

# City of Redmond Parks & Recreation Continuity of Operations Plan



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**Redmond  
Parks and  
Recreation**





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## Purpose of Plan

The Continuity of Operation Plan will ensure the delivery of essential organizational functions and coordinate a safe reopening of Parks and Recreation services, programs, facilities, and park amenities. As we progress through the current global COVID 19 pandemic, it is important to continue the delivery of essential services to the community. Examples of essential services the Parks and Recreation Department provide include communications, customer service, recreation services, maintenance and operations of City facilities, and maintenance and operations of parks, trails, and urban forests.

As the transmission of the virus slows, re-activating facilities, parks, and programs will become increasingly important. The re-activation process will be gradual and phased in, aligning departmental action with federal, state, local, and City of Redmond guidelines. Primary guidance will be provided by the Centers of Disease Control and Prevention (CDC), health departments, and the Washington State Governor's office. On May 1, Governor Inslee extended the "Stay Home, Stay Healthy" order until May 31, 2020. The Governor also announced a 4-phase Reopen Washington plan to lift restrictions on recreation, social, and businesses activities. The plan anticipates at least 3 weeks between each phase to allow for monitoring and adaption. Transitioning from one phase to the next will be based on public health data. Each phase requires physical distancing and appropriate health precautions.

<b>WASHINGTON'S PHASED APPROACH</b> <b>Modifying Physical Distancing Measures as we Reopen the State</b>				
INDIVIDUALS AND BUSINESSES SHOULD FOLLOW ALL REQUIREMENTS LISTED ABOVE DURING ALL PHASES				
	 <b>Phase 1</b>	 <b>Phase 2</b>	 <b>Phase 3</b>	 <b>Phase 4</b>
<b>High-Risk Populations*</b>	Continue to Stay Home, Stay Healthy	Continue to Stay Home, Stay Healthy	Continue to Stay Home, Stay Healthy	Resume public interactions, with physical distancing
<b>Recreation</b>	Some outdoor recreation (hunting, fishing, golf, boating, hiking)	Outdoor recreation involving 5 or fewer people outside your household (camping, beaches, etc.)	<ul style="list-style-type: none"> <li>- Outdoor group rec. sports activities (50 or fewer people)</li> <li>- Recreational facilities at &lt;50% capacity (gyms, public pools, etc.)</li> <li>- Professional sports without audience participation (horseracing, baseball, etc.)</li> </ul>	Resume all recreational activity
<b>Gatherings (social, spiritual)</b>	<ul style="list-style-type: none"> <li>- None</li> <li>- Drive-in spiritual service with one household per vehicle</li> </ul>	Gather with no more than 5 people outside your household per week	Allow gatherings with no more than 50 people	Allow gatherings with >50 people
<b>Travel</b>	Essential travel and limited non-essential travel for Phase I permissible activities	Essential travel and limited non-essential travel for Phase I & II permissible activities	Resume non-essential travel	Continue non-essential travel
<b>Business/Employers</b>	<ul style="list-style-type: none"> <li>- Essential businesses open</li> <li>- Existing construction that meets agreed upon criteria</li> <li>- Landscaping</li> <li>- Auto/RV/boat/ORV sales</li> <li>- Retail (curb-side pick-up orders only)</li> <li>- Car washes</li> <li>- Pet walkers</li> </ul>	<ul style="list-style-type: none"> <li>- Remaining manufacturing</li> <li>- Additional construction phases</li> <li>- In-home/domestic services (nannies, housecleaning, etc.)</li> <li>- Retail (in-store purchases allowed with restrictions)</li> <li>- Real estate</li> <li>- Professional services/office-based businesses (telework remains strongly encouraged)</li> <li>- Hair and nail salons/barbers</li> <li>- Pet grooming</li> <li>- Restaurants/taverns &lt;50% capacity table size no larger than 5 (no bar-area seating)</li> </ul>	<ul style="list-style-type: none"> <li>- Restaurants/taverns &lt;75% capacity/ table size no larger than 10</li> <li>- Bar areas in restaurant/taverns at &lt;25% capacity</li> <li>- Movie theaters at &lt;50% capacity</li> <li>- Customer-facing government services (telework remains strongly encouraged)</li> <li>- Libraries</li> <li>- Museums</li> <li>- All other business activities not yet listed except for nightclubs and events with greater than 50 people</li> </ul>	<ul style="list-style-type: none"> <li>- Nightclubs</li> <li>- Concert venues</li> <li>- Large sporting events</li> <li>- Resume unrestricted staffing of worksites, but continue to practice physical distancing and good hygiene</li> </ul>

\* High-risk populations are currently defined by CDC as: persons 65 years of age and older; people of all ages with underlying medical conditions (particularly not well controlled); including people with chronic lung disease or moderate to severe asthma, people who have serious heart conditions, people who are immunocompromised, people with severe obesity, people with diabetes, people with chronic kidney disease undergoing dialysis, and people with liver disease; people who live in a nursing home or long-term care facility.

Chart found at <https://www.governor.wa.gov/news-media/chart-washingtons-phased-approach>

## Key Elements of Reopening Plan

It is critical to expedite the development and implementation of a reopening plan aligning levels of service (LOS) with the Governors 4-phase reopen plan and City administration directives. The Reopening Plan should include information with the following considerations:

- Meet essential public health guidelines
- Phase in reopening efforts
- Identify reopening schedule of facilities and park amenities
- Identify recreation programs and initiation schedule
- Assess the risk of facilities, spaces, and programs
- Identify staffing levels and work schedules for each phase and program
- Identify staffing work assignments
- Address vulnerable population needs
- Develop a comprehensive communications plan
- Address staff training and measures to protect staff and public
- Identify appropriate cleaning and disinfection practices
- Manage contracts and vendor relationships to ensure safety
- Secure critical supplies (PPE, cleaning products, signage, etc.)
- Evaluate and inform emergency plans
- Identify funding requirements to implement plan

## Staff Training Measures

To be consistent with the ECC redeployment plan and HR action plans City-wide.

## Cleaning & Disinfection Practices

To be consistent with the ECC redeployment plan and HR action plans City-wide.

## Facility Operation Plans

To be completed when more information is released about repopulation and universal standards for City facilities. Should include procedures for:

- Positive COVID cases
- Individuals arriving symptomatic
- Check in procedures
- Visitors, vendors and meetings
- Any other guidelines given by ECC
- Procedure for obtaining PPE (this may be common knowledge to some; but others may not know)

## Play Safe, Stay Safe Reopening Matrix

City of Redmond continues to follow guidelines established by the Centers for Disease Control (CDC), King County Public Health, and the Governor's office. The Play Safe, Stay Safe Plan is based on the Governor's four phase plan for King County and will adjust in alignment with the Governor's Orders.

		Phase 1	Phase 2	Phase 3	Phase 4
Outdoor Spaces	Parks, Trails & Parking Areas	Open	Open	Open	Open
	Picnic Tables & Benches	Open	Open Tables & chairs returned to Downtown Park.	Open	Open
	Juel Disc Golf	Open	Open	Open	Open
	Idylwood Beachfront	Open No lifeguards on duty. Swim at your own risk.	Open. No lifeguards on duty. Swim at your own risk.	Open. No lifeguards on duty. Swim at your own risk.	Open. Lifeguards on duty.
	Public Restrooms	Closed (Except Downtown Park & Watershed)	Open	Open	Open
	Pickleball & Tennis Courts	Open** (modified Phase 1)	Open	Open	Open
	Edge Skate Park	Closed	Open	Open	Open
	Basketball & Volleyball Courts	Closed	Closed	Open	Open
	Outdoor Exercise Equipment	Closed	Closed	Open	Open
	Playgrounds	Closed	Closed	Open	Open
	Sports Fields	Closed	Closed	Open*	Open
	Picnic Shelters	Closed	Closed	Open*	Open
	Splash Pads	Closed	Closed	Open	Open
	FM Park Barnyard & Arenas	Closed	Closed	Open	Open
	Redmond Community Center	Closed	Closed	Open*	Open
	Old Firehouse Teen Center	Closed	Closed	Open*	Open
	Anderson Park Cabins	Closed	Closed	Available for rent*	Available for rent
	Grass Lawn Arts Studio	Closed	Closed	Closed	Open for Arts Activities
	City Hall Bytes Cafe	Closed	Closed	Closed	Open
Recreation Services	Activities/Classes	All recreation services & activities are canceled with the exception of: Meals on Wheels Virtual Recreation Park Ambassadors	All recreation services & activities are canceled with the exception of: Meals on Wheels Virtual Recreation Park Ambassadors	Recreation services & activities are canceled with the exception of: Meals on Wheels Virtual Recreation Equestrian Activities Fitness Adult Softball/Baseball Adult Tennis	All recreation services & activities resume in accordance with Washington's Phased Approach to Reopening. Some limitations may still be in place. See website for more information at <a href="http://Redmond.gov/playsafe">Redmond.gov/playsafe</a>
	Summer Camps	Canceled	Canceled	Limited camps with restrictions	Limited camps with restrictions
	Facility Rentals	Canceled	Canceled	Available*	Available*
	Sports Leagues	Canceled	Canceled	Youth & Adult Outdoor Sports	All leagues resume
	Green Redmond Restoration Events	Canceled	Canceled	Canceled	Available with restrictions*
	Special Events (internal & external)	Canceled until 8/31/20	Canceled until 8/31/20	Canceled until 8/31/20	Available on or after 9/1/20
*Capacity of facilities, shelters, fields & rentals will be reduced in accordance with the Governor's Phased Reopening. Hours of operation will be limited.					
**When the Governor has approved King County to enter a modified Phase 1, this facility will be available.					

