



COVID-19 Adjusted Policies
Recreation Department
Effective Date: 08-05-2020

Northeast Arc Recreation Department COVID-19 Guidelines and Policies

Recreation Programming:

Recreation programming (outdoor and indoor) will be based on assessing high risk and low risk activities per COVID-19 state, local and federal guidelines. Given the rapidly changing conditions and environment of this crisis, programming is subject to change based off of the CDC, Massachusetts state guidelines and Northeast Arc guidelines. Each suggested phase will remain in rotation for as long as needed and adjusted accordingly. The health and safety of our participants and staff is of utmost importance and will continue to be our top priority.

Phase 1: virtual

Phase 2: hybrid model – virtual and outdoor

Phase 3: Virtual, outdoor and indoor

Program Payment Requirements:

All payments will be required to be completed online through Rec Desk prior to the start date of the programming being implemented. This includes ZOOM programming, in person indoor and outdoor in person programming. This requirement is being enforced to eliminate the close contact, cash and check handling for both the participant and staff. If access to a debit or credit card payment is not possible; checks or cash must be mailed before the start date of program. If payment is not received, the Recreation Department reserve the right to deny access to programming. Please send to:

**The Northeast Arc Recreation Department
ATTN: Erika Marini
6 Southside Rd Danvers, Ma 01923**

Current Program operation phase:

****Phase 2 (Current operating phase for programming):*** – hybrid model (virtual ZOOM and outdoor in person programs)

- 6 feet social distancing required for all non-household members
- Face masks required (underlying health condition forms must be submitted otherwise)
- Code of conduct participation sign off form
- Screening checklist questionnaire
- Hand sanitizer stations



Outdoor programming/outings

Participants and staff: Will be required to follow the guidelines set in place for the community that the recreation programming, activity or event is occurring in addition to The NEARC Recreation Guideline.

Indoor programming COVID-19 Guidelines:

Participants and staff: All indoor programming will begin when deemed safe to return. Northeast Arc conference room size and Massachusetts indoor COVID guidelines will be implemented and monitored weekly.

Current MA indoor guidelines: No more than 8 individuals within 1,000 square feet or no more than 25 participants in one enclosed space.

Drop off procedure for in person programming (outdoor and indoor):

Parents, guardians or caregivers are required to complete a health screening check prior to coming in to the program. Please wait in your vehicles, a staff member will approach the vehicle, and provide the documents needed to complete this process.

If a participant has a fever of 100.4 or above they will be prohibited from attending the program. If a participant has symptoms of COVID-19 they should stay at home.

Participants: At drop off, parents, guardians or caregivers will not be permitted to enter the facility designated for programming or events unless otherwise permitted. Parents, guardians or caretakers will pull into the designated drop off/ pick up area and wait in the vehicle until a staff member approaches the vehicle.

A staff member will take the participants temperature using a touchless thermometer, go over the health screening checklist and have the participants and parent/guardian or caregiver sign off stating they affirm their participant has no current symptoms of COVID-19, the participant has not visited a hot spot state in the last two weeks and they have not been directly exposed to COVID-19 to their knowledge.

A staff member will provide the participant, parent, guardian or caregiver a code of conduct form to answer, complete and sign as well.

If the participant, parent/family, caretaker or guardian have not experienced any known exposure or symptoms, and the participant does not have a temperature of 99.5 or higher, the participant will wait in their vehicle until the staff member returns back to their vehicle. The staff member



will then escort the participant to the designated area where programming, activities or events are occurring.

Any participant with a temperature of 100.4 or higher will need to wait with their parent, guardian or caregiver and be rechecked within 10 minutes. Participants whose temperature registers at 100.4 or higher at second check will not be able to attend recreation programming for that day and asked to leave. Participants will be asked to not return to a Recreation program, activity or event for 24 hours.

Participants with any symptoms such as coughing, sore throat, fever, severe headaches, vomiting, diarrhea or shortness of breath are encouraged to stay home. Participants exhibiting symptoms will need to be symptom free for 24 hours and may be required to be seen by a physician in order to safely return to the center.

