

Chesterfield County Parks and Recreation

# Return to Operations Plan

April 2020



# Chesterfield County Parks and Recreation Department Return to Operations Plan

The following document details the Chesterfield County Parks and Recreation Department (Department) plan to return to programming once the COVID-19 pandemic is no longer deemed a severe threat. This plan is intended to serve as a guide and will be implemented once restrictions are lifted to allow for recreational and entertainment businesses and organizations to return to operations, the statewide stay at home order has been lifted, and Chesterfield County Government has authorized a return to service provision. As of April 30, 2020, the statewide, stay at home order is in effect until June 10, 2020. Additional public health guidance will be considered in all decision making. The Department is organized into three divisions, Parks, Recreation, and Design and Construction Services. The Department also plays role in the management of Henricus Historical Park. Operational impacts resulting from the pandemic vary across divisions. This plan summarizes those impacts, documents current staffing levels, establishes priorities, and provides specific return to operations plans for each division.



## Recreation Division

### **Impacts of COVID-19 Recreation Division**

On March 17<sup>th</sup>, 2020, all indoor recreation facilities were closed consistent with public health official guidance. All in-person classes and programs have been cancelled. All organized classes and programs taking place at outdoor facilities have also been cancelled. On April 4<sup>th</sup>, the Department furloughed 106 part-time and seasonal employees. These employees served critical roles in providing public information, recreational programming, parks maintenance, construction support, and staffing facilities. Many recreation division program locations rely on a single part-time staff person for operations. Those facilities include Huguenot Road Baptist Church Senior Center, Chesterfield Baptist Church Senior Center, Historic Magnolia Grange, Historic County Museum/Jail, and Historic Trinity Church. The on-site supervisor for each of those locations has been furloughed. Communications and marketing staff have been cut by 66%, Department Recreation Centers (Bensley, Ettrick, and Stonebridge) staffing has been reduced by nearly 75%. The Rockwood Nature Center has reduced on site staff by 66%. With the exception of the Ettrick Recreation Center, each location's operations are sustained by a single full-time staff person. The Ettrick Supervisor position is vacant and unable to be filled due to the county's existing hiring freeze.

All organized athletic co-sponsored youth and adult leagues, associations, groups and rentals taking place on and in recreation facilities were cancelled effective March 13<sup>th</sup>, 2020. All fields

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(baseball, soccer, etc.) have been closed along with tennis, pickleball and basketball courts. Bases have been removed, soccer goals removed, tennis/pickleball nets, and basketball rims taken down. On April 4, 2020, the Athletics Section furloughed 25 part-time and seasonal employees. These employees served critical roles in providing River City Sportsplex supervision (9), Night and Weekend Rovers supervising the entire county (5), and the background check coordinator (1) for the Department's youth sports leagues. The closure of fields has impacted 57 athletic co-sponsored groups and many rental groups. The closure of schools has impacted 24 co-sponsored groups and eight parks and recreation classes. From the period of March 13, 2020 – June 10, 2020, the Athletics Section has cancelled the following:

- Programs in schools: 63 programs cancelled with 486 total activity dates cancelled.
- Co-sponsored and third-party Special Events: 39 events cancelled (\$320 lost to refunds and cancellations) affecting 7,220 participants.
- Athletic Programs at County facilities: 607 permits cancelled; [REDACTED] lost to refunds and cancelled events; 36,735 participants affected. At the time of closure, the spring season had just begun. These numbers do not account for bookings that would have been made on a daily basis.
  - By comparison, revenue from the previous year (March-May 2019) totaled [REDACTED]
  - By comparison, public rentals numbers from previous year (March-May 2019) totaled 1,698 bookings catering to 63,548 participants on athletic fields.

For the time period of March 13, 2020 to June 30, 2020, nine events at River City Sportsplex have been cancelled or postponed. The events would have generated an anticipated \$9.5 million in economic impact to Chesterfield County and over [REDACTED] regionally, while bringing in over 72,000 participants and spectators. Additionally, nearly [REDACTED] of rental fees have been lost or had deposits moved to future dates. Twelve other events were cancelled at other county locations (Swim RVA, Robious Landing, RVC-Stonebridge, etc.). Those events would have generated an additional [REDACTED] in economic impact to the county and attracted 22,000 participants and spectators to Chesterfield County.

