



Department of Parks and Recreation
Service Restoration Model for City Services - Phased Reopening Plan

DEPARTMENT-WIDE

Updated June 1, 2020

Reopening of facilities and resumption of program offerings is dependent upon subsequent Governor Directives; information contained herein is subject to change.

Guidance Documents and Resource Materials

1. White House “Opening Up America Again” ([link](#))
2. Roadmap to Recovery for Nevada ([link](#))
3. City of Las Vegas Health and Safety Program ([link](#))
4. Department of Parks and Recreation Health & Sanitation Protocols
5. CDC Guidelines – Coronavirus 2019 (COVID-19) ([link](#))
6. OSHA Guidance on Preparing Workplaces for COVID-10 ([link](#))
7. NRPA’s Path to Recovery Framework ([link](#))
8. NRPA Specific Guidance for Common Park and Recreation Spaces, Facilities and Programs ([link](#))
9. NRPA Summer Camp Reopening Decision Tool ([link](#))
10. American Camp Association – Camp Operations Summer Guide 2020 ([link](#))
11. American Red Cross Coronavirus Safety Tips ([link](#))
12. City of Las Vegas Vulnerable Populations Policy ([link](#))
13. USA Swimming Facility Reopening Messaging and Planning Guide ([link](#))

Phase One Reopening – Battle Born Beginning (effective May 15, 2020)

[Declaration of Emergency Directive 018 – Phase One Reopening \(5/7/2020\)](#)

General	Staff	Facilities	Programs	Parks
<ul style="list-style-type: none"> Prohibit gatherings of 10 or more people. Ensure frequent disinfection of desks, workstations, and high-contact surfaces. Daily disinfection of high contact surfaces (e.g., door handles, light switches, seats, railings, cabinetry handles, appliance handles, toilets, countertops, phones, tables, etc.). Establish maximum capacity (e.g., 50% of fire code). Cancel/postpone in-person events when special distancing guidelines cannot be met or where not permitted by Governor's directive. No work-sponsored conferences. No non-essential travel. Ensure open workstations have 6 feet or more of distance; cubicles do not require separation. Have available at least 3 weeks of cleaning supplies. Hand sanitizer dispensers placed throughout facility/work area prioritizing entrances and contact areas such as lobbies, breakrooms, elevator landings, and conference rooms. 	<ul style="list-style-type: none"> Bring back staff who can work on CAPRA, grant writing, marketing, Summer Learning and Leisure Academy, preparing pools for opening in Phase Two if permitted, special events/Pop-Up Plaza operations, field allocations, pavilion reservations, and youth summer sports leagues (where permitted by Governor's directive). Staff will be divided into groups and adhere to staggering schedules including telework where feasible. Employees will have daily health checks upon entry into work location; encourage staff who are sick to stay home. Staff who interact with the public are required to wear face coverings, to the maximum extent practical; other staff are strongly encouraged to wear masks when two or more people are gathered. Proper and frequent handwashing protocols will be observed. Proper social distancing will be maintained. Work-related gatherings will be limited to no more than 10 people. Conduct training and hourly recruitment virtually where feasible. 	<ul style="list-style-type: none"> Open: select essential back-office operations and administrative functions at City Hall, Dula Community Center for CLV Youth Day Care Program and ISO-Q headquarters <ul style="list-style-type: none"> Participants and visitors to indoor facilities will participate in a COVID-19 health check that includes temperature checks and respirator screening questions upon entering the facility lobby. Staff will wipe down all surfaces and commonly used (high touch) items at the beginning of each day and during each transition with both a mid-day and end-of-day sanitizing tour of the entire building. Social distancing will be enforced. Decrease social contacts in the workplace; do not congregate in breakrooms, copier rooms, etc. Closed: community centers, pools, sports complexes, gymnasiums, active adult/ senior centers, municipal sports unit Public are strongly encouraged to wear face coverings while in city facilities where social distancing is not feasible. Promote online registrations and tap and pay using credit card machine to limit handling of cash at front reception areas that take payment. Deliveries should be received outside facility front doors. Items to be disinfected with wipes/spray before opening/use where practical. 	<ul style="list-style-type: none"> Continue CLV Youth Day Care Program at Dula Community Center through May 22; begin charging \$75/week <ul style="list-style-type: none"> Children are dropped off/picked up in the foyer area. Closely monitor participant health. Adherence to daily cleaning and sanitizing schedule. Proper social distancing is observed in each room. Prepare Vegas Strong Summer Academy for opening May 26 at Dula Community Center, Mirabelli Community Center, and East Las Vegas Community Center. Stand up Pop-Up Plazas to support downtown outdoor dining using reassigned volunteer staff. Utilize CivicRec for online registration for summer youth academy. 	<ul style="list-style-type: none"> Open: parks, open spaces, restrooms, tennis/pickleball courts, trails, pavilions, Floyd Lamb Park Gate House <ul style="list-style-type: none"> Parks and open amenities will be cleaned twice daily. Closed areas will be noticed by signage. Proper social distancing will be encouraged. Closed: playgrounds, exercise/fitness stations, splash pads, sports fields, skate parks Continue Healthy Parks Program (HPP). <ul style="list-style-type: none"> Bring back staff to work HPP to replace staff who are returning to their normal worksite. Resume reservations for park pavilions that accommodate 10 or fewer patrons.

