Efforts Toward a Safe Re-Opening

County of Santa Clara
Parks and Recreation Department

Special Hearing on Safe Re-Opening and Economic Recovery
Board of Supervisors
Monday, June 8, 2020
The Importance of Keeping Parks Open

- Parks are a critical resource for the public during the current crisis
- Parks provide a venue for the community to spend time outdoors during the Shelter In Place period
- Outdoor recreation can help to ease tensions at home, relieve anxiety, and promote physical and mental well-being
Initial Response: What Have We Done?

- Parks and trails have remained open
- Limited at first to trail use and open space
- Including restrooms for members of the public to maintain good hygiene
- Other facilities have opened, and activities including boating have resumed as new Orders allowed
Safe Use of Parks and Outdoor Spaces

- Signage has been developed to encourage social distancing and safe trail use
Safe Use of Parks and Outdoor Spaces

- Protocols have been developed for park activities

**Archery**

**COVID-19 PROTOCOLS**
Santa Clara County Parks Archery Ranges

- Physical Distancing Rules must be followed for play on all ranges or areas will be closed!
- If you are not feeling well, have a fever, cough, or are otherwise unwell, DO NOT use the archery range, Please go home and contact your health care provider.
- All persons at the range MUST MAINTAIN A MINIMUM OF 6’ PHYSICAL DISTANCING BETWEEN PERSONS AT ALL TIMES!
- Groups and gatherings are PROHIBITED.
- Allowed use is LIMITED to SINGLE USER or with members of your own household.
- No equipment sharing, Pull your OWN arrows. Do not share bows.
- Face masks are strongly urged. You should have a mask on your person and ready for use.
- All picnic tables are CLOSED and off-limits for use.
- In addition to COVID-19 requirements, all Santa Clara County Archery Rules apply.
- Follow all guidelines & recommendations from the CDC, State, and County Public Health Departments.

**Disc Golf**

**COVID-19 PROTOCOLS**
Santa Clara County Parks Disc Golf Courses

- Physical Distancing Rules must be followed for play on all courses or areas will be closed!
- If you are not feeling well, have a fever or cough, return home and consult your doctor.
- SOLO PLAY OR WITH MEMBERS OF YOUR HOUSEHOLD ONLY!
- Keep a physical distance of at least 6’ when encountering other players at all times.
- Do not touch other players’ discs, towels, bags, or carts out on the course.
- DO NOT SHARE EQUIPMENT with other players.
- When approaching a tee box occupied by another player allow player to throw and start walking toward disc before occupying the tee box.
- NO GATHERING. Congregating on the course or in the parking lot is NOT ALLOWED.
- Face masks are strongly urged. You should have a mask on your person and ready for use.
- Follow all guidelines & recommendations from the CDC, State, and County Public Health Departments.
Safe Use of Parks and Outdoor Spaces

- Maps have been provided to the public highlighting trails that are wide enough to keep a safe distance.

Example: Mt. Madonna County Park
Safe Use of Parks and Outdoor Spaces

- The Department has used social media platforms and direct messaging to communicate the need for social distancing and resources.
Safe Use of Parks and Outdoor Spaces

- Measures have been implemented to manage access (e.g., reservations, removal/securing amenities, etc.)

- Protocols have been developed to maintain sanitary conditions in restrooms and other public use areas

- The Department has followed CDC Guidance for Administrators of Parks and Recreation Facilities
  
Compliance

- Generally, park users have followed the Department’s guidance
- The Department has received several messages of gratitude for keeping the parks open to the public
- There have been a few outliers, but not enough to suggest a change in Department policy
Challenges Posed by COVID-19

- As with other departments, Parks has provided staff to work as Disaster Service Workers, reducing capacity for regular work.

- The nature of the Department’s work includes significant engagement with the public.

- Members of the public may be frustrated by current events, or may not fully understand the Health Orders.

