



City of St Helena
City-Wide Reopening Safety Protocol

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City of St. Helena Employee and Worksite Safety Protocols

This document is to cover all office spaces where employees are working. Additional safety protocols may be in effect for city departments that have prolonged exposure to the public. These departments include the following:

CITY HALL	LIBRARY
HUMAN RESOURCES AND FIRE DEPARTMENT	PUBLIC WORKS
PARKS & RECREATION	POLICE DEPARTMENT

As of **8/31/2020** the state of California released new guidelines for the reopening of spaces. The following criteria are the metrics for loosening and tightening restrictions on activities:

COUNTY RISK LEVEL	WIDESPREAD	SUBSTANTIAL	MODERATE	MINIMAL
NEW CASES (DAILY PER 100K)	More than 7	4-7	1-3.9	Less than 1
POSITIVE TESTS	More than 8%	5-8%	2-4.9%	Less than 2%

The following chart is a translation of the State of California Blueprint for a Safer Economy guidelines for our individual city spaces. These guidelines are the overall “not to exceed” state and county wide rules, our individual city space guidelines may vary depending on city management and additional safety requirements.

CITY FACILITY	WIDESPREAD	SUBSTANTIAL	MODERATE	MINIMAL
CITY HALL	Remote Work for non-essential services	Remote Work for non-essential services	Indoor with Modifications, encourage telework	Indoor with Modifications, encourage telework
PARKS & RECREATION ADMIN	Remote Work	Remote Work	Indoor with Modifications, encourage telework	Indoor with Modifications, encourage telework
REDWOOD ROOM	Outdoor Only with Modifications	Indoor with Modifications; capacity 10% of max	Indoor with Modifications; capacity 25% of max	Indoor with Modifications; capacity 50% of max
CARNEGIE BUILDING	Outdoor Only with Modifications	Indoor with Modifications; capacity 10% of max	Indoor with Modifications; capacity 25% of max	Indoor with Modifications; capacity 50% of max
LIBRARY	Open with Modifications; capacity 25%	Open with Modifications; capacity 50%	Indoor with Modifications	Indoor with Modifications

*City Hall and Parks & Recreation Admin spaces based on Office Workspaces; Government Services Guidelines

*Carnegie Building and Redwood Room based on Gyms and Fitness Center Guidelines

*Library based on Retail; Office Workspaces; Museums, Galleries, Zoos and Aquariums and California State Library Guidance

FIRE DEPARTMENT	Essential Services
POLICE DEPARTMENT	Essential Services
CORPORATION YARD	Essential Services
WATER TREATMENT PLANT	Essential Services
WASTEWATER TREATMENT PLANT	Essential Services

In accordance with the above guidance some facilities can re-open with a capacity limit, this table defines the limit of occupancy under that criteria.

CITY FACILITY	MAX OCCUPANCY	WIDESPREAD %	SUBSTANTIAL %	MODERATE %	MINIMAL %
CITY HALL	80	0 (essential >10)	0 (essential >10)	80	80
PARKS & REC ADMIN	22	0	0	17	17
CARNEGIE BUILDING	134	0	13	33	67
REDWOOD ROOM	17	0	1	4	8
LIBRARY	275	69	138	275	275

Safety Guidelines

- Encourage teleworking and modified work schedules whenever possible.
 - Consider offering employees who request modified duties options that minimize their contact with customers and other employees, with considerations for employees with high risk conditions or employees who are caring for individuals with high risk conditions.
- Temperature and symptom checks beginning and end of shift.

(Refer to St. Helena COVID-19 Temperature Checks and Symptom Screening Protocol)

 - Beginning August 11, 2020 all temperature and symptom checks are to be self-reported via the COSH Confidential COVID-19 Self Report Screening Form.
 - The google form is accessible via the following link:
<https://forms.gle/x3GiUr85Lmf6eEmw9>
 - Temperature and symptom checks may be self-administered.
 - Any non-staff person entering the building is required to administer a self-temperature check and complete the self-check form and report form to HR.
- Breakroom capacity limits for meals and meetings.
 - Stagger employee breaks and lunches to maintain physical distance.
 - No congregating in common spaces.