## Service Areas

### *Parks, Trails, and Urban forests*

**Phase 1:** City of Redmond parks and trails, Downtown Park and Watershed restroom, Juel Disc Golf, the Redmond Bike Park and picnic tables are currently open. All City facilities and active recreation areas where physical distancing is difficult to maintain are closed. This includes picnic shelters, sports fields, playgrounds, splash pads, outdoor exercise equipment, Farrel-McWhirter barnyard and arenas, Edge Skate Park and most public restrooms. Tennis and Pickleball courts will open when King County enters into a modified Phase 1 of the Governor's Safe Start Plan. Closures are in accordance with Phase 1 of the Governor's Safe Start plan.

**Phase 2:** City of Redmond will reopen public restrooms and Edge Skate Park when Phase 2 of the Governor's Safe Start plan is authorized.

**Phase 3:** City of Redmond will reopen outdoor exercise equipment, basketball courts, volleyball courts, picnic shelters (with reduced capacity), sports fields (for organized play with 50 people or less) and playgrounds at neighborhood parks when Phase 3 of the Governor's Safe Start plan is authorized. Playgrounds at community parks will remain closed.

**Phase 4:** All recreational activities and amenities will resume when Phase 4 of the Governor's Safe Start plan is authorized. Physical distancing and other safety measures should be adhered to in order to keep areas and amenities open. This includes lifeguards at Idylwood Park Beachfront.

### *Community Centers*

**Phase 1:** All community centers are closed

**Phase 2:** All community centers are closed

**Phase 3:** The Redmond Community Center and Old Firehouse Teen Center are open with reduced hours. City Hall Bytes Café remains closed. The Redmond Community Center and Old Firehouse Teen Center will resume some activities and camps in adherence to the Governor's orders.

Redmond Community Center	Old Firehouse Teen Center	City Hall Bytes Café
Monday-Friday: 8am-5pm  Available for rentals on Saturday and Sundays with restrictions.	Monday-Friday: 8am-5pm  Available for rentals on Saturday and Sundays with restrictions.	Closed

**Phase 4:** All community centers are open for modified business hours. Hours of operation are subject to change based on programs, and seasonal fluctuations.

Redmond Community Center	Old Firehouse Teen Center	City Hall Bytes Café
<b>Monday-Friday:</b> 7am-9pm <b>Saturday:</b> 8:00am-5:00pm <b>Sunday:</b> Closed  Available for rentals on Sundays with restrictions.	Monday: Closed Tuesday-Thursday: 3:30pm-9:30pm Friday: 7pm-10pm Saturday: 4pm-10pm Sunday: Closed	<b>Monday-Friday:</b> 8:30am-5pm

## Recreation Services

A detailed redeployment of recreation services can be found in [Appendix D](#).

### Activities

**Phase 1:** All recreation services and activities are canceled with the exception of: Meals on Wheels, Virtual Recreation and Park Ambassadors.

**Phase 2:** All recreation services and activities are canceled with the exception of: Meals on Wheels, Virtual Recreation, and Park Ambassadors.

**Phase 3:** All recreation services and activities are canceled with the exception of: Meals on Wheels, Virtual Recreation, Equestrian Activities, Limited Summer Camps and Fitness Programs.

**Phase 4:** All recreation services and activities resume in accordance with Washington's Phased Approach to Reopening. Some limitations may still be in place.

### Summer Camps

A comprehensive Summer Camp Recommendation can be found in [Appendix B](#). All redeployment is based on Option C from the Summer Camp Recommendations. The recommendation document also contains preliminary redeployment procedures and considerations.

**Phase 1:** All summer camps are canceled.

**Phase 2:** All summer camps are canceled.

**Phase 3:** Begins no earlier than July 13<sup>th</sup>, 2020.

Select internal day camps will run with the following considerations in place:

- Priority will be given to camps serving ages 6-12.
- Campers will be split into groups of no more than 8 campers. Campers will stay together and will not co-mingle with other groups.
- No field trips will be held.
- Programs will take place outdoors, or where the option to go outdoors is available.
- Each camper will receive their own set of materials.
- Any supplies unable to be disinfected will not be used.
- Masks worn by staff at all times.
- Protocols in place that allow for physically distanced behavior management.
- Daily health checks for all staff and participants.
- Follow disinfecting timelines and requirements.
- Provide ample time for handwashing and transition allowing for consistent disinfecting.

Camps included in redeployment:

- Arts Camps
- Equestrian Camps
- Camp Redmond

**Phase 4:** Begins no earlier than August 3<sup>rd</sup>, 2020.

Contractors can offer activity-based programming running no longer than 90 minutes at a time through the month of August.

## Rentals

**Phase 1:** All facility, picnic shelter, cabin and field rentals are canceled.

**Phase 2:** All facility, picnic shelter, cabin and field rentals are canceled.

**Phase 3:** All facility, picnic shelter, cabin and field rentals resume with restrictions in accordance with the Governor's order. Facility and cabin rentals will be reduced to 50% of posted capacity, picnic shelters will be limited to no more than 50 people and field rentals will be limited to organized play with 50 people or less. Renters and participants will be required to adhere to physical distancing and guidelines in accordance with the CDC, King County Public Health and the Governor's Office.

**Phase 4:** All facility, picnic shelter, cabin and field rentals are available in normal operating capacity. All rentals must adhere to physical distancing and guidelines in accordance with the CDC, King County Public Health and the Governor's Office.

## Park Ambassador Program

While recreation activities are canceled due to COVID-19, several full-time staff have been monitoring parks to ensure physical distancing is practiced, groups are not gathering and to educate the public about the current phase. Staff from the Park Operations division have monitored daytime use and Recreation/Engagement Division staff members have been monitoring evening use.

The purpose of the Park Ambassador program is to introduce, inform, educate and enforce.

- 1.) *Introduce* and identify themselves as City of Redmond staff;
- 2.) *Inform* park goers of closures and other cancellations;
- 3.) *Educate* them regarding the current phase requirements and Stay Home, Stay Healthy;
- 4.) and *Enforce* by calling Redmond Police Department if further support is needed.

We expect park use to increase as weather improves. As redeployment of activities and services occurs Recreation FTE's alone cannot support the evening (4-8 p.m.) ambassador program. Should there be continued emphases placed in providing this service supplemental employees will be needed effective July 1<sup>st</sup> at a cost of \$8,000 monthly.

## Idylwood Beach Lifeguard Program

A comprehensive Idylwood Beach Lifeguard Recommendation can be found in [Appendix C](#). All redeployment is based on Option 1 from the Idylwood Beach Lifeguard Recommendation.

The recommendation is to deploy lifeguards at Idylwood during Phase 4. In consultation with the City Attorney, cities are not mandated to lifeguard open water beaches. In addition, the City is covered by the State of Washington Recreational Immunity Act if there were an incident at the beach.

Staff will proceed in planning for a summer lifeguard program that could be operational as early as July 20<sup>th</sup> and will remain operational through September 6<sup>th</sup>. Prior to that point, signage will be provided to inform beach goers that they are swimming at their own risk. If Phase 4 has not been reached by July 30<sup>th</sup>, the summer lifeguard program will not deploy. At this point, it would be difficult and expensive to hire, train and provide summer lifeguards on the beachfront for such a short period of time.

Deploying lifeguards in Phase 4 is consistent with other local jurisdictions and considers the following:

- Providing a safe work environment for supplemental staff members/lifeguards
- Management of numbers at the beach and in the water
- Inability to distance in a beachfront setting
- Difficulty of offering a quality program on short notice
- Availability of lifeguards
- Training guards with restrictions in place. Currently, there is no open water lifeguard training available.