Phase Two Reopening – Silver State Stabilization (effective May 29, 2020)

General	Staff	Facilities	Programs	Parks
<ul style="list-style-type: none"> • Social settings of more than 50 people, where appropriate distancing may not be practical, should be avoided unless precautionary measures are observed. • “Safer at Home” recommendations remain in place. • Continue to encourage telework, close common areas, and consider special accommodations for personnel considered to be vulnerable. • Gymnasiums can open if they adhere to strict physical distancing and sanitation protocols. • Strongly encourage face covering use by customers and participants (except in pools). 	<ul style="list-style-type: none"> • Resume all back-office operations full-time at City Hall; return furloughed and reassigned staff back to work status in PR where feasible; call back/hire hourly staff as necessary for program offerings in this Phase. • Lift staggering schedules where appropriate distancing in the workplace can be achieved; continue to telework as necessary. • Employees will continue to have daily health checks; encourage staff who are sick to stay home. • Staff who interact with the public are required to wear face coverings, to the maximum extent practical; other staff are strongly encouraged to wear masks when two or more people are gathered. • Proper and frequent handwashing protocols will be observed. • Proper social distancing will be maintained. • Work-related gatherings will be limited to no more than 50 people. • Continue to conduct training and hourly recruitment virtually where feasible. 	<ul style="list-style-type: none"> • <u>Open</u>: all back-office operations and administrative functions at City Hall, special events division, production services, community centers, sports complexes, gymnasiums, pools <ul style="list-style-type: none"> - Participants and visitors to indoor facilities will participate in a COVID-19 health check that includes temperature checks and respirator screening questions upon entering the facility lobby. - Public are strongly encouraged to wear face coverings (except in pools); facilities will have supply at front desk for public use. - Facilities will be limited to 50% of capacity and adhere to 6’ social distancing; larger gyms are capped at 50% of occupancy per fire code and adhere to 6’ social distancing. - Equipment must be regulated to ensure 6’ of social distancing. - Social distancing will be enforced in all areas including programming space and lobby; use of floor markings and signage where feasible. - Social distancing requirement does not apply to persons residing in the same household. 	<ul style="list-style-type: none"> • Expand Vegas Strong Summer Academy to Doolittle Community Center, Stupak Community Center, and Veterans Memorial Community Center; open to the public at \$75/week. <ul style="list-style-type: none"> - Closely monitor participant health; children are scanned for wellness upon arrival including temperature check. - Adherence to daily cleaning and sanitizing schedule. - Proper social distancing is still observed in each room. • Resume operations at Municipal and Pavilion Center pools; open seasonal pools. • Open Chuck Minker Sports Complex, gymnasiums and fitness rooms. <ul style="list-style-type: none"> - Users should bring their own towels for perspiration and use provided cleaning wipes and disinfectant supplies to clean after every use; post signage that requires users to clean after use. - Contact sports (martial arts, basketball, wrestling, and boxing) may only be offered in a manner where participants do not physically contact other participants, or activities that require participants to perform within 6’ of each other. 	<ul style="list-style-type: none"> • <u>Open</u>: parks, open spaces, restrooms, tennis/pickleball courts, trails, pavilions, Floyd Lamb Park Gate House, skate parks, basketball courts, volleyball courts, sports fields, exercise/fitness stations, and splash pads as allowed by Governor Directive. <ul style="list-style-type: none"> - Parks and open amenities will be cleaned twice daily. - Closed areas will be noticed by signage. - Social distancing will be encouraged. • <u>Closed</u>: playgrounds, water fountains • Continue Healthy Parks Program (HPP). <ul style="list-style-type: none"> - Bring back staff to work HPP to replace staff who are returning to their normal worksite. • Resume reservations for park pavilions that accommodate 50 or fewer patrons.

