CDC guidelines, with regular cleaning of high-touch surfaces throughout the workday and at the close of business or between shifts
- **Personal Hygiene** – Ensure that employees, customers, and clients have ready access to hand sanitizer, handwashing stations, or other disinfectant products
- **Employees with Symptoms** – Have a plan in place if an employee presents symptoms. Resources for testing are available in Indiana through medical providers and the OptumServe testing procedure
- **Implement Plans for Positive COVID-19 Cases** – Be in touch with your local health department and follow CDC guidelines to monitor COVID-19 cases and deep clean your facility
- **Signage** – Post signage about health policies and practices in common areas for employees and customers to see
- **Remote Work** – Continue to encourage remote work as much as possible
- **Families First Coronavirus Response Act** – Employers and employees should be aware of the provisions of this act

## GENERAL GUIDELINES FOR ALL BUSINESSES

### EMPLOYEES:

- **Stay Home If You Are Ill** – Do not report to work if you are sick, develop COVID-19 symptoms, or believe you may have been exposed by close contact. A list of testing sites may be found at: <https://isdh.maps.arcgis.com/apps/webappviewer/index.html?id=fa61af71d4474e62b2408647d1624817>
- **Employees with Symptoms** – If you have symptoms at your workplace, please leave and seek medical care or COVID-19 testing. Resources for testing are available in Indiana through medical providers and the OptumServe testing procedure
- **Hygiene** – Ensure you are washing your hands frequently or using other hand sanitizer. Avoid touching your face
- **Personal Protective Equipment** – Follow your workplace practices. Face coverings are advised
- **Social Distancing** – Maintain at least 6 feet of distance between you and coworkers, customers, and clients. Consult your employer
- **Remote Work** – Work from home is encouraged whenever possible

In addition, all businesses shall provide employees, clients, and customers with a customized COVID-19 action plan that captures industry specific measures to ensure a safe workplace. This plan should be posted publicly and made available upon request.

A number of associations and businesses have provided the state with examples. These may be found here: [www.in.gov/backontrack/industryguidelines.htm](http://www.in.gov/backontrack/industryguidelines.htm)



## SUGGESTED MANUFACTURING AND INDUSTRIAL GUIDELINES

### EMPLOYERS

- Must meet CDC and OSHA guidelines
- Required to ensure 6 feet between employees whenever possible; if this is not possible, install barriers or make other accommodations
- Required to develop a protocol to screen employees before they commence work
- Require symptomatic employees to stay home and recommend they be tested
- Train employees on importance of hygiene and sanitation
- Provide sanitization stations in common areas and work areas
- Require regular hand washing
- Increase use of virtual communication methods whenever possible
- Hold as few in-person meetings as possible and limit any necessary in-person meetings to 10 people with social distancing
- Utilize face coverings according to industry best practices guidelines (e.g. masks, scarfs, surgical masks)
- Limit business travel to essential travel only

### EMPLOYEES

- Group employees by shift to reduce chances of transmission
- Provide face coverings for employees and any necessary guests (e.g. masks, scarfs, surgical masks)
- Ban or limit in-person meetings with external visitors or guests
- Increase flexibility of attendance policies when possible
- Increase communication and education of employees and their families

### PHYSICAL SPACES, WORK STATIONS, AND SHIFTS

- Complete daily disinfection of workstations, desks, and other high-touch areas
- Water fountains should be closed. Employees should bring or buy their own drinks
- Place signage stating CDC guidelines and best practices for hygiene and sanitation
- Change shift patterns where possible to reduce exposure of employees
- Stagger lunch and break times where possible to limit congregating of employees
- Close regularly for deep cleaning
- Reduce pace to allow less employees per line or shift

A number of associations and businesses have provided the state with examples of their guidance. These may be found at [www.in.gov/backontrack/industryguidelines.htm](http://www.in.gov/backontrack/industryguidelines.htm).