## Customer Service

### Phase 1

	Monday	Tuesday	Wednesday	Thursday	Friday
City Hall	Telecommute 8am-5pm	On-site*: 9am-4pm	Telecommute 8am-5pm	On-site*: 9am-4pm	Telecommute 8am-5pm
RCCMV	Telecommute 8am-5pm	Telecommute 8am-5pm	Telecommute 8am-5pm	Telecommute 8am-5pm	Telecommute 8am-5pm

#### Phase 1 Requirements\*

- Facilities are closed to the public
- One employee is on-site at City Hall two days per week
- Customer Service Staff rotate into the on-site role to support essential services such as mail, payment processing and meals on wheels

### Phase 2

	Monday	Tuesday	Wednesday	Thursday	Friday
City Hall	Telecommute 8am-5pm	On-site*: 9am-4pm	Telecommute 8am-5pm	On-site*: 9am-4pm	Telecommute 8am-5pm
RCCMV	Telecommute 8am-5pm	Telecommute 8am-5pm	Telecommute 8am-5pm	Telecommute 8am-5pm	Telecommute 8am-5pm

#### Phase 2 Requirements\*

- *Facilities are closed to the public*
- *One employee is on-site at City Hall two days per week*
- *Customer Service Staff rotate into the on-site role to support essential services such as mail and payment processing*

### Phase 3

	Monday	Tuesday	Wednesday	Thursday	Friday
City Hall	On-site*: 8am-5pm	On-site*: 8am-5pm	On-site*: 8am-5pm	On-site*: 8am-5pm	On-site*: 8am-5pm
RCCMV	On-site*: 8am-5pm	On-site*: 8am-5pm	On-site*: 8am-5pm	On-site*: 8am-5pm	On-site*: 8am-5pm

#### Phase 3 Requirements\*

- City Hall and Redmond Community Center (RCCMV) are open for customer service
- Redmond Community Centers operates with limited hours.
- No more than two customer service staff are scheduled at any one-time at City Hall
- No more than two guest services staff are scheduled at any one-time at RCCMV
- Staff not scheduled on-site will perform functions by telecommuting

### Phase 4

	Monday	Tuesday	Wednesday	Thursday	Friday
City Hall	On-site*: 8am-5pm	On-site*: 8am-5pm	On-site*: 8am-5pm	On-site*: 8am-5pm	On-site*: 8am-5pm
RCCMV	On-site: 7am-9pm	On-site: 7am-9pm	On-site: 7am-9pm	On-site: 7am-9pm	On-site: 7am-9pm

#### Phase 4 Requirements\*

- City Hall and Redmond Community Center are open for customer service
- No more than two customer service staff are scheduled at any one-time at City Hall
- No more than two guest services staff are scheduled at any one-time at RCCMV
- Staff not scheduled on-site will perform functions by telecommuting

## Communications

As the *Play Safe, Stay Safe* plan is rolled out, all communication channels will be used to inform the public about areas that are open or remain closed, and educate all users and participants on safe use of Parks and Recreation places, spaces and programs in adherence with CDC guidelines, King County Public Health and the Governor's office.

All communication messaging and strategies are outlined in the COVID-19 Communications Plan located in [Appendix A](#).

### Communication Channels

Channels	Audience	Frequency	Details
Parks Facebook	9,000 followers	Weekly posts	<a href="http://www.facebook.com/RedmondParks">www.facebook.com/RedmondParks</a>
Parks e-newsletter	26,000 subscribers	Every Tuesday	<a href="http://www.redmond.gov/enews">www.redmond.gov/enews</a>
ActiveNet	Customers	As needed	<a href="http://www.redmond.gov/Register">www.redmond.gov/Register</a>
Website	Public, community	Maintained to be current and reflect each phase.	<b>City Updates:</b> <a href="http://www.redmond.gov/COVID-19">www.redmond.gov/COVID-19</a>  <b>Parks Updates:</b> <a href="http://www.redmond.gov/PlaySafe">www.redmond.gov/PlaySafe</a>  <b>Parks FAQ:</b> <a href="http://www.redmond.gov/ParksFAQ">www.redmond.gov/ParksFAQ</a>
Email/Phone	Participants, customers	As needed	
Signage	Parks, facilities	With each phase	AFrames, yard signs, posted signs

Phase	Priorities	Signage	Outreach/Media
<b>Phase 1</b>	<ul style="list-style-type: none"> <li>• Park Safety</li> <li>• Activity/Event Cancellations</li> <li>• Response to concerned citizens</li> </ul>	<ul style="list-style-type: none"> <li>• Facility closures</li> <li>• Park amenity closures</li> <li>• Physical distancing</li> <li>• General Safety</li> </ul>	<ul style="list-style-type: none"> <li>• Parks e-newsletter</li> <li>• Participant outreach</li> <li>• Weekly social media posts</li> <li>• Website updated with chart</li> <li>• Press Release- Special Events</li> </ul>
<b>Phase 2</b>	<ul style="list-style-type: none"> <li>• Play Safe, Stay Safe Deployment</li> <li>• Park Safety</li> <li>• Phase 2 activities</li> <li>• Response to concerned citizens</li> </ul>	<ul style="list-style-type: none"> <li>• Idylwood beachfront</li> <li>• Edge Skate Park open</li> <li>• Pickleball and Tennis Courts open</li> <li>• Physical distancing</li> </ul>	<ul style="list-style-type: none"> <li>• Press release: Play Safe plan</li> <li>• Parks e-newsletter</li> <li>• Participant outreach</li> <li>• Weekly social media posts</li> </ul>
<b>Phase 3</b>	<ul style="list-style-type: none"> <li>• Phase 3 activities</li> <li>• Facilities reopening</li> <li>• Idylwood safety</li> <li>• Summer Camps</li> <li>• Response to concerned citizens</li> </ul>	<ul style="list-style-type: none"> <li>• Facility signage</li> <li>• Requirements for entry</li> <li>• Front Desk signage</li> <li>• Beach safety</li> </ul>	<ul style="list-style-type: none"> <li>• Parks e-newsletter</li> <li>• Participant outreach</li> <li>• Weekly social media posts</li> <li>• Summer safety video</li> <li>• Press release: summer camps, activities and facilities</li> </ul>
<b>Phase 4</b>	<ul style="list-style-type: none"> <li>• Summer Camps</li> <li>• City Hall Bytes Café reopening</li> <li>• Phase 4 activities</li> <li>• Response to concerned citizens</li> </ul>	<ul style="list-style-type: none"> <li>• Summer Camp signs</li> <li>• City Hall Bytes café</li> <li>• Safety signage for playgrounds</li> </ul>	<ul style="list-style-type: none"> <li>• Summer safety video</li> <li>• E-newsletter</li> <li>• Customer emails to renters, summer camps participants</li> <li>• Summer camp collateral update</li> </ul>

## Appendix A - COVID-19 Parks and Recreation Communication Plan

Current Status of Communications- as of June 1, 2020

<b>City of Redmond Facilities</b>	Closed through June 30, 2020
<b>Parks, Trails and Parking Lots</b>	Open*
<b>Edge Skate Park</b>	Closed until further notice
<b>City Playgrounds</b>	Closed until further notice
<b>City Sports Courts</b>	Closed until further notice
<b>City Sports Fields</b>	Closed until further notice
<b>Public Restrooms</b>	Closed until further notice (except Downtown Park & Watershed Park)
<b>Splash Pads</b>	Closed until further notice
<b>Idylwood Beachfront</b>	Open*
<b>Activities and Rentals</b>	Cancelled through July 5, 2020
<b>Summer Camps</b>	Cancelled through July 5, 2020. (First 2 weeks of camp cancelled)
<b>Special Events (internal &amp; external)</b>	Cancelled through August 31, 2020.

\*Safety messaging posted in accordance with guidelines and requirements

### Key Messaging Points

- City Staff are working on a redeployment plan to allow operations of facilities, park amenities and some activities to resume in accordance with Governor Inslee's Safe Start plan.
- The Play Safe, Stay Safe Plan is based on the Governor's four phase plan for King County and will adjust in alignment with the Governor's Orders.
- City of Redmond continues to follow guidelines established by the Centers for Disease Control (CDC), King County Public Health, and the Governor's office.
- While visiting City of Redmond parks, please remember to stay home if you are sick, bring a face covering, avoid crowded areas, and keep a physical distance of at least 6 feet from other park visitors outside of your household.
- As facilities, park amenities and other areas open, physical distancing and other safety measures established by the Centers for Disease Control, King County Public Health, and the Governor's office should be adhered to.
- Our top priority is the safety of our community and employees, and we are evaluating all available options to resume programs and activities. Information on the status of camps and activities will be available early June.
- This is an evolving situation and City staff are working closely with other agencies and neighbor cities on safety measures and protocols for activities, camps and facility operations. The City continues to operate in accordance with the most current information provided by the Centers for Disease Control (CDC), King County Public Health, and the Governor's office.

## Safety Messaging

- Help keep our parks safe!
- Practice physical distancing, avoid crowded areas, stay home if you are sick and follow the most current CDC guidelines.
- With your help, City of Redmond parks and trails can remain open for the enjoyment of all!
- Our parks and green spaces matter now more than ever. It is essential that we work together and follow the rules so that we can all enjoy our community's parks and open spaces.

## Safety Messaging Strategies

- Rotation of weekly Facebook posts to include safety messaging
- Posted signage at all parks to educate and inform the public on requirements and park safety
- Safety messaging is incorporated into COVID-19 page, and Parks and Rec FAQ page
- Messaging is placed in the footer of the Parks e-newsletter sent out every Tuesday
- Share NRPA and WRPA resources along with general safety messaging

## Parks Signage

Currently in place. New signage would be rolled out as the dial is turned for each phase.

