



FISHKILL RECREATION

793 Route 52, Fishkill, NY 12524 ~ tel. 845.831.3371 ~ fax 845.831.3169 ~ www.fishkillrecreation.com

Town of Fishkill Recreation Center

Written COVID-19 Safety Plan

Submitted by Jason Maietta, Recreation Director

September 10, 2020



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Town of Fishkill Summer Day Camp Written COVID-19 Plan

Facility Name: Town of Fishkill Recreation Center

Address: 793 Route 52
Fishkill, NY 12524

Operator's Name: Jason Maietta, Recreation Director **Phone:** 845.831.3371

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INTRO:

Dear Department of Health Inspector,

This serves as our Safety Plan in response to the COVID-19 pandemic to ensure that our staff, programs, and facility is operating in accordance to Department of Health recommendations.

Please note that due to the variety of activities that we facilitate, additional activity-specific safety plans have been developed to go along with this document. Please see each additional safety plan for those specific details.



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COMMUNICATION/NOTIFICATION OF COVID-19 RULES & PROTOCOLS:

- Communication will be key in keeping everyone aware of the new safety protocols in response to the COVID-19 pandemic.
- Employees will be notified of the rules and protocols during the training sessions and reviewed through regular meetings and daily written communications.
- Participants/customers will be notified via email and/or our website.

SOCIAL DISTANCING:

- Social Distancing of at least 6 feet will be practiced as much as possible by employees and customers except when an activity does not permit.
- A mask or facial covering will be worn by staff and customers when social distancing can not be practiced except when the specific activity (ie. soccer, pickleball, etc) does not recommend the use of a mask/facial covering.

HAND HYGIENE:

- There are two restrooms (male & female) located in the lobby. Each restroom has two contactless faucets, contactless soap dispensers with antibacterial hand soap, and a contactless paper towel dispenser.
- There are two faucets in the Kitchen located off the Main Hall. The kitchen also has antibacterial hand soap.
- In addition, four contactless hand sanitizer stations are positioned throughout the facility.
- Handwashing will occur at least 20 seconds at a time using soap and water.
- Employees will wash/sanitize their hands at the start of each shift, before eating, after using the bathroom, after sneezing, after coughing, during transitions of activities, after engaging with a customer, and any other time deemed necessary by the employee

RESPIRATORY HYGIENE:

- Mask/facial coverings must be worn by everyone as they enter the facility and whenever roaming throughout the facility including while using the restroom.
- Masks/facial coverings will be worn by employees whenever engaging with a customer.
- Employees may remove their mask while sitting at their work station. Employees must put their mask back on once they get up and move to another area of the facility.
- Masks may be removed while sitting in your designated or selected seat during the specific program or meeting except for when social distancing can not be practiced.
- The Town of Fishkill will supply masks for staff. There will also be some for customers or participants that forget to bring their's from home.



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GENERAL HEALTH:

- Employees, customers, participants, and visitors will be instructed to stay home when they are ill.
 - In an effort to minimize or prevent the spread of COVID-19, the following protocols will be in place.
 - Everyone must stay home when they are ill or exhibiting any signs or symptoms of the COVID-19.
 - Social Distancing will be practiced wherever possible.
 - Masks/facial coverings will be worn by when in close quarters or social distancing can not be practiced.
 - Frequent hand washing will be practiced.
 - Campers and staff will be required to stay home for two weeks when coming from a prevalent COVID-19 location.
-

HEALTH SCREENING

- Pre-Screening:
 - Program participants and/or customers will be asked (not mandated) to self-monitor for 7-14 days and complete a "self screening" questionnaire for one week prior to the first day of the respective program. This will include:
 - Taking and recording their own temperature each day for 7 days before the first day of camp.
 - Recording the presence or absence of COVID-19 symptoms (fever of 100.4 or greater, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting.) within 7 days prior to the first day of camp.
 - Recording any national or international travel within 14 days prior to the first day of camp.
 - Recording whether they had close contact with a person who has been diagnosed with, tested for, or quarantined as a result of COVID-19 within 7 days of the first day of camp.
- Ongoing Screening:
 - Everyone will be instructed to stay home when they are ill.
 - Everyone entering the facility must consent to having their temperature taken with a non-invasive forehead scanner upon arrival.
 - If a temperature of 100.4 or greater is present, they will be isolated until they can go home or be picked up.
 - The Recreation Director will notify Department of Health within 24 hours for further advisement.
 - If the temperature is from a staff member, the Recreation Director will notify the Town of Fishkill Human Resources Department.
 - Records will be kept throughout the process.
- Suspected or confirmed COVID-19 Cases: If a participant, customer, visitor, or staff member develops a suspected or confirmed case of COVID-19
 - The Recreation Director will notify the Department of Health for further advisement. We will follow the Department of Health's recommendation on how to handle the situation.
 - If staff member is suspected or confirmed positive with COVID-19, The Recreation Director will notify the Town of Fishkill Human Resources Department.
 - The individual will be isolated on site until they can go home or be picked up.
 - Records will be kept throughout the entire process.
- COVID-19 Testing: If a participant, customer, visitor, or staff member is being tested for the COVID-19:



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- The Recreation Director will notify the Department of Health. We will follow the Department of Health's recommendation on how to handle the situation.
- If a staff member is being tested for COVID-19, the Town of Fishkill Human Resources Department will be notified.
- If Negative:
 - If the result is negative, the individual will be required to remain off Town property until they are symptom and fever-free for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines.
- If Positive (or told by physician to self-isolate due to symptoms of COVID-19):
 - The Recreation Director will notify the Department of Health within 24 hours. We will follow the Department of Health's recommendation on how to handle the situation.
 - If a staff member tests positive or is told by a physical to self-isolate due to symptoms of COVID-19, the Recreation Director will notify the Town of Fishkill Human Resources Department.
 - The individual is required to self-isolate.
 - The individual can not return until they have met the criteria outlined in the [CDC guidance on Discontinuation of Home Isolation for Persons with COVID-19](#) as follows:
 - At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath);
 - At least 10 days have passed *since symptoms first appeared*.
- Records will be kept throughout the entire process.
- If a participant, customer, visitor, or staff member has close contact* with an individual who has tested positive for COVID-19, or have had close contact * with an individual who has been told by a physician to self-isolate due to exhibiting symptoms of COVID-19, within the last two weeks:
 - The Recreation Director will notify the Department of Health within 24 hours. We will follow the Department of Health's recommendation on how to handle the situation.
 - If staff member, the Recreation Director will notify the Town of Fishkill Human Resources Department.
 - The individual is required to self-quarantine. The self-quarantine period starts on the date the last close contact occurred and ends 14 days later.
 - The individual should continue to monitor their health using the [Symptoms of Coronavirus](#) as a guidance. Employees must also follow the [COVID-19 Self-check form](#).
 - The individual can not return until they have reached their self-quarantine end date and confirm they did not exhibit symptoms of COVID-19 at any point during their self-quarantine.
 - When the self quarantine is over and before the individual returns, the Recreation Director must contact the Town of Fishkill Human Resources Department.
 - Records will be kept throughout the entire process.



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CLEANING/DISINFECTING OF FACILITIES:

- The Facility will be cleaned by the cleaning company at the close of each night. This will include frequently touched areas such as doorknobs, counter tops, tables, chairs, light switches, computers, touch screens, keyboards, handles, desks, toilets, sinks, etc.
- Each employee will also disinfect their respective workstation at the start and end of his/her shift each day.
- Each employee will disinfect shared items/areas (ie. copy machine) after each use.

CONTACT TRACING & RECORD KEEPING:

- Attendance of employee, program participants, and visitors will be taken every day.
- Temperatures of staff and all participants will be recorded each day and kept on file upon entry each day.

CAPACITY/GATHERINGS:

- Attendance/participation will be monitored through pre-registration.
- Capacity of each activity will be set appropriately.

EMPLOYEE TRAINING:

- All COVID-19 protocols will be reviewed with every employee, coach, volunteer, representative prior to the start/opening of each activity/season.
- In addition, these protocols will be continuously reviewed and reminded to our staff through regular meetings, daily huddles, and written communications.
- Additional meetings will be scheduled as needed.

FACILITIES DESCRIPTION:

- Our facility is located at 793 Route 52 Fishkill, NY.
- Our facility features one large main hall, one full size gymnasium, one multi-purpose activity room, one lobby, three offices, one front desk/workstation, one copy room, a second floor viewing gallery, four storage rooms (2 downstairs and 2 upstairs), and two restrooms.
- The Town's Buildings and Grounds Department is responsible for ensuring that the facility is cleaned and disinfected appropriately each night and stocked with all necessary cleaning supplies.
- The Recreation Director is responsible for ensuring that employees are following protocol to cleanup their stations at the end of each shift.

ACTIVITIES DESCRIPTION:

- See the safety plan for each respective activity.




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DISCLAIMER:

By signing this plan, I affirm that the procedures outlined in this safety plan will be implemented and enforced at the Town of Fishkill Recreation Center. I understand that these control measures may not prevent the transmission of COVID-19 at our day camp. These procedures will remain in place until we have received written approval from DBCH that the control measures can be modified or discontinued.

Operator Name: Jason Maietta	Operator Title: Recreation Director
Operator Signature: 	Date: 9.16.2020