

## MEMORANDUM

**Date:** March 4, 2020  
**To:** Seattle Parks and Recreation Incident Command Team  
**From:** Christopher Williams, Deputy Superintendent  
**Subject:** SPR Response Plan re: 2019 Novel Coronavirus (AKA Covid-19)

In the event of widespread impacts from Coronavirus, Seattle Parks and Recreation (SPR) will follow all directions from the Mayor's Office and Public Health - Seattle King County (PHSKC), the lead agency for operational actions and decisions in the case of this kind of public health incident. We will categorize our response into two tiers in ascending order of gravity.

In preparation for a possible pandemic, SPR is working in close coordination with the Office of Emergency Management (OEM) and City agencies that provide essential services. We will continue to assess all potential impacts on SPR employees, park users, program participants, volunteers and tenants.

### Tier I Response

#### **Overall, SPR efforts will focus on:**

- Supporting PHSKC as it leads care provision to the community;
- Taking actions to continue to provide essential service and program delivery in keeping with SPR's mission;
- Assessing our ability to support citywide efforts by supporting other departments if asked; and
- Taking appropriate actions to protect SPR employees and program participants.

#### **Impact on Current SPR Operations and Plan Updates**

- **COOP Review and Update:** SPR will update and finalize the department's Continuity of Operations Plan (COOP) by Friday, Feb. 28. We will conduct training (or provide information) for department leaders and employees on how the COOP would apply during a pandemic. *Discussion topic: what is best way to train/inform employees?* **Will Beatie** is in the lead.
- **Enhanced Cleaning:** SPR would develop enhanced cleaning protocols, including:
  - Installing hand sanitizers in recreation facility restrooms;
  - Sharing information with tenants and the public; and,
  - Ensuring public areas are cleaned regularly with a focus on surfaces that are touched by people, especially in child-care areas, such as door knobs, table tops, handrails, etc.

*See appended Enhanced Cleaning Response below.* **Pam/Facilities** is in the lead.

- **Employee Impact:** SPR is reviewing City policy and personnel rules on sick leave, telecommuting and alternative work arrangements. Some staff could rely on telecommuting if social distancing becomes necessary. The department has approximately 300 employees with access to cloud-based applications. **Jasmine/HR** is in the lead.
- **SPR Operations:** SPR will provide good hygiene practices in our offices by sharing handwashing guidance in all recreation facility restrooms (e.g., PHSKC "Stop Germs, Stay Healthy" placards), making hand sanitizer available and enhanced cleaning of common areas such as employee break rooms and bathrooms. **Pam/Facilities** is in the lead.

- **Preparation for Public Response:** SPR is currently assessing current levels of Personal Protective Equipment (PPE) on hand, including masks, gloves, disinfectant, cleaning supplies, etc. **Kim/Pam** are in the lead.

**Tier I Continuity of Operations Assumptions:** All lines of SPR business operate normally. Limited public health impacts. Department daily sick leave use is below 5 %.

**Tier II Response**

If the situation worsens, under the guidance and direction of the Mayor’s Office and PHSKC, SPR would take the following actions:

- **Sick Children and Youth:** The department will follow all federal Centers for Disease Control and Prevention (CDC) and PHSKC guidelines for schools and childcare related to operational responses to Coronavirus. This could involve enforcing no admission guidelines for sick youth in childcare programs. **Justin/Recreation.**
- **Sick Employees:** The department may also need to enforce rules under a possible Mayor’s Executive Order prohibiting sick employees from coming to work. **Jasmine/HR.**
- **Employee Impact:** In order to respond to high rates of employee absenteeism due to illness, the department will work with SDHR to utilize the following tools to support employees:
  - Alternative work arrangements
  - Sick leave
  - Administrative leave
- **Public Communication:** Working with the Mayor’s Office, SPR would push out public messaging to program participants, parents, volunteers, tenants, etc. **Rachel/Communications.**
- **Other Resources:** SPR would provide equipment and staff resources if asked.
- **Cancelling Events, Classes and Rentals:** Should PHSKC determine the need for social isolation, SPR would consider cancelling community center programs, events, rentals and classes, including ARC programs. **Justin/Recreation.**

**Tier II Continuity of Operations Assumptions:** Widespread public health impacts. 20%-30% of the SPR workforce out sick. The Mayor’s Office issues a state of emergency declaration related to COVID-19. PHSKC issues specific direction for schools and childcare providers. Community centers, swimming pools and other public program facilities close. ARC programming is suspended. The Superintendent will determine which special events and rentals should be cancelled. The Superintendent will determine which non-essential department functions will cease during a Tier II human health crisis. SPR will focus on essential services to support employees during a public crisis.