Language	Type/Dimensions	Location
<b>Help keep our parks safe!</b> - Practice physical distancing - Avoid crowded areas - Stay home if you are sick - Follow the most current CDC guidelines.  With your help, City of Redmond parks and trails can remain open for the enjoyment of all!	Yard Signs Aframes	All Parks and trails
<b>Help Keep Our Parks Safe!</b> Picnic tables and seating are not sanitized. Use at your own risk. Practice physical distancing- keep 6 feet apart Avoid crowds and gathering Wash your hands before and after use Stay home if you are sick	8.5x11	Picnic tables, benches
<b>Do Your Part, Stay 6 Feet Apart</b> [visual image]	Yard Signs	All parks All trails
<b>Picnic Shelters &amp; Sports Fields</b>  <b>Phase 1 &amp; 2</b> [Area] Closed Due to COVID-19, large gatherings are prohibited based on current recommendations by health officials. <b>Phase 3</b> [Area] Open with limited capacity Gatherings of 50 or more are prohibited based on the Governor's Safe Start plan. Please continue to practice physical distancing. <b>Phase 4</b> [Area] Open Play Safe, Stay Safe by practicing physical distancing of at least 6 feet, wash your hands before and after play, and stay home if you are sick or showing symptoms.	8.5x11 signs posted Aframes placed	Picnic Shelters
<b>Park Amenities</b>  <b>Phase 1 &amp; 2</b> [AREA] Closed. Do not enter Due to COVID-19, large gatherings are prohibited based on current recommendations by health officials. <b>Phase 3 &amp; 4</b> [AREA] Open. Play Safe, Stay Safe by practicing physical distancing, wash your hands before and after use, stay home if you are sick or showing symptoms.	11x17 Aframes	Playgrounds

## Play Safe, Stay Safe Timeline & Messaging

As the dial is turned for each phase, messaging will shift to align with each phase. As language is developed, resources to support the opening of each phase will include the COOP- Reopening Plan, and the Play Safe, Stay Safe Reopening Chart. The Play Safe, Stay Safe Reopening Chart will be shared as we move into each phase.

### Phase 1

#### Parks, Trails and Open Spaces

City of Redmond parks and trails remain open, but all active recreation areas where physical distancing is difficult to maintain are closed until further notice. These areas include playgrounds, sports courts, sports fields, picnic shelters, splash pads and most public restrooms. The City of Redmond is developing a Play Safe, Stay Safe reopening plan to allow these recreation areas to reopen safely in accordance with Governor Inslee's Safe Start four-phase plan.

#### Facility Closures

City of Redmond continues to follow guidelines established by the Centers for Disease Control (CDC), King County Public Health, and the Governor's office. To slow the spread of COVID-19, all City of Redmond facilities and community centers are closed through June 30, 2020. The City of Redmond is developing a Play Safe, Stay Safe reopening plan to allow facilities to reopen safely in accordance with Governor Inslee's Safe Start four-phase plan.

#### Rentals

Redmond Parks and Recreation has cancelled all rentals scheduled through July 5, 2020. All renters scheduled through July 5, 2020 have been notified and refunded. Future reservations for this season are not being accepted at this time. The City of Redmond is developing a Play Safe, Stay Safe reopening plan to allow rentals to resume safely in accordance with Governor Inslee's Safe Start four-phase plan.

#### Special Events

Out of an abundance of caution and in accordance with the most current recommendations by the CDC, King County Public Health and the Governor's office, all city produced special events are cancelled through August 31, 2020. All permitted special events issued through the City of Redmond are also cancelled through August 31, 2020. Special events may be rescheduled after September 1 if authorized by the Governor's "Safe Start" reopening plan. Applications are being accepted for events scheduled to take place September 1, 2020 or later. If any changes occur, the City of Redmond will provide notification to the event producer.

#### Recreation Activities

Redmond Parks and Recreation cancelled the remainder of spring activities, programs, classes and leagues scheduled through July 5, 2020. All participants have been notified and refunds have automatically been issued. The City of Redmond is developing Play Safe, Stay Safe reopening plan to allow activities to resume safely in accordance with Governor Inslee's Safe Start four-phase plan.

#### Summer Camps

All recreation activities and camps are canceled through July 5, 2020. The first two weeks of summer camps are canceled as well (the weeks of June 22 and June 29). City staff are working closely with other agencies and neighboring cities on safety measures and protocols that we hope will allow us to safely resume operations of our facilities and programs this summer. The City of Redmond is also developing a Play Safe, Stay Safe reopening plan to allow summer camps to resume safely in accordance with Governor Inslee's Safe Start four-phase plan.

## Phase 2

King County has met the requirements to move into Phase 2 of the Governor's plan. This means that City of Redmond can move into Phase 2 of the Play Safe, Stay Safe reopening plan. Under this phase, more park amenities are open, including Edge Skate Park. Most recreation services are canceled, including summer camps, but virtual recreation offerings are available.

While visiting our parks, remember to stay home if you are sick, bring a face covering and keep a physical distance from other park visitors outside of your household.

It is essential that we work together and follow the rules so that we can all enjoy our community's parks and open spaces.

For detailed information about our parks, trails and available amenities- please visit [www.redmond.gov/PlaySafe](http://www.redmond.gov/PlaySafe)

## Phase 3

King County has met the requirements to move into Phase 3 of the Governor's plan. This means that City of Redmond can move into Phase 3 of the Play Safe, Stay Safe reopening plan. Under this phase, more park amenities and most community centers are open with restrictions. Additional recreation services are also available, including summer camps. View our reopening matrix for details on what is open and what is closed.

While visiting our parks, remember to stay home if you are sick, keep a physical distance from others outside of your household and follow the most current guidelines provided by the CDC, King County Public Health and the Governor's office.

It is essential that we work together and follow the rules so that we can all enjoy our community's parks and open spaces.

For detailed information about our parks, trails and available amenities- please visit [www.redmond.gov/PlaySafe](http://www.redmond.gov/PlaySafe)

## Phase 4

King County has met the requirements to move into Phase 4 of the Governor's plan. This means that City of Redmond will move Phase 4 of the Play Safe, Stay Safe reopening plan. Under this phase, all park amenities and community centers are open with some restrictions. Most recreation services are also available, including summer camps. View our reopening matrix for details on what is open and what is closed.

While visiting our parks, remember to stay home if you are sick, keep a physical distance from others outside of your household and follow the most current guidelines provided by the CDC, King County Public Health and the Governor's office.

It is essential that we work together and follow the rules so that we can all enjoy our community's parks and open spaces.

For detailed information about our parks, trails and available amenities- please visit [www.redmond.gov/PlaySafe](http://www.redmond.gov/PlaySafe)

## Social Media

The Parks Facebook page will provide timely, frequent communication regarding open and closed areas, impacts to programs or services, and general safety in the parks.

### Play Safe, Stay Safe Reopening Campaign

To be established upon approval of the Play Safe, Stay Safe Reopening Plan

### #RecreateResponsibly Redmond Campaign (Parks Safety)

Facebook- Message	Media	Link/Tags
Looking for guidance on how to get outdoors during the pandemic? Check out the #RecreateResponsibly guidelines and learn how to protect the people and places you love while you get outside!		<a href="https://www.recreateresponsibly.org/">https://www.recreateresponsibly.org/</a>  #OurRedmond #RecreateResponsibly
We're all eager to get back outdoors—and we want to do it right. Check out the new #RecreateResponsibly guidelines for getting outside responsibly.		<a href="https://www.recreateresponsibly.org/">https://www.recreateresponsibly.org/</a>
<b>Planning a Visit to a Local Park?</b> <b>Know Before You Go!</b> City of Redmond parks and trails remain open- but all playgrounds, sport fields, sport courts, picnic shelters and most restrooms are closed. Protect the people and places you love while you get outside. #RecreateResponsibly with these guidelines.		#recreateresponsibly #OurRedmond  Redmond.gov/ParksFAQ
<b>Sunny Days are Here- but together, let's keep our parks safe!</b> Practice physical distancing, avoid crowded areas, stay home if you are sick and follow the most current CDC guidelines. With your help, City of Redmond parks and trails can remain open for the enjoyment of all!	[VIDEO] <a href="https://www.facebook.com/CityOfRedmond/videos/237289720986374/">https://www.facebook.com/CityOfRedmond/videos/237289720986374/</a>	#SunnyDaySafety #Recreateresponsibly #OurRedmond
<b>Meet [name], one of our Park Ambassadors!</b> For the past month, Redmond Park Ambassadors have helped promote positive park usage and educate users on physical distancing and other safety measures. Park Ambassadors are in our parks seven days per week. If you see [name] or any other ambassador out in the park, feel free to ask a question or give us a wave... from at least six feet away.		#RedmondParks #recreateresponsibly #OurRedmond

## Summer Camps & Activities

### Strategies:

- Establish an outreach strategy to notify impacted parties before the public is notified
- Anticipate questions and be prepared with messaging as information goes out
- Establish a centralized location for information; both internally & externally
- Create an internal communications guide and review it at all meetings

### Outreach Strategy & Timeline

Audience	Channel	Date	Staff
Contractors	Email	5/13/20 - 5/15/20	Programmers
Staff	Parks & Rec team (CS, GS, Rec)	5/20/20	Bethany
Participants	Email outreach (phone support)	5/19/20 - 5/22/20	Guest Services
Renters	Email outreach (phone support)	5/13/20 - 5/15/20	Guest Services
General Public	Website (COVID-19, FAQ, & Parks pages)	5/20/20	Bethany
General Public	ActiveNet Module	5/20/20	Brittany/GS

#### Public – Website

The City of Redmond has extended the closure of City facilities and community centers through June 30. With this extension, all recreation activities, programs and rentals scheduled through July 5, 2020 are canceled. This cancellation also impacts the first two weeks of summer camps (weeks of June 22 and June 29).