- Building disinfection:

SURFACE	FREQUENCY OF DISINFECTION
Doorknobs	Each use
Copiers	Each use
Bathrooms	Daily
Bathroom Counters	Each use
Counters	Each use
Plexiglass barrier	Twice daily
Breakroom surfaces	Each use
Packages Received from outside	Upon arrival or 96hr quarantine

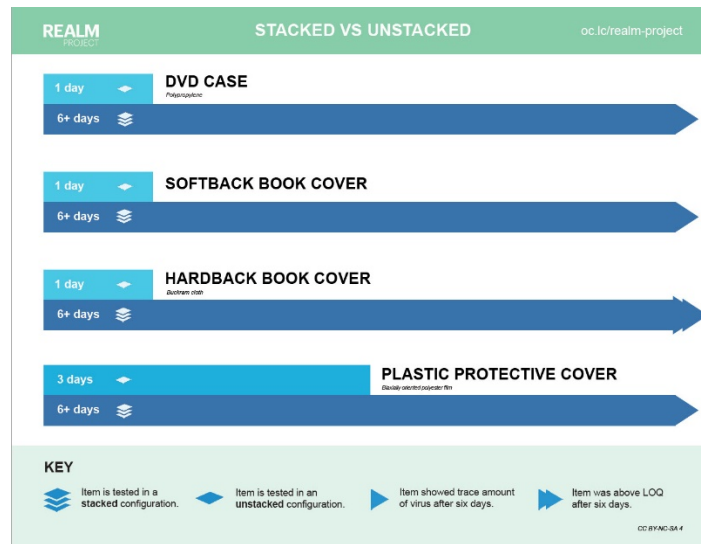
- Face covering required if engaged in work, whether at the workplace or off-site, when:
 - Interacting in-person with any member of the public.
 - Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time.
 - Working in or walking through common areas.
 - In any room or enclosed area where other people are present.
 - Driving or operating any vehicle when passengers are present. When no passengers are present, face coverings are strongly recommended.
 - While outdoors in public spaces when maintaining a physical distance of 6 feet is not feasible.
- Close or restrict common areas, or at minimum increase physical distance of tables and chairs to the appropriate distance.
- Designate separate routes for entry and exit into office spaces to lessen the instances of people closely passing each other.
- Establish directional hallways and passageways for foot traffic to eliminate employees from passing one another.
- Reduce shelf, shelf contents and counter sharing between employees. Reduce person to person hand-offs.
- Install plexiglass barriers at all customer facing stations to reduce contact between customer and employee.
- Adjust in-person meetings, if they are necessary, to ensure physical distancing and use smaller individual meetings at facilities to maintain physical distancing guidelines.
- Items received from outside should be disinfected and handled with gloves on if possible or placed in quarantine for 96 hours.

- Items such as packages, plans, and or envelopes received from outside are subject to a 96-hour quarantine in a designated area, or the employee receiving the item is equipped with gloves and the items are properly disinfected before distribution.
- All library materials received from the outside or disturbed by non-employees are to be placed in a 96 hour quarantine. Some materials may require a longer quarantine up to 7 days.

The table below includes the results of the REALM (Reopening Archives, Libraries and Museums Project) results. These results are from laboratory evaluations of the SARS-CoV-2 on everyday library materials.

ITEM RECEIVED	STANDARD	STACKED	UNSTACKED
Hardcover Book	6+ Days	6+ Days	1 Day
Paperback Book	6+ Days	6+ Days	1 Day
DVD	6+ Days	6+ Days	1 Day
Any item with a Plastic Covering	6+ Days	6+ Days	3 Days
Audiobook	5+ Days		
Flexible Plastic Bag	5+ Days		
Plastic Container	5+ Days		
Plexiglass	5+ Days		
Paper	4+ Days		

The transmutability of COVID-19 from surface to human is still under analysis. These guidelines are used to demonstrate a baseline of time the virus does remain on the surface.