Tier II essential services include:

<i>Essential Service</i>	<i>Rationale</i>	<i>Other</i>
SPR payroll services	Under all circumstances City employees need to be paid	Supports employee workforce resiliency
Accounting services	Enables department resiliency by paying bills and processing purchases	
Human resources	Supports individual employees during a crisis	Enables worker resiliency

SPR Communications	Both internal and external communication is needed to inform employees and general public regarding impacts COVID-19 could have on our ability to serve the community and care for our employees	Signage if public facilities are closed
Pool Operators	Responsible for enhanced cleaning, disinfection of swimming pool environment; changing rooms	
Some facilities shops crews, e.g., waste-water and drainage crews, electricians, plumbers, HVAC etc.		
Custodial crews	Community centers may require intensive cleaning before resuming normal operations	Seattle Conservation Corps could be trained if we have a shortage of custodians
Outdoor Comfort Station Cleaning Crews	Provide enhanced cleaning of comfort stations	
Ground maintenance and Encampment cleaning crews	Encampments will likely be places with an emphasis on cleaning and debris removal is required to stem COVID-19 transmission	

# Enhanced Cleaning Response at Parks and Recreation Facilities

## WHAT

In response to concerns about the spread of novel coronavirus or COVID-19, Seattle Parks and Recreation is starting an **Enhanced Cleaning Program** at our public facilities.

## WHO

We will be deploying our three-person Enhanced Cleaning Crew to supplement the already increased daily cleaning routine by building custodians in response to COVID-19. We are also looking at supplementing the work of this crew with an additional crew from the Seattle Conservation Corps.

## CLEANING DETAILS

Custodians have increased the frequency of cleaning high-traffic areas from once to three times during their shift. The Enhanced Cleaning Crew will supplement this work with additional thorough cleaning, including disinfecting all frequently touched surfaces, tables, chairs, kitchen tops and appliances, computer stations, windows, furniture, display stands, sinks and faucets, toilets, bathroom stalls and door handles throughout each facility they visit. Special emphasis will be given to spaces used by children (e.g., child care rooms) and seniors.

The Enhanced Cleaning Crew will sanitize the building using Cavicide and Purell Professional Disinfectant, both known for their efficacy against the coronavirus.

In addition, SPR has installed hand sanitizing stations in the lobbies of all our public facilities.

## WHERE & WHEN

The Enhanced Cleaning Crew will work at SPR community centers, pools, teen centers, environmental learning centers, Camp Long, and certain Magnuson Park partner facilities. They will be on a schedule to clean three or more sites a day, five days a week. Once the rotation has been completed, the crew will begin again at the first location to repeat the process.

The following is a proposed list\* of sites in the order they will be visited, starting March 3, 2020.

Day 1: Meadowbrook CC and Pool, IDCC, Amy Yee Tennis Center

Day 2: Lake City CC, Montlake CC, Rainier CC

Day 3: Green Lake CC and Pool, Miller CC

Day 4: Magnolia CC, Queen Anne Pool and Queen Anne CC

Day 5: Bitter Lake CC, Yesler CC, South Park CC

Day 6: Ballard CC, Discovery Park ELC, Delridge CC

Day 7: Magnuson Building 30 and Brig, Magnuson CC, Garfield CC, Medgar Evers Pool

Day 8: Loyal Heights CC, Rainier Beach CC, Rainier Beach Pool

Day 9: Laurelhurst CC, Van Asselt CC, Jefferson CC

Day 10: Madison Pool, Northgate CC, High Point CC, Camp Long

Day 11: Ravenna Eckstein CC, Garfield CC, Garfield TLC, Alki CC

Day 12: Ballard Pool, Hiawatha CC, Southwest TLC and Pool

Day 13: Meadowbrook TLC, Green Lake Small CraftCenter, Carkeek ELC, Mt. Baker Rowing & Sailing Center

*\*This list may change due to a sudden redirection of needed resources. If we can add a crew from the Seattle Conservation Corps the goal would be to complete the cleaning of these facilities in seven days.*