The health and safety of the community, participants and employees is our top priority. The City continues to plan for activities and rentals to resume this summer and will adjust in adherence with guidelines established by the Centers for Disease Control (CDC), King County Public Health, as well as following orders and directives from the Governor's office. Information on resuming summer camps, activities and services will be available early June. For the most current information, please visit [redmond.gov/COVID-19](https://redmond.gov/COVID-19) or visit our [Frequently Asked Questions](#).

#### Public – Facebook

The City of Redmond has extended the closure of City facilities and community centers through June 30. With this extension, all recreation activities, programs and rentals scheduled through July 5, 2020 are canceled. This cancellation also impacts the first two weeks of summer camps (weeks of June 22 and June 29). Information on resuming summer camps, activities and services will be available early June. For the most current information, please visit [redmond.gov/COVID-19](https://redmond.gov/COVID-19) or visit our [Frequently Asked Questions](#).

#### Public – eNews

All recreation activities, programs and rentals scheduled through July 5, 2020 are canceled. This cancellation also impacts the first two weeks of summer camps (weeks of June 22 and June 29). For the most current information, please visit [redmond.gov/COVID-19](https://redmond.gov/COVID-19) or visit our [Frequently Asked Questions](#)

## Appendix B - Summer Camp Program Recommendation

### Overview

The options laid out below follow Washington's Phased Approach Plan by identifying the phase in which re-deployment of camps may occur. The recommendation considers an evaluation of the following:

- Health recommendations by CDC, King County Public Health, ACA and NRPA;
- Community feedback gathered through questionnaire sent to current and past registrants;
- Feedback from contractors and other service providers;
- Total number of registrations in camps;
- Input from staff.

There are four options listed. **The recommended option is Option C** which allows for limited summer camps to resume in Phase 3 with more camps resuming in Phase 4 allowing for upholding all health and safety guidelines in place.

- **Option A – Aggressive Camp Redeployment** – begins no earlier than July 13<sup>th</sup>, 2020.
  - Allows for both internal and contractor led camps to resume at Phase 3. All internal and contractor operated programming will need to meet the stringent guidelines laid out by City of Redmond. Camps would be limited to four locations.
- **Option B – Moderate Camp Redeployment** – begins no earlier than July 13<sup>th</sup>, 2020.
  - Allows for internal camps to resume at Phase 3. Contractor led camps would resume at Phase 4. Contractors unable to run camps would pivot to offer recreation activities in summer season starting the week of July 20<sup>th</sup> and running through the week of August 31<sup>st</sup>.
- **Option C – Conservative Camp Redeployment** – begins no earlier than July 13<sup>th</sup>, 2020.
  - Allows for limited internal camps to return at Phase 3. Contractors would pivot to offer recreation activities in Phase 4.
- **Option D – No Summer Camp Redeployment**
  - Cancel all camps and resume recreation activities after Labor Day (assuming Phase 3 has been met).

### Considerations

While staff would like to provide summer recreation camps and programs, they have identified several concerns. Those concerns include:

- If camps are cancelled, loss of revenue and impact on staffing levels.
- Safety cannot be guaranteed to families and participants in the absence of a vaccine.
- Preservation of relationships with contractors and partners in the case of any cancellation or change of summer camping season.
- Difficulty of providing inclusion and adaptive recreation during phases that recommend significant physical distancing measures.
- Timeframe of informing community and families to allow for making alternate plans for their children if needed.
- Use of [NRPA Risk Assessment Tool](#) and [Decision Making Tool](#)

### Community Input

A questionnaire was sent to 2,400 email addresses. This included all families currently registered for summer camps and all families who registered for summer camps in 2019. There was a total of 623 responses for a response rate of 25.9%.

When asked if they would plan to send their child to day camp if Phase 3 was reached in the Governor's Phased Plan, 289 respondents (46.5%) stated that they were "Somewhat Likely" (18%) or "Very Likely" (28.5%). Of the respondents, 50.7% are currently registered for day camp. The primary reason identified for registering their child for camp was for enrichment and education purposes and socialization opportunities. Needing childcare (full day camps) during work hours was a need of 27% of respondents.

The most highly requested camps according to the survey were sports, specialty camps (including equestrian and stem), and arts camps (ranked in order of most to least). The least requested camp was Camp Redmond (full day, internal camp) (10.1% of respondents).

We considered the option of designating Camp Redmond as a program for children of emergency workers and first responders prior to phase 3. Survey data shows 15.8% of respondents identified childcare as a primary reason they are accessing day camps. This was not identified as a main priority by this data.

When asked why they would not send their children to camp this summer, respondents overwhelmingly responded COVID-19 concerns (72% stated this as their primary concern).

As Parks and Recreation has pivoted in this time, virtual recreation has been discussed. A question was asked if parents would be interested in fee-based virtual camps or activities. 60.4% of respondents stated that they would be "Very Unlikely" or "Somewhat Unlikely" while 30.8% stated that they would be "Very Likely" or "Somewhat Likely".

An open comment question was posed asking how Parks and Recreation can better serve families in this time. Responses varied from encouraging all camps to be canceled, requesting virtual recreation options, pleading for camps to run, and asking for clear and timely communication around the decision-making timeline for summer camp.

## Health and Safety Guidelines

Please note these are summary points of guidelines. In-depth documents outlining required PPE and measures taken would be created for approval and distributed to internal and contractor led activities. An Emergency Action Plan (EAP) will be created for each camp site, and some of the steps taken to enhance safety measures would include, but are not limited to:

- Groups of no larger than 8 campers per staff member.
- Programming and curriculum will be adjusted to incorporate physical distancing.
- No shared supplies. Each child will be supplied with their own set of materials.
- Masks worn indoors by all staff and participants.
- Masks worn by staff always.
- Protocols in place that allows for physically distanced behavior management.
- Daily health checks and questionnaires at check in.
- Touchless and one-way check in process to avoid gathering.
- No field trips or transportation.
- Follow disinfecting timelines and requirements set forth by City of Redmond.
- Provide ample time for handwashing and transition allowing for consistent disinfecting.
- Activity demonstrates a risk assessment of low to medium contact intensity, low to medium number of contacts and a high modification potential (as defined by NRPA Risk Assessment).

## Physical Camp Locations

Due to increased safety measures, limited staff capacity, and limited public demand for camps it was determined to lessen the physical locations for any possible summer day camps. The locations that have been identified for summer camping programs are:

- Grass Lawn – able to use arts studio at 50% capacity and outside spaces. Consider use of Tennis Courts.
- RCCMV – use indoor classroom space at 50% of capacity and outdoor spaces
- Farrel-McWhirter Park – Use of outdoor spaces
- Teen Center – Small internal camps, depending on enrollment

## Staff Safety

- Staff will complete health questionnaire and temperature check each day during check in.
- Staff will be provided with gloves and masks for daily use.
- Staff will maintain physical distancing whenever possible (except when required to assist an injured child or other emergency situations) and disposable gloves will be worn if physical assistance is required.

- Whenever possible, staff will remain with the same group of campers throughout the week to reduce exposure.

### Participant Safety

- Signs will be posted at all camp sites restricting entry to anyone with symptoms of illness.
- Separate entry points for campers will be established.
- Hand sanitizer will be at all entry points for use upon arrival.
- Staff will screen children daily for signs of illness.
- Parents will be asked to take their child's temperature prior to arrival each morning.
- Frequent handwashing will be enforced.
- Physical distancing will be maintained during meal and snack times.
- No field trips.

### Cleaning Procedures

- Cleaning and disinfecting routines will be scheduled and maintained by all staff allowing for multiple cleanings of all high touch points.
- Surfaces and objects will be cleaned between rotations of groups.
- Items that cannot be sanitized will not be used.
- Hand sanitizer will be provided at entrances and in all rooms.

