Parks and Recreation – Third-Party Pandemic Operations Plan Policy

Updated May 27, 2020

The City of Duluth Parks and Recreation Division will comply with Federal, State and local guidance for recreational activities seeking to proceed on City of Duluth property during the Covid-19 pandemic. The following criteria will apply to Third-Party Organizations prior to resuming operations at Parks facilities—indoors and outdoors—until further notice.

1. The City will require a pandemic operations plan that will effectively prevent disease transmission at the program site. Operational adaptations may include limits on number of participants, revised program delivery, sanitation procedures, and protection/training for staff, volunteers, and participants.

2. In light of the impact of the pandemic on City revenues, the City must reduce the impact of operating expenses on the city's budget. We are currently running analysis on utilities, maintenance, and other costs associated with programs operating in our parks and park facilities. We will review individual program/lease arrangements and discuss each party's role in covering part or all of the expenses to operate that space or that facility.

Parks and Recreation Pandemic Policy Announcements *(key applicable sections)*
Full document available at: https://duluthmn.gov/parks/covid/

Section 2:

Programs, events, and facilities that provide essential human services to at-risk groups may proceed with conditions. Qualifying services may include nutrition and mental health services. The provider must submit a pandemic operations plan that, in the City's judgment, adequately reduces the risk of disease transmission and adequately minimizes the necessity for City operating support. Examples may include youth development programs that provide nutrition and/or social services for at-risk youth, community garden programs, and farmer's market events.

Section 4:

Nonprofit groups with existing agreements with the City of Duluth may conduct volunteer service projects with a City-approved pandemic operations plan. Individual volunteer projects are subject to the approval of the Property, Park, and Libraries Director on the basis of alignment with the City's summer 2020 park maintenance priorities – safety, asset preservation, and minimal tidiness - and the City of Duluth's capacity to support the project. No other volunteer service projects will be permitted.

a. Volunteer groups must be self-supported with their own materials, tools, and equipment as well as the capacity to remove and dispose of brush or debris the project may generate.
b. Tools from the Volunteer Tool Shed will not be available until City buildings are open to the public.

Guidelines

The State of Minnesota has supplied templates and program/service-specific guidelines, which will be referenced by the Parks and Recreation Division, when reviewing and approving Pandemic Operations Plans.

The COVID-19 Pandemic Operations Plan must include how the organization will implement, at a minimum, the following:

1. infection prevention measures;
2. prompt identification and response to sick persons;
3. controls for social distancing;
4. cleaning, disinfecting, decontamination;
5. clear identification of responsibilities to carry out the plan: communications and training for managers, workers, or similar volunteer roles
6. communications and instructions for participants
7. process for tracking participants, users, visitors (on-going and at any given time to control group size)

In the event that a third-party organization seeks to proceed with various different activities, a separate Pandemic Operations Plan will be required for each activity.

A *Pandemic Operations Plan – Sample Template* is available on the Parks and Recreation Covid-19 Page. Organizations may use this template and adapt as necessary for their activity OR organizations may submit their own template that addresses the Guidelines above.

Goal timeline: Final response provided to third-party organizations within 10 business days of receipt of plan.

Submission of a Pandemic Operations Plan does not guarantee approval of such plan.

Monitoring of Pandemic Operations Plans

The Parks and Recreation Division acknowledges that the COVID-19 pandemic and associated State, Federal, and local guidelines continue to evolve. Should a third-party organization identify the need for substantial changes or updates to an approved plan, they should reach out to Parks and Recreation for review and approval of that revised plan, and vice versa.

The Parks and Recreation Division expects that third-party organizations are proceeding with their activity in accordance with the approved plan unless otherwise notified. Parks and Recreation may periodically request an update from the third-party organization. Significant deviation from the approved plan, without approval from the Parks and Recreation Division, may result in necessary limitations or discontinuation of the activity. Staff may conduct a site visit in response to notification of potential non-compliance or to learn more about the success of the adapted activities.

Parks and Recreation may also provide announcements regarding the future use of parks facilities and open spaces including, but not limited to adjustments to or discontinuation of access, use, or activity provision.