- Some staff have expressed concern about directly serving the public, including the risk of infection.
QUESTIONNAIRE RELATING TO THE ECONOMIC RECOVERY PHASES OF COVID-19 AND PLANS, GUIDELINES, AND NEEDS RELATIVE TO THE SAFE OPENING OF BUSINESSES AND OTHER INSTITUTIONS

Company/Organization Name: County of Santa Clara, Parks and Recreation

Industry/Sector: Recreation

Date: June 2, 2020

1. Are you open or partially open? Yes
   a. Are you an essential business? Yes
   b. Are you open under an exception such as: Yes
      i. Outdoor Business?
      ii. Pickup/Delivery?
      iii. Curbside Retail?
      iv. Food Distribution?
   c. Have employees and customers cooperated with the health safety protocols? Yes
   d. To your knowledge, have employees or customers become infected with COVID-19? No

2. How many of your activities can be moved outdoors?
   Of allowed activities, all are outdoors (restrooms are open)

3. For indoor activities:
   a. How can social distancing be maintained at points of ingress and egress, where people normally cluster? Posting, limited access, markings for waiting for access.
b. How can employees and visitors be protected from transmission of the virus (e.g., no-touch temperature checks, hand sanitizer, masks, and face shields)? Staff and volunteers through protocols and provided PPEs. Visitors through education, postings, restricted access, and limiting activities.

c. How will Personal Protective Equipment (such as face covering and gloves) and hand sanitizer be provided before entry? Limited to outdoor activities. Staff provided PPEs. Restrooms with soap provided to public for good hygiene.

d. Can the times of activities be staggered to reduce the amount of people gathered at any one time? Yes

e. Can customers make appointments to gain entry while inside capacity is restricted? Yes

f. How can social distancing be maintained inside your premises? Department is using reservations and online systems to limit exchange between staff and public.

4. What is your plan to acquire and distribute Personal Protective Equipment (like masks and gloves) and testing to your employees? Working with EOC and within County policies and direction for testing and PPE procurement.

5. How can you adapt to accommodate different size gatherings that may be allowed by the Public Health officer? (Smaller gatherings are likely to be allowed before very large ones.) Through permits and reservation systems. Education and enforcement with Park Ranger and Park Attendant staff. Physical restriction by limiting amenities to accommodate small groups.

6. To meet the need for possible contact tracing, how would you maintain lists of employees and visitors with their contact information for contact tracing? (It is understood that lists of attendees would only be provided in
the event of an infection that needed to be traced, and then only to public health personnel trained in medical confidentiality.) Per Order, Permits require list of names. Other activities require reservations.

7. In order to assist safe and productive re-opening, what are your needs relative to:
   a. Regulation?

   b. Licensure?

   c. Childcare? Essential Worker childcare for workforce

   d. Housing?

   e. Digital Inclusion?

   f. Commute-Free Working?

8. If you have been opened or partially opened, what challenges have you experienced?
   Parks have remained open to trail access and open space (including restrooms) throughout the Orders, with expansion of access as Order was revised. Challenges include: balancing available staff with DSW assignments, large increase in park use concern of staff serving public, and misunderstanding of Orders.
9. If you have been opened or partially opened, how has the community's adherence and response to the COVID health safety protocols been? Majority of public have been in compliance with social distancing and other protective measures.
Santa Clara County Parks Protocols for Health and Safety at Work
In Response to Covid-19 Virus and County Health Order

The safety of staff and park visitors are critically important during this unprecedented outbreak of the virus Covid-19. The Parks Department works closely with the County Public Health Officer, medical professionals, and County's Emergency Operations Center to ensure that our safety protocols provide optimal protection and are constantly updated to reflect current information. The following Protocols serve as an update to those emailed out on 3/6, 13, 16, 22, 23, 27, and 4/6, and will be updated additionally, as needed, to inform all staff of safe practices and Department procedures in response to Covid-19. All employees are required to follow these Protocols. Please direct any questions or concerns to your supervisor or manager.

Please refer to the March 31, 2020 Order of the Health Officer of the County of Santa Clara for more details on the current Shelter in Place directive.

About Covid-19
According to CDC (Center for Disease Control and Prevention), the virus is thought to spread mainly from person-to-person:

- Between people who are in close contact with one another.
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Spread from contact with contaminated surfaces or objects is not thought to be the main way the virus spreads. However, it may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is why frequent hand washing with soap and water or use of hand sanitizer is recommended.