Participants will be required to wash hands or use hand sanitizer thoroughly at minimum during the following times:

- when arriving and when leaving for the day, before and after meal time if applicable
- after coughing/sneezing/blowing nose
- after using shared equipment/supplies
- after coming in from outside when applicable
- after using the rest room (of course)
- after utilizing shared space such as conference rooms and or public facilities

Use of PPE and Social Distancing:

Staff and participants: Will be required to maintain six feet social distancing at all times for both indoor and outdoor Recreational programming. Only those that are considered household members that attend recreation programming will be allowed to be in close contact. Any participant or staff that fails to follow these guidelines may be asked to leave and considered for review before returning to in person recreation programming.

Participants: Participants will be required to wear a mask covering their mouth and nose starting at the beginning of recreation programs and until they are back in the comfort of their vehicle. If 6 feet of social distancing in an outside area is capable and the participant is uncomfortable, engaging in a physical activity (i.e. fitness or yoga) or has an approved underlying health symptom (i.e. Asthma), masks may be taken off. In an area where 6ft distance cannot be kept they will also be required to wear a mask (i.e. indoors)

The Recreation Department will have masks, gloves, hand sanitizer (with 60% alcohol) and cleaning materials available at all times during all recreation program, activity or event.



Staff: Staff will be required to wear a clean face mask (which can be provided to you) when in the Northeast Arc office space, during recreation programming and in group settings throughout the day. Staff are also required to wear a face mask in shared spaces when 6ft social distancing is not an option (for example, in an indoor space).

Staff may take off their masks only when the following criteria is met:

- there are no participants present in the space you are in
- there are no other adults present in the space you are in
- there is space for 6 feet of social distancing between you and the adult staff member who has consented to being comfortable with you or themselves not having a mask on (not recommended) Both staff members must have not exhibited any symptoms through the day.

Staff will be required to wear gloves during the following areas of work:

- only if they MUST assist in food handling for a participant for a valid reason (i.e. participant required assistance opening up a package)
- when taking a participants temperature
- while cleaning equipment, supplies, tables, pens, or any other supplies being used to the program being facilitated
- while assisting a participant with their mask only when necessary

Gloves must be changed once direct contact is made with a participant and the gloves.

Staff must also use hand sanitizer or wash their hands before and after the use of gloves

Staff Procedures and policy guidelines for all Recreation Programming:

Staff in 15-30 minutes before program, activity or event will be required to do sanitation practices for the start of the day, prepare clip boards for sign in, sanitary jars for clean and dirty pens, sanitizing any supplies or equipment used and setting up 6 feet social distancing areas per the activity for the program.

Staff in 15-30 minutes after close will be required to do sanitation practices at the end of the day. Hours of operation will be revised accordingly for the start of programs both in outdoor and outdoor settings.

All staff (fulltime and part time) will be required to attend training prior to the start of in person indoor or outdoor programming with the Recreation Department. No staff will be allowed to clock in to work a recreation program unless training is completed and sign off sheets are turned into the Director or Program Manager of Recreation.

Daily staff requirement, hygiene and call out sick procedure:

1. Remember to complete the ready for work attestation either on line or as you enter the front door of the building at 1 and 6 Southside
2. Remember to sign into the building, this needs to be done every time you enter a building (if you start your day at 1 Southside and cross the street to 6 Southside you need to sign into that building.) Please note the attestation form does not need to be completed again.
3. If you are using the thermometer located at the front door, please remember to wipe it down with alcohol wipes provided, also wipe down the pen or use your own pen.
4. Please remember if you want to use a conference room it must be reserved through outlook calendar, currently at 1 Southside conference rooms A, D & F are available at a reduced capacity; currently there is not any conference space available at 6 Southside.
5. Individuals are being asked to use designated bathrooms (2 single bathrooms closest to Clinical services, this is being done to ensure monitoring and safety. We are asking staff not to use these bathrooms.
6. Please be cognizant of the directional arrows to encourage social distancing as we have made a few modifications, now allowing 2 way traffic along the hall way to the large bathrooms and in front of Human Resources. This helps us keep distance now that more staff are occupying cubicles.