City Wide Worksite Specific Plan

- Establish a written, worksite-specific COVID-19 prevention plan at every office location, perform a comprehensive risk assessment of all work areas, and designate a person at each office workspace to implement the plan.
- Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among employees.
- Train and communicate with employees and employee representatives on the plan.
- Regularly evaluate the office workspace for compliance with the plan and document and correct deficiencies identified.
- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.
- Identify close contacts (within six feet for 15 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.
- Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.

City Wide Topics for Employee Training

- Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).
- The importance of physical distancing, both at work and off work time (see Physical Distancing section below).
- Proper use of face coverings, including:
 - Face coverings protect the wearer but are not personal protective equipment (PPE).
 - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.

- Employees should wash or sanitize hands before and after using or adjusting face coverings.
- Avoid touching eyes, nose, and mouth.
- Face coverings should be washed after each shift.

City Wide Individual Control Measures and Screening

- Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any personnel entering the facility. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening. [Refer to City of St. Helena Temperature and Health Check Screening Protocol.](#)
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home. Contact HR if you are experiencing symptoms for guidance on next steps.
- Employers should provide and ensure workers use all required protective equipment. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.
- Face coverings are strongly recommended when employees are in the vicinity of others. Workers should have face coverings available and wear them when at work, in offices, or in a vehicle during work-related travel with others. Face coverings must not be shared.
- Employers must take reasonable measures to remind workers that they should use face coverings.
- Items such as packages, plans, and or envelopes received from outside are subject to a 96-hour quarantine in a designated area, or the employee receiving the item is equipped with gloves and the items are properly disinfected before distribution.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning on high traffic areas such as break rooms and lunch areas, and areas of ingress and egress including stairways, stairwells, escalators, handrails, and elevator controls. Frequently disinfect commonly used surfaces including doorknobs, toilets, and handwashing facilities.
- Require employees to clean and disinfect personal work areas often and supply the necessary cleaning products. Provide time for workers to implement cleaning practices before and after shifts. If cleaning is assigned to the worker, they must be compensated for that time.
- Adjust or modify hours to provide adequate time for regular thorough cleaning and disinfection of office spaces.
- Avoid sharing phones, other work supplies, or office equipment wherever possible. Never share PPE.

- Where such items must be shared, disinfect between shifts or uses, whichever is more frequent, including the following: shared office equipment such as copiers, printers, telephones, keyboards, staplers, surfaces in reception areas, shared work stations, etc., with a cleaner appropriate for the surface.
- Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.
- When choosing cleaning chemicals, use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.
- Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces.

Appendix

Site Specific Plans

City Hall Specific Protocol

CITY FACILITY	WIDESPREAD	SUBSTANTIAL	MODERATE	MINIMAL
CITY HALL	Remote Work for non-essential services	Remote Work for non-essential services	Indoor with Modifications, encourage telework	Indoor with Modifications, encourage telework

PHASE 1: Limited Service

Building Closed to the Public and by Appointment Only

City Hall Service to the Public

- The doors to the city hall will be kept closed.
- Ensure press, publicity, signs, policies, and public information is prepared, posted, and disseminated regarding services as needed. Materials will be available in Spanish and English whenever possible, and signage should use pictures to illustrate procedures whenever possible.

Department Availability to the Public

Building Department Appointments may be scheduled daily between the hours of 10:00 am and 2:00 pm as follows:

- Mondays and Wednesdays: Permit issuance and Over-the-Counter Permits by appointment only.
- Tuesdays and Thursdays: Permit submittal by appointment only.
- Fridays: Questions and pre-submittal meetings with Building Official by appointment only.

Planning Department is by appointment only.

