



# COVID-19 Parks and Recreation Return to Work Safety Plan

Prepared by Metro Parks ICS COVID-19 Safety Officers  
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CREATING HEALTHY OPPORTUNITIES TO PLAY, LEARN AND GROW.

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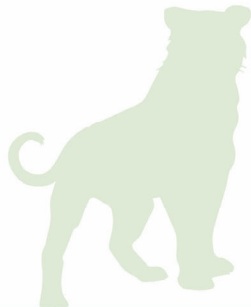
## Stay Home, Stay Safe Proclamation 20-25

Prior to recommending work, all employers are required to develop and post at each location a comprehensive COVID-19 exposure control, mitigation, and recovery plan.

Phase 1 and Phase 2 **Businesses are encouraged to continue remote work and training as much as possible to limit in-person interactions.**

	1 Phase 1	2 Phase 2	3 Phase 3	4 Phase 4
<b>High-Risk Populations*</b>	Continue to Stay Home, Stay Healthy	Continue to Stay Home, Stay Healthy	Continue to Stay Home, Stay Healthy	Reopen public institutions, with physical distancing
<b>Recreation</b>	Some outdoor recreation Swimming, fishing, golf, hunting, hiking	All outdoor recreation including team sports 2 people, 100 feet apart, outdoors Swimming, fishing, golf	Outdoor groups and sports activities 50 per group in open activities Essential facilities at 50% capacity Swimming, golf, etc.	Reopen all recreational activity
<b>Catherings</b> <small>(social, outdoor)</small>	None None in enclosed spaces with any household person	Gather with no more than 3 people outside your household per group	Allow gatherings with no more than 50 people	Allow gatherings with 100 people
<b>Travel</b>	Only essential travel	Limited non-essential travel within proximity of your home	Reopen non-essential travel	Continue non-essential travel
<b>Businesses/ Employers</b>	Essential businesses open Family care services that meet essential needs Retail stores Food and drink (pick up orders only) Manufacturing Post offices	Reopening manufacturing Manufacturing, construction, agriculture, and other essential businesses Retail stores (essential) Businesses providing essential services Manufacturing, construction, utility services Manufacturing, construction, utility services Manufacturing, construction, utility services	Reopening 1750+ capacity table top restaurants, bars, and breweries Retail stores (non-essential) Businesses providing non-essential services Manufacturing, construction, utility services Manufacturing, construction, utility services Manufacturing, construction, utility services	High-rise Construction Large sporting events Non-essential retail selling of products, and continue to expand physical distancing and good hygiene

A copy of the plan must be available at each location during any activities and available for inspection by state and local authorities. Failure to meet posting requirements could result in sanctions, including work activities being shut down.



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# COVID-19 Exposure Control, Mitigation, and Recovery Plan:



The COVID-19 exposure control, mitigation, and recovery plan (aka Safety Plan) must include policies and/or procedures regarding the following control measures:

- COVID-19 Site Supervisors
- COVID-19 Safety Training
- Social/Physical Distancing
- Personal Protective Equipment (PPE) – Employer Provided
- Sanitation and Cleanliness
- Site Decontamination Procedures
- Employee Health/Symptoms
- Location Logs
- Exposure Response Procedures

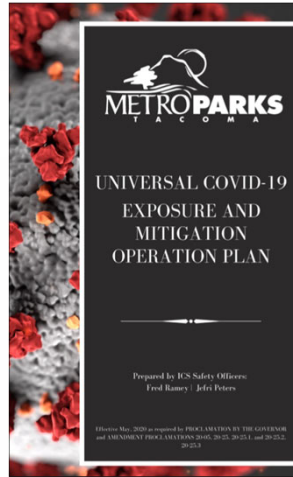


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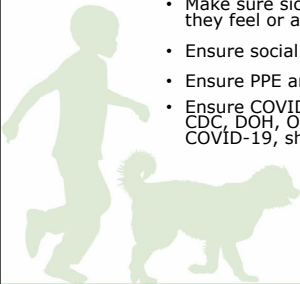
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## COVID-19 Supervisor

A site-specific COVID-19 Supervisor shall be designated by the Department at every location to monitor the health of employees, social distancing and enforce the COVID-19 location safety plan. Every worksite with 6 or more employees must have a designated SITE SUPERVISOR.

