



Parks and Recreation Summer Programs Health & Safety Plans Overview 2021

PPE equipment at all locations where programs will take place

- Each program will have a designated area for disinfecting equipment.
- Hand sanitizer and hand washing will be available at all Parks and Recreation Programs
- Staff and Instructors will have the following:
 - Masks
 - Gloves
 - Hand Sanitizer
 - Water Jug
 - Disinfecting spray

Overview for Parks and Recreation Programs

Participants/ Parents

Participants:

- We will ask participants to sanitize their hands upon entering the program.
- If indoors participants will check in at designated areas to maintain appropriate safety protocols.
- If outdoors participants will check in at the table and then move to their designated area for the start of the program.
- Participants then will move to assigned activity area to start the program.
- Participants will participate in multiple modified activities.
- When/If participants share equipment, for example a ball, staff will disinfect that equipment after each use.
- Participants must bring their own water bottles.
- If a participant needs their water bottle filled, a staff member will fill it and use disinfectant wipes and sanitary practices.
- Bathroom breaks will be with a small group of no more than 3 participants and 2 staff members
- Participants must follow the rules and regulations during the program or they will be dismissed without the opportunity to return for the remainder of that session. If continual disregard for the rules occur then permanent dismissal will be considered.
- Participants must follow arrival and dismissal procedures at each program.
- Participants will remain in their assigned groups for the entire session.

Parents/Guardians:

- Remain in designated area during drop off and pick up. For example, at the West Somerville Parents/Guardians must stay outside.
- At the designated check in area, confirm that emergency contact information is up-to-date.



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- If your child is experiencing any flu like symptoms, **please do not** bring them to the program.

If your child starts to exhibit any flu like symptoms while at the program, they will be dismissed immediately into the care of parents/guardians.

Sport Clinics Only

- ✓ Soccer
- ✓ Baseball
- ✓ Tennis
- ✓ Basketball
- ✓ Lacrosse
- ✓ Golf
- ✓ Softball
- ✓ Frisbee
- ✓ Track and Field
- ✓ Goalie Clinic

Location:	Various locations throughout the city
Maximum Participants:	50
Staffing:	20
Lunch:	Provided (will take home)
Rain:	Cancel
Time:	9:00 am to 12:00 pm Monday-Friday

Logistics

- Has bathroom on site and hand sanitizer will be available
- Will be able to securely store equipment
- Designate areas for where participants can leave their personal items. Separate areas for staff personal items.
- All participants must bring their own water bottle.
- Any child or staff that is sick must stay home.

Staff Prep:

- Staff must show up half hour before start of program.
- Put their belongings in identified location.
- Wash hands; sanitize phones and any other personal items that they may be touching throughout the day.
- Staff that are working outdoors do not need to wear a mask.
- Meet with supervisor to review schedule.
- Always sanitize after contact with participants, materials, and equipment.
- In case of injury or contact with participants gloves must be worn.



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- In case of shared equipment, equipment will be sanitized before and after each program. All equipment/materials will be sanitized after each use or rotation.
- **Dismissal of participants:** Staff will stay in neutral area and kids will go to their assigned location. Parents will check in with staff and the staff will bring the child to the staff. Limited contact between staff, parents and participants.
- End of the day once all children have left, staff will disinfect all tables and chairs and other equipment before putting it into storage.

Participant and Parent/Guardian Guidelines:

- They will check in at the desk with supervisor where participant's hands will be sanitized, and then staff will take them to their designated area.
- Participants in outdoor programming do not need to wear a mask.
- Participants will participate in multiple activities, each activity will have equipment/materials either individualized or disinfected with each and every use.
- **At dismissal of the program,** participants will go to their designated assigned location to retrieve their belongings. From there they will be dismissed to their parent/guardian at the assigned pick up location.
- At the end of the day staff will disinfect all tables and chairs and other equipment before putting it into storage.

Bathroom and Water Breaks:

- Bathroom breaks will be done on a 2:1 (2 counselors to one child) or small group basis. During bathroom breaks masks must be worn if using an indoor bathroom. If using a single port-a-potty masks do not need to be worn.
- Water breaks: every child must have their own water bottle. Water jugs will be available at each location and staff will assist children as needed wearing gloves and proper protective gear. Staff will use disinfecting wipes after filling each bottle.