Staff: All staff will be required upon entering the building or outdoor facility to take and record their temperature. Staff will be required to wipe down their belongings and wash their hands thoroughly with soap upon entering the building for the day.

Any staff with a temperature of 100.4 or above will need to wait outside of the facility and take their temperature again after waiting 10 minutes. Staff whose temperature registers at 100.4 or higher again will be required to go home and can use sick time for the day.

Staff with any symptoms such as coughing, sore throat, fever, severe headaches, vomiting, diarrhea or shortness of breath are encouraged to stay home. Staff exhibiting symptoms will need to be symptom free for 24 hours and may be required to be seen by a physician in order to safely return to work.

Staff who have traveled to a hot spot state (outside of CT,ME,NH,NJ,NY,VT) must quarantine for 14 days or provide a negative COVID-19 test within 72 hours of their return to MA. All staff will not be allowed to work until one of the two requirements is fulfilled.

Please notify Erika Marini and Stephen Bouchie prior to traveling and upon your return.

If a staff member calls out sick, the Recreation Program Manager or Director must ask the questions listed on the Occupational Health Questionnaire with the staff member who is sick. The Northeast Arc on call nurse must be notified by the Recreation Program Manager or Director.

Staff will be required to wipe down door handles and flat surfaces in the rooms at the beginning and end of the day with disinfecting wipes if the Northeast Arc cleaning team has left the building before program ended. (See cleaning instructions in each room for further details).

Staff will be required to wash hands thoroughly at minimum during the following times:

- when arriving and when leaving for the day
- before and after each meal time when applicable
- after using shared equipment (such as iPads, computers, Recreation equipment/supplies etc.)
- after coughing/sneezing/blowing nose
- after cleaning or wiping down surfaces
- after removing gloves for any reason
- after coming in from outside
- after using the rest room (of course)
- after assisting a participant with their facemask (if necessary) or touching your own face mask
- after assisting participants in/out of the facility or outdoor are during drop off or pick up.
- after utilizing space outside of the facility in the building for longer than 10 minutes (example: attending a small meeting in a conference room for 30 minutes; non-example: grabbing papers off of the copier and coming back in to the center).

Alcohol-based hand sanitizer should be used between washes frequently and will be provided by the Recreation Department or Northeast Arc facility. Hand sanitizer stations will always be available during all outdoor or indoor recreation programming.

Dress Code:

Staff: The same dress code that is currently in the employee handbook will continue to apply (please review). However, staff are also required to wear a mask at all times unless underlying health conditions prohibit them in doing so. A documented record of the conditions will need to be submitted to Erika Marini, the Director of Recreation, to review for approval before returning to work. All recreation staff (full time and part time) must keep at least 1 clean spare face mask with them as well in case their mask breaks, is lost or misplaced.

Participants: Will be required to wear a mask at all time during indoor programing and it is suggested that a mask be worn for outdoor programs as well. If an underlying health conditions prohibit one in wearing a mask. A documented record of the conditions will need to be submitted to Erika Marini, the Director of Recreation, to review for approval before returning to work



Food in the Northeast Arc:

Participants: Recreation will no longer be providing snacks to participants during any programming (including indoor and outdoor programs, activities or events). If a program, outing, activity or event has the option of eating lunch or snacks during the time of a Recreation activity; the food must be brought in with the participant and handled by the participant. Food and drinks will not be shared among participants or staff.

Recreation will no longer be able to keep open containers of unused food items or containers of bulk food items in the any Northeast Arc facility for any participant.

Meal or snack times will be conducted at the same time throughout the Northeast Arc facility where program is held or in designated areas during outdoor outings. Social distancing of six feet between participants and staff will be required during the time of consumption of food to minimize exposure. Staff will be required to wear clean gloves during entire meal times and/or when assisting a participant with their food or food programs if necessary.

