



PROGRAM GUIDELINES

RECOMMENDATIONS & GUIDELINES DESIGNED TO AVOID THE SPREAD OF COVID-19.

These summary guidelines have been created using information from the Center for Disease Control (CDC), the State of California, and the County of Orange. They are subject to change as the situation continues to evolve. Program modifications may be required to ensure the welfare of our community, including participants, instructors, and City staff.

GENERAL MODIFICATIONS & EXPECTATIONS | In an effort to establish a safe environment, the following practices will be adopted. These guidelines will be encouraged through routine program audits conducted by City staff.

Cancellation: in the event a staff or participant tests positive for COVID-19, programs should be prepared to cancel in compliance with CDC measures for quarantine.

Cleaning practices: Instructors will be expected to clean and sanitize equipment and surfaces as needed during their program.

Hygiene: Instructors are expected to maintain and issue routine reminders to encourage good hygiene practices, including but not limited to:

- No-contact greetings
- Clean hands before and after eating, after coughing or sneezing, and before and after restroom use.
- Bathroom trips should be staggered to reduce congregating in an enclosed space. **Maximum of 2 campers, 1 staff inside at any given time.**
- Wear a mask when social distancing is not possible (check-in/out, close instruction)
- Avoid touching your face and cover your coughs and sneezes with a tissue or shielding with your elbow.
- Maximize ventilation (when indoors)

Maximums: Youth programs not to exceed 1:10. Multiple groups may be permitted pending review of field or facility to ensure adequate capacity. Adult program maximums will be based on the capacity of an assigned location as pre-determined by City staff.

Ratios: Not to exceed 1:10. **Recommended 8:1.**

Waiver: The waiver incorporated on our registration form has been updated to include COVID-19 specific verbiage. *All participants will be required to sign this before being permitted to take part in any City programming.*

Facilities: Community Centers remain closed until further notice.

Amenities: discourage use of shared amenities like water fountains in favor of reusable water bottles. *Playgrounds remain closed for use until further notice.*

Personal protective equipment (PPE): at a minimum, all staff and participants will be **required to provide and wear a face mask** that covers their mouth and nose when adequate social distancing is not possible. Examples include check-in/out and close instruction. Gloves are encouraged in situations where they would help reduce cross contamination.

No-contact check-in procedures to include temperature checks using touchless thermometers for both staff and campers.

Program access: only authorized staff with City ID badges and participants will be permitted in the programming area. No spectating will be allowed unless it can be done from the safety of a legally parked vehicle.

Social distancing: 6 feet of space or more should be maintained at all times between all individuals involved in a given program.

Personal belongings: avoid contact and keep separated. Encourage participants to pre-label all personal items. Instructors and participants are encouraged to bring a backpack containing personal sunscreen, a mask, hand sanitizer, reusable water bottle, and disposable lunch/snack.

Special events: no special events that would encourage crowds will be permitted. Examples include potlucks, performances, tournaments, or games.

Staff training: Contractors are expected to ensure instructors have been adequately trained to do the following:

- Maintain necessary cleaning practices
- Ensure adequate distance between all individuals
- Reinforce and model good hygiene practices
- Modify activities to avoid shared points of contact
- Proper use, removal, and washing of cloth face coverings
- Ability to assess for signs & symptoms of COVID-19

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PROGRAM RISK ASSESSMENTS | Instructors able to achieve the following measures to reduce risks may be permitted to resume programs following review of proposed plans and solutions.

- **Activities:** individualized activities, solo competitions, or group games that avoid shared points of contact.
- **Cleaning practices:** are prepared to integrate time to clean and sanitize all equipment and surfaces as necessary.
- **Equipment:** avoid use of shared equipment.
- **Facility:** program is held entirely outdoors.
- **Groups:** Youth participants are kept in groups of 10 or less. These groups are maintained throughout the duration of class and include the same instructor who remains assigned to their own group. If desiring more than 10 participants, contractors must submit request to ensure adequate space is available to maintain social distancing and demonstrate groups will not mix. *Any related participants should be kept in the same group. Strategically establish groups based on geographic regions when possible.*
- **Illness monitoring:** able to provide touchless thermometers and ensure temperatures are checked immediately upon arrival. *Prepared to send any staff or participant home who records a temperature of 100.4 or higher.*
- **PPE:** Instructors and participants can comfortably and safely engage in programming while wearing a face mask in instances where social distancing is not possible. *Examples: Check in/out or instances where close instruction is necessary.*
- **Social distancing:** Can consistently maintain 6 or more feet between all participants and staff.
- **Screening procedures:** are able to screen staff and participants prior to participation, to include COVID-19 questionnaire and temperature checks using a touchless thermometer.
- **Sanitation:** are able to provide reasonable access to handwashing stations and/or hand sanitizer.

Additional recommendations for youth programs:

- Institute staggered drop-off & pick-up times to avoid congregating or gathering.
- Consider drive-up check-ins where parents/caregivers do not leave their vehicles and participants do not exit until their temperature has been measured, if safe to do so and does not cause any interruptions to flow of traffic.



HIGH RISK PROGRAMS | Programs including one or more of the following will **not** be permitted until further notice.

- **Activities:** are not able to adapt activities to avoid shared points of contact.
- **Facility:** indoors at City facilities; unable to be easily shifted outdoors due to available space, concerns regarding integrity of programming, or other.
- **PPE:** cannot safely participate in or facilitate programming while wearing a mask when social distancing is not possible..
- **Sharing:** shared surfaces and/or equipment are unavoidable.