Suggestions for parents:

- Disinfect your child's bag and water bottle each day after the program and before the program each day.

Staff Regulations:

- Designated areas where staff can store their belongings.
- Staff that are working outdoors do not need to wear a mask.
- All staff must wash hands before starting work at location. Frequent hand washing will occur throughout the day.



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Canoe Camp

Location:	Blessing of the Bay Boat House
Maximum Participants:	10
Staffing:	12
Lunch:	Provided (will take home)
Rain:	Cancel
Time:	9am – 12pm Monday-Friday
Logistics:	

- Has bathroom on site and hand sanitizer will be available/
- Will be able to securely store equipment
- Designate areas for where participants can leave their personal items. Separate areas for staff personal items.
- All participants must bring their own water bottle.
- Any child or staff that is sick must stay home.

Canoe Program Specific:

- Bring canoes down to the water.
- Staff will bring out the life jackets and oars that are to be used and wipe them down with sanitation/disinfectant wipes before the participants arrive.
 - The first day we will have the participants find the appropriate size jackets and oars and wipe them down before and after using them.
 - Wait for the participants outside.
- Participants will meet outside of the boathouse on the front lawn.
- Monday's intro will be held with a canoe on the front lawn where a counselor will go through safety tips and pointers and demonstrate skills sets.
- The participants will then be paired up
 - We often see siblings registered for the same canoe session. In that case they will be paired up as canoe partners.
 - Each pair of participants will be matched up with a counselor.
 - After day one, the counselor will collect the oars and lifejackets for the participants and bring it to them on the lawn. All items are cleaned before given to participants.
- Each pair of participants and counselors will go down the dock, one group at a time.
- The participants will be in one canoe that is being guided/towed by a tied rope to the counselor's canoe. For advance or canoers at a higher level may not require a tow rope. This skill level will be assessed by the Program Coordinator.



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- Typically participants are only out in canoes on the water for up to 2 hours depending on the skill level of the group.
- The session includes a snack time and lawn games.

Staff Prep:

- Staff must show up half hour before start of program.
- Staff working outdoors do not need to wear a mask.
- Put their belongings in identified location.
- Wash hands; sanitize phones and any other personal items that they may be touching throughout the day.
- Meet with supervisor to review schedule.
- Move to their assigned location.
- Always sanitize after contact with participants, materials, and equipment.
- In case of injury or contact with participants gloves must be worn.
- While using equipment staff and rec leaders will assign equipment for one participant at a time. In case of shared equipment, equipment will be sanitized before and after each program. All equipment/materials will be sanitized after each use or rotation.
- **Dismissal of participants:** staff will stay in neutral area and kids will go to their assigned location. Parents will check in with staff and the staff will bring the child to the staff.
- End of the day once all children have left, staff will disinfect all tables and chairs and other equipment before putting it into storage.

Participant and Parent/Guardian Guidelines:

- Participants show up to the program and will check in at their assigned area with supervisor, participant hands will be sanitized, and then staff will take them to their designated area to start the program.
- Participants will participate in multiple activities, each activity will have equipment/materials either individualized or disinfected with each and every use.
- **At dismissal of the program,** participants will go to their designated assigned location to retrieve their belongings. From there they will be dismissed to their parent/guardian at the assigned pick up location.
- At the end of the day staff will disinfect all tables and chairs and other equipment before putting it into storage.

Bathroom and Water Breaks:

- Bathroom breaks will be done on a 2:1 (2 counselors to one child) or small group basis. During bathroom breaks masks must be worn if using an indoor bathroom. If using a single port-a-potty masks do not need to be worn.
- Water breaks: every child must have their own water bottle. Water jugs will be available at each location and staff will assist children as needed wearing gloves and proper protective gear. Staff will use disinfecting wipes after filling each bottle.



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Suggestions for parents:

- Disinfect your child's bag and water bottle each day after the program and before the program each day.

Staff Regulations:

- Staff working outdoors do not need to wear a mask.
- Designated areas where staff can store their belongings.
- All staff must wash hands before starting work at location. Frequent hand washing will occur throughout the day.

