

**Mt. Lebanon Recreation Department**  
**Return to Play Plan**  
**COVID-19 Health and Safety Guidelines**  
**Indoor Classes and Camps**  
**Updated 10-22-2020**

The Mt. Lebanon Recreation Department will resume offering the programs listed above under strict guidelines to protect the health and safety of our patrons and staff.

**Advanced registration is required.** Advanced registration is required at all times in order to control numbers, prevent crowding and enable physical distancing. Instructors will not collect any form of payment for classes. Reservations will be available online at [https://mtlrec.activityreg.com/ClientPage\\_t2.wcs](https://mtlrec.activityreg.com/ClientPage_t2.wcs).

**Arrival instructions-** Participants will arrive no earlier than 5 minutes prior to their class or program and all must leave the building at the conclusion of the class. Participants should enter and exit the building via the sidewalk and second floor doors.

**Younger children-** For children 10 years of age or younger, one parent may walk their child up the sidewalk to the doors on the second floor of the recreation center. The child should enter the building on their own and proceed to the room for their camp or class. A staff member will be on site to direct them.

For children 11 years of age and older, parents will be asked to remain in their vehicle while dropping off and picking up their child. The stairwell to the second floor will be closed and would only be used as an exit in the event of an emergency.

Regardless of age, children must be capable of observing all the rules and regulations while at the center.

**Mask Requirements-** Participants and instructors will be required to wear masks in and around the recreation center **at all times, including while participating in classes.**

**Practice physical distancing-** Physical distancing among participants, instructors and employees will be enforced at all times. Please stay 6 feet apart from others at all times. No handshakes and no high fives.

For classes and camps, 8-foot tables will be set up with one child at either end of the table. Enrollment will be limited to 29 children in Room A and 14 children in Room B.

**Limited shared equipment-** Art camp and Art Factory class participants will be required to bring their own basic supplies including crayons, magic markers, glue and pencils. Other materials will be supplied by the recreation department. Any supplies shared within the class will be sanitized before and after they are used.

**No large groups-** Do not gather or linger at the center. Please leave as soon as your program has ended.

**Elimination of touch points-** Participants may only enter through the second floor doors. These doors and the doors to the room will be propped open when practical. Benches, tables, vending machines and the drinking fountain will be closed and marked with caution tape.

**Maintain cleanliness-** We will clean and disinfect high touch areas routinely in accordance with guidelines issued by the Centers for Disease Control and Prevention (CDC).

**Signage-** Appropriate signage will be in place to direct patrons and inform them of the proper procedures, as well as to remind them of distancing, masking and other requirements.

**Protection for employees-** Employees will be provided access to regular handwashing with soap, hand sanitizer and disinfectant wipes. Masks and gloves will also be provided to employees.

**The rest of the recreation center building is off limits to customers.**

**Restroom-** Restrooms will be provided for emergency use and will be sanitized regularly.

**Sanitization-** In addition to cleaning and sanitizing the facilities, a hand sanitizing station, with hand sanitizer and sanitizing wipes will be provided.

**Non-essential visitors are prohibited-** To help prevent crowding, all non-essential visitors to the recreation center are prohibited.

**Bring a refillable water bottle. Vending machines and drinking fountains are closed.**

**Departure instructions-** Make sure your mask is in place and leave through the designated doors on the second floor at the conclusion of the program.

**COVID-19 symptoms and monitoring-** Please note any fever (temperature of 100.4 or higher), cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting or diarrhea. Stay home if you have these symptoms. Notify your instructor immediately if you experience these symptoms during your program. Parents will be notified immediately if a child is sick. **Parents must monitor for these symptoms and take their child's temperature each day prior to camp or class. Do not send your child to their camp or class with any of these symptoms.**

Instructors will also check their own temperature before each class starts and monitor participants for symptoms during the classes.

Instructors will be required to self-report any symptoms should they begin to experience symptoms during the class.

**Hand sanitizing-** Instructors and participants will be required to use hand sanitizer, containing at least 60% alcohol, during any breaks and after using the restrooms. Hand sanitizing will be enforced by the instructors.

**In general, protect yourself and others.** Don't come to the center if you feel sick or are otherwise at risk. Bring hand sanitizer with you and use it often. Practice good hygiene by covering coughs or sneezes with a sleeve or elbow. Avoid any other activities that increases the risk of exposure to saliva, such as chewing gum, spitting, licking your fingers, etc.

#### **Camp Operations:**

- Adequate time will be scheduled between camps and classes to allow for cleaning and disinfection and to minimize interaction between participants.
- Participants will be asked to wait in their cars until just before the class starts, and go directly to their cars when the class is over.
- Failure to follow these rules or directives from instructors is grounds for loss of class/camp privileges.

## **Mt. Lebanon Recreation Department Plan of Action for COVID-19 Related Illness**

- Should a program participant, employee, instructor, visitor or volunteer display COVID-19 symptoms during a recreation department program, he/she will be immediately removed from the group, masked if not already, and isolated. If the person who is ill is a minor, the parent or guardian will be notified immediately and they will need to pick up their child as soon as possible. Testing for COVID-19 will be recommended for the person who is ill.
- The COVID-19 point person for the Recreation Department will contact the Allegheny County Health Department, get their determination about isolation or quarantine needs, and comply with those recommendations.
- The ill person who demonstrates COVID-19 symptoms will be required to have a release from their health provider and the Allegheny County Health Department before they can return to activities.
- Employees or instructors who are uncomfortable or unable to return will be directed to the Human Resources Manager.
- A Municipal communication to the community will occur should a recreation department program participant, employee, instructor, visitor or volunteer be confirmed with COVID-19, and any subsequent adjustments to the Health and Safety Plan would be included in that communication.
- Areas used by a sick person will be closed and not used until they have been cleaned and disinfected (for outdoor areas, this includes surfaces or shared objects in the area, if applicable). We will wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, we will wait as long as possible.
- Those who have had [close contact](#) with a person diagnosed with COVID-19 will be advised to stay home and self-monitor for symptoms, and to follow CDC guidance if symptoms develop.

**COVID Point of Contact-** Patrick Cannon is the recreation staff person responsible for responding to COVID-19 concerns. You may contact him at: 412-343-4513 or [pcannon@mtlebanon.org](mailto:pcannon@mtlebanon.org). If you or someone in your household has been exposed to a probable or confirmed case of COVID-19, please contact him immediately.

**Questions?-** If you have any questions, you may call the recreation center at (412) 343-3409.

**All rules and policies are subject to change. Failure to follow these instructions will be grounds for revoking program privileges.**