




## Re-Opening Plan Recreation Centers (Youth & Senior)

Our team has completed a NYS Safety Plan for each facility which takes into account the guidelines provided in NYS for Sports and Recreation. You can see within the provided guidelines highlighted below that indoor recreation and sports activities are specifically mentioned (marked with a red star) along with recommended best practices for such programming. Our Safety Plan has taken all of these guidelines and recommended practices into consideration, and in most cases gone above and beyond the requirements to ensure we are providing programming in the safest means possible.

Note: Although New York State has given permission for indoor sports and recreation to take place under the guidance provided, each municipality has the final say regarding if and when they choose to re-open programs and facilities. In order to re-open our department must have authorization from the mayor’s office to do so. Our re-opening plan is highlighted below, and we will open for indoor programming as soon as we have approval to do so.

	Mandatory	Recommended Best Practices
<b>Physical Distancing</b>	<ul style="list-style-type: none"> <li>✓ For any indoor sport or recreational activity, limit capacity to no more than 50% of the maximum occupancy for a particular area, inclusive of employees, patrons/players/spectators. <span style="color: red; font-size: 1.5em;">★</span></li> <li>✓ No more than 2 spectators per player.</li> <li>✓ Ensure 6 ft. distance between individuals at all times, whether indoors or outdoors, unless safety or core activity (e.g. practicing, playing) requires a shorter distance. If a shorter distance is required, individuals must wear face coverings, unless players are unable to tolerate such a covering for the physical activity (practicing, playing); provided, however, that coaches, trainers, and/or other individuals who are not directly engaged in activity are required to wear face coverings.</li> <li>✓ Employees at check-in/appointment desks must maintain six feet from other individuals, unless there is a physical barrier between them. Any time employees interact with patrons/players/spectators, they must wear acceptable face coverings.</li> <li>✓ Post signage and distance markers denoting spaces of 6 ft. in all commonly used areas indoors for employees and any areas in which lines are commonly formed or people may congregate (e.g. break rooms, equipment checkout areas, cash register areas, locker rooms). <span style="color: red; font-size: 1.5em;">★</span></li> </ul>	<ul style="list-style-type: none"> <li>✓ Stagger schedules for patrons/players and/or teams to utilize facilities.</li> <li>✓ Enact physical barriers (e.g. plastic shielding walls) at appointment desks, where they would not impair air flow, heating, cooling, or ventilation, in accordance with <a href="#">OSHA guidelines</a>.</li> <li>✓ Modify layouts and reduce bi-directional foot traffic of patrons/players/spectators walking through spaces by posting signs with arrows in narrow paths, hallways, or spaces.</li> <li>✓ Prohibit the use of small spaces (e.g. behind cash registers, equipment checkout areas) by more than one individual at a time, unless all individuals are wearing face coverings.</li> <li>✓ Encourage patrons to use touchless payment, pay ahead, or reserve options, when available.</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Ensure individuals not participating in sports or recreation activities (e.g. coaches, spectators) wear appropriate face coverings when they are within less than 6 ft. of other individuals, unless a physical barrier is present.</li> <li>✓ Employees must wear face coverings any time they interact with patrons/ players/spectators, regardless of distance.</li> <li>✓ Provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of need for replacement.</li> </ul>	
	<b>Mandatory</b>	<b>Recommended Best Practices</b>
<b>Protective Equipment</b>	<ul style="list-style-type: none"> <li>✓ Acceptable face coverings include but are not limited to cloth (e.g. homemade sewn, quick cut, bandana) or surgical masks.</li> <li>Clean, replace, and prohibit sharing of face coverings. Consult the CDC guidance for additional information on cloth face coverings and other types of personal protective equipment (PPE), as well as instructions on use and cleaning and disinfection.</li> <li>✓ Train workers on how to don, doff, clean (as applicable), and discard PPE.</li> <li>✓ Limit the sharing of objects (e.g. equipment) and discourage touching of shared surfaces (e.g. cash registers); or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.</li> </ul>	
<b>Screening</b>	<ul style="list-style-type: none"> <li>✓ Implement mandatory health screening assessment (e.g. questionnaire, temperature check) for employees and, where practicable, vendors, but do not mandate for patrons/players/spectators or delivery personnel.</li> <li>✓ At minimum, screening must determine whether the worker or vendor has had: (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close or proximate contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed and such review must be documented.</li> <li>✓ Designate a site safety monitor whose responsibilities include continuous compliance with all aspects of the site safety plan.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Perform screening remotely (e.g. by telephone or electronic survey), before reporting to the location, to the extent possible.</li> <li>✓ On-site screeners should be trained by employer-identified individuals familiar with CDC, DOH, and OSHA protocols and wear appropriate PPE, including at a minimum, a face covering.</li> <li>✓ Refer to DOH <a href="#">guidance</a> regarding protocols and policies for employees seeking to return to work after a suspected or confirmed case of COVID-19 or after the employee had close or proximate contact with a person with COVID-19.</li> </ul>
	<b>Mandatory</b>	<b>Recommended Best Practices</b>
<b>Hygiene, Cleaning, and Disinfection (cont'd)</b>	<ul style="list-style-type: none"> <li>✓ Conduct regular cleaning and disinfection and more frequent cleaning and disinfection of shared objects and surfaces, as well as high transit areas, such as payment devices, pickup areas, restrooms, common areas, using Department of Environmental Conservation (DEC) <a href="#">products</a> identified by the Environmental Protection Agency (EPA) as effective against COVID-19.</li> <li>✓ If cleaning or disinfection products or the act of cleaning and disinfection causes safety hazards or degrades the material or machinery, personnel should have access to a hand hygiene station between use and/or be supplied with disposable gloves.</li> </ul>	
<b>Communication</b>	<ul style="list-style-type: none"> <li>✓ Affirm you have reviewed and understand the state-issued industry guidelines, and that you will adhere to them.</li> <li>✓ Post signage inside and outside of the facility or area to remind personnel and patrons/players/spectators to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfection protocols. </li> <li>✓ Conspicuously post completed safety plans on site.</li> </ul>	<ul style="list-style-type: none"> <li>✓ In partnership with community organizations, leagues, etc., establish a communication plan for employees, visitors, and clients with a consistent means to provide updated information.</li> </ul>