## SUGGESTED RETAIL GUIDELINES

### EMPLOYERS

- Required to maintain 50% capacity at all times. Limit the number of customers in a store at any one time. Assign staff to monitor capacity
- Ensure 6 feet between employees. If this is not possible, install barriers
- Required to develop a protocol to screen employees before they commence work
- Require symptomatic employees to stay home and recommend they be tested
- Train employees on importance of hygiene and sanitation; provide regular updates about personal COVID-19 mitigation and store safeguards
- Highly recommend face coverings for employees
- Clean high-touch items after each use (e.g. carts, baskets, door handles)
- Group employees by shift to reduce exposure to others
- Prohibit groups from gathering in break rooms or common areas and limit capacity
- Place hand sanitizers in high-contact locations (e.g. register, entry, exit)
- Place signage telling guests to not enter if they are symptomatic or if they have tested positive
- If available, offer face coverings for shoppers (e.g. masks, scarfs, surgical mask)
- Designate hours for at-risk populations (e.g. elderly and those with underlying health conditions)
- Consider one-way aisles and traffic patterns
- Increase or maintain delivery, curbside pickup, to-go orders
- Implement no-touch payments, if possible

### PRODUCTS AND SPACES

- Clean merchandise before stocking, if possible
- Self-service food stations, beverage refills, and product samples should not be offered
- Food courts should remain closed for dine-in services until May 11, then at 50% capacity
- Disinfect high-contact surfaces regularly
- Clearly post social distancing signage to advise employees and guests of requirements and best practices
- Close regularly for deep cleaning
- Maximize spacing at checkout by providing spacing lines or alternating checkout lines

A number of associations and businesses have provided the state with examples of their guidance. These may be found at [www.in.gov/backontrack/industryguidelines.htm](http://www.in.gov/backontrack/industryguidelines.htm).



## SUGGESTED GUIDELINES FOR PROFESSIONAL OFFICE SETTINGS

### EMPLOYERS

- Train all employees on the importance of hygiene, sanitation, and the need to stay home when sick
- Develop a protocol to screen employees upon entry or before they arrive for work
- Require symptomatic employees to stay home and recommend they be tested
- Allow as many people as practical to work from home when possible
- Limit the number of in-person meeting participants
- Ensure 6 feet of distance between employee work stations. If this is not possible, create a barrier between workspaces
- Require regular hand washing and face coverings for employees (e.g. masks, scarfs, surgical masks)
- Ensure frequent cleaning of high-touch items (e.g. printers, door handles, desks, phones)
- Reduce sharing of work materials to greatest extent possible
- Limit travel as much as possible
- Group employees by shifts to reduce exposure to others
- Enable natural workplace ventilation when possible

### COMMON AREAS AND SPACES

- Ensure at least 6 feet between guests and employees. If this is not possible, create barriers
- Limit the number of in-person meeting participants
- Provide sanitizing supplies in common areas
- Post signage on COVID-19 safety guidelines and best practices in common areas
- Disinfect high-contact surfaces and items regularly (e.g. tables, desks, coffee pots)
- Place signage stating the requirement of guests to socially distance and to visit when they are not ill
- Cancel or postpone in-person events when social distancing guidelines cannot be met
- Schedule office areas for deep cleaning
- Maximize spacing at front desks that have high amounts of traffic
- Close cafeterias and gathering spaces if feasible; do not allow self-service buffets in cafeterias
- Limit congregation in office spaces

A number of associations and businesses have provided the state with examples of their guidance. These may be found at [www.in.gov/backontrack/industryguidelines.htm](http://www.in.gov/backontrack/industryguidelines.htm).





## SUGGESTED RESTAURANT GUIDELINES

### EMPLOYERS

- Develop a protocol to screen employees upon entry
- Require symptomatic employees to stay home and recommend they be tested
- Place hand sanitizer in lobby, at cashier stations, and in restrooms
- Provide non-surgical masks and require use by employees
- Require employees to wash hands frequently
- Post signage stating customers should not enter with a fever or symptoms of COVID-19 or develop a protocol to screen customers
- Bar areas to remain closed
- Live music not permitted
- Limit the number of customers in the restaurant to 50% of the seating capacity
- Tables or available booths should be spaced at least 6 feet apart (including outside seating areas)
- Limit the number of customers at any table to 6 or less
- Consider using a reservation and/or call ahead only process to ensure capacity and distancing requirements are not exceeded
- Limit number of persons in a waiting area (consider using a text or intercom system or allowing only one member of a party to remain in waiting area with areas in the waiting area marked to ensure proper distance)
- Consider installing shields at host/hostess stand and cashier stand
- Do not offer self-serve buffets, beverage stations, or condiments on a counter for access by multiple users
- Provide food handling refresher training to all employees