**A COVID-19 Supervisor or designee must be available at all times during work at each location.**

- They must keep the plan current with changes to COVID-19 guidelines.
- Train new staff in site specific COVID-19 protocols, policies, and procedures.
- Screen employees for signs/symptoms of COVID-19 at start of shift.
- Make sure sick employees stay home or immediately go home if they feel or appear sick.
- Ensure social distancing guidelines.
- Ensure PPE and clothed face coverings are being worn.
- Ensure COVID-19 safety information and requirements, such as CDC, DOH, OSHA posters and the employer written policies for COVID-19, shall be visibly posted at each location.



### Metro Parks COVID-19 Site-Supervisor Responsibilities

Metro Parks Tacoma has designated **Fred Ramey** as the SITE SUPERVISOR for **POZA**. The primary responsibilities of the COVID-19 SITE SUPERVISOR are to monitor the health of employees social distancing and enforce the site specific COVID-19 MPT Exposure and Mitigation safety plan for the protection of our employees, suppliers, visitors, and other personnel at this operation. Every worksite with 6 or more employees must have a designated SITE SUPERVISOR.

The COVID-19 SITE SUPERVISOR during Washington State Phase 2 will consider the following when adhering to WA State Stay Home, Stay Safe proclamation and Tacoma Pierce County Health Department guidelines.

- Must keep the COVID-19 MPT Exposure and Mitigation site specific safety plan current with changes to COVID-19 guidelines provided by the MPT COVID-19 Safety Officer.
- Ensure employee health screening are being conducted per Safe Start Business Activity Phase 2 and Tacoma Pierce County Health Department guidelines.
- Make sure sick employees stay home or immediately go home if they feel or appear sick
- Cordon off any areas where an employee with probable or confirmed COVID-19 illness worked, touched surfaces, etc. until the area and equipment is cleaned and sanitized.
- Follow the MPT COVID-19 ENHANCED CLEANING AND DISINFECTION PROTOCOLS 1 & 2 guidelines as well as those set by the CDC to deep clean and sanitize
- Ensure employees are traveling to and from the job site separately. No more than one employee per vehicle.
- Ensure all employees are maintaining six feet of separation at all times.
- Ensure all gatherings are no more than 5 people, maintaining 6-foot social distancing, when required to meet, even when conducted outside.
- Do not allow the use of a common water cooler/ drinking fountain.
- Ensure all doors are propped open for fresh air when safe to do so.
- Ensure adequate hand wash stations are installed/maintained at building entrances, break areas, eating areas, offices, trailers, and job site egress areas.
- Ensure sanitation supplies via the MPT COVID-19 CHEMICAL DISINFECTANT SAFETY INFORMATION list are fully stocked and available for use.
- Ensure sanitation of common use areas is being conducted regularly.
- Encourage and direct employees to wash hands at breaks and as frequently as possible.
- Ensure PPE and clothed face coverings are being worn. Do not allow sharing of any PPE.
- Shared tools and equipment must be wiped down with sanitizing wipes or soap and water prior to the next employee using the tool or equipment.
- Encourage employees to bring their own lunch and consider eliminating shared meals and shared meal space where possible.

If the SITE SUPERVISOR observes a violation of the COVID-19 MPT Exposure and Mitigation location plan, then the worker may be subject to the company's progressive discipline policy.

**The COVID-19 Site Supervisor or designee must be available at all times during work at each location.**

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## COVID-19 Safety Training – Internal

Educate workers in the language they understand best about coronavirus and how to prevent transmission and the employer's COVID-19 policies.

