



REOPENING CHECKLIST

for Programming Parks & Public Spaces

As summer arrives, we expect our parks and public spaces will be busier than ever before. Here are some tips on how you can keep our public events safe, fun and respectful to all who share in our common spaces:

- **Follow** and share guidance from the CDC on practices such as hand washing, physical distancing, and limiting contact. Providers also should review and follow the [CDC's guidelines](#) for Visiting Parks and Recreational Facilities.
- **Cancel** event(s) and notify attendees if either the staff or organizers develop symptoms or become ill.
- **Remind** attendees that if they have symptoms, or have been around someone who has symptoms, they should not attend the program. Encourage people with underlying health conditions to please stay home. Here is how the city is sharing community health information at parks and public spaces.
- Clearly **communicate** the relative risk of attending the program. See [this guide](#) from Aspen Institute for additional information. Here is how the City is communicating risk related to parks and public spaces.

SPLASH SAFELY
SPLASHER LIMIT: 44 PEOPLE

- SPLASH WHEN CROWDS ARE LOW: IN THE MORNING OR LATE AFTERNOON
- AVOID CROWDING AT ENTRY AND RESTROOMS
- WEAR A MASK WHEN YOU CAN, BUT NOT WHILE IN THE WATER TO MAINTAIN EASY BREATHING
- SPLASH WITHIN YOUR OWN CIRCLE TO KEEP A SAFE DISTANCE

RISK LEVEL

KEEP OUR COMMUNITY SAFE
SIMPLE ACTIONS YOU CAN TAKE

- WASH HANDS OR SANITIZE OFTEN
- AVOID TOUCHING YOUR FACE & COVER COUGHS
- CONSIDER OTHERS IN PUBLIC SPACES
- STAY WITHIN YOUR HOUSEHOLD BUBBLE
- WEAR A MASK IN PUBLIC
- PHYSICAL DISTANCE 6 FEET APART

- **Share** how the City is approaching cleaning and disinfecting to attendees.
 - For example: “The City of Detroit is cleaning its public restrooms three times daily. It’s important to remember to sanitize your hands after touching any surfaces, including benches, playgrounds, picnic shelters, etc. and to bring your own disinfecting wipes, if possible.”



REOPENING CHECKLIST for Parks & Public Spaces (cont'd)

- Also, include specific steps your program will take to ensure safety, for example: “Per CDC recommendations, we will clean and disinfect frequently touched surfaces and exercise equipment (including balls).” Here is some guidance from the Michigan State Youth Soccer Association:
 - “The use of shared balls between players is allowed in foot drills with avoidance of the use of hands. Be sure to disinfect and clean balls before and after each training session while wearing PPE (face covering and latex gloves) by a viricidal cleaner (i.e., 70% alcohol solution or household bleach solution), and a disposable towel that can be disposed of immediately afterward. Field players should not handle soccer balls with their hands unless wearing gloves.”
 - Communicate with attendees what facilities will be available on site, e.g., public restrooms. Please note that port-a-johns will not be approved for use.
 - Communicate policies, procedures and expectations for attendees. For example, sign in upon arrival at the event, PPE requirements, what to expect during the event, at the end of the event.
 - Make sure you know who to contact if you have a scenario involving quarantine or possible infection among attendees. For events hosted in City of Detroit Parks, these contacts are:
 - Detroit Health Department at 313-876-4000
 - Detroit Parks & Recreation Department at dprdreservations@detroitmi.gov or 313-720-5432
 - Be prepared to designate and share the onsite contact information.
 - Capture program registration, if possible, but onsite attendance at a minimum. This helps staff manage and plan for attendance and also provides a mechanism to support contact tracing should it be necessary. In that event, the Health Department may require access to your attendance.
 - The Detroit Health Department will sign off of on all permitting plans. You may be asked to provide further detail or schedule a 15-minute consultation to trouble-shoot an issue, at Health Department discretion.
 - If the event requires a food truck, please follow [these guidelines](#).
- ### Additional guidance for organizations with MOUs with the City:
- Develop an operations manual and vet it with your organizations. Look to other organizations for their operations manuals. The operations manual should contain policies and procedures for:
 - Situating or grouping attendees
 - Handling attendees with symptoms
 - Food safety
 - Your policies on physical distancing and mask wearing
 - Transportation
 - Procedures for contact tracing, other follow up
 - Drop-in and drop-off procedures
 - Training onsite staff
 - Temperature check procedures
 - Check with your organization’s attorney regarding potential liabilities and waivers

COVID-PREPAREDNESS PLAN ELEMENTS

When applying for an Event and Programming permit, be prepared to submit the following COVID-preparedness plan elements:

- Please provide details on how you will collect actual event attendance (names, contact information for all attendees). This information will be stored and shared with the Health Department should contact tracing be necessary. In that event, the Health Department may contact your attendees.
- Please provide a site plan that you will use to ensure attendees maintain proper physical distance. Please include how you will supply attendees with PPE, if necessary.
- If your event involves any “shared” items (e.g., basketballs, yoga mats, arts & crafts materials), please provide your item sterilization plans.
- Please supply the security plan for this event, both general and how you plan to enforce COVID safety measures.
- If there will be tickets sold or an on-site registration fee charged, please provide your plan for safe ticketing and money exchange.
- If you will be selling souvenirs, trophies, and/or gifts, please provide your plan for safe money and item exchange.
- If your event will include food/beverages, please supply the food/beverage set up plan that indicates how you will support physical distancing and queuing/safe foot traffic flow.
- Please supply the cleanup plan for this event. Please include how you will safely dispose of discarded PPE like gloves, masks, etc.

To submit an Event and Programming permit, please call Detroit Parks & Recreation Department at 313-720-5432.