



**Pewaukee Parks &
Recreation Fall Programs
2020 COVID-19
Mitigation Plan**

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INTRODUCTION

With the spread of COVID-19 reaching Wisconsin in early March, the Pewaukee Parks & Recreation Department has taken significant steps to ensure the safety of the staff and participants in our programs. These steps have included cancelling or postponing programs, modifying facilities, changes in program design, detailed staff training, and additional cleaning and disinfecting procedures.

Our recreational programs offer participants the opportunity to participate in a wide variety of enriching activities. Your safety and the safety of our staff is of utmost importance to us. We will be taking the following measures to mitigate the concerns and spread of COVID-19 in our programs and community. These measures may change during the summer based on directives we receive from our governing bodies, Wisconsin Health Services Department and local officials.

STAFFING STRATEGIES

Staff Precautions

Staff will be required to fill out a health assessment daily prior to starting their work day.

Staff will be required to take their temperature daily prior to starting their work day.

Staff must report any indicated symptoms of illness to their direct supervisor.

Staff must comply with provisions of the Pewaukee COVID-19 Employee Policy provided by the Employee Services Department.

Staff Training

Staff will be trained in Personal Protective Equipment.

Staff will be trained per the CDC Guidelines for cleaning and disinfecting parks and recreation facilities and equipment.

Staff will be trained to instruct participants on proper handwashing and sanitization techniques.

Staff Communication

Staff will practice social distancing and, if necessary and per essential orders, the utilization of PPE when in close proximity with others. (I.e. participants, public, outside groups, contractors, etc.).

PROGRAM DESIGN STRATEGIES

Program Design Modifications

Recreation programs will be modified to comply with the current regulations set forth by the State of Wisconsin regarding PPE, social group sizes and industry best practices in recreation management.

This may result in:

Fewer participants allowed in programs.

Modification of spaces, location, storage and materials.

Limited exposure to other participants and staff.

Restrictions on available equipment or activities.

Requiring social distancing during programs.

Requiring hand washing, hand sanitizing and face coverings.

Other conceptual modification as program needs and health requirements change.

Structure

The majority of our recreation programs will be offered in-person, however some may offer virtual options based on participant preferences or may only be offered virtually based on the instructor's preferences. We will work with all participants and instructors to create a system that takes into account the needs and safety of everyone involved. You will be able to determine if a class is offered virtually by checking our registration website at pewaukee.activityreg.com. Note that program details are subject to change.

Supplies *(Fitness equipment, craft supplies, etc.)*

All supplies will be disinfected daily and between uses.

Participants will be required to wash hands and/or sanitize hands between activities after using supplies.

We encourage people to bring their own personal fitness equipment to use in classes when possible (i.e. yoga mat, hand weights, bands, etc.)

Hand sanitizer will be available at all program locations.

For craft classes, participants are welcome to bring their own labeled general supplies like scissors and glue in a plastic Ziploc-style bag.

FACILITY MANAGEMENT MITIGATION STRATEGIES

Our Parks Maintenance crew will be making additional trips to our facilities to clean common areas and restrooms. Our staff will also contact maintenance if special cleaning situations occur. Surfaces and equipment will also be cleaned between uses.

Cleaning Procedures

Our staff will be following the regulations set forth by the CDC and the recommendations by the National Recreation and Park Association.

Our staff will be cleaning activity stations and supplies between activities using approved cleaners and using PPE as necessary and disposable wipes and towels.

Participants and staff must wash hands and/or use hand sanitizer between activities.

PARTICIPANT SAFETY GUIDELINES

Illness

Please do not attend programs while you are ill or have symptoms related to COVID-19.

The Parks and Recreation Department should be notified immediately if a participant gets tested and/or tests positive for COVID-19 and that participant should not attend.

If a participant tests positive, any participants or other staff members who have had contact with that participant for the past 14 days will be notified they have come into contact with someone who has since tested positive and those members will be reminded to self-monitor for symptoms. Names of the individual who tests positive CANNOT be shared.

A participant who tests positive is required to stay home for 14 days and may not return to programs until they have seen an improvement in symptoms AND are 72 hours fever-free without the use of fever reducing medicines and have been released by a medical professional or County Health Department to do so. The 72 hour period can be included in the original 14 days off requirement – fever free on days 12, 13, and 14 would allow them to come back to the program.

Hygiene Requirements/Policies

Participants will be required to follow handwashing, cleaning, and sanitizing procedures as they relate to our activities.

Participants must wear a face mask while participating in indoor activities (per Wisconsin State Emergency Order). This requirement may change based on updated COVID-19 safety requirements.

COMMUNICATION

Program Updates

Updates about program modifications to the plans above will be shared with participants via email as they occur. Individuals should be diligent in reading through these emails as they may contain very important information about new procedures and policies.

Your program instructor may have additional information to share with you at class.

COVID-RELATED Program Cancellations

If the Pewaukee Parks & Recreation cancels a program before it is scheduled to begin, all participants will receive a full refund. If the program is cancelled in the middle of a session, participants will receive a pro-rated credit to be used toward a future program.

If a participant opts to remove him/herself from a class due to COVID-Related concerns, the following refunds will be offered:

14 or more days prior to class start date = 75% refund

7-13 days prior to the class start date = 50% refund

Within one week of start date = No refund

A full refund will only be offered if the program is cancelled by Pewaukee Parks & Recreation.

CONCLUSION

As the COVID-19 Pandemic response changes, so may our responses. Know that we are professionals in our field and we understand the role our services provide to our community. Trust that we are following guidelines and recommendations for best practices for programs, facilities and staff management. If at any time you have questions about these or other program policies, please contact our office at 262-691-7275 or email the Recreation Supervisor: kaskey@pewaukee.wi.us.