Food items brought into a Northeast Arc facility or during and outdoor program should be packed in one container or lunch box and should be made of a material that is either disposable (like a paper bag) or can easily be wiped down with a disinfecting wipe.

Staff: The Recreation Department is asking all staff to pack and bring all food that they will need for the work day in a container that is either disposable (such as a paper or plastic bag) or that can easily be wiped down with disinfecting wipes.

Staff are permitted to bring beverages from coffee shops or similar locations in at the beginning of the day (this will not be permitted in the middle of the day or on breaks), however all beverage cups must be wiped down with a disinfecting wipe or sanitizer when they enter the building and must be labeled.

No outside food or beverage will be permitted in the program areas, and staff will no longer be able to eat with the participants at meal times (to reduce risk of cross exposure).

Staff will not be permitted to leave food in the communal refrigerator overnight and will be required to take all containers home with them each day. If storing food or drinks in the communal refrigerator for the day, please be sure all containers are wiped down with disinfecting wipes and labeled.



Supplies, equipment and materials:

All Recreation supplies will now be kept in a centralized location (in the loading dock, storage containers and supply closets). Each storage cabinet is expected to be kept organized by all staff who utilize those supplies.

Each area with supplies will be labeled and will have inventory sheets attached to them. It will be required that all staff who remove or add supplies to those cabinets indicate what was taken, the date, the time and a sanitizing check off upon return on the inventory sheets so accurate supply records can be kept. Any item used for the use of recreation program, activity or even must be returned to the same storage closet and must be sanitized before returning.

Shared Spaces:

Common shared spaces include the shared office space, conference rooms, restrooms, the copier room and outdoor space are to be cared for and cleaned by all of the staff. Sign off sheets will be posted in each of these spaces and will need to be signed off on indicating that they have been wiped down/sanitized at the end of each day. Staff may be assigned spaces to assist with sanitation as necessary.

Staff and administration reporting procedure for COVID-19 related cases:

The Recreation Department will follow the Northeast Arc CV-02 Health_Management of COVID guidelines for Nursing and Staff Management of COVID-19. All staff members have been provided with these documents. Any updated information will be re distributed.

Participants, family members, guardians and caretakers are welcome to request a copy of this documented per request.

If a staff member or participant who has been involved in any in person recreation programming does test positive for COVID-19, the Recreation Department will notify the necessary individuals who may have come into contact with one another. The Recreation Department will then shut down for no less than 14 days and recommend a 14 day quarantine for all effected.

COVID-19 Protocol for in person programming if someone is to get sick:

Participants and staff: If one becomes sick and displays COVID-19 like symptom's while Recreation programming is occurring or a staff is working at the Northeast Arc a designated area will be properly designated prior to in person programming or work begins. For example, once program begins indoors and in person' a space will be designated to secure a potentially positive COVID-19 case. Erika Marini or Stephen Bouchie will be immediately contacted and notified. Erika Marini will then contact guardians, family members or caretakers of the participant or staff. Erika Marini will then contact Stacey Villani and the Northeast Arc nurse on call.



Use of PPE:

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- while assisting a participant with their mask only when necessary

Gloves must be changed once direct contact is made with a participant and the gloves.

Staff must also use hand sanitizer or wash their hands before and after the use of gloves.



Room layout and use of Recreation equipment, materials and items:

Only essential items and items being used to run and implement recreation programs for that day will be kept in the space being utilized. All surplus supplies will need to be kept in a centralized location (storage closets and loading dock).

All use of conference room areas in 6 Southside or in Liberty tree mall must follow the conference room guidelines outlines by the Northeast Arc.

Recreation Transportation for Saturday Programming:

Providing transportation for any type of return to a Saturday outing recreation program is suspended until further notice. Drop off and pick up of participant will be required. Parents, guardians and/or caregivers can stay in the general arc/parking lot where the program is taking place. However, only the participants are allowed into the designated area where program is taking place. Parents, guardians and/or caregivers are urged to socially distance and wear masks.

Summer Water Activities:

Summer group cooperative water activities will not be permitted to take place this year due to COVID-19.