

Forks Township Parks and Recreation will continue to put the health and safety of our patrons, staff, and the community first in the re-opening plans and continue to follow recommendations and guidelines from the PA Department of Health and CDC.

### **Restrooms**

All park restroom buildings are currently open.

### **Cleaning Guidelines**

In addition to maintaining pre-existing cleaning protocols established by the Parks and Recreation Director, staff will:

1. Routinely clean and disinfect high-touch surfaces in accordance with CDC guidelines.
2. Maintain pre-existing cleaning protocols.

### **Water Fountains**

For the safety of our residents, all park water fountains remain closed. Please bring your own water with you when visiting the parks. If using plastic water bottles, please recycle.

### **Playgrounds/Workout Stations**

Playgrounds/Workout Stations are open as of Monday, June 8, 2020. These structures are not sanitized and are use-at-your-own-risk. Please encourage children to practice good hygiene including washing hands before and after use of play structures. If a playground is crowded, please consider visiting a different park to reduce exposure and potential spread of the coronavirus.

### **Skate Park, Courts, and Fields**

Skate Park is open. Tennis/Pickleball Courts are open for drop-in use. Rims will be installed on backboards and basketball courts will open on June 26, 2020. Until June 29, no organized youth or adult sports groups, large events, tournaments, or leagues will be allowed onto the sports fields. When field reservations begin users will be required to submit a COVID-19 safety plan which follows CDC, State, and Local guidelines, as well as sign a waiver.

### **Pavilions**

Park pavilions are currently available for drop-in use only. Reservations can be made for dates June 26, 2020 and beyond. While visiting a pavilion, masks are recommended, and patrons should sit apart from each other and follow physical distancing guidelines. Until June 26, no organized special events, fundraisers, or parties will be allowed in the pavilions. When reservations begin, pavilion users will be required to follow a COVID-19 safety guideline.

### **Trails**

Trails remain open. Trail users should continue to spread out using physical distancing guidelines, and please remember to bring your own water.

### **Large Gatherings**

Under Governor Tom Wolf's Yellow re-opening phase, gatherings of more than 25 are prohibited. On June 26 when we move to the Green re-opening phase, that will increase to 250. All special events, fundraisers, programs, and any event open to the public must stay under this limit, be approved by the Parks and Recreation Director, and have a permit.

### **Social Distancing & Hygiene**

Please keep social distancing and good hygiene while visiting the parks. Keep at least six feet between you and other park patrons, cover coughs and sneezes with a tissue or your elbow, bring hand sanitizer, wear a mask when distancing is not possible, and do not visit the parks if you are feeling sick.

### **Report a Concern**

If you see park policies being violated, please call the Police Department using the non-emergency number. Forks Township Parks & Recreation is not responsible for enforcement.

### **Forks Township Community Center – will open on June 29, 2020**

#### **Cleaning Guidelines**

In addition to maintaining pre-existing cleaning protocols established by the Parks and Recreation Director, staff will:

1. Clean and disinfect high-touch areas routinely in accordance with CDC guidelines, in spaces that are accessible to staff, patrons, or other individuals.
2. Maintain pre-existing cleaning protocols established in the facility for all other areas of the building.
3. Ensure that the facility has enough employees to perform the above protocols effectively and in a manner that ensures the safety of patrons and employees.

#### **General Guidelines**

1. Face masks or face shields are required for entry into the facility and need to be worn at all times.
2. The Community Center will be limited to 50% of its capacity in all zones. This may differ based on the nature of the activity/program taking place within the activity zone and staff will have the authority to determine capacity.
3. All patrons must check in at the front desk. Only patrons who are members, have a reservation, or are registered in a program will be permitted beyond the foyer. Fitness walk-ins will be by appointment only.
4. All patrons/participants will sign a COVID-19 waiver in person prior to use, as well as provide contact information if contact tracing should have to occur. For those under the age of 18, a parent/legal guardian will need to sign in person. Minors may not bring pre-signed forms.

5. Any patron who is experiencing symptoms will be prohibited from using the facility.
6. Patrons will be asked to wear a face covering (mask or shield) unless doing so jeopardizes their health.
7. All patrons must maintain social distancing when possible.
8. Water fountains will not be available for use. Patrons are encouraged to bring their own water, or it can be purchased from the vending machines.

#### **Fitness Center Guidelines**

1. The Fitness Center will be limited to 12 people at any given time.
2. Members must always wear a face mask or face shield and maintain social distancing.
3. Increased, thorough cleaning will be conducted using disinfectant on the EPA list.
4. Increased sanitization stations will be made available throughout the fitness center and members will be asked to wipe down equipment **before** and **after** use.
5. To practice social distancing, only every other machine/station can be used simultaneously.

#### **League Guidelines**

1. Leagues must submit a COVID-19 Plan in accordance to CDC, State, and Local guidelines.
2. Leagues must designate a point of contact for all questions related to COVID-19, and all parents, athletes, officials, and coaches must be provided that person's contact information.
3. Leagues will be required to sign a Covid-19 waiver prior to any games/events taking place.

#### **Programs & Events**

Most programs and events through June 30, have been cancelled or postponed. If you were registered for a program that is cancelled or postponed, you will receive a phone call and/or email detailing your options moving forward. We have implemented a temporary refund policy, outlined below, to provide flexible options to all registrants. Please check the website and Facebook for updates relating to programs and events.

#### **Temporary Refund Policy**

In order to best serve our patrons during the coronavirus (COVID-19) situation, Forks Township Parks and Recreation is instituting a temporary refund policy to offer additional options to program registrants. This policy will be in place until the department deems that it is no longer needed, based on active cases in the community and recommendations from the PA Department of Health and the CDC.

**If you are registered for a program that is cancelled, you may:**

1. Receive a credit for the amount of your registration to be used during the 2020 calendar year
2. Receive a full refund to the credit card used or via check

**If you are registered for a program that is postponed, you may:**

1. Follow the adjusted schedule and continue your enrollment in the program
2. Cancel your registration and receive a credit for the amount of your registration to be used during the 2020 calendar year (or receive a prorated amount if the program has already started)
3. Cancel your registration and receive a full refund to the credit card used or via check (or receive a prorated amount if the program has already started)

**If you are registered for a rescheduled program and you feel ill or wish to cancel even though the program is running, you may:**

1. Skip any dates that you feel ill and receive a prorated credit for those dates
2. Cancel your registration and receive a credit for the amount of your registration to be used during the 2020 calendar year (or receive a prorated amount if the program has already started)
3. Cancel your registration and receive a full refund to the credit card used or via check (or receive a prorated amount if the program has already started)

**If you have a Gym or Fitness Membership:**

1. Your membership will be extended for the length of time the Community Center was closed.

**If you have a reservation and you feel ill and need to cancel, you may:**

1. Reschedule your reservation for a later date during the 2020 calendar year
2. Receive a full refund to the credit card or via check

All administrative fees for cancellations are waived while the temporary refund policy is in place. The temporary refund policy currently affects all programs and reservations scheduled through August 31. This may be extended if the need arises.

Please note, if you are enrolled in a program that is cancelled or postponed, you will receive notice via email or phone call with options specific to your program. We will continue to monitor staff and instructor health and additional cancellations may be needed should illness occur.

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If you have questions or concerns, please contact Rachel Sulzbach, Director of Parks and Recreation at (610) 438-4403 or [rsulzbach@forkstownship.org](mailto:rsulzbach@forkstownship.org). Thank you.