Public Works Department is by appointment only.

Finance Department is by appointment only.

- Payments are accepted as needed and may be dropped off at city hall using the payment dropbox. Finance department encourages using the online system to make payments.
- If payments must be made in person, the customer must wait outside till called in by staff.

Customer Protocols for Visiting City Spaces

- Exterior and interior signage visible of safe practices.
- Public needs to have an appointment to visit City Hall.
- Public must wear face covering when dealing with city hall staff or entering building.
- Public to wait outside of building with social distancing (as noted on taped areas on sidewalk) until called inside by staff.
- Customer to use hand sanitizer stations inside building before interacting with staff
- Contactless payment methods encouraged

Library Specific Protocol

CITY FACILITY	WIDESPREAD	SUBSTANTIAL	MODERATE	MINIMAL
LIBRARY	Open with Modifications; capacity 25%	Open with Modifications; capacity 50%	Indoor with Modifications	Indoor with Modifications

CITY FACILITY	MAX OCCUPANCY	WIDESPREAD %	SUBSTANTIAL %	MODERATE %	MINIMAL %
LIBRARY	275	69	138	275	275

PHASE 1: No Contact Curbside and Delivery Service Building Closed to the Public

Library Service to the Public

- Hours of curbside service are planned for Monday through Friday 10:00 am to 5:30 pm and Saturday 12:00 pm to 5:00 pm. Library hours of service could be adjusted due to inadequate staffing or resources.
- The doors to the library will be kept closed and locked.
- No donations of materials will be accepted.
 - If donations are left onsite, and are not already boxed or bagged, they are to be placed in cardboard boxes. All donated materials will be placed in a 96hr quarantine.
- Ensure press, publicity, signs, policies, and public information is prepared, posted, and disseminated regarding services as needed. Materials should be available in Spanish and English whenever possible, and signage should use pictures to illustrate procedures whenever possible.
- Continue to promote the digital and virtual content. Publicity should also be sure to make patrons aware of the three-day quarantine of materials before they are checked in and should expect this delay before items are removed from their records.

Curbside Pick-up for Library

- Curbside pick-up will be for items patrons request online, over the phone, or through the Library's website chat feature. Patrons should make an appointment to make use of the curbside pick-up service.
- Staff will place pre-ordered items on a table in the designated curbside pick-up location. Items for pickup will be checked out to the patron and placed in a bundle with the last name and first initial.
- Staff will disinfect tables or carts before placing items upon them.

- If a patron has mobility issues, the library will provide accommodations. These accommodations can include placing bagged items in the trunk of a patron's vehicle if they call the library upon arrival for pickup.
- Library will implement a contactless return system following recommendations set forth by the CDC and the Institute of Museum and Library Services (IMLS).
- All returns of materials will only be accepted through the exterior book return.

Delivery Service for Library

- Library will implement contactless deliveries. In preparation for delivery, staff will check materials requested out to patron and place in a bag with the last name and address. Staff will leave items at a doorstep.
- Staff will only deliver materials and will not accept any materials to be returned to the library.
- There will be no contact between staff and patron and all social distancing guidelines are to be followed.
- Vehicle will be cleaned by driver between delivery shifts. This will include the steering wheel, gearshift, signaling levers, seat adjustments, door handles, controls, console, trunk/cargo area, etc.
- Hand sanitizer and gloves will be provided.
- There will only be one person delivering in the vehicle at a time. Gloves and masks will be worn at all times.
- Driver will limit contact with frequently touched surfaces during deliveries such as door handles. Doorbells will not be rung.