Cancellation of Outdoor Adventure and Nature programs began March 13, 2020, resulting in 124 programs being cancelled through June 10<sup>th</sup>, 2020. These included 92 programs that were offered for public registration and 32 programs for arranged groups, primarily school field trips. This has resulted in over [REDACTED] in lost revenues over this 13-week period. Rockwood Nature Center, which has approximately 1,300 visitors a month despite having limited hours, has not been open since March 15<sup>th</sup>. On April 4, the Outdoor Section furloughed three permanent part-time and 21 seasonal part-time employees. While categorized as seasonal, these 21 worked year-round as instructors making the previously mentioned programming possible.

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Collectively the program cancellations, refunds, and event cancellations have resulted in nearly ██████ in lost revenue for the Department. Detailed information on COVID-19's impact on Department revenue is included in Appendix A.

### **Current Recreation Division Staffing**

<b>Section</b>	<b>Current Staffing Levels</b>	<b>Normal Staffing Levels</b>
Community Recreation	8 Full-Time, 0 Part-Time	9 Full-Time, 17 Part-Time
Athletics	7 Full-Time, 0 Part-Time/Seasonal	7 Full-Time, 8 Part-Time and 17 Seasonal
Outdoor Adventure and Nature	4 Full-Time, 0 Part-Time/Seasonal	4 Full-Time, 3 Part-Time and 15 Seasonal
Marketing	1 Part-Time	3 Part-Time

### **Return to Operations Priorities**

Department staff are anxious to resume normal operations. While the Department has shifted to a virtual programming model, the services the Department can offer are limited by that format. While the opportunities parks offer for recreation and refreshment have been embraced by the region, citizens need additional outlets for coping with the stress of this pandemic. The Department is prepared to offer affordable recreational opportunities to support the physiological and psychological well-being of the community.

Any return to operations will be contingent upon the appropriate approvals at the federal, state, and local levels. Prior to the transition to teleworking and facility closure, staff had implemented enhanced cleaning and sanitation protocols which will be maintained upon a resumption of programming. It is incumbent on the Department to ensure that sufficient cleaning products, PPE, and training are provided for staff as part of any return to operations. Additional measures such as wellness checks for staff before and after shifts, limited entry points to facilities, establishment of new pedestrian flow patterns, and restricting occupancy number within facilities may be implemented if warranted.

The Department has identified priorities for a return to operations. These priorities were established through a review of enrollment figures, special needs of targeted populations, as well as the potential for revenue generation to supplement the Department's operating budget during this difficult time. The recreation division programming and facility priorities are organized into three tiers. With any plan, it is essential that returning to service provision decisions comply with the most up-to-date information from national, regional, state, and local authorities with regards to a reopening timetable and any restrictions that must be put in place upon reopening.

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**Tier I (One)** priorities have been identified as most important to the citizens of Chesterfield County. The Department is proposing immediate resumption of activity upon receipt of the needed approvals to return to operations. In cases, operations may be limited by available resources. Those limitations are detailed in the specific action plans for each facility.

River City Sportsplex	Sports Tourism Events
Bensley Recreation Center	10a.m. - 7p.m. Monday through Thursday
Ettrick Recreation Center	9a.m. - 6p.m. Monday, Wednesday, and Friday
Stonebridge Recreation Center	9a.m. - 4:30p.m. Monday-Friday
Huguenot Road Baptist Church	8:30a.m. – 3p.m. Monday and Wednesday
Chesterfield Baptist Church	8:30a.m. – 3p.m. Tuesday and Thursday
Rockwood Nature Center	Noon – 5p.m. Monday through Friday
Marketing and Communications Staff	Virtual programming and communications
Night and Weekend Rovers	5p.m. – 11p.m. Monday through Friday, Weekend

**Tier II (Two)** priorities are equally important to the Department, but without reinstatement of sufficient part time staff, it may be difficult to return to programming in a timely manner. During the period of reduced staffing following resumption of operations, the Department will need to be deliberate in assignment of full-time staff to benefit the highest number of citizens possible.

### Tier II

Resume outdoor recreation programs	As scheduled, limited group size, adhere to social distancing
Resume 50+ Active Lifestyles programming	As scheduled, limited group size, adhere to social distancing
Resume therapeutic recreation programs	As scheduled, limited group size, adhere to social distancing, site status a limitation
Resume historic programming and open sites	As scheduled, limited group size, adhere to social distancing, limited hours and programs

**Tire III (Three)** priorities include those programs, activities, and locations that have a high likelihood of encouraging large groups to congregate (organized athletic events) or have lower visitations numbers when compared to other Department locations (historic sites).