General Guidance and Practices for All Staff

Uniforms and Personal Protective Equipment (PPE’s)

- Wear appropriate Personal Protective Equipment (PPE’s) for your position.
- Non-medical facemasks including dust masks, balaclavas, and bandanas are recommended for all essential staff while working.
- Wash work clothes after every shift, and avoid wearing work footwear into your home.
Personal Hygiene and Distancing

- Wash hands for at least (20) twenty seconds after contact with surfaces, before and after preparing food, before and after use of a fleet vehicle, and after coughing or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Keep hand sanitizer, disinfectant wipes or cleaner, and all necessary PPE’s with you throughout your shift.
- Cover your mouth and nose with a tissue when coughing or sneezing, or, if not possible, cough or sneeze into your elbow.
- Avoid touching your face, particularly eyes, nose and mouth with unwashed hands.
- Practice social distancing, keeping yourself six (6) feet from others.
- Avoid close contact with people who are sick.

Reducing Transmission

- Any employee who is feeling sick or experiencing Covid-19 symptoms must stay home and notify their supervisor.
- Any essential employee who begins to feel ill while at a work location must report their condition to their supervisor and go home sick.
- Any employee who is experiencing Covid-19 symptoms; feels that they may have been exposed to Covid-19; OR has knowledge of being directly exposed (close contact) to another person who has been diagnosed with Covid-19; should contact a medical professional or their personal doctor for guidance and then advise their supervisor of the medical professional’s recommendation.
- Non-essential employees must not report to a worksite unless they are engaged in essential work.
- Essential employees must continue to report to their work location and are required to follow these protocols at their job site.

Specific Guidance for Staff Reporting to Parks and Facilities

Common Work Areas

- A daily cleaning schedule for common work areas (e.g., kiosks, lunch areas, restrooms, conference rooms, or other common work areas that are in continued use) must be developed and posted by the supervisor for the relevant worksite, and followed by all staff.
- Breakrooms and kitchens must be maintained in a sanitary condition at all times, including cleaning and disinfecting hard surfaces, door handles, faucets, and other high-contact areas.
- Workspaces (particularly cubicles) should be utilized by a single individual at a time. If workspaces are shared, areas should be sanitized (sprayed with disinfectant cleaner and wiped down or with disposable disinfectant wipes) before and after using the workspace. Open-plan office areas may only be used by multiple persons where it is possible to maintain an appropriate distance of six (6) feet between them. Team interactions in these spaces should be limited to the extent possible.
• All Park Yards must be posted with the Social Distancing Protocol Appendix A, emailed out by Mike Will on 4/11.

**Tools**

- To the extent feasible, employees should avoid sharing tools.
- When tools must be shared, employees should wipe them down, focusing on high-touch parts, with a disinfectant cleaner before being used by another employee.
- All touch surfaces on larger pieces of equipment, such as chippers, saws, etc., should be thoroughly cleaned with disinfectant at the end of each workday.

**Park Restrooms**

- Park restrooms are to be cleaned according to schedule set forth in Section 814 of the Park Maintenance Manual.
- Park restrooms may be closed prior to cleaning to restrict access immediately prior to cleaning and to ensure all users have left the restroom (about 10 minutes), and to allow for increased ventilation. Increased ventilation may also be created by opening windows and utilizing an area fan before and during cleaning.
- Staff should use appropriate PPE, including latex gloves (medical gloves are not required for protection), eyewear, and Tyvek coveralls. N95 masks are in scarce supply globally, and as such, priority for ordering is to serve the need at medical health facilities, and for hospital workers and First Responders. Therefore, N95 masks (while supplies last) shall be re-used and protected to extend their life and usefulness; as they are NOT a REQUIRED PPE FOR COVID19 OR OTHER DUTIES. Staff using N95 masks shall use them with another face covering (bandana, non-medical mask, or other cloth face covering) to protect the N95 masks and extend its use. N95 masks shall only be replaced when damaged or when breathing is restrictive.
- Apply spray disinfectant over all restroom surfaces, particularly high-contact areas. After application of disinfectant, wait at least ten (10) minutes before wiping down surfaces to allow for maximum efficacy of the solution.
- Prioritize cleaning and disinfection of high-contact areas, including hard surfaces, doorknobs, faucets, toilet flush levers, hand dryers, etc.
- After cleaning, hands should be washed with GLOVES ON. Then, remove gloves and wash hands again. This reduces the risk of transferring the virus to yourself while handling your used gloves.