### CLEANING AND DISINFECTING

- Frequently clean high-contact areas such as door handles, phones, pens, and keypads
- Use electronic ordering or disposable menus, or sanitize menus after each use
- Use disposable silverware or rolled silverware (and use gloves when rolling)
- Sanitize all tabletops and chair arms after each table turns
- Increase cleaning of restrooms
- Enhance cleaning of facility after hours and use recommended disinfectants

**ADDITIONAL RESOURCES MAY BE FOUND AT:**  
[restaurant.org/home](https://restaurant.org/home) and [fda.gov/food](https://fda.gov/food)

A number of associations and businesses have provided the state with guidance for their members and associates. These may be found at [www.in.gov/backontrack/industryguidelines.htm](https://www.in.gov/backontrack/industryguidelines.htm).



## SUGGESTED GUIDELINES FOR GYMS, FITNESS CENTERS, AND SIMILAR FACILITIES

### EMPLOYERS

- Open by appointment only
- Ensure 6 feet between employees and clients
- Train employees on importance of hygiene and sanitation
- Develop a protocol to screen employees upon entry or before they arrive at the facility
- Require symptomatic employees to stay home and recommend they be tested
- Advise clients to stay home if they are ill
- Require face coverings for employees (e.g. masks, scarfs, surgical masks)
- Ensure guests clean high-touch items, equipment, and areas after each use (e.g. treadmills, weights, yoga mats)
- Group employees by shift to reduce exposure to others
- One machine should be empty between guests when possible
- Provide sanitizing supplies near all equipment and exercising areas (e.g. treadmills, bikes, weights, yoga rooms)
- Administer quick verbal health check at gym or facility entry
- Implement no-touch payments or check-ins, if possible
- Water fountains should be closed. Guests should be asked to bring or buy their own drinks
- Disinfect high-contact surfaces regularly
- Place signage stating the requirement of guests to thoroughly clean equipment after each use, to socially distance, and to not return when they are sick
- Schedule regular deep cleaning
- Maximize spacing at check-in and check-out

A number of associations and businesses have provided the state with guidance for their members and associates. These may be found at [www.in.gov/backontrack/industryguidelines.htm](http://www.in.gov/backontrack/industryguidelines.htm).



## SUGGESTED GUIDELINES FOR PERSONAL SERVICES

### FOR EMPLOYERS

- Ensure 6 feet between employees utilizing spaced stations. If this is not possible, install barriers
- Accept customers only by appointment
- Train employees on the importance of hygiene and sanitation
- Develop a protocol to screen employees upon entry or before they arrive at the facility
- Require symptomatic employees to stay home and recommend they be tested
- Require face coverings for employees (e.g. non-surgical masks, face shields)
- Wear gloves whenever possible
- Clean high-touch items after each use (e.g. door handles, chairs, shampoo bowls)
- Expand hours for services to limit customers in the facility at any one time
- Suspend cancellation policies

### CUSTOMERS AND GUESTS

- Maintain social distancing
- Use hand sanitizers and wash hands in high-contact locations (e.g. register, entry, exit, bathroom)
- Do not come to an appointment if ill, symptomatic, or positive for COVID-19
- No guests should accompany the customer
- Require face coverings for customer (e.g. non-surgical masks, scarfs) and have unused face coverings available
- Consider specific hours for at-risk populations (e.g. elderly and those with underlying health conditions)
- Increase delivery, curbside pickup, to-go orders for all products (e.g. hairspray, shampoo, nail polish)

### PRODUCTS AND SPACES

- Remove all unnecessary items such as magazines, newspapers, service menus, any other unnecessary paper products, and decor
- Wipe down all seats and tables
- Wipe reception desk with disinfectant
- Employees should frequently wash their hands after using the phones, computer, cash register, and/or credit card machine. Wipe these surfaces between each use
- The use of credit/debit transactions is preferred, using touch/swipe/no signature technology
- Clean and disinfect all retail areas daily, including products
- Clients should avoid touching products they don't intend to purchase
- Placement of visible and appropriate signage to communicate to the customer that thorough sanitation procedures are in place