### Tier III

Resume athletic facility permits	Large groups in close contact
Resume athletic facility rentals	Large groups in close contact
Resume special events	Large groups in close contact

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## Tier I Priority Resumption of Operations Detail – River City Sportsplex

As of April 23<sup>rd</sup>, 2020, the following events have been cancelled at River City Sportsplex.

Date	Event	Contract Amount	Deposit Paid	Reschedule Requested	Requested Date	Estimated Economic Impact
3/14-15/20						
3/20-22/20						
3/27-29/20						
5/1-3/20						
5/16/20						
5/30-31/20						
6/6-7/20						
6/19-21/20						
6/27-28/20						
Total						

Based on FY19 figures, the estimated lost economic impact for the region exceeds [REDACTED]. The return of large-scale athletic events to the venue is problematic. Sports, by nature, involve close contact and groups larger than 10. Spectators, coaches, and families add to the crowd size at the venue. River City Sportsplex will continue to be open for public use with limited hours. River City Sportsplex will be open to the public 8:30a.m. – 7:00p.m. Monday – Sunday.

### STAFFING

- River City will be staffed by the full-time operations supervisor and other full-time Department staff.
- To facilitate sports tourism events, it is recommended that eight furloughed part-time staff be allowed to return in order to perform duties necessary to support the sports tourism mission. Duties include, facility set up and break down, facility cleanliness, trash removal, addressing operational issues, and customer service.
- Sports tourism events vary in duration, which necessitates flexibility of both full-time and part-time staff.

### PROGRAMS/CLASSES

- Any classes or programs would need to be conducted during regular operating hours and be limited to groups of 10 or less.

### EVENTS

- The reopening of River City Sportsplex will serve as a focus point for sports tourism which ultimately enhances the financial standing of the county and the region. Local businesses such as restaurants, hotels, gas stations, and others reap the benefit of events returning to the facility.
- At this time, there are fifteen events scheduled from July 2020 through December 2020.

### RENTALS

- Athletic field rentals are included in Tier III of the return to operations plan. Restrictions will need to be lessened considerably to permit organized athletic groups to utilize the fields with any assurance those groups will remain in compliance with public health official guidance.

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### ADDITIONAL CONSIDERATIONS

- In an effort to provide for the continued success of Sports Tourism in the region and the safety of the participants, spectators, organizers and staff the following measures will be implemented as appropriate or desirable:
  - Consider fee adjustments, fee waivers, and collection schedule adjustments as appropriate to support the event organizers' ability to remain in operation. Work collaboratively with regional partners and Chesterfield County administration to make these determinations.
  - Investigate the possibility of streaming tournament games to enable spectators to watch field play remotely.
  - Provide hand sanitizer and additional hand washing stations strategically throughout the facilities.
  - Inspect and clean restrooms hourly. Sanitize common items such as door handles, water faucets, handles, and fountains. Monitor lines for restroom facilities. Consider adding "restroom trailers" that are preferred by most, instead of portable units.
  - Encourage social distancing by allowing only players, coaches, and limited spectators access to fields for games, limit the number of people in common areas.
  - Remove spectator bleachers to discourage large groups from congregating.
  - Limit the number of college coaches from each school.
  - Work with organizers to promote safety and social distancing prior to the event through their website, mailings, and social media posts.
  - Consider asking organizer to utilize alternative scheduling practices that may reduce the number of visitors at the facility at one time.
    - For example: If games are 1 and ½ hours long, schedule at 8 and then again at 10 leaving a break for transition of teams to fields.
  - Provide signage encouraging those who don't feel well or have a cough to stay at home. Signs should also be made available that discourage handshakes and high fives.
  - Work with organizers to limit the number of fields used per complex while still providing as many fields as needed per contract. This will likely mean that multiple complexes will be needed per event.
    - For example: Instead of 12 fields at River City, allow only 8 to be used at one time (1,3,4,6,7,9,10,12). This will have only 16 teams playing at one time instead of twenty-four.
  - Space out parking (ex: one car every two spots available) to promote social distancing.