Staff Safety

- Library continues to be cleaned daily.
- Ensure library has an adequate supply of cleaning supplies, face masks, and gloves on hand. Hand sanitizer available at all staff workstations and in areas.
- Employee work hours/schedules may be adjusted to ensure social distancing can occur and to meet staffing needs.
- Follow all City of St. Helena safety protocols, including temperature and well-being checks at the beginning and end of shifts.
- Staff will not share equipment, workspaces, restrooms, and breakroom spaces, except when necessary. Equipment and surfaces must be wiped clean between use by different individuals.
- Staff work areas will be rearranged as needed to ensure social distancing. Staff will perform duties as needed while using social distancing guidelines. These duties may include things like assisting patrons, shelving books, working on staff computers, processing new materials, answering, or making phone calls, pulling and preparing library holds, and virtual programming and services.

- Items received in the book return bins will be placed on a book cart once per day. The carts will be labelled with the date and time and quarantined in the book drop for 96 hours before being checked in. Staff will follow all safety protocols including proper disinfection of hands and surfaces after handling items in the book return.
- If items need to be transported out of the book drop before the quarantine time is up, they must be placed in a sealed container or covered during transport to limit the spread of airborne particles. Deliveries will be left outside the staff entrance. Bins will be wiped down before being brought into the library and unpacked. These materials will have been quarantined for at least 96 hours before being checked in and routed to the library.

Customer Protocols for Visiting City Spaces

None for this phase as the building is not open to the public.

PHASE 2: Limited Entry into Building Building open on limited appointment only basis

Library Service to the Public

- Continue to adhere to all guidelines as described in Phase 1.
- Continue contactless curbside pickup and encourage patrons to use the service as an alternative to visiting the library.
- Open the library to patrons on an appointment-based capacity.
 - In-person services are planned for Monday through Friday 10:00 am to 5:45 pm and Saturday 12:00 pm to 4:45 pm. Library hours of service could be adjusted due to inadequate staffing or resources.
 - Entry into building will be by appointment for personal librarian services, public computer, and to use printer, copier, or scanner.
 - Entry into building by patrons will be limited to a maximum capacity (*see chart at the beginning of this section*).
- All returns of materials will be required through the exterior book return. No returns will be accepted by library staff or through the front desk return.
- The doors to the library will remain locked and will be unlocked for patrons upon arrival.

Appointment Service to the Public

- Appointments are intended for computer or Wi-Fi use, browsing, and checking out materials, and/or customer assistance. Access is not intended for congregation or staying for the day. Staff may ask customers the intent of their visit at time of scheduling.
 - Patrons will be able to book an appointment to visit the library via scheduling online, over the phone, or through the library's website chat feature.
 - Staff will monitor time on an appointment schedule, patrons will be asked to vacate after their time is up.

Visitor Safety

- Library will take reasonable measures, including posting signage at entrances, in strategic and highly-visible locations, and in making appointments, to remind the public that they should use face coverings, practice physical distancing, and to use hand sanitizer.
- Library will display a set of clearly visible rules for patrons at entrance that are to be a condition of entry. The rules will include instructions to use hand sanitizer, wear face coverings during the visit, maintain physical distance from staff and other patrons, avoid unnecessary touching of surfaces, and changes to service. Whenever possible, the rules should be available digitally, include pictograms and be bilingual English and Spanish.
- Staff members are responsible for wiping down the service desk counters after each patron transaction.
- Implement measures to ensure physical distancing of at least six feet between staff and patrons and between people waiting in lines.
- Rearrange seating areas, tables, chairs, etc., and/or remove seats to discourage use and to allow for a minimum of six feet of physical distance between users.
 - Lounge chairs and seating will be removed to discourage lingering.
 - Children's area play furniture will be removed to discourage lingering.
 - All meeting rooms will be closed to the public. Appointments may be made for the California Room's special collection.
- Hand sanitizer stations will be made available near equipment and at service points.
- Use of self-checkout will be encouraged. Staff will sanitize at regular intervals.
- Internet computers will be by appointment with staff responsible for cleaning between patron users. Use will be limited to the duration of the appointment.
 - If patrons need assistance on the computer, staff will connect remotely from the front desk to assist patrons.
- Designated surfaces or book trucks will be made available for patrons to place books they are not checking out on. Ensuring that books that have been handled can be cleaned or quarantined before going back on the shelf. The library strongly discourages re-shelving while browsing.
- Disposable pencils will be made available for patrons to use and will be thrown away after use. Or library staff will provide pens to patrons what will be sanitized between usage.
- All loose flyers, handouts or frequently touched items will be removed.
 - Library calendars and flyers will be posted to view, patrons may take a photo or download the flyers from the library's website.
- Public restroom facilities will be available for members of the public. Library will not monitor or control access to public restrooms or sanitize after every use. Signs will be posted stating that public restrooms are cleaned as part of daily janitorial services.

