



TOWN OF CONCORD
DEPARTMENT OF HUMAN SERVICES
Division of Recreation



COVID-19 Preparedness Plan

Ryan Kane



**TOWN OF CONCORD
DEPARTMENT OF HUMAN SERVICES
Division of Recreation**



WHITE POND BEACH OPERATION – COVID 19 Action Plan
June 18, 2020

COVID-19 Preparedness Plan for Concord Recreation

The Town of Concord Recreation Department is committed to providing a safe and healthy workplace for all of our employees and customers. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. This plan is specific to the Hunt Recreation Center. The success of reopening town facilities is based on each employee’s commitment to protecting his/her co-workers. This commitment requires maintaining social distancing of 6 – 10 feet, wearing masks in all common areas and when social distancing is not possible, encouraging frequent hand washing, staying home when feeling sick/ill, and cleaning high touch areas like door knobs, keys, copiers/faxes, water faucets, phones, and other high touch objects. All of these things will be addressed in subsequent pages.

Accepting responsibility for “doing your part” ensures a shared commitment to colleagues and a safe workspace. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our employees, management and customers. Only through this cooperative effort can we establish and maintain the safety and health of our employees and workplaces.

Management and employees are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Concord Recreation managers and supervisors have the Town’s support in enforcing the provisions of this policy.

Our employees are our most important assets. We are serious about safety and health and keeping our employees working at Concord Recreation. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by addressing employee concerns, implementing recommendations provided by employees and assuring that all employees feel safe returning to the workplace. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and MA Department of Public Health guidelines, federal OSHA standards related to COVID-19 and addresses:

- Employee Health
- Cleaning, Disinfecting, and Ventilation;
- Communications and Training that will be provided to managers and employees; and
- Management and supervision necessary to ensure effective implementation of the plan.

The following contact information is imperative in assuring that communicate is clear:

1. **Concord Recreation COVID Contact:**
Ryan Kane, Recreation Director. RKane@concordma.gov 978-287-1056
2. **Board of Health:**
Susan Rask, Public Health Director. SRask@concordma.gov. 978-318-3275. If the Board of Health Does not answer the phone, a message should be left. If the Board of Health is unreachable, police dispatch should be called to contact the Board of Health.
3. **MA Department of Public Health:**
(617) 624-6000



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Public Plan

Phase 1 Reopening Plan (Beach Opening Sat June 20)

Group Size: Maximum 10 people

VISITORS 15 YEARS AND UNDER MUST BE ACCOMPANIED BY AN ADULT OVER 21 YEARS

NO PASSES WILL BE SOLD ON SITE.

BE a Good Citizen

- If you are sick stay home (fever, cough, shortness of breath, etc..)

Masks & Face Coverings

- If you are over the age of 2, you must wear a face covering or mask when you cannot maintain 6 feet of distance between yourself and others.
- You must remove your mask for swimming.
- You may remove your mask while seated within in your reserved plot of sand.
- Please wear a mask when approaching staff.

Social Distancing in and out of the water

- You must maintain a distance of 6 feet between individuals not in the same household group
- You must maintain 12 feet between groups/toweling/blankets.

Hygiene

- Wash your hands often.
 - Avoid touching your eyes, nose & mouth, cover your mouth when you cough or sneeze.
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How To Buy A Beach Pass & Reserve Your Spot On The Beach

No passes will be sold at the Town Beach. You must purchase a season pass in advance and make daily reservations for beach spot. Both pass sales and reservations can be made on line at concordrec.com

BOOK A SPOT ON THE BEACH

- Beach users will need to purchase a season pass online at concordrec.com, and reserve daily time slots on the beach for each visit. Reservations can be made as early as 4 days in advance and designated location and time slots.
- You can choose your specific spot based on availability (see beach map below)
- You must identify the number in your party at reservation and all individuals must be White Pond pass members under your family membership
- Each site is pre-marked for SOCIAL DISTANCING. Spots are pre-marked 12' or more apart. Keep 12 feet between beach blankets, keep 6 feet between others.

TIME SLOTS

- Daily time slots are for 2 hour and 45 minutes and have start times in 15 minute intervals; 10am, 10:15am, 10:30am, 10:45am, (all morning slots are 2 hours and 45 minutes) 1pm, 1:15pm, 1:30pm, 1:45pm and 4pm, 4:15pm, 4:30pm, 4:45pm (all evening slots end at 7pm)
- The waterfront and swim areas close at 7:15pm, 15 minutes before beach closure ensure safety.
- Beach slots cannot be adjusted for any reason including weather.
- Members are allowed to only purchase one time slots in a single day.
- Please do not arrive more than 10 minutes before a reserved time slot.