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- Participating teams must ensure that all team members are symptom-free in order to play. (One tournament organizer has considered hiring health care professionals to do temperature checks on all participants throughout their events.)
- Update social media frequently with reminders about health and safety guidelines.
- Delineate “social-distancing” spaces for concessions and restroom lines using the retail model.
- Teams should not arrive until a half hour before their scheduled game time and must confine warm-ups to designated areas determined by facility staff.
- At end of each day, thoroughly clean all common areas and wipe down all surfaces with disinfectant.
- Ensure that the Department is following the most recent recommendations provided by the CDC and the VDH. Provide this information to the tournament organizer.
- During transitions, have an enter/exit route that will funnel those completing games to leave along a designated route and those entering the facility to follow a different route.

### **Tier I Priority Resumption of Operations Detail - Bensley Recreation Center**

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Bensley Recreation Center will reopen with limited hours and programming. The recreation center will be open to the public 10:00a.m. – 7:00p.m. Monday – Thursday.

Pre-COVID-19 Hours: Office Hours: 8:30a.m. – 6:00p.m. M-Th 8:30a.m.-12:00p.m. Friday  
Weeknight staffing until 9:00p.m. to monitor classes, close and clean facility.  
Weekend Staffing as needed for rentals 8:30a.m.-10:00p.m., as needed.

#### **STAFFING**

- The center will be staffed 36 hours per week by a supervisor during operating hours to provide customer service to the public and registered program participants. An additional 4 hours has been allotted during the week to complete administrative duties.
- Reinstatement of furloughed part-time staff is a priority. If this is unavailable or delayed, programming will be limited and contracted custodial services will be required to clean the facility daily and meet sanitation standards.
- Once furloughed staff are reinstated, the building could return to a pre-COVID-19 operating schedule.

#### **PROGRAMS/CLASSES**

- Advance registration will be emphasized so we can regulate the maximum number of participants.
- Upon reopening, all classes and programs offered will be limited by staffing resources. All classes and programs will adhere to guidance issued by public health officials, which may limit program offerings or class sizes.



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## **EVENTS**

- All recreation center special events will be limited based on public health official guidance.

## **RENTALS**

- Weekend rentals through June 10 are cancelled, and no new reservations are being accepted. Large group gatherings are not a priority at this time.
- Supervisor will not book additional rentals for open dates until there is adequate staff to work the rentals. If no staffing is available for existing rentals after June 10<sup>th</sup>, 2020, those rentals will be cancelled.

## **ADDITIONAL CONSIDERATIONS**

- Public health official guidance on PPE use by staff and participants should be enforced.
- Hand washing and sanitizing should be encouraged. Place additional hand sanitizing stations throughout the building.
- Signage should recommend people stay home if they have a cough or do not feel well.
- Participants will bring their own mats, weights and equipment.
- All tables and chairs will be sanitized after each class.
- Each day staff will be responsible for sanitizing the facility, including wiping down all tables, chairs, light switches, counter tops, phones, door handles, and any other areas as needed.

### **Tier I Priority Resumption of Operations Detail - Stonebridge Recreation Center**

Stonebridge Recreation Center could reopen Monday through Friday, 9a.m. – 4:30p.m. The center would remain closed evenings and weekends until furloughed part-time staff are again available.

Pre-COVID-19 Hours: Office hours 8:30a.m. – 9p.m. Monday-Friday

Saturday Office 8:30-Noon

Rentals Friday-Sunday evening for until 10p.m., as needed

## **STAFFING**

- The building supervisor would work 8:30a.m. until 5p.m. until furloughed staff is reinstated.
- Management or other full-time staff will be used to fill in at Stonebridge in the interim. This recommendation is based on safety of our participants, allowing for one person to remain at the desk and answer phones while the other is sanitizing and setting up for classes.
- Once furloughed staff are reinstated, the building could return to a pre-COVID-19 operating schedule.

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## **CLASSES/PROGRAMS**

- Advance registration will be emphasized so we can regulate the maximum number of participants.
- Virtual classes for seniors who are uncomfortable returning to public settings will continue to be offered in addition to instructor led classes. This will offset income reductions for instructors and sustain virtual programming. Coordination with Marketing and Communications staff will be required regarding the use of video equipment. Stonebridge Supervisor to set up all equipment.
- Drop-in programs, luncheons, rentals and programs that generate large gatherings will remain on hold.
- Class sizes and locations would be determined in accordance with current public health guidance.