Staff Safety

- Continue to adhere to all guidelines as described in Phase 1.
- Staff will maintain proper face coverings, gloves and sanitization practices when engaging with the public.
- All interactions with the public will be socially distanced at a minimum of 6 ft, behind plexiglass or remotely depending on the type of interaction.
- All customer facing service points will require the installation of industry standard plexiglass.

Customer Protocols for Visiting City Spaces

- Patrons must be wearing masks prior to entering the building and it must remain on for the time they are in the building.
 - Exceptions made for children under the age of 2 years old.
- All visitors must sanitize hands before entry into the building.
 - Sanitizing stations will be provided at entrance
- Public will enter building through the main entrance at an appointed time and will exit through the side emergency door by the public restrooms. Signage will be provided to indicate location of entry and exit.
 - During inclement weather, the curbside pickup station will be moved to the alcove at the main entrance of the library. Scheduled pickups will be arranged as to not coincide with building entry appointments.
- Children under the age of 10 must be attended by an adult or caregiver.
- Patrons may remain in the library for their appointed time of 45 minutes, patrons must vacate the building once their time is up.
- Patrons are asked to bring minimal belongings with them for their appointment time.
- Patrons must observe social distancing guidelines as established by signage at entry and throughout the building as a condition of entry.
 - All signage will be prominently displayed, signage will be bilingual English and Spanish as well as use pictograms when possible.
- Patrons are not to linger, congregate or lounge in the library.

PHASE 3: Open Entry into Building

Full protocol TBD at a later date

- Building open with capacity limits set by governing authority.
- Continue to adhere to all guidelines as described in Phase 1 and 2.
- Arrange seating areas, tables, and chairs to allow for a minimum of six feet of physical distance between users.
- Staff responsible for regular cleaning protocols throughout the day: internet computers, copier, self-charge machines, tabletops, counter tops.

Parks & Recreation Specific Protocol

CITY FACILITY	WIDESPREAD	SUBSTANTIAL	MODERATE	MINIMAL
PARKS & RECREATION ADMIN	Remote Work	Remote Work	Indoor with Modifications, encourage telework	Indoor with Modifications, encourage telework
REDWOOD ROOM	Outdoor Only with Modifications	Indoor with Modifications; capacity 10% of max	Indoor with Modifications; capacity 25% of max	Indoor with Modifications; capacity 50% of max
CARNEGIE BUILDING	Outdoor Only with Modifications	Indoor with Modifications; capacity 10% of max	Indoor with Modifications; capacity 25% of max	Indoor with Modifications; capacity 50% of max

CITY FACILITY	MAX OCCUPANCY	WIDESPREAD %	SUBSTANTIAL %	MODERATE %	MINIMAL %
PARKS & REC ADMIN	22	0	0	17	17
CARNEGIE BUILDING	134	0	13	33	67
REDWOOD ROOM	17	0	1	4	8

PHASE 1: Limited Day Camp and Outdoor Activities Building Closed to the Public, Services by Appointment Only.