**SUGGESTED GUIDELINES FOR PERSONAL SERVICES**

- Sanitize chairs, shampoo bowls, stations, treatment rooms, waiting areas, restrooms, break rooms, counters, tools, doors and doorknobs, light switches, and all other touchable surfaces in between each customer
- Product samples should not be offered until further notice
- Clearly post social distancing signage to advise employees and guests of requirements

**RECOMMENDED**

- Close regularly for deep cleaning
- Use plastic covering on cloth chairs that cannot be properly cleaned and disinfected
- Consider discontinuing use of paper appointment books or cards and replace with electronic options
- If available, wrap shampoo bowls in plastic and discard between each client

A number of associations and businesses have provided the state with guidance for their members and associates. These may be found at [www.in.gov/backontrack/industryguidelines.htm](http://www.in.gov/backontrack/industryguidelines.htm).

## REVISED GUIDANCE FOR PLACES OF WORSHIP

During these challenging times, religious entities, faith communities, and religious leaders have been working together to provide safe ways to serve and encourage their communities. This updated guidance provides recommendations for places of worship as they plan for services and operations during the next stages of Indiana's reopening. In Governor Holcomb's Stay-At-Home orders, religious entities, groups, and facilities have been deemed "essential." Both the United States Constitution and the Indiana Constitution protect the right of Hoosiers to worship and freely exercise their religion. The purpose of this guidance is not to restrict religious liberty, but to provide recommendations to places of worship and encourage safe environments during these extraordinary times.

### **Places of Worship are Encouraged to Conduct as Many Activities as Possible Remotely**

Places of worship should continue using livestream, virtual services, and drive-in services. Faith communities and religious leaders quickly adapted to these alternative services, which continue to be recommended practices. Preparing for the livestream services and drive-in services should be conducted in accordance with Center for Disease Control and Prevention (CDC) guidelines.

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/guidance-community-faith-organizations.html>

### **Places of Worship Can Continue to Slow the Spread of the Virus and Help Protect Vulnerable Members and Guests When Conducting In-Person Services**

Places of worship can help play an important role in protecting the progress made by all Hoosiers who hunker down daily. Places of worship can consider implementing strategies for services held in-person with the goal of continuing to slow and contain the spread of COVID-19, while uplifting each other during this difficult time. When providing services in person, places of worship are encouraged to follow the minimum health protocols described in this document as well as guidance from the White House and CDC.

[https://www.whitehouse.gov/wp-content/uploads/2020/03/03.16.20\\_coronavirus-guidance\\_8.5x11\\_315PM.pdf](https://www.whitehouse.gov/wp-content/uploads/2020/03/03.16.20_coronavirus-guidance_8.5x11_315PM.pdf)

## REVISED GUIDANCE FOR PLACES OF WORSHIP

### Recommended Minimum Health Protocols for Places of Worship

The following are the recommended minimum health protocols for places of worship in our state. Places of worship may adopt additional protocols that are consistent with their specific needs and circumstances to help protect health and safety. The virus is still impacting our communities, and we should continue to observe practices that protect all Hoosiers, including those who are at-risk and most vulnerable.

#### IN-PERSON SERVICES

When services are in-person, consider the following practices:

- Ask all individuals who are 65 and above or who have an underlying at-risk health condition to stay home and watch services online  
<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>
- Ensure 6 feet between individuals or family units of the same households during services
- Space and mark seating, alternating rows when possible
- Clean between each service and disinfect high-contact surfaces regularly
- Place hand sanitizers in high-contact locations (e.g. bathroom, entry, exit) and ask staff, members, and guests to sanitize their hands before entering the building
- Recommend putting on a face covering before entering the building
- Consider placing signage telling staff, members, and guests to not enter if they are symptomatic or if they have tested positive for COVID-19
- Implement non-contact greetings
- Avoid handing out materials
- Keep cafés, coffee, and other self-service stations closed
- Establish safe protocols for any communion and collection to avoid contact
- Dismiss services in a way that supports social distancing
- Place readily visible signage to remind everyone of best hygiene practices



