



South Portland Parks, Recreation, and Waterfront Wednesday Out Of School Program Procedures & Practices Due to COVID-19

This is a living document and is subject to change as more information becomes available and restrictions change.

UPDATED 8/27/20

Staffing

We will staff our Wednesday program with our experienced full time Before & After Care Site leaders who all held a leadership role throughout the summer in our Rec Camps

1. All staff will complete training in proper cleaning and sanitization based on Maine CDC Guidelines.
2. Staff will be asked to show up each day with freshly laundered clothing and a clean mask.
3. Staff will be required to follow State guidelines of wearing a cloth mask during the program.
4. Staff will be asked to complete a daily screening questionnaire at check-in.
5. Staff will not be required to wear gloves unless performing an activity such as cleaning.
6. Staff will be required to follow the same schedule of handwashing as participants and will be encouraged to use hand sanitizer as much as possible throughout the day.

Program Locations

This program will take place at the South Portland Community Center, 21 Nelson Road, from 8:00 – 4:00pm on Wednesdays. Participants will be broken down into smaller groups of no more than a 15:1 participant to staff ratio. Each group will have their own designated area. The maximum amount of participants will be 50.

Health Checks

In an effort to minimize illness, participants and staff will receive health checks upon arrival each day. Health checks will include:

1. Screening questions: does your child have any of the following symptoms - cough, shortness of breath, fever, difficulty breathing, chills, muscle pain, sore throat, new loss of taste or smell, nausea, vomiting, diarrhea?
2. Temperature check with forehead thermometer for participants and staff.
3. **Temperature check will also be done on parent/guardian dropping child off.**
4. A yes answer to any of these questions or a temperature of 100.4 F or above, participants will be sent home and not allowed to attend and parents will be asked to monitor symptoms or call their PCP for guidance.

Drop Off

1. iPad for signing in. Parents will drop off on the Nutter Rd side parking lot. A staff member will be outside to check your child in. Please remain in your car during drop off and wear a mask. Temps will be taken of all people in the car upon drop-off.
2. A designated Counselor will walk participants to the bathroom/handwashing station upon arrival.

Pick Up

1. Parents will pick up on Nutter Rd side parking lot. A staff member will bring your child out to you. Please remain in your car.
2. We will still require pick-up person to provide an ID, at least for the first 3 weeks. Then when we become familiar with the parent and then this will no longer be required, unless pick-up person changes.
3. Ideally, the same parent or designated person should pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children.

Cleaning, Sanitization & Hand Washing

Hand washing will be the preferred method of sanitizing hands; however, hand sanitizer will be available and used multiple times throughout the day. All participants will be encouraged to sing a song that lasts 20 seconds while washing their hands.

Using the [CDC Guidelines](#) we will be cleaning & disinfecting group areas throughout the day. South Portland Facilities Maintenance/SPHS Custodians will be thoroughly cleaning and disinfecting the site at the end of each day. Staff will perform daily cleaning with approved wipes on all major touch points in addition to normal daily cleaning. Staff will be required to use gloves while cleaning. All efforts will be made to eliminate shared equipment such as basketballs, hula hoops etc. with the whole program. Staff will be given cleaning kits that will include EPA approved cleaners, hand sanitizer, disinfectant wipes, paper towels and spray bottles.

Face Coverings

Face Covering: Staff will wear mask type cloth face coverings while at program. Staff may wear their own mask type cloth face covering or be provided a mask type face covering by the Recreation Department. Neck gaiters and bandana style face coverings will not be permitted. If a face covering cannot be worn due to legitimate considerations, a face shield may be utilized. Staff will also have access to additional PPE as specific situations dictate.

Face Covering: Students in all grades will be expected to wear a mask style cloth face covering throughout the day except while eating. Parents will provide mask type cloth face coverings for their child. Disposable or cloth backup masks will be available for students who need them. Neck gaiters and bandana style face coverings will not be permitted. Face shields are considered an acceptable alternative face covering if a student is unable to wear a face covering (mask). Face coverings belonging

to students will go home for cleaning/laundry each day.