Please call the Recreation Office at (978) 287-1050 or Beede Swim & Fitness (978) 287-1000 if you have trouble with the online portal or have a unique reservation.

Staff are limited in Phase 1.



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Admittance to The Town Beach

RESERVATIONS ONLY

Only members with a pre-reserved Beach slot should enter the facility (even to park). Reservation holders will go directly from car to beach location, White Pond staff will verbally check you in upon your arrival to beach spot.

PARKING

Please park in marked spaces only. No loitering or tailgating in the lot.

Loading and unloading for passengers and personal items at drop off areas is limited to one car at a time.

ENTRY/ EXIT

Please follow the posted signs. Masks are required to worn on the entry stairway

What To Expect At The Beach

RAFT/DOCK

In Phase 1 the raft will not be out in water.

LIFEGUARDS

Lifeguards will be on duty during open beach hours. Do not distract a lifeguard; only get the attention of a lifeguard for emergencies.

Please listen to the lifeguards and beach patrol.

Lifeguards are trained to scan for swimmers in danger and thwart accidents, not to manage the behavior and social distancing of children. Please watch your own children in the water. Non-swimmers of any age cannot be left alone. Parents of non-swimmers must be in the water with the child at all times, even if the child is in the shallow end. Remember, most youth rescues happen while a parent is present. Lifeguards may blow a whistle, or use their voice or megaphone to alert swimmers of the rules.

RESTROOMS

Restrooms will be open with strict capacity controls for the safety of visitors; limited to one patron at a time. Patrons waiting to use a bathroom must wait outside the bathhouse behind 6 foot waiting lines.



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TRASH

Patrons must use the carry in carry out approach at White Pond this summer. All trash generated at the beach must be brought out, a dumpster is provided in the parking lot.

FOOD & DRINK ON THE BEACH

- We recommend that you bring water, as hydration is very important at the beach. There is no water fountain at this site. Guests are welcome to bring their own food/drink for consumption on-site.
- Alcoholic beverages are not allowed.
- Glass containers are not allowed.
- Beachgoers are required to carry-in/carry-out.
- There will be a dumpster by the exit and a recycling bin in the parking lot.
- Beachgoers who leave trash behind may lose their beach passes.

IS THE WATER TESTED?

Yes, once weekly, the Health Department sends water samples to a lab to test for E. Coli or Enterococci. The results of the tests are posted online. The state threshold for safe swimming is 235/100ml or geometric mean of 5 recent samples >126/100ml. Typically our beach and swim area test in the single digits well below the safety threshold. If they would ever reach the threshold, we close the beach until the levels return to normal.

White Pond Beach is permitted to operate a bathing beach by the Local Board of Health and note that the beach is not monitored for bacteria outside of the specified season date range.

DOGS

Dogs and pets are not allowed at White Pond Town Beach.

Does not apply to any properly registered service animal while performing its duties.

WHAT ELSE SHOULD I KNOW?

- Town Beach prohibits the use:
- Inflatables of any kind. If it has a valve or is able to be punctured, it is not allowed. (Noodles and Boogie Boards are allowed.)
- Snorkels, kickboards, flippers, SCUBA gear.
- No communal or radio music.
- No wood, charcoal or propane grills.
- No ball playing, no discs, or lawn games of any kind.
- USCG Types IV and V are not allowed. Any life jackets or vests that are USCG Types I, II and III are allowed.
- A complete list of rules can be found at (still needs to be updated)
<https://concordrec.com/253/White-Pond>



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WEATHER EVENTS

Rain, wind and low temperatures weather closings will be at the discretion of the Recreation Department and published on the Recreation Department Twitter. Sign up for instant Beach Alerts via text message with MYRec registration system.

The beach will be cleared during storms with thunder/lightning. All patrons must exit the beach property and may be readmitted if weather remains thunder free for 30 minutes and lightning free for 1 hour. No refunds will be issued if the beach must be cleared.

BLUE-GREEN ALGAE

Blue-green algae can form harmful blooms in lakes, ponds, and rivers that make the water murky, and can sometimes make the water look like pea soup or paint. The Concord Recreation Department works in conjunction with Concord Board of Health to identify Blue-green algae blooms and determine the opening/closures of the waterfront.

Blue-green algae blooms can produce toxins that can make pets and people sick. Toxins may be present within the algae cells or in the water.

- For humans, the primary concern is ingestion of water containing blue-green algae while swimming. Of secondary concern is direct skin contact with the blue-green algae and inhalation of water droplets containing blue-green algae or toxins.
- For pets, the primary concern is the ingestion of water containing blue-green algae or scum that has washed ashore or gotten onto their skin or fur.