### Other Considerations

- Time needed for hiring staff
- Time needed for onboarding and training staff

## Appendix C – Idylwood Beach Lifeguard Program Recommendation

### Overview

Each year, Idylwood Beach Park is staffed with Lifeguards in the months from late June – Labor Day, daily, from 11:00 am – 6:00 pm. This provides a safe beachfront for residents and visitors of Redmond to swim and recreate. Historically, these lifeguards have been hired as seasonal supplemental positions. This year, the City has been in communication with WAVE Aquatics about contracting out lifeguarding services at Idylwood Park. Unfortunately, WAVE has been unable to procure the insurance the City requires. This leaves the city with four options.

#### Option 1 – City Lifeguard Program

No earlier than July 20<sup>th</sup>, 2020 - Deploy City Lifeguards in Phase 4 of the Governor's Safe Start Reopening. Lifeguards on-site would maintain physical safety and provide life-saving services should they become necessary. This would maintain similar service levels to previous years. Prior to Phase 4, the beachfront would remain Open with signage communicating that beachgoers would be swimming at their own risk.

#### Option 2 – Parks Ambassador Supported Site

Provide two non-lifeguard Parks Ambassadors to staff Idylwood Park and fulfill the purposes of the Park Ambassador Program. Staff would be on-site from 11am-6pm daily from June 22<sup>nd</sup>-September 6<sup>th</sup>.

#### Option 3 – Swim at your own risk

Leave the beachfront open and allow the public to swim at their own risk. No staff would be on site and signage would be posted informing the public that lifeguards will not be present.

#### Option 4 – No Swimming

Close and rope off the beachfront.

### Legal Perspective

When asked about levels of risk associated with each proposal, Jim Haney replied: *"Given the recreational immunity statute, the choice between Options 1-3 from a legal perspective becomes one of how much risk the City is willing to take. In that regard, Option #3 likely presents the least risk because as long as the signs are prominently posted so that swimmers are advised there is no lifeguard on duty and therefore have no expectations, the risk of injury is mostly from natural conditions that the City would have immunity for. I am not aware of any requirement that there be lifeguards at a public beach, so you could go without them if you decided to."*

### Staff Concerns

Staff members have identified the following concerns:

- Providing a safe working environment for our supplemental staff members/lifeguards
- Expense of a fully staffed waterfront in a time of economic uncertainty
- Management of numbers at the beach and in the water
- Inability to distance in a beachfront setting
- Difficulty of offering a quality program on short notice
- Availability of lifeguards
- Training guards with restrictions in place

### Recommendation

**The staff recommendation is Option 1.** Staff will proceed in planning for a summer lifeguard program that could be operational in Phase 4, as early as July 20<sup>th</sup> and will remain operational through September 6<sup>th</sup>. Prior to that point, signage will be provided to inform beach goers that they are swimming at their own risk. For this option to be feasible, Phase 4 would need to be reached by August 1<sup>st</sup>. At this point, it would be a too difficult to hire, train and provide a quality lifeguard program for this short period of time.

## Appendix D – Recreation Redeployment Plan

### Overview

The redeployment laid out below follows Washington's Phased Approach Plan by identifying the phase in which redeployment of camps, activities and services may occur. This plan considers the following:

- 1.) Health recommendations by CDC, King County Public Health, Governor's Office, ACA and NRPA;
- 2.) Community feedback gathered through questionnaire sent to current and past registrants;
- 3.) Feedback from contractors and other service providers;
- 4.) Total number of registrations in camps;
- 5.) Input from staff.

Basing the stages of redeployment on Washington's Phased Approach allows us to plan as the state moves between phases and clearly communicate to the community and participants as the Governor communicates changes to the phases based on recent data.

### Health & Safety Guidelines

Please note these are summary points of guidelines. In-depth documents outlining required PPE and measures taken would be created for approval and distributed to internal staff, contractors, renters and guests. An Emergency Action Plan (EAP) will be created for each physical site. Each section listed in the following document will call out specific health and safety considerations for the listed program.

- Adhere to occupancy and group sizes in adherence with the current phase.
- Physical distancing guidelines will be adhered to at all times.
- No shared supplies.
- Masks worn by staff at all times.
- Visitors wear masks when indoors and physical distancing cannot be adhered to.
- Protocols in place that allows for physically distanced behavior management.
- Daily health checks and questionnaires at check in.
- No field trips or transportation until Phase 4.
- Follow disinfecting timelines and requirements set forth by City of Redmond.
- Provide ample time for handwashing and transition allowing for consistent disinfecting.
- If a participant needs assistance, a staff member will wear disposable gloves. Following assistance, staff member will discard gloves and wash hands.
- Activity demonstrates ability to modify in accordance with [NRPA Risk Assessment Tool](#)

### Behavioral Guidelines

Due to physical distancing, some behavior management tools will not be implemented (e.g. – speaking to child at face level). In order to ensure safety for all participants, behavioral guidelines must be met by all participants. If any individual is unable to adhere to these guidelines, they may not be able to participate in City of Redmond Recreation Activities.

- Participants must follow all program specific safety rules set by the instructor (i.e. Must wear a helmet at all times while around the ponies in Equestrian lessons)
- Participants must follow all instructions given by the Instructor (either verbally or in writing)
- Participants must maintain physical distancing
- Participants must wear a mask
- Participants must wash their hands and use the restroom independently
- Any instance of a participant not following these guidelines may result in an immediate dismissal from the program

## Recreation Activities and Services

Phase 1	Phase 2	Phase 3	Phase 4
<ul style="list-style-type: none"> <li>- Animal Care</li> <li>- Meals on Wheels</li> <li>- Park Ambassadors</li> <li>- Virtual Recreation</li> </ul>	<ul style="list-style-type: none"> <li>- Animal Care</li> <li>- Meals on Wheels</li> <li>- Park Ambassadors</li> <li>- Virtual Recreation</li> </ul>	<ul style="list-style-type: none"> <li>- Animal Care</li> <li>- Inclusion Services</li> <li>- Meals on Wheels</li> <li>- Park Ambassadors</li> <li>- Virtual Recreation</li> </ul> <p><b>Recreation:</b></p> <ul style="list-style-type: none"> <li>- Adult Fitness (@ &lt;50% capacity)</li> <li>- Adult Softball/Baseball</li> <li>- Adult Tennis Lessons</li> <li>- Equestrian Program</li> <li>- Park Concessions**</li> <li>- Select Summer Camps</li> </ul> <p><b>Rentals:</b></p> <ul style="list-style-type: none"> <li>- Facility Rentals</li> <li>- Picnic Shelter Rentals**</li> <li>- Sport Field Rentals**</li> </ul>	<ul style="list-style-type: none"> <li>- Animal Care</li> <li>- Meals on Wheels</li> <li>- Virtual Recreation</li> <li>- Inclusion Services</li> </ul> <p><b>Recreation:</b></p> <ul style="list-style-type: none"> <li>- Adaptive Sports*</li> <li>- Adult Fitness</li> <li>- Adult Soccer, Basketball &amp; Volleyball</li> <li>- Adult Softball/Baseball</li> <li>- Adult Tennis Lessons</li> <li>- Recreation Activities (internal &amp; contractor)</li> <li>- Drop in and Interest Groups</li> <li>- Equestrian Program</li> <li>- Farrel-McWhirter Farm School Programs*</li> <li>- Farrel-McWhirter Farm Tours*</li> <li>- Idylwood Beach Lifeguards</li> <li>- Nature Vision Preschool*</li> <li>- Park Concessions</li> <li>- Redmond Pool Programming*</li> <li>- Select Summer Camps</li> <li>- Youth Sports*</li> </ul> <p><b>Rentals:</b></p> <ul style="list-style-type: none"> <li>- Facility Rentals</li> <li>- Picnic Shelter Rentals</li> <li>- Sports Field Rentals</li> </ul> <p><b>Other Services:</b></p> <ul style="list-style-type: none"> <li>- Birthday Parties</li> <li>- Recreation Events (5K, concerts, etc.)</li> <li>- Senior &amp; Adaptive Trips and Transportation</li> <li>- Special Event Permitting</li> <li>- Teen Summer Lunch*</li> <li>- Volunteer Programs*</li> <li>- (FM, Teen, Senior, etc.)</li> </ul>

\*Consideration to move program into Phase 3 if significant alterations and recommendations are in place (e.g. limiting number of parents/spectators for Youth Basketball games, change the nature of the activity, etc.).

\*\*User group or organization would need to provide a safety plan subject to approval prior to consideration for use.

If, at any time, a return to an earlier phase is announced by City, County or State officials, all recreation camps and activities will be considered consistent with the chart above.

## Phase 1 – Essential Recreation Services

### Animal Care

Parks and Recreation staff are on site at Farrel-McWhirter to care for animals.

### Meals on Wheels

Meals on Wheels is an essential service to support the home-bound senior population in the City of Redmond. Meals are delivered every other Wednesday.

- Only City of Redmond staff members will prepare and deliver meals.
- Meals are delivered to City Hall by Sound Generations (partner) and assembled by staff at the Bytes Café.
- Staff will use city vehicles to deliver meals.
- Vehicles are cleaned before being used by staff using the vehicle.
- All meal deliveries will be contactless.
- Volunteers will not be deployed to assist until Phase 4
- Physical distancing will be observed at all times.