Additional Phases TBD at a later date

Parks & Recreation Service to the Public

- Hours of service are planned for Monday through Friday 10:00 am to 5:00 pm. Recreation hours of service could be adjusted due to inadequate staffing or resources.
- Services open on limited use basis: Bocce, Adventure Day Camp, Yoga in the Park, Zumba and the 4th of July Bike Parade.
- Parks & Recreation office will be open by appointment and will have a reception desk for service to the public, affixed with a plexiglass barrier. The public is to wait in a socially distanced que outside of the building until called in by staff.
- Ensure press, publicity, signs, policies, and public information is prepared, posted, and disseminated regarding services as needed. Materials should be available in Spanish and English whenever possible, and signage should use pictures to illustrate procedures whenever possible.

Phased Bocce League Play

Phase One (Recreational Play):

- No gathering of groups or “team” activities allowed.
- Singles bocce is recommended. For doubles (2 players per team) it is recommended that you only pair with someone in your household OR use one set of bocce balls per side of court, 2 sets total.

- Stay on your side of the bocce court. Avoid switching ends.
- Players should use their foot to kick the balls back to the other end after balls are rolled.
- Wash or disinfect your hands prior to playing and after playing.
- No use of picnic tables or leaning on court back boards allowed.
- Avoid sharing food or drinks.
- Use of City scoreboards or umbrellas is not allowed unless checked out with Recreation Department.
- Keep 6 feet apart from others. No physical contact.
- Bring hand sanitizer and to use before entering and after play.
- To ensure proper sanitization, players can “check-out” equipment from the St. Helena Recreation Department Monday through Friday, 10am – 5pm. Equipment “check-out” is based upon availability, interested players should email stephaniei@cityofsthelena.org or call 707-339-9810. Players can check out: umbrellas, scoreboard and bocce balls. Recreation Department will sanitize equipment between uses.

Phase Two (Modified League Play):

- Games will be played on every other court (4 courts per night) to support physical distancing
- League will be split up into two separate leagues per night, teams will play every other week
- Teams will be limited to the number of players who attend each night. No more than 6 players per team so that no more than 50 people will be at the courts at one time.
- Each court will use two sets of balls, one for each end of the court.
- Players should use their feet to kick rolled balls back to the opposite end of the court.
- Balls will be labelled, Green-A, Green-B, Red-A, and Red-B. Players should only touch their assigned balls.
- No player substitutions during a game.
- Players should wash or disinfect their hands before and after each game.
- Designate a scorekeeper, only one person handles the scoreboard for the entire night.
- Temporary hand washing station will be set up for convenience and players are encouraged to wash their hands frequently.
- Only player rolling the balls should be on the court.
- Spectators should keep a 6-foot distance.
- Avoid using picnic tables and leaning on court backboard.
- Avoid sharing food or drinks.

Phase Three (Modified League Play):

- All game modifications from phase two should be followed, except teams will no longer be limited to the number of players attend.
- Spectators should keep distance between each other.
- Avoid using picnic tables and leaning on court backboard.
- Avoid sharing food or drinks.

Phase Four (Regular League Play):

- Once gathering in groups of 100 people or more is allowed, the St. Helena Parks and Recreation league can return to regular league play.
- Players should wash or disinfect their hands before and after playing in games.
- No player substitutions during games allowed.
- Spectators should keep distance between others.
- Since balls will be shared again, players should avoid touching their face.
- Temporary hand washing station will still be provided.

Adventure Day Camp

- 2 camp locations: Head Start Building in Crane Park and the Carnegie Building.
- There will be 2 sessions of each camp site lasting three weeks each.
- Camps will operate Monday through Friday, 9 am to 3 pm.
- Enrollment will be limited to 10 children.
- 2 part-time staff will work each program site.
- Check-in protocols will be strictly observed to screen participants and staff in accordance with City of St Helena's established temperature and health screening protocols for any possible COVID-19 symptoms.
- Enrollment will be limited to one session/one site for the entire season. Participants may not switch sites or attend more than one session.