- Post readable signs prominently throughout the worksite with messages about social distancing, frequent hand washing, required PPE, respiratory etiquette, and illness reporting.
- Regularly communicate important safety messages and updates.
- Post relevant information from DOH, OSHA, local and state health departments, the Centers for Disease Control and Prevention, and other similar COVID-19 authorities.

### Formal certified trainings to be placed in the back of the site Safety Plan

- Train on the signs, symptoms, and risk factors associated with SARS-CoV-2 illness.
- Train on how to prevent the spread of the coronavirus at work; including steps being taken in the workplace to establish social distancing, cleaning and disinfecting, and other precautions.
- Train on the importance of personal hygiene expectations and effective hand washing techniques.
- Train on proper respiratory etiquette, including covering coughs and sneezes and not touching eyes, noses, or mouths with unwashed hands or gloves.
- Train on how to use PPE, what PPE is necessary, how to properly put on, use, and take off PPE, and how to properly dispose of PPE.
- Train on site Health Screening protocols.
- Train on Exposure Response and Contact Tracing Employee/Visitor Logs.

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## COVID-19 Safety Training – External

Educate and communicate to the public in the language they understand best about new Parks and Recreation COVID-19 related changes.

Post readable signs prominently throughout Parks and Facilities with messages about social distancing, frequent hand washing, recommended PPE, and respiratory etiquette.

Gentle reminders will all be critical as individuals learn new habits.

Post relevant information from DOH, OSHA, local and state health departments, the Centers for Disease Control and Prevention, and other similar COVID-19 authorities.

Encourage Visitors to sign in for contact tracing purposes.

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## Social/Physical Distancing

**Social/Physical distancing means keeping space between yourself and other people outside of your home.**

**Social distancing requires that each employee:**

- Stay at least 6 feet from other people.
- Do not gather in groups.
- No attending or hosting of physical external meetings unless appropriate physical distancing can be accomplished and only with 5 or less individuals.

**When strict social distancing is not feasible for a specific task, other prevention measures are required, such as:**

- Modify workspace environments to reduce exposure as applicable to the facility:  
Install Polycarbonate barriers/sneeze guards for each customer service counter.  
Remove all publications, periodicals, applications, books etc. in public areas.  
Move workstations farther apart.
- Use dividers or floors markings to distinguish appropriate spacing for people waiting in lines, in a lobby or around guest services.
- Stagger employee breaks.

## Control Access

- Control the number of people entering the facility.
- Stagger work schedules so employees don't crowd when they arrive and leave work.
- Identify and control "choke points" and "high-risk areas" at locations where employees or visitors may typically congregate so that social distancing is always maintained.
- Reduce the number of workstations in use at a given time.
- Stay in assigned area and within individual workspaces, with the exception of entering/leaving buildings or the lavatories or to complete a job task.
- Utilize virtual online meetings and text messaging instead of in-person meetings.

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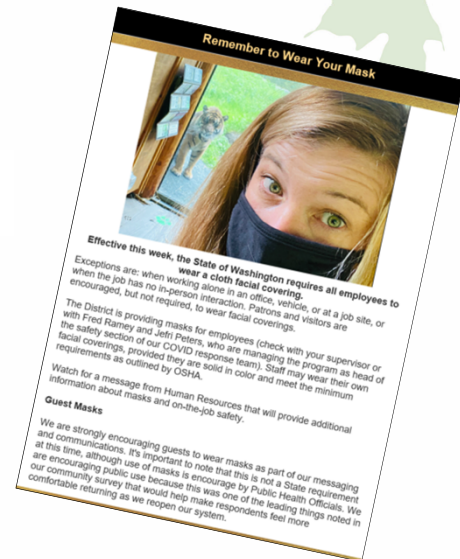
## Personal Protective Equipment (PPE) – Employer Provided

All businesses are required to post signage at the entrance to their business to strongly encourage their customers to use cloth face coverings when in the business with their staff.

### Employers

Provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate or required to employees for the activity being performed.