### Park Ambassadors

While recreation activities are canceled due to COVID-19, full-time staff have been monitoring parks to ensure physical distancing is practiced, groups are not gathering and to educate the public about the current phase. Staff from the Park Operations division have monitored daytime use and Recreation/Engagement Division staff members have been monitoring evening use.

- *Introduce* and identify themselves as City of Redmond staff;
- *Inform* park goers of closures and other cancellations;
- *Educate* them regarding the current phase requirements and Stay Home, Stay Healthy;
- and *Enforce* by calling Redmond Police Department if further support is needed.
  - o **For Contractors/Professionals:** If you encounter a Professional running or filming a class for profit, please inform them a permit is required for those activities. Provide them our special event permitting contact info: [EventPermit@redmond.gov](mailto:EventPermit@redmond.gov) and make a note of any logos or merchandise so Recreation can follow up directly.

### Virtual Recreation

Virtual Recreation services have been launched as a free service to the community. The goal is to create opportunities for Redmond residents in a time of physical distancing.

## Phase 2 – Essential Recreation Services

Includes all Services from previous phase. No additional services added.

## Phase 3 – Moderate Recreation Services

Includes all services from previous phases.

Additional Services added in this phase:

### Recreation Services

The following are based on current recommendations by CDC, King County Public Health, Governor's Office, ACA and NRPA. As guidelines change at the City, County, State and Federal level, these recommendations may change to meet the most current guidelines.

### Inclusion Services

The City of Redmond encourages and supports the participation of individuals with all abilities in recreation activities. An Inclusion Services Request Form must be completed at least 30 days prior to the program start date.

- One on one aids will not be provided by the City

- Communication to current Inclusion services clients regarding this shift will be handled by current staff
- Guest Services supports intake of inclusion services by meeting with parents regarding the needs of each participant. This information will then be shared with Program Coordinators in each section.
- All participants must adhere to behavioral guidelines set forth for recreation programs.
  - Participants must follow all program specific safety rules set by the instructor (i.e. must wear a helmet at all times while around the ponies in Equestrian lessons)
  - Participants must follow all instructions given by the Instructor (either verbally or in writing)
  - Participants must maintain physical distancing
  - Participants must wear a mask
  - Participants must wash their hands and use the restroom independently
  - Any instance of a participant not following these guidelines may result in an immediate dismissal from the program
- Adaptive/Inclusion Program Coordinator is available as a consultant by phone for any Program Coordinator needing suggestions for modifications.

### Adult Fitness Drop in and Classes

- Fitness Drop in
  - Disinfectant sprays and/or wipes will be readily available
  - Equipment may be adjusted and/or some will have restricted use to allow for proper distancing
  - Shared machines will be wiped down with provided disinfectant by participants after each use
  - Fitness areas will open at reduced capacity (<50% of normal capacity)
  - Participants using free weights and handheld equipment will be requested to wear gloves
- Fitness Classes
  - Classes will be held outdoors whenever possible
  - Indoor classes will not exceed 50% capacity of the space and will always allow for physical distancing
  - Materials that are unable to be disinfected will not be utilized
  - Participants will provide their own towels, yoga mats and other soft material equipment

### Adult Softball/Baseball Leagues

Sports can pose unique challenges to physical distancing. The following must be enforced with internal and contracted sports leagues:

- Educate staff, volunteers, coaches and players on the importance of staying home if sick
- Send any individuals home who arrive with symptoms
- Enforce hand hygiene and provide hand sanitizer
- No spitting indoors or outdoors
- Cloth face coverings should be worn by all coaches, staff, officials, parents and spectators
- Cloth face coverings should be worn by players when physical distancing is not possible
- Post signs promoting every day protective measures
- Clean and disinfect in accordance with City of Redmond guidelines
- Discourage shared equipment. If equipment must be shared, disinfect often
- Increase time between practices and games to prevent gatherings
- Limit dugout use when distancing is not possible and allow players in spectator areas if more space is available

If anyone in attendance to a sporting event or practice is diagnosed with COVID-19, they must immediately contact City of Redmond Sports staff.

### Tennis Programs

- Tennis courts will have limited capacity to allow for physical distancing
- Activity should always be in line with CDC physical distancing guidelines, including when arriving at and departing from a court
- Activities limited to casual court use, one-on-one coaching, small groups (<10) and private lessons

- Stagger lessons to create transition time between sessions
- Tennis gloves on both hands for entire session

## Equestrian Program

- All classes originate in the Pony Yard (outdoors) as opposed to inside the Barn.
- Staff and participants must wash hands prior to entering Pony Yard.
- Staff and participants must wear masks at all times.
- No Teen Volunteer program (This would resume in Phase 4)
- Riders would maintain six feet of physical distancing at all time.
- Minimum of two staff working at all times to ensure proper cleaning and disinfecting of gear.
- Transition periods will be scheduled to allow for safe entry and exit of all participants.
- All lessons will be sold in packages (no single lessons)
- Some new equipment would need to be purchased that could be disinfected between classes.
  - o Cost would be approximately \$5,000 for 6 synthetic saddles, reins and brushes.
  - o Current leather saddles will break down more quickly with harsher chemicals and cost \$2,000-4,000 each.
- Level 4 students will resume first. As procedures are perfected and more equestrian staff are hired and trained, more levels and classes will be added.

## Limited Summer Camps

### Health and Safety Guidelines

Please note these are summary points of guidelines. In-depth documents outlining required PPE and measures taken would be created for approval and distributed to internal and contractor led activities. An Emergency Action Plan (EAP) will be created for each camp site, and some of the steps taken to enhance safety measures would include, but are not limited to:

- Groups of no larger than 8 campers
- Programming and curriculum will be adjusted to incorporate physical distancing
- No shared supplies. Each child will be supplied with their own set of materials.
- Masks worn indoors by all staff and participants.
- Masks will be worn by staff at all times
- Protocols in place that allow for physically distanced behavior management
- Daily health checks and questionnaires at check in for staff and campers
- No field trips or transportation
- Follow disinfecting timelines and requirements set forth by City of Redmond.
- Provide ample time for handwashing and transition allowing for consistent disinfecting.
- Activity demonstrates a risk assessment of low to medium contact intensity, low to medium number of contacts and a high modification potential (as defined by NRPA Risk Assessment).

### Physical Camp Locations

Due to increased safety measures, limited staff capacity, and limited public demand for camps it was determined to lessen the physical locations for any possible summer day camps. The locations that have been identified for summer camping programs are:

- Grass Lawn – able to use arts studio at 50% capacity and outside spaces. Consider use of Tennis Courts.
- RCCMV – use indoor classroom space at 50% of capacity and outdoor spaces
- Farrel-McWhirter Park – Use of outdoor spaces
- Teen Center – Small internal camps, depending on enrollment

### Staff Safety

- Staff will complete health questionnaire and temperature check each day during check in.
- Staff will be provided with gloves and masks for daily use.
- Staff will maintain physical distancing whenever possible (except when required to assist an injured child or other emergency situations)
- Whenever possible, staff will remain with the same group of campers throughout the week to reduce exposure.

## Participant Safety

- Signs will be posted at all camp sites restricting entry to anyone with symptoms of illness.
- Separate entry points for campers will be established.
- Hand sanitizer will be at all entry points for use upon arrival.
- Staff will screen children daily for signs of illness.
- Parents will be asked to take their child's temperature prior to arrival each morning.
- Frequent handwashing will be enforced.
- Physical distancing will be maintained during meal and snack times.
- No field trips.

## Cleaning Procedures

- Cleaning and disinfecting routines will be scheduled and maintained by all staff allowing for multiple cleanings of all high touch points.
- Surfaces and objects will be cleaned between rotations of groups.
- Items that cannot be sanitized will not be used.
- Hand sanitizer will be provided at entrances and in all rooms.

## Park Concessions

User group or organization would need to provide a safety plan subject to approval prior to consideration for use. Plan would need to include: Health screening of staff and volunteers, plans for physical distancing, items to be sold, and disinfecting and handwashing practices.

- Bottled drinks and pre-packaged food items are the only items to be sold
- All staff and volunteers are always required to wear a mask and gloves
- Limit of two staff members in concession stand area at any one time

## Rentals

Before securing a rental, customers must provide a safety plan covering the following: number of attendees, health screening of attendees, physical distancing, room layout, use of common areas (restrooms, etc.), communication about COVID-19 exposure and disinfecting practices. All rental groups must abide by requirements laid out by City of Redmond in regard to face coverings. Rentals will not be accepted for facilities when summer camp is active in that facility.

## Facility Rentals

- All rentals must be processed online or over the phone.
- Rental cannot exceed 50% of occupancy for the space being reserved.
- Group size cannot exceed 50 people
- Group must clean, disinfect and remove all trash at the end of their rental.
- Groups should be discouraged from gathering outside of the area they have rented.