## **RENTALS**

- Weekend rentals through June 10<sup>th</sup>, 2020 are cancelled, and no new reservations are being accepted. Large group gatherings are not a priority at this time.
- Supervisor will not book additional rentals for open dates until there is adequate staff to work the rentals. If no staffing is available for existing rentals after June 10<sup>th</sup>, 2020, those rentals will be cancelled.

## **ADDITIONAL CONSIDERATIONS**

- Public health official guidance on PPE use by staff and participants should be enforced.
- Hand washing and sanitizing should be encouraged. Add additional hand sanitizing stations throughout the building.
- Signage should recommend people stay home if they have a cough or do not feel well.
- Participants will bring their own mats, weights and equipment.
- All tables and chairs will be sanitized after each class.
- Each day staff will ensure contracted janitorial vendor sanitizes facility, including wiping down all tables, chairs, light switches, counter tops, phones, door handles, and any other areas as needed.

### **Tier I Priority Resumption of Operations Detail - Ettrick Recreation Center**

Ettrick Recreation Center will reopen Monday through Thursday, 10:00a.m. – 7:00p.m.

Pre-COVID-19 Hours: Office Hours: 8:30a.m. – 6:00p.m. M-Th 8:30a.m.-12:00p.m. Friday  
Weeknight staffing until 9:00p.m. to monitor classes, close and clean facility.  
Weekend Staffing as needed for rentals 8:30a.m.-10:00p.m. , as needed.

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### **STAFFING**

- The Senior Recreation Specialist (SRS) position that staffs this site is vacant. In the interim the Principal Recreation Specialist (PRS) responsible this location will operate the facility. The center will be staffed 36 hours per week during operating hours to provide customer service to the public and registered program participants. An additional 4 hours has been allotted during the week to complete administrative duties.
- The PRS will work during operating hours to provide customer service to the public and registered program participants, as well as normal administrative duties. The PRS will continue to perform tasks associated with the fall community recreation programs for which she is responsible, in a limited capacity.
- Hiring of full-time Senior Recreation Specialist and reinstatement of furloughed part-time staff should be a priority. If this is not possible or delayed, programming will be limited and contracted custodial services will be required to clean the facility daily and meet sanitation standards.
- Once SRS is hired, restrictions are lifted and furloughed staff are reinstated, the building could return to pre-COVID-19 operation.

### **CLASSES/PROGRAMS**

- Advance registration will be emphasized so we can regulate the maximum number of participants.
- Unless adjustments are made to the normal hours of operation, evening user groups will not resume their meetings.
- We can only offer access to the facility for park users, meeting space before 6 p.m., and limited daytime programs.
- Class sizes and locations would be determined in accordance with current public health guidance.

### **EVENTS**

- All recreation center special events (Mother/Son Dance, National Night Out, Senior Socials, etc.) would be limited based on public health official guidance.

### **RENTALS**

- Weekend rentals through June 10<sup>th</sup>, 2020 are cancelled, and no new reservations are being accepted. Large group gatherings are not a priority at this time.
- Supervisor will not book additional rentals for open dates until there is adequate staff to work the rentals. If no staffing is available for existing rentals after June 10, those rentals will be cancelled.

### **ADDITIONAL CONSIDERATIONS**

- Public health official guidance on PPE use by staff and participants should be enforced.
- Hand washing and sanitizing should be encouraged. Add additional hand sanitizing stations throughout the building.
- Signage should recommend people stay home if they have a cough or do not feel well.

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- Participants will bring their own mats, weights and equipment.
- All tables and chairs will be sanitized after each class.
- Each day staff will ensure staff sanitizes facility, including wiping down all tables, chairs, light switches, counter tops, phones, door handles, and any other areas as needed.

### **Tier I Priority Resumption of Operations Detail – Leased Senior Center Programming**

Under current reduced staffing levels, the reopening of the senior centers at Huguenot Road Baptist Church (HRBC) and Chesterfield Baptist Church (CBC) will be difficult. Each facility will be opened on a trial basis in a limited capacity two days per week. Churches' operating status will determine program availability.