Cloth facial coverings must be worn by every employee not working alone on the worksite unless their exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules and guidance.



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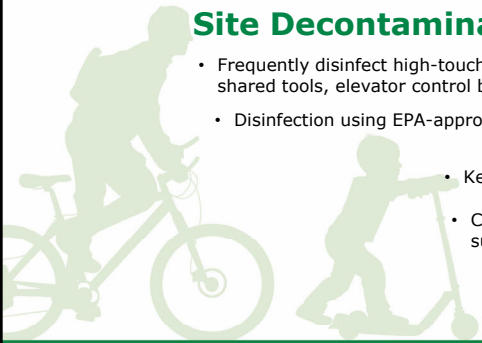
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## Sanitation and Cleanliness

- Normal routine cleaning with soap and water will reduce the risk of exposure.
- Establish a housekeeping schedule to address regular, frequent, and periodic cleaning and disinfecting with a particular emphasis on commonly touched services.
- Soap and running water shall be abundantly provided at all locations for frequent handwashing.
- Hand sanitizer with at least 60% alcohol must be available throughout worksites.
- When running water is not available, portable washing stations, with soap, are required, per WAC 296-155-140 2(a) – (f). Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can also be used, but are not a replacement **for the water requirement.**

## Site Decontamination Procedures

- Frequently disinfect high-touch objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, doorknobs, vehicles, and restrooms.
- Disinfection using EPA-approved disinfectants against COVID-19 can also help reduce the risk.
- Keep Safety Data Sheets (SDSs) for all disinfectants on site.
- Create exposure disinfection protocols set by the CDC to clean after reports of an employee with suspected or confirmed COVID-19 illness. This should include:
  - Shutting down facility for a minimum of 24 hours prior to exposure cleaning and disinfecting.
  - Waiting 24 hours after exposure disinfecting – (minimum of 48 hours total) to reopen facility.




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## Employee Health/Symptoms

- Screen employee for signs/symptoms of COVID-19 at start of shift.
- Make sure sick employees stay home or immediately go home if they feel or appear sick.
- Cordon off any areas where an employee with probable or confirmed COVID-19 illness worked, touched surfaces, etc., until the area and equipment is cleaned and disinfected. Follow the cleaning guidelines set by the CDC to deep clean and disinfect.





Updated May 28, 2020

### Guidance for Daily COVID-19 Screening of Staff and Visitors

The Washington State Department of Health asks that all employers use this guidance to help prevent the spread of COVID-19 by screening staff and visitors daily.

This guide is based on:

- Input from many agencies
- CDC advice
- A literature review of COVID-19 signs and symptoms

COVID-19 Screening: What to Do

Screen ALL who enter your workplace:

- All staff before the start of each work shift
- All visitors

Ask these questions to everyone:

Since your last day of work, or last visit here, have you had any of these symptoms that is not attributable to another condition?

- Cough
- Shortness of breath or difficulty breathing
- Or at least two of these symptoms
  - Fever
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell

If the answer is YES to any of these questions, use your work's COVID-19 emergency plan right away. The person who screens may want to:

- Review the results
- Not let the staff or visitor enter
- Share where to get medical help

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email [civil.rights@doh.wa.gov](mailto:civil.rights@doh.wa.gov).



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## Returning to the Workplace Process – Six Steps to Safety

Although no plan can guarantee full and immediate resumption of operations given the unknown impact of COVID-19, creating a sound safety framework as well as implementing strong processes and controls is first priority. These processes and controls will help safely prepare employees to handle and manage recovery of operations while protecting staff and the public and avoiding the spread of the virus.

**MPT ICS Safety office has identified a Six Steps to Safety checklist for returning operations to the workplace.**



The following steps were prepared with the goal of returning all MPT facilities and their functions back to “the new normal – business as usual”. The checklist items may be applicable to each worksite, and may change or be reversed based on the recommendations of the County, State, and Federal government.



