



City of Orinda YOUTH & ADULT PROGRAMMING Health and Safety Policies and Procedures

Orinda Parks and Recreation's Enrichment Programs for Youth and Adults are intended to provide a fun, enriching program held in a safe environment. Our professional City staff and corps of contracted instructors are committed to providing you with a fun-loving and safe experience. All programs must be able to comply with the following guidelines to operate. These guidelines are subject to change based on changes in local, state and federal direction related to COVID-19.

Orinda Parks and Rec offerings will follow social distancing, sanitation, and hygiene practices specified by Contra Costa Health Services, and the Federal Centers for Disease Control and Prevention (CDC).

MEDICAL CONDITIONS AND VULNERABLE / HIGH RISK GROUP GUIDELINES

Orinda Parks and Rec Programs are not designed for those that are in the high risk category. Any youth or adults who fall within that category should consult with a doctor about enrolling in these programs. People of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.

COVID-19 PREVENTION MEASURES

In addition to the COVID-19 Prevention Measures noted above, we are asking all parties involved to comply with the remaining guidelines in order to preserve a safe and pleasant time for all. These guidelines are subject to change based on changes in local, state and federal direction related to COVID-19.

- 1. Cleaning/Disinfecting:** In addition to daily cleanings of classrooms, restrooms, and active areas, frequent sanitizing of high touch surfaces will occur throughout the day, including, but not limited to, tables, chairs, counters, door handles, bathrooms and outdoor surfaces. The City continues to follow the State and CAL OSHA's [General Checklist for Child Care Programs and Providers](#).
- 2. Hand Hygiene:** All staff, instructors and participants should wash their hands with soap and water for at least 20 seconds. Alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Flyers will be posted describing handwashing steps near sinks.
- 3. Isolation, Sick Participant and Staff:** Given the variables involved, City Staff will refer to the [Orinda Union School District's Health and Safety Plan, Appendix A: Covid 19 Symptom Check \(pages 7 & 8\)](#) and follow any directives provided. These directives are not only for youth, but also adult programs. Should participants develop any of the COVID-19 related symptoms, please notify us by phone, (925) 254-2445, or email at OrindaParksandRec@CityofOrinda.org. Depending on the circumstance, City staff will review refund requests on a case-by-case basis.
- 4. Staffing:** Upon arrival, City staff and Instructors may complete an informal health screening by answering questions. If passed, staff will then go to the restroom and wash their hands to start their shift. Staff and instructors must possess all required PPE to ensure theirs and participants safety. They must wear a mask (covering mouth and nose) during camp. Reusable masks must be disinfected daily.

Absent Staff Plan and Substitutes:

- Staff and instructors are to stay home if they exhibit any symptoms of being sick. If they must be absent or they become sick, they must inform the supervisor as soon as possible.



- If feasible, supervisors will reach out to substitutes to cover the shift.
 - If a substitute cannot be found, the program may be canceled and pro-rated refunds provided.
5. **Travel Guidelines:** Given the variables involved, City Staff will defer to the [Domestic Travel During COVID-19 Guidelines](#) published by the Centers for Disease Control and Prevention.
6. **Vaccinations:** While the City cannot require a staff member, instructor, or participant to be vaccinated (at this time) and willingly share the information, Orinda Parks and Recreation staff find the value in being vaccinated and in turn encourage all who are able to share this information if they are willing to do so.
7. **Face Covering / Masking:** In accordance with Contra Costa County Health Services, the City of Orinda has updated masking guidelines for indoor and outdoor programs. To learn more about current state guidelines, visit [Contra Costa Health Services](#).
- A. Indoor Programs**
- Instructors will wear a face covering at all times while indoors.
 - All indoor participants for Youth & Adult Programs are required to wear a face covering at all times.
- B. Outdoor Programs**
- Outdoor participants may elect to not wear masks while participating in activities that do not involve sustained close contact with other participants.
 - Instructors will be strongly encouraged and reminded to keep activities socially distanced to the best of their ability, and instructors will enforce masking if any activities require close contact among participants for an extended period of time.
 - Instructors and staff will continue to wear masks at all times.
 - Any parents/guardians who prefer to have their children wear masks during the entirety of an outdoor program may inform instructors. Orinda staff and instructors will support any participant (s) who elects not to wear masks during the entirety of an outdoor program.

INDOOR CLASSES AND PROGRAMMING BEFORE AND AFTER PROGRAM PROTOCOLS

To limit the transmission of COVID-19, Orinda Parks and Recreation is committed to resuming classes and programs in a safe manner by finding creative solutions to customary (pre-pandemic) facility use practices. Our number one priority is to ensure the safety of you, your family, instructors and city staff; therefore we're asking you, the program participant and/or guardian, to assist us in these efforts. Please keep in mind these practices may change as health and safety considerations alter based on current COVID-19 information.

1. Arrival

- Participants and/or guardians are asked to monitor their own and/or child's health for symptoms of illness, daily, and not attend the class/program if they are ill. Daily attestations are not required at this time.
- [Click here for a COVID-19 symptom](#) screening list to be used at home daily. Participants, parents/guardians, instructors, and staff, are expected to self-monitor, and to not enter facilities if symptomatic.
- We ask that participants arrive no more than 5 minutes before class to avoid congregating.
- Upon your arrival, please wait in the **outdoor designated waiting** referenced in the Orinda Community Center map below. Each room is color coordinated with the assigned waiting area.
- The class/program instructor will retrieve and escort participants into the building at the start of the class/program. *For youth programs, parents/guardians are required to stay with their child(ren) until the instructor arrives.
- All participants and/or guardians are required to follow all local health orders regarding the use of face masks, regardless of vaccination status.

2. Departure

- We ask that all participants vacate the space indoors immediately following the conclusion of the class/program. *For youth programs, the instructor will escort the child(ren) back to the designated waiting area.
- All participants are required to wear face masks while they exit the facility.



**Thank you for choosing to spend your time with us during this unprecedented period.
Orinda Parks and Recreation appreciate your support.**