Pre-COVID-19 Hours: Huguenot Road Baptist Church 9a.m.-4p.m. Monday-Wednesday  
Chesterfield Baptist Church 9a.m.-4p.m. Tuesday, Thursday

#### **STAFFING**

- The Principal Recreation Specialist (PRS) would staff each facility two days per week: Chesterfield Baptist Church on Tuesdays and Thursdays, and Huguenot Road Baptist Church on Mondays and Wednesdays.
- PRS' regular programming will be limited in order to open senior centers.
- The reinstatement of the three furloughed 50+ part-time staff is vital to the continued success of these centers and provision of countywide programs for older adults

#### **PROGRAMS/CLASSES**

- Class sizes would be determined by current public health guidance.
- We would limit senior luncheons and programs that generate large gatherings, based on public health guidance.
- Trips would limit participants or be cancelled consistent with federal and state guidelines for gatherings. At this time, no trips are planned until the Fall of 2020.
- Many large partnerships events, such as Senior Day and Fun at the Fairgrounds will need to be considered on an individual basis with regard to our commitment and involvement.

#### **ADDITIONAL CONSIDERATIONS**

- Production of the 50+ Program Guide will be challenging with limited staff.
- HRBC and CBC are leased facilities. Lease options need to be reviewed. Both facilities receive high older adult participation rates.
- Public health official guidance on PPE use by staff and participants should be enforced.
- Hand washing and sanitizing should be encouraged. Add additional hand sanitizing stations throughout the building.
- Signage should recommend people stay home if they have a cough or do not feel well.
- Participants will bring their own mats, weights and equipment.
- All tables and chairs will be sanitized after each class.

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- Each day staff will ensure staff sanitizes facility, including wiping down all tables, chairs, light switches, counter tops, phones, door handles, and any other areas as needed.

### **Tier I Priority Resumption of Operations Detail – Rockwood Nature Center**

Rockwood Nature Center (RNC) will reopen to the public with limited hours and programming. RNC will be open to the public 12:00p.m. – 5:00p.m. Tuesday – Friday. Staff have remained active at this location throughout this entire event given the need to care for and feed the animals.

Pre-COVID-19 Hours: Exhibit Hall Tuesday – Sunday 12:00-5:00p.m.

Weekend Staffing as needed for rentals 8:30a.m.-10:00p.m. , as needed.

#### **STAFFING**

- RNC will be staffed 20 hours per week by a supervisor during operating hours to provide customer service to the public and registered program participants. An additional 20 hours has been allotted during the week to complete animal care and administrative duties.
- Reinstatement of furloughed part-time staff is a priority. Given the revenue stream generated by this location, returning to full programming is a priority. In FY20 between July 19, 2019 and January 20, 2020 RNC programming generated over [REDACTED] in net revenue for the Department.
- Once furloughed staff are reinstated, the building could return to a pre-COVID-19 operating and programming schedule.

#### **EVENTS**

- All RNC special events will be limited based on public health official guidance.

#### **RENTALS**

- Weekend rentals through June 10<sup>th</sup>, 2020 are cancelled, and no new reservations are being accepted. Large group gatherings are not a priority at this time.
- Supervisor will not book additional rentals for open dates until there is adequate staff to work the rentals. If no staffing is available for existing rentals after June 10, those rentals will be cancelled.

#### **ADDITIONAL CONSIDERATIONS**

- Public health official guidance on PPE use by staff and participants should be enforced.
- Hand washing and sanitizing should be encouraged. Place additional hand sanitizing stations throughout the building.
- Signage should recommend people stay home if they have a cough or do not feel well.
- All tables and chairs will be sanitized after each class.
- Each day staff will ensure staff sanitizes facility, including wiping down all tables, chairs, light switches, counter tops, phones, door handles, and any other areas as needed.

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## **Tier I Priority Resumption of Operations Detail – Communications and Marketing Staff**

In 2019, the number of citizens viewing department social media channels each month ranged from a low of 36,882 to a high of 134,292. For 2020, YTD Facebook reach and Twitter impressions total 162,976. Maintaining these vital citizen communication mechanisms (social media, website, email, publications, community outreach, and media outlets) is essential to keeping citizens informed during these difficult times. Prior to the COVID-19 outbreak, the communications and marketing team was composed of three part time staff members. Two of those staffers were furloughed as part of the County response to anticipated revenue shortfalls. The addition of virtual programming includes organizing, producing, editing, and posting multiple videos and daily activities on department platforms to provide encouragement, entertainment, wellness opportunities, and remote programming to Chesterfield County citizens during this Covid-19 event. This increased responsibility has added to the workload for the sole remaining part-time communications staffer. As programming returns and facilities reopen, tasks which were suspended during this operational slowdown will remerge.