**Fleet Vehicles**

- NO CARPOOLING: Fleet vehicles may be occupied by only one passenger at a time.
- High contact surface areas inside and outside the vehicle (e.g., door handles, steering wheel, gear shifter, directional signals, etc.) should be cleaned with disinfectant before and after use.
- Wash your hands before and after use of Fleet vehicles.
Park Visitors and Management

- All visitors should be complying with the March 31, 2020 Health Order in accordance with California Health and Safety Code § 120295, et seq.; Cal. Penal Code §§ 69, 148(a)(1); Santa Clara County Ordinance Code § A1-28.)
- All parks should feature the previously distributed Covid-19 park entry signs, trailhead signs, and other educational materials to help visitors use the parks in compliance with the current Order.
- Where safe and appropriate, and following social distancing guidelines, Park Rangers should advise people of the importance of complying with the current Health Order; including discouraging gatherings larger than 10 people, and those participating in disallowed activities such as picnicking, barbequing, gathering at trailheads, etc. (see full Health Order for more detail).
- Rangers should advise persons using closed facilities (picnic tables, bbq’s seating areas, and other public use facilities) of their closure and physical distancing requirements.
- Where increased visitor traffic threatens to, or does, create an unsafe or unmanageable condition, parking lots or other park areas may be restricted, or closed by Ranger staff. Contact Flint Glines, Chief Ranger, for approval prior to restricting or closing any park areas or entrances.
- Non-ranger staff should report high use conditions, gathering violations, and/or use of closed areas to the on-duty ranger. Non-ranger staff may also inform and educate offenders of their violations and request compliance.
- Park visitors who are egregiously or repeatedly out of compliance with the current Health Order may be reminded that non-compliance is a misdemeanor and that appropriate action could be taken by law enforcement.

Specific Guidance for Maintenance and Operations Staff

N95 Masks

In an effort to extend the usefulness of the N95 masks in a safe manner, the following procedures shall be followed:

- Continue to follow the directive Don sent out in the emails on 4/6/20 and on 4/10/20: use a face covering on top of N95 to elongate the life of the mask. Less contaminants will deposit in the filter of the N95. This is known as engineering control.
- Maintenance staff will then follow a time control practice to prolong the life of the N95 masks.
  a. To do this, each staff member will be issued one N95 mask for each day per week they are scheduled to come into work to perform duties where the N95 is approved for use, such as restroom cleaning/when bio-contaminants are present. For example, if a staff member is scheduled 2 days a week, they would be issued 2 N95 masks, if 3 days, three masks, and so forth.
b. Each N95 mask is to be worn one day by each staff during the work week, then placed and stored individually in a paper bag. The most credible research about virus viability suggests that the virus can survive on surfaces for up to 72 hours. By wearing the mask one day, then resting the mask in the paper bag, the mask is rested for six days (144 hours) before next use.

c. Continue this process until the mask is obviously damaged or becomes hard to breathe through.

d. This is the approved department protocol for sanitizing N95 masks for extending their usefulness. Staff may not practice any method for sanitizing masks other than described above. Staff may suggest, by email, alternate methods of sanitation to Vikram Manke and Mike Will for review and approval.

- Operations staff will be issued two N95 masks to be placed in their medical bags. In the event that a mask is used during a medical call, Operations staff shall request a replacement mask from the responding EMS units. If the EMS units are not able to provide a replacement, then a replacement mask maybe be obtained from the on-duty Supervising Ranger.

Always remember to perform hand hygiene with soap and water or an alcohol-based hand sanitizer before and after touching or adjusting the respirator (if necessary for comfort or to maintain fit).
Santa Clara County Parks Protocols with an Ill or COVID-19 Positive Employee
During Covid-19 Shelter in Place

This protocol includes steps to take when an employee has symptoms consistent with COVID-19 at work, and/or when the Parks Department receives notice that an employee (who has been working onsite) has tested positive for COVID-19.

All employees are required to follow these Protocols. Please direct any questions or concerns to your supervisor or manager.