**Recreation Center Plan Breakdown:**

	<b>Youth Center</b>	<b>Senior Center</b>
<i>Proposed Opening Date</i>	October 5	October 5
<i>Area of use</i>	Upper Level Gym / Lower Level Auditorium	Main hall, craft room, billiards room
<i>Occupancy per room</i>	250 / 384	250
<i>Max participation/program</i>	25 / 25	15
<i>Max programs at a time</i>	2	1
<i>Total participant occupancy</i>	50	15
<i># of Staff</i>	4	2
<i>Participants screened upon entry</i>	Questionnaire, temp, attendance log, COVID-19 waiver	Questionnaire, temp, attendance log, COVID-19 waiver
<i>Open Programming</i>	No	No
<i>Pre-Registration</i>	Online	Online/Phone
<i>Ingress/Egress strategy</i>	Staggered program times; parent outside pick-up; designated entrance/exit stairs & doors	Staggered program times; entrance/exit main entrance—doors sanitized between programs

	<b>Youth Center</b>	<b>Senior Center</b>
<i>Modified layouts</i>	Yes; all programs spread out in gym our auditorium (no smaller rooms used)	Yes; appointment consultation programs in craft room; main hall used to spread out participants for all other programs.
<i>Sanitization stations</i>	Yes. In each area where a program is taking place.	Yes. In each area where a program is taking place.
<i>Program offerings</i>	Academic assistance, guided physical education activities, basketball clinics, STEM, arts & crafts, drama club, youth board meetings, FLES (Foreign Language in Elementary Schools), nutrition program, money management for teens.	Newsletter program, nutrition, Club 99 exercise, chair yoga, county referral programs, shopping program, legal assistance, board member/officer meetings, health care consultations, billiards, cornhole, horseshoes, movies.
<i>Program times</i>	TWR- 8am-3pm (academic assistance) T-S 4:30-9pm <i>Half hour break between programs for egress &amp; sanitization</i>	M-F 8:30-4:30; adult exercise classes may take place in the evening. <i>Half hour break between programs for egress &amp; sanitization</i>

- In the event of a spike in the COVID-19 cases in our area, we would cease operation of programs as needed and directed by local and state officials.
- The following pages you will find the operational plan for Youth Center (Pg 4-6) and Senior Center (Pg. 6-8)

# NORTH TONAWANDA YOUTH CENTER

## OPERATIONAL PLAN FOR FALL 2020

### 1. Academic Assistance

Tues, Wed & Thurs. (beginning in mid-September)

Grades K-3: 8 AM to 11 AM

Grades 4-6: Noon to 3 PM

Alternative Learning Opportunities – With the North Tonawanda School District adopting a hybrid model for their reopening plan this fall, the North Tonawanda Parks & Recreation Department is looking to offer daytime supplemental learning spaces for children. The goal of this program is to provide a structured educational setting for students to do their school work free from the typical distractions of home. It also provides parents a few hours of respite time which has shown to be an important factor in a healthy home life.