### **STAFFING**

- Reinstatement of furloughed part-time staff is a priority. Full time staff from other sections have temporarily assumed responsibility for some of the communications tasks previously done by furloughed employees. This is a short-term solution as those staff do not possess the appropriate training and background in the software or programs necessary to properly fulfill these functions. As the full-time staff return to their normal duties, the need for frequent public communications, responses to inquiries, and information sharing will only increase.
- Without the return of the two furloughed staff, the following functions will not occur or be supported:

50+ Active Lifestyles brochure, Etrick Recreation Center brochure, Annual Report, Touching Base weekly newsletter and other department publications, e-newsletters (outreach to public), graphic design (department flyers, posters, publications, logos), athletic association sports flyers (preparation and approval), community engagement events, photography and social media coverage at department events, monitoring of department email account.

Other functions will have limited support and increased response time due to the workload

## **Tier I Priority Resumption of Operations Detail – Night and Weekend Rovers**

Night and weekend rovers handle all public response issues for the department after 5 p.m. and on weekends. They handle customer service, complaint calls, trash pick-up, cleaning of

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restrooms, and general observation of parks after hours. Anywhere from 2-3 rovers are used each night to cover the entire county's parks and school athletic sites.

### **STAFFING**

- Night and weekend rovers previously worked Monday – Friday from 5 p.m. -11 p.m. and Saturdays and Sundays.
- Reinstatement of five furloughed part-time staff is a priority. If this is unavailable or delayed, no night or weekend roving, cleaning, trash pick-up will be done, or parks staff will have to be pulled from their normal day to day operations.
- Once furloughed staff are reinstated, night and weekend roving could return to a pre-COVID-19 operating schedule.

### **PROGRAMS/CLASSES**

- All programs/classes taking place in parks after dark will be extremely limited.

### **EVENTS**

- All events taking place in parks after dark will be extremely limited unless covered by other staff.

### **RENTALS**

- All rentals taking place in parks after dark will be extremely limited unless covered by other staff.

### **ADDITIONAL CONSIDERATIONS**

- Public health official guidance on PPE use by staff should be enforced. Additional PPE equipment should be placed in each county vehicle.
- Hand washing and sanitizing should be encouraged.
- Signage should recommend people stay home if they have a cough or do not feel well in all parks and athletic complexes.
- Each night staff will be responsible for sanitizing their county vehicle, including wiping down all handles, steering wheels, knobs, equipment used, and any other areas as needed.

### **Tier II Priority Resumption of Operations Detail – Outdoor Recreation Programming**

Like RNC programming, outdoor recreation program is a revenue stream for the department. Given the nature of outdoor recreation, limited group size, remote locations, and the ability to socially distance, resumption of outdoor programming makes sense for the Department.

### **STAFFING**

- Outdoor education programming is primarily led by two SRS. However, the part-time and seasonal staff provide important instructional assistance and help maintain safe participant to instructor ratios. Many of these instructors are certified Archery Instructors, Master Naturalists, Wilderness First Aid certified and are specially trained to meet

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industry standards. Outdoor related vendors provide additional services and help increase the diversity of programs offered.

- Reinstatement of furloughed part-time staff is a priority. Given the revenue stream generated by this slate of programs, returning to full programming is a priority. In FY20 between July 3, 2019 and January 20, 2020 interpretive nature programming generated nearly ██████ in net revenue for the Department. Outdoor adventure programming netted ██████ in revenue while providing ██████ in kind services to Sheriff, Police and Fire over the same period. The challenge course is regularly utilized by the public safety training academies.

### **ADDITIONAL CONSIDERATIONS**

- Public health official guidance on PPE use by staff and participants should be enforced.
- Hand washing and sanitizing should be encouraged. Add additional hand sanitizing opportunities will be provided to participants.
- Each day staff will sanitize shared-use equipment and vehicles.

### **Tier II Priority Resumption of Operations Detail – 50+ Active Lifestyles**

50+ programming, in concert with outdoors section offerings, has increased the number of programs from 335 in 2010 to 964 in 2019. This increase is in response to the rapid growth in the active senior population within Chesterfield County. Demand for engaging senior programming has grown exponentially over the last decade, so much so, that 50+ programming now boasts its own program guide. Restoring programming for this large, engaged segment of the county is a priority for the Department.