Phase Two Reopening – Silver State Stabilization (effective May 29, 2020) CONTINUED

General	Staff	Facilities	Programs	Parks
		<ul style="list-style-type: none"> - Hand sanitizer to be readily available for employees and customers. - Health and hygiene posters displayed throughout facility. - Drinking fountains to remain closed. - Staff will frequently perform enhanced environmental cleaning of all commonly touched surfaces; wipe down all items at the beginning of each day and during each transition with both a mid-day and end-of-day sanitizing tour of the entire building. - Pools will adhere to established guidelines by the CDC, OSHA, and Red Cross; locker rooms are closed except for restrooms. - Showers, saunas, hot tubs, and any other communal areas remain closed. - Limit the number of people in an elevator (Stupak). • <u>Closed</u>: active adult/senior centers, Cimarron Rose • Deliveries should be received outside facility front doors. Items to be disinfected with wipes/spray before opening/use where practical. • Promote online registrations and tap and pay using credit card machine to limit handling of cash. 	<ul style="list-style-type: none"> - Group fitness class participation will be limited to allow for at least 6' of spacing between participants. • Resume offering programs at all open facilities that can adhere to maximum attendance and social distancing requirements (limited to lesser of 50% of maximum occupancy based on listed fire code capacity or 50 persons). • Utilize CivicRec to ensure limited facility attendance. 	

Phase Three Reopening – On the Road Home Means Nevada (TBD)