### SIX STEPS TO SAFETY Workplace Readiness Essentials



#### PREPARE THE WORKSITE

Cleaning plans, pre-return inspections, physical distance plan

- Ensure safety of all workers
- Decide which worksite elements are opening.
- Ensure onsite hygiene and sanitization options are available for staff.
  - Handwashing station
  - Hand sanitizer
- Work with Trades to implement any physical distancing modifications prior to opening.
- Install hand sanitizer stations
- Ready Mechanical, Utilities, HVAC, Fire/Life Safety systems, WIFI, Sonitrol
- Turn off drinking fountains
- Remove high touch and porous items/ furniture
- Clean and Disinfect using MPT COVID cleaning and disinfecting guidelines
- Work with Finance to ensure POS/ Registration systems are at full functionality and mitigate touch points



#### PREPARE THE WORKFORCE

Policies for deciding who returns & when; employee communications

- Develop staffing plan
  - What is the plan if current staff are isolated for up to 10 days?
  - What is the absenteeism plan if current staff call out?
  - What is the custodial cleaning plan?
  - What is the custodial sanitizing plan? High touch areas must be sanitized up to two times per hour.
- Provide and train on daily employee COVID Health Screening guidelines
- Provide and train returning staff on MPT COVID-Safety Standard Operating Procedures
- Prepare and implement MPT COVID Training Track in Corner Stone. (Track must be completed prior to first day on site for staff)
- Distribute 2 cloth face coverings per staff and provide training on how to don, doff and launders.
- Provide basic skills job ready training for actual operations including job required PPE equipment and cleaning and disinfecting products
- Prepare and post reminders of social distancing and cleaning protocols



#### CONTROL ACCESS

Protocols for safety & health checks, building reception, shipping/receiving, elevators, visitor policies

- Control the entry points including deliveries
- Reconfigure gathering and lobby areas for social distancing
- Develop a physical distancing plan, related to worksite layout.
  - Queues on the ground for line/ group management?
  - Physical barriers between guest facing staff and public (extra tables in front of cashier, sneeze guard?)
- Clearly communicate worksite protocols through signage and floor markings (MPT is working on universal signage although this may not be ready in time for facilities opening early)
- Prepare visitor logs for contact tracing
- Provide 30 day supply of sanitizer, disinfecting wipes, PPE as appropriate
- Disable touchscreens
- Prepare online registrations and POS
- Prepare cashless POS procedures



#### CREATE A SOCIAL DISTANCING PLAN

Decreasing density, schedule management, foot pattern directions

- Ensure safety of all workers
- Consider employee phasing based on roles and priorities
  - Staggered arrival/departure times
- Introduce planning to support social distancing/ 6 Feet protocols
- Monitor space usage
- Specify seating assignments for employees to ensure single use equipment
  - Computer
  - Phone
- Redesign spaces, alternate desk/chair use, etc., for social distancing
- Add panels between desks including height adjustable panels for sit/stand desks
- Reduce capacity of spaces— e.g., remove some chairs from large gathering spaces.
- Prohibit shared use of small rooms and convert them to single-occupant use only
- Designate and sign the direction of foot traffic in main circulation paths



#### REDUCE TOUCHPOINTS & INCREASE CLEANING

Touchless ingress/egress, clean desk policy, food plan, cleaning common areas

- Maintain enhanced cleaning and disinfecting practices
- Supply disinfectants near or on each desk or work area, particularly those that are shared (Phase 1 no sharing of workspace)
- Sanitize all workspace areas, including staff workspace, guest services, lifeguard tower, animal enclosure, conference room, breakroom, cafeteria, restroom, and other areas prior to opening. Ensure appliances/ equipment are in working order
- Limit in person meetings
- Consider low-touch or no-touch switches, doors, drawers and other fittings
- Remove high-touch shared tools such as whiteboard markers, remote controls, etc.
- Institute a clean desk policy
- Create secured, designated storage areas for personal items
- Designate a specific enclosed room to isolate any person identifying themselves with symptoms



