

## 2021 Port Washington Recreation Safety Town COVID-19 SAFE OPERATING PLAN

**Recreation Director:** Kiley Schulte

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**Dates:** 6/14/21-6/18/21 and 6/21/21-6/25/21

**Times:** 8:00 AM – 2:30 PM

**Location:** Dunwiddie Elementary School

**Objectives:**

1. Follow local and state guidelines for safe and healthy operations of the Safety Town program.
2. Clearly communicate operations with staff, volunteers, participants, and parents.

**Resources:**

[Wisconsin Department of Health Services](#)

[CDC guidelines for youth camps](#)

<p><b>General</b></p>	<ol style="list-style-type: none"> <li>1. All Safety Town participants, teen volunteers, teachers, and guest speakers will be expected to wear a face covering when indoors.</li> <li>2. Social distancing will be practiced whenever possible.</li> <li>3. Activities will be held outdoors, as the weather allows.</li> <li>4. When participants are engaged in small group activities outdoors, they will wear their face coverings.</li> <li>5. The teacher and group leaders will offer face covering breaks to students who are outdoors or indoors and safely distanced from others.</li> <li>6. Tables and stations will be disinfected after each group is done.</li> <li>7. All Safety Town participants, volunteers, teachers, or guest speakers should <b>STAY HOME IF NOT FEELING WELL.</b></li> </ol>
<p><b>Parents</b></p>	<ol style="list-style-type: none"> <li>1. Parents are required to wear a mask at pick up and drop off.</li> <li>2. Parents will not be permitted to enter the program area.</li> <li>3. Children will be dropped off at the front drive through area of Dunwiddie school where a group leader will meet them. This will be the designated pick up/drop off zone.</li> </ol>

	<p>4. Parents are required to complete COVID health screening before dropping child(ren) off at the program. If they answer yes to any of the screening questions they will not be permitted to come to the program and will be required to call the Recreation Department.</p>
<b>Staff/Volunteers</b>	<p>5. All staff and volunteers will be required to wear CDC approved face coverings while on site.</p> <p>6. All staff and volunteers will be required to complete a daily staff COVID-19 health screening form. (see attached form)</p> <p>7. Staff will be required to store personal belongings in a designated area.</p> <p>8. Social distancing will be practiced whenever possible.</p> <p>9. Staff will lead activities outdoors, as the weather allows.</p> <p>10. Staff will ensure participants are wearing face coverings whenever engaged in small group activities, even when outdoors.</p> <p>11. The teacher and group leaders will offer face covering breaks to students who are outdoors or indoors and safely distanced from others.</p> <p>12. It will be the staff/volunteers responsibility to sanitize tables and stations. COVID-19 approved disinfectant spray will be provided for sanitization use.</p> <p>13. All Safety Town participants, volunteers, teachers, or guest speakers should STAY HOME IF NOT FEELING WELL.</p>