## REVISED GUIDANCE FOR PLACES OF WORSHIP

### ADDITIONAL RECOMMENDATIONS

- Consider waiting to reopen the preschool and children areas until schools reopen. If open, do not place a mask on children age two (2) or under per CDC guidelines, and limit leaders in the preschool and children's areas to those who do not have pre-existing conditions and those under age 65.  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>
- Clean entire facility (e.g. shampooing carpets, sanitizing bathrooms, doorknobs, light switches, and microphones)
- Consider offering multiple service times to encourage a greater opportunity for social distancing
- Consider having a sign-up for services to allow for an attendance and capacity plan
- Consider suspending in-person praise teams or choirs and using previously taped performances. If in-person teams are used, use proper social distancing and limited team members

### **This Guidance Provides Only Recommendations and Suggestions**

Under the exceptional times in which Hoosiers connect with their faith communities, these guidelines provide that places of worship may remain open. The guidelines only make recommendations because of the compelling interest of the state to stop the spread of COVID-19.

# APPENDIX I – ISDH: AQUATIC FACILITIES RECOMMENDATION



Environmental Public Health Division  
100 N. Senate Ave., N855  
Indianapolis, IN 46204

## COVID-19 Response Recommendations for Pools and Aquatic Facilities

Released May 5, 2020

In accordance with Governor Holcomb's "Back on Track Indiana" plan, public/semi-public pools, spas, and similar aquatic venues may open at 50% their normal capacity when their respective Indiana counties move into stage 3 of the plan, which is currently planned for May 24, 2020. Major water parks are permitted to open at 50% capacity when a given county moves into stage 4 of the plan. Please realize that local orders may be more restrictive, so pool owners/operators are advised to check with local health departments before opening.

There is no evidence that COVID-19 can be spread through pool water itself within *properly maintained* aquatic venues, according to the Centers for Disease Control and Prevention (CDC). The disinfectant (Chlorine or Bromine) should readily kill or inactivate the virus that causes COVID-19 as long as water chemistry and water circulation are adequate. It is of course necessary that disinfectant levels and related water chemistry be maintained in accordance with 410 IAC 6-2.1 to provide this degree of protection.

However, there are *many* opportunities for COVID-19 to spread directly between patrons in the deck area, pool enclosure, and sanitary facilities. Frequently touched surfaces allow for the transfer of infected respiratory droplets; the direct spread of droplets is possible if patrons are not adequately separated by six (6) feet or more. Enabling and promoting social distancing in an environment that is normally intended for somewhat crowded social interaction will require significant changes in how the facility is utilized. Reducing the bather load to 50% is only part of the solution. Furnishings within the deck area and pool enclosure will also need to be spaced and utilized differently. Frequently touched surfaces will need to be disinfected often using an effective disinfectant.

### Water Chemistry

It is critically important that minimum disinfectant levels (Chlorine or Bromine), a proper pH, and Cyanuric acid (Chlorine stabilizer) levels that do not exceed Indiana regulatory limits be maintained. This will allow for the rapid inactivation of viruses such as the one that causes COVID-19.

With adequate water circulation, proper water chemistry, regular water chemistry testing, and the continuous feed of an EPA registered disinfectant (Chlorine or Bromine product), the pool/spa water itself can avoid becoming a mode of transmission for the coronavirus. Specific chemical parameters that are the most important for preventing the spread of viruses follows:

- Disinfectant level that meets the minimum level in 410 IAC 6-2.1-30(b). Depending on the type of pool and its relative risk, this level will be 1, 2, or 3ppm.

- A pH level within 7.2-7.8 is required. pH levels above 7.8 reduce Chlorine's effectiveness.
- No Cyanuric acid, CYA, Chlorine Stabilizer, 'Trichlor', 'Dichlor', chlorinated isocyanurates, trichloro-s-triazinetriene, or dichloro-s-triazinetriene should be utilized in any pool, spa, or other aquatic venue that is indoors. IF such compounds are used in an *outdoor* venue, the Cyanuric acid level must be tested weekly and maintained not to exceed 60ppm. Excess Cyanuric acid greatly reduces the disinfectant's effectiveness.