General	Staff	Facilities	Programs	Parks
<ul style="list-style-type: none"> • Ease measures on some public and mass gatherings and non-essential travel with highly modified operations. • Vulnerable individuals should continue to practice social distancing and remain at home. • Low-risk populations should consider minimizing time spent in crowded environments. 	<ul style="list-style-type: none"> • Ease measures on some mass gatherings (e.g., staff meetings, workshops); continued observance of social distancing, protective masks, and other safety protocols as mandated by phase guidelines. <ul style="list-style-type: none"> - Continue to encourage telework where feasible. - Continued practice of proper and frequent handwashing. - Encourage staff who are sick to stay home. • Resume work-related travel and training. • Ensure work stations are appropriately distanced. • Resume in-person trainings and recruitment; continue to utilize virtual outlets where feasible. 	<ul style="list-style-type: none"> • <u>Open</u>: all back-office operations and administrative functions at City Hall, special events division, production services, all community centers, sports complexes, gymnasiums, pools, active adult/senior centers <ul style="list-style-type: none"> - Continue to adhere to established daily cleaning and sanitizing protocols for all facilities as well as mandated safety guidelines for pools. • Evaluate hours of operation for modification/expansion where feasible. • Continue to promote online registrations and tap and pay. 	<ul style="list-style-type: none"> • Resume all programming approved by management including senior programs using maximum attendance guidelines established for this phase. • Resume large group activities and special event gatherings adhering to maximum attendance guidelines for this phase. • Resume youth sports leagues; ensure adherence to maximum attendance guidelines at all gatherings. <ul style="list-style-type: none"> - Offer flag football, soccer and hockey youth leagues at All American, Bill Briare, Lorenzi, and Aloha Shores parks. • Resume sports tournaments and adult sports leagues. • Resume annual Corporate Challenge. • Continue to utilize CivicRec to track attendance. 	<ul style="list-style-type: none"> • <u>Open</u>: parks, open spaces, restrooms, tennis/pickleball courts, trails, pavilions, Floyd Lamb Park Gate House, skate parks, basketball courts, volleyball courts, sports fields, exercise/fitness stations, playgrounds, splash pads, water fountains <ul style="list-style-type: none"> - Parks and open amenities will be cleaned twice daily. • Continue Healthy Parks Program (HPP). <ul style="list-style-type: none"> - Utilize hourly staff and volunteers where feasible. - Potential partnership with Get Outdoors Nevada (GON). • Expand reservations for park pavilions using maximum attendance guidelines established for this phase.

Phase Four Reopening – Home Means Nevada – Our New Normal (TBD)

General	Staff	Facilities	Programs	Parks
<ul style="list-style-type: none"> • Return to normalcy in daily lives, including education, work, and social and public interactions. • Most/all businesses operating with enhanced hygiene and vigilance. • Continued focus on maintaining updated Emergency Management and Continuity of Operations plans; maintain annual shelter-in-place drills. • Follow federal, state, and local regulations and guidance in developing policies, informed as necessary by industry best practices. • Continue to evaluate work functions for efficiencies; integrate technological innovations. • Turn unprecedented challenges into opportunities. 	<ul style="list-style-type: none"> • Ongoing efforts to support employee health and safety programs and monitor employee wellness; encourage staff who are sick to stay home. • Continue to encourage telework where feasible – embrace the new normal. • Reinforce lessons learned and integrate into ongoing staff training programs. • Develop employee performance goals to include deliverables that address emergency management efforts; clearly identify staff roles and expectations. 	<ul style="list-style-type: none"> • <u>Open</u>: all back-office operations and administrative functions at City Hall, special events division, production services, all community centers, sports complexes, gymnasiums, pools, pool slides, diving boards, active adult/senior centers <ul style="list-style-type: none"> - Continue to adhere to established daily cleaning and sanitizing protocols for all facilities as well as mandated safety guidelines for pools. - Continue to post signage about health and hygiene. - Ensure PPE and shelter-in-place kits are stocked and maintained as required. • Continue work on developing a Park and Recreation System Master Plan (CAPRA). 	<ul style="list-style-type: none"> • Resume 1:1 private lessons. • Evaluate all current programs to ensure services meet the needs of the community and are appropriately priced; continue to require a program plan and cost analysis for any new in-person programs. • Develop robust online video programs; increase online presence for virtual activities. • Facility business plans and performance metrics to include deliverables that address emergency management. • Continue work on developing a Recreation Programming Plan (CAPRA). • Continue to utilize CivicRec to manage programs offerings; utilize data to study capacity and consumer demand. • Develop comprehensive public communications; integrate into strategic marketing plan. 	<ul style="list-style-type: none"> • <u>Open</u>: parks/open spaces, restrooms, trails, pavilions, skate parks, courts, sports fields, exercise/fitness stations, playgrounds, splash pads, water fountains <ul style="list-style-type: none"> - Parks and amenities will be cleaned per established Level of Service Standards. • Continue Healthy Parks Program (HPP). • Lift all restrictions on reservations for park pavilions and park and field rentals. • Continue work on developing a Park Maintenance Management Plan (CAPRA).