Ill or Symptomatic Employees
Any employee with symptoms of COVID-19 should not come to work or should be sent home immediately if they develop the following symptoms:

- fever;
- persistent cough;
- shortness of breath;
- chills;
- sore throat;
- nausea;
- vomiting;
- diarrhea;
- unusual and significant tiredness, muscle or body aches, headaches, confusion, or loss of sense of taste/smell.

Additionally, the employee’s supervisor should inform them of the following:

- The employee should seek medical advice if they have not yet done so.
- The employee should not return to work until at least three days after any fever is gone and after other symptoms have cleared, assuming they have not tested positive for COVID-19. However, if the employee informs you they have tested positive for COVID-19, follow the instructions below instead.

What should an employee do if they test positive for COVID-19?

- The employee should advise their supervisor, self-isolate at home, and follow instructions in the County’s Suspected or Confirmed Case Information Sheet: (https://www.sccgov.org/sites/phd-p/Diseases/novel-coronavirus/Documents/Suspected-Case-Information-Sheet-en.pdf).
- The employee’s supervisor must inform the manager who will inform executive staff. Executive staff will send an Incident Notification to incident@cco.sccgov.org.
• The employee should not return to work until 14 days after their positive test results OR 7 days after fever is gone and other symptoms are improved, whichever is longer.
• The employee should advise the supervisor of when symptoms first appeared.
• A doctor’s note is not required. However, a doctor’s note is required to use the newly expanded FMLA or Emergency Sick Leave options (per FMLA requirements). If the employee does not produce a doctor’s note regular sick leave balances may be used. Please note: not all staff are able to use the expanded FMLA, as some are exempt. Please see your manager to determine if you are exempt.

What are the supervisor’s confidentiality obligations?
• Maintain the confidentiality [identity] of the sick employee as this is required by law.
• Unless the employee expressly authorizes you to share the fact that they have COVID-19, you cannot share the name of the employee who has tested positive.

What should the Supervisor’s next steps be?
• If the employee was at work during the 48-hour period before their symptoms began:
  a. Identify co-workers who were in “close contact” (i.e., within 6 feet) with the sick employee during the 48 hours before the sick employee began showing symptoms. Close contact at work may include, for example, anyone who ate lunch with the sick employee or anyone who sat next to the sick employee in a meeting for a significant period of time. According to guidance from the CDC, factors to consider when determining close contact include: proximity, the duration of exposure (e.g., longer exposure time likely increases exposure risk), whether the sick individual had symptoms (e.g., coughing likely increases exposure risk), and whether the sick individual was wearing a facemask.
  b. Once you have identified a list of employees who were in close contact with the sick employee, contact each of those employees to inform them that they may have had close contact with someone who tested positive for COVID-19.
  c. The employees who had close contact with the sick employee do not need to be sent home given that they are performing essential work; they can continue to attend work while they self-monitor for any COVID-19 symptoms. They should of course continue to practice masking (or face covering), social distancing, good hygiene practices and sanitation practices while at work.
  d. You only need to notify employees who were in close contact with the sick employee (being sure to protect confidentiality). You do not need to notify employees who did not have close contact with the sick employee.
  e. However, you may ask the Department to provide information to other employees to reassure them of measures taken to address a case of COVID-19 being sure to protect confidentiality.
**Frequently Asked Questions**

**What should my employees do if they think they may have COVID-19 but haven’t been tested?**
If an employee is experiencing any fever or symptoms consistent with COVID-19, they should self-isolate at home and consult with their doctor, and you should follow the instructions above.

**What should I tell my employees if they are concerned about potential exposure to COVID-19 or had close contact with a COVID-19-positive employee?**
It is natural to be concerned about exposure to COVID-19, especially if you work in a healthcare setting, or if a person in your workplace has tested positive or is showing symptoms consistent with the virus. But it’s important to remember that the virus is now widespread in Santa Clara County. Whether or not an employee may have been exposed at work, they may have been exposed somewhere else in the community. That is why *everyone* should be self-monitoring for symptoms, practicing social distancing, washing hands, using a mask or face covering to cover their nose and mouth, and following all the proper protocols to prevent the spread of the disease. The safest practice is to behave as if you may have the virus so that you practice behaviors that won’t infect others, and also to assume that others around you may have the virus so that you practice behaviors that won’t expose yourself.