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Staff Plan

Phase 1 Reopening Plan (Beach Opening Sat June 20)

Employee Health

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. Employees who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or [underlying conditions](#)) are encouraged to stay home or arrange an alternate work assignment with their supervisor. Employees are strongly encouraged to self-identify symptoms, or any close contact to a known or suspected COVID-19 case, to their supervisor as soon as possible. Additionally, employees who test positive for COVID-19 are asked to disclose to their supervisor for purposes of cleaning / disinfecting and contact tracing.

Self-Screening

1. Employees should respond to the questionnaire found in Appendix A each day before they enter the workplace. Should the answer to any of the questions within the survey be positive, the employee should not report to work and should contact their supervisor immediately.
2. If an employee begins to feel sick and or exhibit symptoms related to Covid-19 while at the workplace, they must alert their supervisor immediately and go home while assuring they leave the building/facility without coming into contact with others (social distancing).
 - a. The employee's supervisor must report this information to the Board of Health immediately via email and phone. If the Board of Health is unreachable, police dispatch should be called to contact the Board of Health.

Disclosure of Positive Diagnosis

3. If an employee reports that they have been positively diagnosed with Covid-19, the Director of Recreation will cease all operations at the facility as soon as possible. The Director will notify the Deputy Town Manager and the Board of Health immediately and send the "Announcement to Employees About a Positive Test" (Appendix B) memorandum will be given to all employees by the Town.
- 4.

Leave Policies

5. Please know that if you need leave from work due to COVID-19 you may be eligible for paid leave in accordance with the Families First Coronavirus Response Act (FFCRA). The FFCRA is effective from Wednesday, April 1, 2020 through December 31, 2020. This Act requires the Town to provide qualified employees with up to 80 hours of paid sick leave and expanded family and medical leave for specified reasons related to COVID-19.
6. The Town has already implemented temporary pay provisions and at this time, has no intention of discontinuing those practices. If you believe you have experienced a situation which may qualify you for leave or pay under the FFCRA, please contact the Human Resources Department via email to hr@concordma.gov for more information.



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BE a Good Employee

- If you are sick stay home (fever, cough, shortness of breath, etc.). Report to your Supervisor immediately.
- Self-Screen

Masks & Face Coverings

- You must wear a face covering or mask when you cannot maintain 6 feet of distance between yourself and others. Please assume that someone will be approaching guards so;
 - Keep your mask available and preferably on
 - Practice technique to maintain 6 foot distance when communicating
- You must remove your mask for swimming.

Social Distancing in and out of the water

- You must maintain a distance of 6 feet
 - Practice technique to maintain 6 foot distance when communicating
- Please bring to and from work each day; your own beach chair and your own cooler.
- Guard shed will be used as first aid station and headquarters of the lead staff member on site.

Staff Cleaning/Disinfecting

- Staff must wipe down all equipment before and after use including; guard chairs, paddleboard, rescue board, etc...
- Staff will be responsible for cleaning/disinfecting restrooms, see restroom plan

Staff Equipment

- Each staff should have their own of the following and maintain the cleanliness and storage
 - Rescue tube
 - Mouth free whistle
 - Plenty of water



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Restroom Plan

Phase 1 Reopening Plan (Beach Opening Sat June 20)

Users

- Single use (family allowed) restroom use only.
- Users should abide by social distancing while in line for restroom. Cones are placed to identify six feet in distance.
- Antiseptic wipe station will be positioned at entrance to restrooms to allow for individuals to utilize personally.
- All users should wash hands thoroughly after use

Cleaning

- The restrooms will undergo a full cleaning every morning prior to opening. The cleaning will be managed Monday-Friday morning by Parks & Playgrounds staff, Saturday morning by Gary Lancaster and Sunday morning by
- At least once per week the Parks and Playgrounds staff will perform a deep cleaning and disinfection services.
- Staff will follow the EEA COVID-19 Outdoor Restroom Cleaning Best Practices
- Restrooms will be wiped down on an hourly schedule. The Beach Manager will be responsible for seeing that each restroom is wiped down with disinfection wipes in high touch areas; door handles, faucets, flushers, and toilet seats. Schedule w/ initials will be posted on site.
- Additional hand sanitizer and will be available outside of the restrooms



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Daily Self-Certification Questions for Employees going into work

1. Have you been in close contact with a confirmed case of COVID-19?
2. Have you had a fever or felt feverish in the last 72 hours?
3. Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
4. Are you experiencing any new muscle aches or chills?
5. Have you experienced any new change in your sense of taste or smell?

If you answered "yes" to any of the questions above, please contact your supervisor before you leave for work.