General Camp Guidelines

- Camp will be carried out in stable groups of 10 or fewer children ("stable" means that the same 10 or fewer children are in the same group for the entirety of each scheduled day).
- Children will not change from one group to another. The group should remain stable for at least three weeks. In other words, children should not change or be introduced into groups for time periods less than three weeks. Likewise, children should not attend more than one camp or educational program every three weeks.
- Drop off and pick up times may be staggered, and/or arrivals and pick-ups are in a socially distanced que outside of the building.

- Sign in and sign outs will be conducted outside of the building, parents or guardians are asked to bring their own pens to sign their children in and out.
- Outdoor facilities are encouraged. If more than one group of children is at one indoor facility, rooms and indoor spaces should be limited to the same group of 10 children for the entirety of the three weeks. Groups shall not mix with each other or share room spaces.
- Providers or educators shall remain solely with one group of children for the entirety of each day and for at least three weeks of the program.
- Equipment used for summer camps or education programs will be limited to the same group of 10 children for at least three weeks of the program.
- Mealtimes will be staggered to increase personal space and tables will be disinfected between use.

Adventure Day Camp Activities

- Eliminate all-camp gatherings like campfires and sing-alongs, and other activities that bring large groups of children close together.
- Alternatively, bring small groups of children together for singing, storytelling, and games.
- Stagger activities so no two groups are in the same place at the same time.
- Encourage individual activities like painting, crafts, and building with blocks, Legos, and other materials.
- Involve children in developing reminder signs for hand washing, covering coughs and sneezes, or to stay six feet apart.
- Create field games or outdoor activities to provide wider spacing opportunities.
- Sports with shared equipment or physical contact, like soccer, basketball, baseballs, softball, and tennis, can only be played within the same stable group of children, and equipment will be cleaned daily at minimum.
- Swimming is permitted as long it occurs with the same stable group of children. The number of groups will be limited by the ability to keep the groups at least six feet apart within a pool or body of water.
- Do as many activities outdoors as possible.

Physical Space Distancing in Camp Areas

- Re-engineer rooms or spaces to put six or more feet between children's activity stations, tables, and chairs.
- Involve children in developing social distancing plans using chalk and materials – such as pool noodles and yarn – to create personal space areas.
- Involve children in developing signs, which can be used as reminders to social distance.
- Involve older children in developing social distancing space plans to practice their applied math skills.

- Will ensure that there is ample space in restrooms and monitor the number of children able to use restrooms to allow for physical distancing.

Health and Safety Practices

- Children and staff should wash hands with soap and water or use alcohol-based hand sanitizer containing at least 60% alcohol (if hands are not visibly dirty) before and after eating, drinking, touching eyes/nose/mouth, toileting or diapering, and physical contact with each other.
- Children and staff should cover coughs with a sleeve or tissue. Keep tissues and “no touch” trash cans close by.
- Encourage alternative nonverbal communication such as elbow bumps or fist bumps from afar. Encourage handwashing or hand sanitizer after touch.
- Staff is required to wear a cloth face covering over their nose and mouth. Children attending child care or educational/recreational programs should wear cloth face coverings to reduce the risk for transmission if the parent and provider determine they can reliably wear, remove, and handle masks following CDC guidance throughout the day, but children six and under are not required to wear cloth face coverings. Face coverings may not be appropriate for individuals who would have difficulty removing the covering without assistance. Proper on and off mask protocols will be encouraged.

Yoga in the Park, Zumba, 4th of July Bike Parade

General Guidelines

- Check-in protocols will be strictly observed to screen participants in accordance with City of St Helena’s established temperature and health screening protocols for any possible COVID-19 symptoms.
- Physical distancing is required for all participants. Participants must keep 6 feet apart from others with no physical contact when participating in the exercise or event.
 - Small groups participation is strongly encouraged to maintain 6 ft of distance.
- Participants are encouraged to bring hand sanitizer and to use before and after exercise.
- Equipment is not to be shared for any reason and is encouraged to be disinfected each use.
- Participants are asked to avoid sharing food or drinks.
- Temporary hand washing stations will be provided for participants.