A more complete list of water chemistry regulations and testing requirements can be found within section 30 of the Indiana State Department of Health's "Public and Semi-Public Swimming Pools Rule" 410 IAC 6-2.1 at: [https://www.in.gov/isdh/files/410\\_iac\\_6\\_2\\_1.pdf](https://www.in.gov/isdh/files/410_iac_6_2_1.pdf).

As required by the above Indiana State Department of Health regulation, any aquatic venue with a disinfectant level outside of the acceptable range, a Cyanuric acid level that is too high, a pH level above 8.0, or a chemical feeder or circulation pump that is not working should be immediately closed by the facility owner/operator until the problem is corrected.

### Disinfecting Frequently Touched Surfaces

The virus that causes COVID-19 can survive on surfaces *outside* of the pool water for days without regular disinfection. Patrons may become infected by touching contaminated surfaces and then touching their own mouth, nose, or eyes. This presents one of the greatest concerns for COVID-19 transmission at pool and spa facilities.

Frequently touched objects such as those listed below are of particular concern and should be disinfected the most frequently.

- Door knobs/handles (in the venue as well as in any building entryway doors)
- Stair railings and pool ladders
- Tables, deck chairs, and benches
- Light switches, keyless entry readers, lock boxes
- Baby changing stations
- Drinking fountains
- Vending machines
- Telephones
- Any emergency shut off controls (typically found on spas)
- Restroom faucets, sinks, soap and paper towel dispensers, toilet flush controls, and doors
- Touch to activate controls on interactive fountains and spa therapy jets
- Pool decks and the splash decks of interactive fountains

An EPA registered disinfectant should be applied to such surfaces *after* removing any gross soil/dirt/grease/buildup in accordance with product label directions. It is important that gross soil/dirt be removed first for the disinfectant product to kill viruses effectively.

The Centers for Disease Control (CDC) has provided information and instructions on *how* to disinfect similar surfaces at the following: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>.

A complete list of EPA registered disinfectants suitable for coronavirus surface disinfection can be found at the following: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.

Household bleach (approximately 6% active Sodium Hypochlorite) can also be diluted by mixing 1/3 cup with 1 gallon of water. Liquid pool Chlorine is more concentrated (usually 10-12% Sodium Hypochlorite) and can be diluted by mixing 1/3 cup with 2 gallons of water. Bleach solutions should be mixed daily for use and discarded at the end of the workday. It is unnecessary and unsafe to use a dilution that is more concentrated. Chlorinated pool water is NOT adequate to serve as a surface disinfectant solution.

Appropriate personal protective equipment, such as chemical impermeable gloves, goggles, and/or a face shield should be utilized when working with all disinfectants in strict accordance with label directions and OSHA workplace standards.

Dependent on the type of disinfectant used (see label requirements), it may be necessary to disinfect some surfaces, such as the pool deck, when patrons are not present.

Consider implementing a system to gather and disinfect all deck chairs, kickboards, floats, etc. These items could then be signed out to incoming patrons for individual use. If it is not feasible to disinfect some items such as deck chairs between patrons (either due to time/staff constraints, or because the items physically cannot be disinfected given materials and construction), it would be advisable to take such items out of use. Patrons could potentially be permitted to bring items such as lawn chairs from home, or do without.

Balls and any toys/games normally used for communal play (volleyball, water basketball, etc.) should be taken out of use.

#### 50% Bather Load Reductions and Social Distancing

The virus that causes COVID-19 is understood to spread from person to person through small respiratory droplets that are emitted when a person coughs or sneezes. The facility owner/operator should implement all reasonable measures to promote, enable, and encourage social distancing between patrons from different households. Under no circumstances should lifeguards be required to enforce social distancing expectations, because this could distract them from their life-saving surveillance duties.

The normally acceptable 'bather load' as calculated from the table in 410 IAC 6-2.1-7.5 is not adequate to promote a 6' minimum spacing between patrons on the pool deck. Governor Holcomb's "Back on Track Indiana" plan addresses this by requiring establishments such as public and semi-public pools to operate at no greater than at 50% their usual capacity.

This 50% bather load reduction should be maintained throughout stages 3 and 4 of the Governor's plan at pools, spas, and similar venues. Major water parks opening during stage 4 must also operate at 50% the usual bather loads.