## Picnic Shelter Rentals

- Rental cannot exceed 50% of occupancy for the space being reserved.
- Group size cannot exceed 50 people. (If occupancy of shelter is <50, it cannot exceed 50% of shelter capacity. FM shelters will reduce capacity from 35 to 17.)
- Groups must remove all trash from park.
- Group must clean and disinfect at the end of rental time.

## Sport Field Rental Program

- Rental cannot exceed 50% of occupancy for the space being reserved.
- Group size cannot exceed 50 people. (If occupancy of field is <50, it cannot exceed 50% of field capacity.)
- Groups must remove all trash from park.

## **Phase 4 – Full Recreation Services**

Includes all services from previous phases.

Phase 4 of the Governor’s Phased Approach removes limits on groups sizes and lifts the ban on events. However, it is still imperative that guidelines for physical distancing, disinfecting procedures, increased handwashing and other health and safety procedures are followed through Phase 4 until further recommendations are provided.

Additional services added in this phase:

### **Recreation Services**

#### **Adaptive Sports**

Recommendations for this program are currently being developed pending guidelines from CDC, NRPA, King County Health and the Governor’s office.

#### **Adult Soccer, Basketball and Volleyball**

Athletic activities can pose unique challenges to physical distancing. The following must be enforced with internal and contracted sports leagues:

- Educate staff, volunteers, coaches and players on the importance of staying home if sick.
- Send any individuals home who arrive with symptoms
- Enforce hand hygiene and provide hand sanitizer
- No spitting indoors or outdoors
- Cloth face coverings should be worn by all coaches, staff, officials, parents and spectators
- Cloth face coverings should be worn by players when physical distancing is not possible.
- Post signs promoting every day protective measures.
- Clean and disinfect in accordance with City of Redmond guidelines.
- Discourage shared equipment. If equipment must be shared, disinfect often.
- Ensure good ventilation indoors (e.g. open doors and windows whenever possible)
- Modify layouts of spaces to encourage physical distancing.
- Increase time between practices and games to prevent gatherings.
- Close shared spaces such as locker rooms when possible.

If anyone in attendance to a sporting event or practice is diagnosed with COVID-19, they must immediately contact City of Redmond Sports staff.

### **Recreation Activities – Internal and Contractor**

Please note these are summary points of guidelines. In-depth documents outlining required PPE and measures taken would be created for approval and distributed to internal and contractor led activities. An Emergency Action Plan (EAP) will be created for each activity site, and some of the steps taken to enhance safety measures would include, but are not limited to:

- Registration will be capped to ensure physical distancing can be met
- Programming and curriculum will be adjusted to incorporate physical distancing
- No shared supplies. Each participant will be supplied with their own set of materials.
- Protocols in place that allow for physically distanced behavior management
- Daily health checks and questionnaires at check in for staff and participants
- Follow disinfecting timelines and requirements set forth by City of Redmond.
- Provide ample time for handwashing and transition allowing for consistent disinfecting.
- Signs will be posted at all activity sites restricting entry to anyone with symptoms of illness.
- Hand sanitizer will be at all entry points for use upon arrival.
- Cleaning and disinfecting routines will be scheduled and maintained by all staff allowing for multiple cleanings of all high touch points.
- Surfaces and objects will be cleaned between rotations of groups.
- Items that cannot be sanitized will not be used.

## Drop in and interest group activities

Drop in and interest group activities will follow recreation activity procedures.

## Farrel-McWhirter Park Farm School

Farrel-McWhirter Park Farm School will follow recreation activity procedures.

## Farrel-McWhirter Park Farm Tours

Farrel-McWhirter Park Farm Tours will follow recreation activity procedures.

## Idylwood Beach Lifeguards

A full recommendation of the Idylwood Beach Lifeguard Program can be found in [Appendix C](#).

This redeployment follows Option 1 of this recommendation which will redeploy the Idylwood Beach Lifeguard Program in Phase 4.

- Staff will proceed in planning for a summer lifeguard program that could be operational as part of Phase 4, which could be as early as July 20<sup>th</sup> and will remain operational through September 6<sup>th</sup>.
- Prior to Phase 4, signage will be posted to inform beach goers that they are swimming at their own risk.
- If Phase 4 has not been reached by August 1<sup>st</sup>, time will not allow for a significant summer lifeguarding program and the beachfront will remain open for beachgoers to swim at their own risk.
  - o (Note: Per Governor Inslee, each phase must be in place for at least 3 weeks before moving onto the next. Therefore, if Phase 2 has not been reached by June 20<sup>th</sup>, there will not be ample time to reach Phase 4 by August 1<sup>st</sup>. At this point, it would be a costly endeavor to hire, train and provide summer lifeguards on the beachfront for such a short period of time.)
- Park Ambassadors will visit Idylwood Park daily to check on park usage and monitor signage needs.

## Nature Vision Preschool

Nature Vision is a contractor-ran preschool at Farrel-McWhirter Park. Prior to opening, Nature Vision must submit a comprehensive operations plan for approval by City of Redmond staff. This plan must include: health and safety guidelines, check in/out procedures, communication procedures for COVID-19 exposure, isolation procedure for ill child, etc.

## Redmond Pool Programming

Pool will reopen when construction is complete in accordance with guidelines from CDC, King County Health and the Governor's Office.

## Youth Sports

Youth sports pose unique challenges. The following guidelines have been created in accordance with the [CDC Guidelines for Youth Sports](#).

- Educate staff, volunteers, coaches and players on the importance of staying home if sick
- Send any individuals home who arrive with symptoms
- Enforce hand hygiene and provide hand sanitizer
- No spitting indoors or outdoors
- Cloth face coverings should be worn by all coaches, staff, officials, parents and spectators
- Cloth face coverings should be worn by players when physical distancing is not possible
- Post signs promoting every day protective measures
- Clean and disinfect in accordance with City of Redmond guidelines
- Discourage shared equipment. If equipment must be shared, disinfect often
- Ensure good ventilation indoors (e.g. open doors and windows whenever possible)
- Modify layouts of spaces to encourage physical distancing
- Increase time between practices and games to prevent gatherings
- Close shared spaces such as locker rooms when possible

- Limit dugout use when distancing is not possible and allow players in spectator areas if more space is available

If anyone in attendance to a sporting event or practice is diagnosed with COVID-19, they must immediately contact City of Redmond Sports staff.

## Other Services

### Birthday Parties

Birthday Parties ran by the City of Redmond Parks and Recreation follow Recreation Activity guidelines in regard to capacity, health and safety guidelines, and face coverings. Birthday parties ran by individuals and private groups will abide by guidelines in facility rentals section.

### Recreation Events (5K, concerts, etc)

CDC Guidelines state that at any time the community has minimal to moderate infection rates, any gatherings >250 people be canceled. If it is deemed safe to hold large gatherings, the following will be applied:

- The individuals, group or organization procuring the special event permit must submit an emergency action plan with procedures about handling an outbreak of COVID-19 (including where/how an individual who becomes ill may be isolated during an event)
- Health Department has been consulted about health and safety guidelines – especially if food is being served
- Display signage encouraging physical distancing and other health and safety guidelines
- Promote hand washing and provide stations throughout event for hand washing
- Provide hand sanitizer
- Follow current recommendations from CDC, King County Health and the Governor's Office in regard to physical distancing
- Encourage all participants to wear masks
- Promote messages in marketing that discourages individuals who are ill from attending
- Identify a plan for communication following the event if it is found that an attendee has tested positive for COVID-19

### Senior & Adaptive Trips & Transportation

Recreation Trips and transportation will be provided.

- Physical distancing will be enforced
- Participants will be spaced throughout the bus
- Face coverings will be required for all staff and participants
- Total capacity for trips and transportations will be reduced to accommodate physical distancing

### Special Event Permitting

CDC Guidelines state that at any time the community has minimal to moderate infection rates, any gatherings >250 people be canceled. If it is deemed safe to hold large gatherings, the following will be applied:

- The individuals, group or organization procuring the special event permit must submit an emergency action plan with procedures about handling an outbreak of COVID-19 (including where/how an individual who becomes ill may be isolated during an event)
- Health Department has been consulted about health and safety guidelines – especially if food is being served
- Display signage encouraging physical distancing and other health and safety guidelines
- Promote hand washing and provide stations throughout event for hand washing
- Provide hand sanitizer
- Follow current recommendations from CDC, King County Health and the Governor's Office in regard to physical distancing
- Encourage all participants to wear masks
- Promote messages in marketing that discourages individuals who are ill from attending

- Identify a plan for communication following the event if it is found that an attendee has tested positive for COVID-19

## Teen Summer Lunch

Teen Summer Lunch program will follow recreation activity procedures.

## Volunteer Programs

Volunteers in all sections may deploy in this phase.

- All volunteers must adhere to physical distancing, face covering, and health and safety guidelines laid out by the City of Redmond.
- Health screenings and questionnaires will be administered at the beginning of each volunteer's shift
- If a volunteer arrives symptomatic or becomes symptomatic during their shift, they will be sent home immediately and all spaces and surfaces will be disinfected.