#### COMMUNICATE FOR CONFIDENCE

Recognize the fear in returning, communicate transparently, listen/ survey regularly

- Ensure leadership alignment on re-entry
- Establish two-way communication
- Ensure a trusting and transparent culture
- Clearly set employee expectations, with an emphasis on making them feel secure
  - Return to work/MPT policies and procedures
  - Guest and visitor policies
  - HR policies regarding illness, support for caregivers, etc.
- Coordinate all signage and graphic design needs through your MarCom liaison: Parks & Recreation - Sophia McKee; ZEDD- Whitney Dallabon; Planning and Business & Innovation - Nancy Johnson.

Revised 06 May 2020 – For questions or comments please contact: Jeffri Peters at jefrip@tacomaparks.com or Fred Ramey at fred.ramey@pdza.org



## What now?

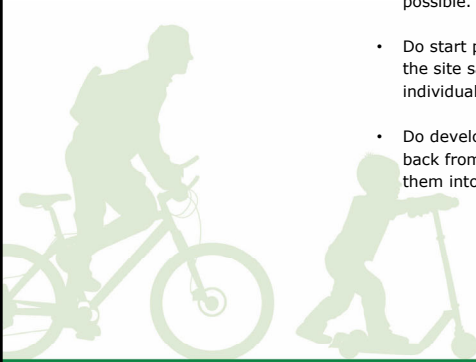
1. Work with your local Health Department
2. Create a Communication Plan
3. Create a return to work taskforce or committee.

### Do's

- Do involve your risk manager, human resources, and safety staff in your organizations as early as possible.
- Do start planning as early as possible and allow the site safety supervisors time to develop their individual site plans.
- Do develop a training plan for people you're calling back from furloughs or new hires to help integrate them into the system.

### Don't

- Don't underestimate the lead times and shortages in the supply chain as more of your facilities are standing back up. It will take time to put together signage, hand sanitizer, cleaning plans, etc.
- Don't forget that you can mitigate your risk in the event of a possible test among your employees by creative scheduling. (shift work, teams, etc.)
- Don't forget to look at prepackaged training being produced now by a variety of companies that could reduce the amount of time you need to develop an entire training program.



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## Sources

Washington State Coronavirus website: [www.coronavirus.wa.gov](http://www.coronavirus.wa.gov)

Safe Start Washington: <https://www.governor.wa.gov/issues/issues/covid-19-resources/covid-19-reopening-guidance-businesses-and-workers>

Washington State Department of Health: <https://www.doh.wa.gov/Emergencies/Coronavirus>

Tacoma Peirce County Health Department: <https://www.tpchd.org/>

Visiting Parks and Recreational Facilities

[https://www.cdc.gov/coronavirus/2019-ncov/dailylifecoping/visitors.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fparks-rec%2Fvisitors.html](https://www.cdc.gov/coronavirus/2019-ncov/dailylifecoping/visitors.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fparks-rec%2Fvisitors.html)

Cleaning and Disinfection for Community Facilities: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

CDC cleaning and disinfecting to slow spread of flu <https://www.cdc.gov/flu/school/cleaning.htm>

King County Metro cleaning procedures in response to COVID-19:

<https://kingcountymetro.blog/2020/03/03/march-3-metro-implements-new-cleaning-procedures-across-fleet-to-limit-spread-of-novel-coronavirus/>

CDC Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html#Cleaning>

Persistence of Coronaviruses on Inanimate Surfaces and their Inactivation with Biocidal agents [https://www.journalofhospitalinfection.com/article/S0195-6701\(20\)30046-3/pdf](https://www.journalofhospitalinfection.com/article/S0195-6701(20)30046-3/pdf)

CDC's Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission.

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

CDC Reopening America Guidance [https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)

Labor and Industry <https://www.lni.wa.gov/>

OSHA : <https://www.osha.gov/Publications/OSHA3990.pdf>

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Questions



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