The established bather load determines how many people can be allowed inside of a given pool or aquatic venues enclosure (fenced area when outdoors; room when indoors) at one time. Bather load accounts for all of the people in the water as well as on the pool deck. The normal acceptable bather load can be calculated from the table below.

	Shallow or wading areas (A)	Deep areas, not including diving areas (B)	Diving areas (per board) (C)
If the deck is less than the surface area of the pool	15 sq. ft. of pool surface area per bather	20 sq. ft. of pool surface per bather	300 sq. ft. of pool surface area per bather
If the deck is equal to or larger than the surface area of the pool	12 sq. ft. of pool surface area per bather	15 sq. ft. of pool surface per bather	300 sq. ft. of pool surface per bather
If the deck is twice the surface area of the pool	8 sq. ft. of pool surface per bather	10 sq. ft. of pool surface per bather	300 sq. ft. of pool surface area per bather

A+B+C= Maximum bather load. If the diving board(s) is closed, an additional 10 bathers are permitted.

State code mandates that this normal bather load be posted on a sign with 1" letters. During stages 3 and 4 of Governor Holcomb's plan, this sign should be replaced or covered by a temporary sign stating the new, 50% bather load.

Suggested measures that *could be* utilized to help limit the bather load at 50% while encouraging 6' social distancing are listed below. Facility owners/operators should implement the combination of measures most appropriate for their unique operation.

- Access to the facility (gate/door) could be controlled by management or an attendant.
- The total number of deck chairs/seats should be reduced to one half the usual number, not to exceed 50% the usual bather load.
- Tables, benches, and deck chairs could be removed and/or appropriately spaced 6' or more apart.
- Deck chairs could be signed out to patrons with disinfection occurring between users.
- A method to allow access for a limited block of time (i.e. 1.5 or 2 hours) may be implemented to allow more patrons access per day with the reduced bather load.
- A system to reserve blocks of time could be implemented.

#### Face coverings

Facility employees must wear face coverings when working near patrons or in areas accessible to patrons. Patrons should be encouraged or even required to wear face coverings when they are not actively swimming or in the water. This would apply to employees and patrons in deck areas, sanitary facilities, as well as other common use areas outside of the water. The CDC has recommended the use of face coverings to prevent the spread of respiratory droplets by patrons who are infected but not showing symptoms. Facility owners/operators could enforce this expectation via a variety of means including signage, a waiver/handout, or direct supervision by staff who are not actively serving as lifeguards.

**Under no circumstances should lifeguards be taxed with additional surveillance/enforcement duties related to enforcing face covering expectations.**

Swimming with a face covering could present a drowning hazard and should be prohibited.

### Signage, handouts, and/or waivers

Specific COVID-19 relevant warnings could be presented to patrons in the form of signs, handouts, verbal instructions, or possibly even as a component of a waiver. Recommended statements that may be included in such a sign, handout, or waiver include, but are not limited to, the following:

- DO NOT enter this facility if you have a cough, fever, or other symptoms of illness.
- Maintain at least six (6) feet between you and any other people who are not part of your immediate household.
- Wear a face covering when you are not actively swimming or in the pool/spa water.
- NEVER wear a face covering while actively swimming, or allow children to do so.
- NEVER dive or enter a water slide with a face covering in place.
- The danger of contracting COVID-19 exists if you choose to enter this aquatic facility.
- You are responsible for washing your hands as well as any object/s you bring into this facility.

### Additional Resources and Information

For more information on preventing the spread of COVID-19 at public/semi-public aquatic facilities, please visit:

- The Center for Disease Control's Coronavirus Webpage:  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Pool and Hot Tub Alliance (PHTA)'s COVID-19 webpage:  
<https://www.phta.org/corona-test#1>
- Indiana State Department of Health's Public Swimming Pool and Spa Program:  
[www.pools.isdh.in.gov](http://www.pools.isdh.in.gov)
- Governor Holcomb's "Back on Track Indiana" plan website:  
<https://www.backontrack.in.gov/>
- The Pool Management Group's "Pools Can Open Safely – COVID-19" webpage:  
[http://www.poolmanagementgroup.com/research/detail/pools\\_can\\_open\\_safely](http://www.poolmanagementgroup.com/research/detail/pools_can_open_safely)



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