



Facility Reopening Guidelines

As we welcome Oxford Township Parks & Recreation residents and guests back to our facilities, we want to inform you about our new health and safety guidelines in response to the coronavirus (COVID-19) pandemic. The safety of our participants, instructors, and staff is our top priority. In order to provide a healthy environment, we have closely monitored state and local requirements and Centers for Disease Control (CDC) guidelines. Our team is working to provide you with a familiar Oxford Township Parks & Recreation (OTPR) experience. However, some things will be different, including added cleaning regimens, more safety precautions, and limited building hours. Some of these changes may be temporary, and some may stay in place long term. Programs & classes will be added in a staggered format with your safety being our highest priority.

What We Have Done to Make the Facility as Safe as Possible:

- Barrier/Sneeze guards installed at all areas where staff and guests interact face to face.
- HVAC filters will be checked frequently and changed as needed.
- Remove all unnecessary touchpoints, especially those that cannot be sanitized.
- Hand sanitizer stations located throughout the facility and at entryway.
- Placement of tissues for proper cough/sneeze etiquette and no-touch disposal receptacles.
- Appropriate social distancing practices have been developed for all OTPR activities including:
 - Calculation of social distancing capacity of each room.
 - Rearranging of chairs and tables with distance requirements of 6ft. and the remove of excess chairs to limit or space out patrons.
 - Removal of unnecessary equipment, furniture & tables.
- Disconnect water fountains, and self-serve items (coffee and hot water machines)
- Staff will be temperature checked, screened, and will wear a mask.

How to Participate in OTPR Activities:

In order to simplify OTPR operations to keep participants and OTPR staff safe, for at least the first month after reopening, only those participants who have made an appointment or reservation to participate in specific OTPR class and activity will be allowed in the facility. Advanced registration is required. There will be no “drop-ins” or use of the facility for socializing at this time.

Participants must register for all classes and activities that are free or involve a fee.

Registration Process for all On-Site Activities:

- Registration for all classes and activities that are free or involve a fee must be completed prior to start of class. Register online at www.register@oxparkrec.org. If you are unable to sign up on The Oxford Township Parks & Recreation website, you may contact the parks & recreation office at (248) 628-1720 to get registered. Please note that a listing of all available classes and activities will be noted on our website, newsletter and eblasts. Online and phone payments can be made with Visa, Mastercard or Discover.

On Site Activities:

- Senior Center:
- Community Room:

Health & Safety Guidelines for OTPR:

What you can expect when you visit our facilities:

- Anytime you are in the building, you will be required to wear a face covering. We encourage you to bring your own. If you do not have a face covering, one will be provided to you.
- The water fountain has been turned off and community snacks and beverages will not be available. Please plan accordingly.
- Adhere to social distancing and directional signs throughout the facilities.
- Access is limited to the room in which your class is being held. Available bathrooms:
 - Restrooms in Senior Center
 - Restrooms in Community Room

Check in Process:

Arrive 10-15 minutes before scheduled class or activity.

- Classes or programs held in the Senior Center must enter through the Senior Center entry.
- Classes or programs held in the Community Room must enter through the Community Room entry.
- Participants will be greeted by OTPR staff or instructor who will provide the following:
 - No contact temperature check needed.
 - Complete a health survey, verify your registration, and collect signed Code of Conduct /Disclaimer.
 - Once the above process is completed, staff or instructor will allow entrance to the facility or will quietly ask you to return to your vehicle and contact your healthcare provider or Oakland County Nurse On-Call at 1-800-848-5533.
 - Once the class is completed, you will be required to leave the facility.

Temporary Building Hours:

Currently closed with staff working remotely.

Closed: Saturday and Sunday

Following Holidays: Good Friday- Friday, April 2, 2021, Memorial Day- Monday, May 31, 2021, Independence Day Observance- Monday, July 5, 2021, Labor Day- Monday, September 6, 2021, Veterans Day - Thursday, November 11, 2021; Thanksgiving - Thursday, November 25, 2021; Day after Thanksgiving - Friday, November 26, 2021; Christmas Eve- Friday, December 24, 2021; Christmas Day Observance - Thursday, December 23, 2021; New Year's Eve- Friday, December 31, 2021

Facility Cleaning and Disinfecting:

OTPR has conducted an assessment of federal and state guidance and has made changes that will reduce possible COVID-19 exposure. In the event of an exposure from an employee or participant, the facility will be thoroughly cleaned and disinfected with EPA and CDC recommended products and procedures. In addition, cleaning will be done throughout the day. The ongoing cleaning will include: periodic cleaning of hard surfaces- tables, chairs, door knobs, countertops (frequently touched surfaces and objects).

Exposure:

Oxford Township Parks & Recreation has taken the steps to minimize exposure of COVID-19 by educating employees on the protective behaviors that reduce the spread of COVID-19. Part of our education is understanding the exposure of COVID-19.

Infected people can spread COVID-19 to other people. The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.
- By touching a surface or object that has COVID-19 on it and then touching their own mouth, nose, or possibly their eyes.
- People are most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath).
- Spread is also possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus.
- The CDC website provides the latest information about COVID-19 transmission: www.cdc.gov/coronavirus/2019-ncov/about/transmission.html.

Isolation Room

If an employee, volunteer, contractor, or participant gets sick while at the facility, they will be directed to leave the premises. If they do not have the means to leave at that moment, they will be directed to the isolation room until transportation arrangements can be made. The OTPR Kitchen will serve as our facility's isolation room.

Hygiene

All individuals in the facility need to continue safe personal hygiene including frequent, vigorous washing of hands for at least 20 seconds, disinfecting personal work surfaces, using hand sanitizers, avoid touching your face, wearing a mask or face shield, and practice social distancing.

Social Distancing

Oxford Township Parks & Recreation has taken measures to help prevent the spread of COVID-19 and reduce the potential risk of exposure to visitors by implementing social distancing in the facility. Social distancing will include but is not limited to:

- Restricting the number of participants present on premises. Effective March 5, 2021 Indoor non-residential gatherings where people interact across households are permitted up to 25 people, allowing public meetings and other small indoor gatherings.
- Keeping everyone on the premises, at least six feet from one another to the maximum extent possible, including participants standing in line.

Confirmed Cases

If an employee, volunteer, contractor, or participant has a confirmed case of COVID-19:

- Oxford Township Parks & Recreation Administration will:
 - Notify the County Health Department of a confirmed case;
 - Notify all persons who may have come into close contact with the infected individual within the past 14 days. This can be accomplished through the use of class and event sign in records.
- The entire facility, or the affected parts of the facility (depending on the individual's presence in the facility) will be closed and thoroughly cleaned and disinfected.
- The infected individual will not be allowed back into the facility until the following conditions, consistent with CDC and OSHA guidelines, have been met:
 - No fever for at least 72 hours, other symptoms have improved, and at least 10 days have passed since the first symptoms appeared or
 - Two negative tests in a row received 24 hours apart, as well as no fever and other symptoms improve.

Thank you for your patience and continued support. We will be monitoring federal, state, and local officials and policies for your health and safety.

Oxford Township Parks & Recreation