At this time, only employees who are performing functions that are essential to the community and cannot be done effectively remotely are onsite for work. All County facilities are taking measures to regularly sanitize and enable social distancing practices to the maximum extent feasible.

**Should I be screening all employees before they come to work?**
It is a good idea to regularly ask employees if they have any symptoms of illness, including fever, persistent cough, shortness of breath, chills, night sweats, sore throat, nausea, vomiting, diarrhea, unusual and significant tiredness, muscle or body aches, headaches, confusion, or loss of sense of taste/smell. You do not need to take their temperatures, except at Departments that have determined the need to do so based on the nature of the operations.

**What steps should I take to make the workplace as safe as possible for my employees?**
Think critically about how your employees are working. Ask yourself the following questions:

- Do my employees come within 6 feet of each other? If so, are there any practical steps I can take to move them farther apart during their workday?
- Do my employees have access to gloves, hand sanitizer, soap and water, and sanitizing wipes when those are needed? County Departments should obtain supplies using their usual procurement process. If a County Department is unable to procure these supplies, please contact the EOC Logistics Section ([supplyprocurement@eoc.sccgov.org](mailto:supplyprocurement@eoc.sccgov.org)).
How can I encourage social distancing between my employees and clients/members of the public? (Examples: plastic sneeze guards for cashiers; spacing out lines by only opening every other queue; using gloves; controlling crowds by enforcing proper spacing in lines or limiting the number of clients allowed in your facility at a time.)

**Do sick employees need to get medical clearance before they can come back to work?**
No. Although the County could require employees to provide a doctor’s note before returning to work, we are not generally requesting one unless specific circumstances suggest doing so is appropriate. Further, as discussed in further detail above, if an employee tested positive for COVID-19, they should self-isolate for 14 days after the positive test or 7 days after fever is gone and other symptoms are improving, whichever is longer. If an employee showed symptoms of COVID-19 but was never tested for COVID-19, they should self-isolate until 3 days after fever is gone and other symptoms are better.

**Communication Procedures**
Please contact Josie Ruddach to help with any communication to any staff that may have been exposed to COVID.
Santa Clara County Parks Safety Protocols for Construction Projects
In Response to Covid-19 Virus and County Health Order

Under the new Order issued on April 29, 2020, all construction projects can resume, provided they comply with the Construction Project Safety Protocols issued as part of the Order. The safety of Parks staff, construction workers and visitors to project sites are critically important during this unprecedented pandemic. The Parks and Recreation Department works closely with the County Public Health Officer, medical professionals, and the County's Emergency Operations Center to ensure that our safety protocols provide optimal protection and are constantly updated to reflect current information.

Please refer to the April 29, 2020 Order of the Health Officer of the County of Santa Clara for more details on the current Shelter in Place directive, at https://www.sccgov.org/sites/covid19/Pages/order-health-officer-050420.aspx. Construction Project Safety Protocols are set forth in Appendix B to the Order:

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<tr>
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<th>Residential</th>
<th>Commercial</th>
<th>Other</th>
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<tbody>
<tr>
<td><strong>Appendix B1: Small Construction Projects</strong></td>
<td>Projects consisting of 10 or fewer units</td>
<td>Projects consisting of 20,000 sq ft or less</td>
<td>- Mixed Use Projects: Meets both Residential and Commercial specifications</td>
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<td>- All other projects not subject to the Large Construction Project Safety Protocol</td>
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<tr>
<td><strong>Appendix B2: Large Construction Projects</strong></td>
<td>Projects consisting of more than 10 units</td>
<td>Projects consisting of more than 20,000 sq ft</td>
<td>- Essential Infrastructure projects that require 5 or more workers at the jobsite at any one time</td>
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For County construction projects, contractors are required to comply with current federal, state and local rules, regulations and laws which includes the lawful orders of the County Public Health Officer. Parks staff involved with construction projects shall follow and enforce contractor compliance with these Construction Project Safety Protocols in addition to Santa Clara County Parks Protocols for Safety and Health at Work in Response to Covid-19 Virus and County Health Order.