We will offer a place for children, grades K – 6, to come and be given a study hall like atmosphere, with academic assistance being provided by staff and other qualified volunteers. Patrons will have the opportunity to work in a sanitary facility, with all proper consideration being given to social distance guidelines.

The NT Youth Center offers a spacious facility, with Wi-Fi, computer work stations, and student desks. Families will have to pre-register their student for time slots online. We will limit the amount of days any one student can enroll in, to maximize the amount of community members who can be able to take advantage of this program.

It is important to note this program is not a Day Care Program. New York State Child Day Care Regulations indicate that this proposed academic assistance program would be exempt from any Day Care related permits, etc.

<https://ocfs.ny.gov/programs/childcare/regulations/413-Definitions.pdf>

#### **Section 413.2.a.2.ii**

*Child day care does not refer to care provided to a program for school-age children operated solely for the purpose of religious education, sports, classes, lessons or recreation;*

Additionally, language used throughout the regulations refers to a time span of greater than 3 hours per day for day care consideration. Our educational time slots are exactly three hours of programming. We have however reached out to NYS OCFS for confirmation of this program being exempt from any Day Care permits.

Note: Academic Assistance for 7-12 grade will be available through use of structured recreation programs evening time slots.

## **2. Structured Recreation Programs**

Tuesday through Saturdays

Grades K - 6: 4:30 PM – 6:30 PM

Grades 7 - 12: 6:30 PM – 9:00PM

Planned and registration-restricted recreation and leisure activities will be scheduled for children ages K – 12.

Registration #'s will be restricted to conform with COVID-19 guidelines as dictated through the NYS the Interim Guidance for Sports and Recreation during the COVID 19 Public Health Emergency plan. Occupancy will be far below the 50% occupancy limit put in place by NYS. 25 student capacity for the upper level and 25 student capacity for the lower level of the building has been designated and will be ensured through a pre-registration process. The Youth Center will only be open for program-specific guided activities (i.e. STEM classes, FLES, structured gym/physical-education activities, guided arts/crafts activities etc), and no more than two programs (one upper level, one lower level) could be going on at any given time. Time gaps between program time frames will be scheduled for sanitization of equipment and spaces, as well as prevent contact between those exiting and those entering for the next offered program.

### **a. COVID-19 Adaptations**

#### **i. Health and Safety**

The health and safety of our patrons, our staff and their families is our top priority. We want all to feel comfortable and safe while utilizing our facilities and services.

Our programs are designed using recommendations and guidance from the Centers for Disease Control and Prevention (CDC), the New York State Department of Health (NYSDOH) and the New York State Education Department (NYSED).

We will be mirroring all protocols put in place by the NT School District whose plan of execution has been approved by New York State.

Additionally, all participants of our programs will have a COVID-19 specific waiver form signed and on file to further reduce liability.

## **3. Basketball Clinics**

Mondays & Saturdays (Times TBA)

Due to NYS defining basketball as a high-risk sport, we will not be offering our traditional basketball league. That being said, as per NYS Guidelines the risk factor of a sport such as basketball can be minimized to an acceptable level by participating as a:

- *Individual or distanced group training or activity (ex. Shooting drills, etc)*
- *Organized no/low contact group training (sports camps/clinics)*

<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/SportsAndRecreationMasterGuidance.pdf>

Under these guidelines we propose to offer basketball clinics not to exceed 25 students per time slot. To minimize crowding of people, parents will not be permitted to stay and watch, and will only be permitted to drop off and pick up their child per our coordinated protocols established. Note: There would be no other youth programs taking place on the upper level during the designated clinic time slots.

## **North Tonawanda Senior Center Program Re-Opening Plan 2020**

### **ENTERING OF THE BUILDING FOR PROGRAM OR APPOINTMENT:**

- You must wear a mask at all times in the building (unless you are sitting at your table eating lunch, during the lunch program)
- Upon entering your temperature will be taken along with screening question process and attendance form.
- Covid -19 liability form will be completed and kept on file.
- After signing your form, you will be asked to use hand sanitizer which we will provide.