KidStop/Sprout Sports

Location:	Founders Indoor Turf Facility/ Outdoor Play Area
Maximum Participants:	30
Requested Staffing:	10 (2 kids to 1 counselor ratio) per program
Lunch:	This program receives breakfast which will be eaten with proper social distancing measures. (3 ft.)
Rain:	Program will be moved into The Founders Indoor Turf Facility
Time:	9am – 12pm Monday-Thursday

Logistics:

- Has bathroom on site and hand sanitizer will be available.
- Will be able to securely store equipment.
- Designate areas for where participants can leave their personal items. Separate areas for staff personal items.
- All participants must bring their own water bottle.
- Any child or staff that is sick must stay home.

Staff Prep:

- Staff must show up half hour before start of program.
- Staff working outdoors do not need to wear a mask.
- Put their belongings in identified location.
- Wash hands; sanitize phones and any other personal items that they may be touching throughout the day.
- Meet with supervisor to review schedule.
- Move to their assigned location.
- Always sanitize after contact with participants, materials, and equipment.
- In case of injury or contact with participants gloves must be worn.



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- End of the day once all children have left, staff will disinfect all tables and chairs and other equipment before putting it into storage.

Participant and Parent/Guardian Guidelines:

- Participants show up to the program and will check in at the desk with supervisor, participant hands will be sanitized, and then staff will take them to their designated area.
- Participants will participate in multiple activities, each activity will have equipment/materials either individualized or disinfected with each and every use.
- **At dismissal of the program,** participants will go to their designated assigned location to retrieve their belongings. From there they will be dismissed to their parent/guardian at the assigned pick up location.
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- Water breaks: every child must have their own water bottle. Water jugs will be available at each location and staff will assist children as needed wearing gloves and proper protective gear. Staff will use disinfecting wipes after filling each bottle.

Suggestions for parents:

- Disinfect your child's bag and water bottle each day after the program and before the program each day.

Staff Regulations:

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SomerTime

Location: West Somerville Neighborhood School

Maximum Participants: 100

Staffing: 30

Lunch: Provided

Rain: Move all activities indoors

Time: 8:30am-4:30pm Monday-Friday

Logistics:

- When indoors all participants and staff will be required to wear a mask and maintain a distance of 3ft between each other.
- When outdoors participants and staff are not required to wear a mask. Masks will be safely stored and upon returning indoors, masks will be put back on.
- Has bathroom on site and hand sanitizer will be available.
- Will be able to securely store equipment.
- Designate areas for where participants can leave their personal items. Separate areas for staff personal items.
- All participants must bring their own water bottle.
- Any child or staff that is sick must stay home.

Staff Prep:

- Staff must show up half hour before start of program.
- Staff working outdoors do not need to wear a mask.
- When Staff are indoors they must wear a mask.
- Put their belongings in identified location.
- Wash hands; sanitize phones and any other personal items that they may be touching throughout the day.
- Meet with supervisor to review schedule.
- Move to their assigned location.
- Always sanitize after contact with participants, materials, and equipment.
- In case of injury or contact with participants gloves must be worn.
- While using equipment staff and rec leaders will assign equipment for one participant at a time. In case of shared equipment, equipment will be sanitized before and after each program. All equipment/materials will be sanitized after each use or rotation.
- **Dismissal of participants:** staff will stay in neutral area and kids will go to their assigned location. Parents will check in with staff and the staff will bring the child to the staff.
- End of the day once all children have left, staff will disinfect all tables and chairs and other equipment before putting it into storage.



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Participant and Parent/Guardian Guidelines:

- Participants show up to the program and will check in at their designated desk with supervisor, participant hands will be sanitized, and then staff will take them to their group location.
- Participants will participate in multiple activities, each activity will have equipment/materials either individualized or disinfected with each and every use.
- **At dismissal of the program**, participants will go to their designated assigned location to retrieve their belongings. From there they will be dismissed to their parent/guardian at the assigned pick up location.
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Field Trips

- Due to restrictions at other locations and the indoor mandate still in place in MA; Friday field trips/activities will be held at the West Somerville Neighborhood School to accommodate higher participant numbers and comply with the indoor guidelines.

Suggestions for parents:

Disinfect your child's bag and water bottle each day after the program and before the program each day.

Staff Regulations:

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- All staff must wash hands before starting work at location. Frequent hand washing will occur throughout the day.