Trips and Bussing

There will be limited trips during this program. We may utilize local resources (Bug Light, Willard Beach, Wainwright, and Hinckley Park) and occasionally take trips, weather permitting. Efforts may be made to bring in guest speakers such as Sparks Ark, Magicians, etc. Any guest will be required to follow the same health screen upon arrival and will be asked to monitor their health prior to arriving. Guests will not have contact or interactions within 6 feet of campers and will perform in concert style to maintain proper distancing.

Medical Personnel

The program will be monitored by the City Health Officer and City Safety Coordinator. They will serve as the on-site/call medical staff, oversee daily health of staff & students, and assist with health screens and parent questions as needed. They will give guidance on how the program will operate in the event of a positive case

Group Space/Activity/Equipment

The program will be broken down into smaller groups of no more than a 15:1 student to staff ratio. Groups will remain the same throughout the duration of the program and will have the same counselor every day. Group spaces will be large enough to accommodate physical distancing. Participants will have bins/baskets to keep their belongings in and keep separate from each other. Surfaces will be wiped down multiple times a day. Each group space will have Arts & Craft supplies and Board Games that will be sanitized regularly throughout the day.

Lunch, Lines, and Bathrooms

Lunch will be eaten outside as much as possible with designated group areas and each participant maintaining 6 feet from anyone. This will allow for their masks to be removed while practicing social distancing. Breaks and snacks will be handled in the same manner. If inside for lunch, groups will eat in separate areas and participants will be assigned an area that is 6 feet from each other. All participants will need to bring a water bottle each day.

Each group will be assigned a designated stall and bathroom time to avoid cross contamination as much as possible. Knowing kids can be very unpredictable with bathroom use, staff will attempt to clean major touch points as much as possible throughout the day. Hand sanitizer will be placed at bathroom entrances to be used before entering.

Playgrounds

Playground are currently open. We may occasionally utilize the Dyer School Playground across the

street. Staff will bring hand sanitizer and students will be required to hand sanitize before and after using a playground.

Preventing Cross Contamination

All efforts will be made to keep groups confined to contact within their own groups. Each group will be assigned their own location/area for everyday storage, play, and lunch. The hope is that when a case is confirmed the contact can be limited to one group and there will be an already identified path of potential travel for the virus. Normal activities have been adjusted to eliminate the amount of interaction and physical contact within groups. Example less tag and more relay races, shadow tag, or flag football.

Preexisting Medical Conditions

Students with preexisting medical conditions will be allowed to join the program and will work with the City Health Officer, Safety Coordinator and on how best to handle program activities. These participants will be grouped together. Parents must make sure to include any preexisting conditions upon registration.

If Child Presents with Illness

Parents will be called to come and pick the child up. Child will be put in an isolation room along with a counselor and both will need to wear their masks. **Parents will need to be available to come and pick their child up within 30 minutes. Child would need a note from their PCP in order to return to camp.**

Procedure if confirm case

Maine CDC will be notified and make a determination and give guidance on next steps.

Return to Program After Illness

For Illness Not Related to COVID-19:

1. No fever for 24 hours w/o use of fever reducing medicine
2. Other symptoms have improved
3. There is reasonable assurance and/or a HCP's note indicating the illness was not COVID related.
4. Documentation from a HCP may be required, especially for absences in excess of 3 days.

For Illness from COVID-19:

1. Symptom-based strategy for return
 - a. At least 10 days have passed since symptoms first appeared
 - b. No fever for 24 hours w/o the use of fever reducing medication
 - c. Other symptoms have improved such as cough/shortness of breath
2. Documentation from the HCP overseeing the COVID related recovery may be required.

Note: Guidance for severe COVID illness may require a longer duration of isolation prior to return to work/school

Communication

Communication with parents via text blast and email. Information will also be posted to the program registration page on our website (www.sopoparksrec.com) – this is the same site where you registered your child.

Parent Tip

Parents are encouraged to educate their child on the importance to not joke or fake COVID symptoms. Unfortunately COVID related items such as coughing on each other or constant touching will not be tolerated and should be taken seriously.