### **NEWSLETTER PROGRAM:**

#### **Folding/Labeling/stickers to seal close/ Mailing of 700 newsletter takes place once a month.**

- Will now accept no more than 10 volunteers.
- Volunteers will be asked to call and reserve their place if they would like to come.
- 2 people will be sitting at each area. The area is two regular size table put together. The two chairs (people will be 6 ft apart) This is how they sit for the Niagara County Lunch Program.
- The people will be encouraged to stay seated in their seats and staff will provide their supplies.
- When the newsletters are complete everyone will be thanked for their time and asked to leave. After everyone has left, I will wipe all the tables, carts and chairs that were used with bleach water. This is the solution of choice the County is using.
- The money for printing the newsletters is covered by advertisers
- The money for mailing the newsletters is in the budget

### **INDOOR HORSESHOES:**

- Will follow entrance rules.
- Horseshoes will be advertised in newsletter for days and times.
- Seniors will need to call and reserve their spots.
- An hour should be sufficient for a game the best 2 out of 3.

- Horseshoe schedule will be scheduled to not conflict with other programs to ensure occupancy limits are adhered to.
- The horseshoes could be sprayed with disinfectant which is already purchased and wiped off by the players. We will also have hand sanitizer available for the players to use as necessary.
- Supply costs are currently budgeted for.

### **Club 99- EXERCISE PROGRAM**

- The entrance policy will be followed for each participant.
- This is a Niagara County Program it runs on Mondays and Wednesday before the Nutrition Program.
- It is run by two different instructors who are trained volunteers.
- All equipment used by the participants are paid for by Niagara County.
- Since we advertise in the newsletter for this program, we could have people call and reserve their spot for the classes they would like.
- I would recommend taking no more than 12 seniors keeping the chairs 6 ft apart.
- I would have to adjust the time of this program to end at 10:45am to clear out before the lunch people arrive at 11:00am. Before the virus, the programs ran simultaneously, but keeping crowds to a minimum at this time is best. I would rather only one program running at a time. For the safety of the seniors and myself.
- We have several sets of chairs, so the Club 99 chairs are kept separate already from the lunch room chairs. Once the Club 99 is over I will wipe down each chair with bleach water. Then hope someone will help pick up and re-stack for me.
- I would have to sanitize any balls or bands used by participants afterwards.
- When program is over participants will be asked to leave
- This program will cost the city nothing, except for a bottle of bleach.

### **MOVIE DAY**

- The entrance policy will be followed for each participant.
- 10 seniors is the limit. Must sit 6 ft apart or if sit on furniture which is 4 feet will have to keep mask on at all times
- The NYS regulations allows 33% capacity, but since it is a senior population and I am the only staff I am more comfortable keeping the groups small until there is a vaccine.
- We usually offer soda and popcorn. This will have to be offered in single serve size.
- The drink and snack will be handed out by staff (me) wearing food gloves
- This program is offered only once a month.
- \$20.00 a month should be enough for this program which is in the Senior Center budget
- All of the furniture (except one couch is leather) is washable at the senior center
- After the movie I will wipe down all end tables, furniture and surfaces
- If any cups or napkins are needed, they will be foam or paper.

### **INDOOR CORN HOLE:**

- Will follow entrance rules.
- Corn hole will be advertised in newsletter for days and times.
- Seniors will need to call and reserve their spots.
- An hour should be sufficient for a game the best 2 out of 3.
- I could have the Corn Hole one day or two days a week 1 or 2 hours depending on interest in the afternoon.
- The bean bags could be sprayed with disinfectant which is already purchased and wiped off by the players.
- We will also have hand sanitizer available for the players to use as necessary.

### **SENIOR CHAIR YOGA**

- The entrance policy will be followed for each participant.
- This would be a new City program. It could run one day a week after the lunch program
- I would like to hire an instructor like we do for our Recreation programs
- I would like to charge a low fee of \$2 \$3 for the seniors per class
- Since we advertise in the newsletter for this program, we could have people call and register. I would like to have no more than 15 people in this class at 6ft apart.
- We have several sets of chairs, so the Yoga chairs will be kept separate already from the lunch room chairs and the Club 99 chairs. Once the Yoga is over, I will wipe down each chair with bleach water. Then hope someone will help pick up and re-stack for me.
- When program is over participants will be asked to leave
- This program will cost the city nothing, except for a bottle of bleach and the money for the instructor which I would offer \$15/20 per class for a 6-8 session. In return the City would get the money we collect from registration. This money is now available in the Senior Center budget.

### **BILLIARDS**

- By registration only
- Sticks & billiard balls wiped down between users

### **OFFICER MEETING**

- Entrance policy followed
- I would like to have a meeting with the General Membership Officers in lieu of a larger general membership meeting.
- This would take place once a month, by invitation only (President, VP, Secretary, Treasurer, Senior Coordinator).
- 6 ft apart
- Chairs & Table wiped

### **NUTRITION PROGRAM & REFERRAL PROGRAMS**

- Program run by Niagara County per our contract.
- County has all required PPE and Safety Plans for execution of their programs.