### **STAFFING**

- 50+ recreation programming is overseen by one PRS. Much of this programming takes place within the Department recreation centers and at leased sites previously discussed in this document. In light of the furloughing of all part time staff, stand-alone 50+ programming will be limited, as the PRS will be responsible for filling voids, such as supervising leased sites previously operated by part-time staff, left by the departure of part-time staff.
- Reinstatement of furloughed part-time staff is a priority. Given the size of the population served by this programming, returning to normal operations is a priority for the Department.

### **PROGRAMS/CLASSES**

- Class sizes would be determined by current public health guidance.
- We would limit senior luncheons and programs that generate large gatherings, based on public health guidance.
- Trips would limit participants or be cancelled consistent with federal and state guidelines for gatherings. At this time, no trips are planned until the Fall of 2020.



# **Chesterfield County Parks and Recreation Department**

## **Return to Operations Plan**

- Large partnership events will need to be considered on an individual basis with regard to our commitment and involvement.

### **ADDITIONAL CONSIDERATIONS**

- Production of the traditional 50+ Program Guide will not be possible with current Marketing and Communications staff levels.
- Public health official guidance on PPE use by staff and participants should be enforced.

### **Tier II Priority Resumption of Operations Detail – Therapeutic Recreation**

Therapeutic Recreation programs are held in partner facilities across the county, therefore resuming these activities is dependent upon the status of the facilities in which they are held.

### **STAFFING**

- The SRS will coordinate programs with community partners.
- To facilitate these programs safely and effectively, furloughed part-time Certified Therapeutic Recreation Specialists should be reinstated.

### **PROGRAMS**

- In developing programs, the SRS will adhere to all public health guidance and adhere to best practices when working with a susceptible population.
- Due to limited staffing, the Department will limit the maximum participation numbers to ensure the quality of the program and participant safety.
- When working with group homes and community partners, the Department will require the professional staff to assist with their clients during these programs. An assessment of the conditions at each group setting facility will be conducted to ensure safety for staff and program participants prior to confirming programs in these locations.

### **OTHER ISSUES OF CONCERN**

- The Department will continue to follow recommended sanitation procedures. All materials shall be cleaned with wipes or spray disinfectant on a reoccurring basis. In addition, hand sanitizer or soap and water will be available during all programs.

### **Tier II Priority Resumption of Operations Detail – Historic Programming and Sites**

The History section now consists of one full-time PRS. All History programs and historic site operations will depend on the capacity of the PRS and Chesterfield Historical Society of Virginia (CHSV) volunteers. Through the use of these resources, County historic sites, including Trinity Church, Magnolia Grange, the Historic Jail, and County Museum, will be opened on a limited basis.

### **STAFFING**

- The PRS will continue to provide historic programming and oversee his assigned historic sites.

## **Chesterfield County Parks and Recreation Department Return to Operations Plan**

- PRS will work with CHSV volunteers to open historic sites, when possible.
- In order to allow the public to visit the County's historic sites, the reinstatement of the three part-time furloughed staff is necessary.

### **PROGRAMMING**

- When historic facilities reopen, limited operations may include adjusting operating hours to the public and scaling back workshops and Saturday programs.
- Large special events, specialty programming, and organizing new exhibits will be put on hold until operational functions return to normal, staff are reinstated and there are no limitations on permitted group sizes. If part-time staff are not reinstated, many specialty programs, events, facility rentals, and new exhibits will not be possible.

### **RENTALS**

- All rentals through June 10, 2020 are cancelled, and no new reservations are being accepted. Large group gatherings are not a priority at this time.
- Staff and/or CHSV will not book additional rentals for open dates until public health guidance permits such gatherings.

### **OTHER ITEMS TO CONSIDER**

- Magnolia Grange, Historic Jail and Chesterfield Museum contain numerous artifacts and collections belonging to the CHSV that need to be properly monitored for damage, inspected, and cleaned on a regular basis.
- The CHSV depends on volunteers to assist county personnel with collections, events, tours, specialty programming, and organizing exhibits. Volunteers may be limited in the near future due to social distancing concerns.
- Thorough disinfection of sites before they reopen to the public should be coordinated with the General Services Department.
- Safety and consideration for children and older volunteers must be shown if camps are held.
- Public health official guidance on PPE use by staff and participants should be encouraged.
- Hand washing and sanitizing should be encouraged. Add additional hand sanitizing stations throughout the building.
- Signage should recommend people stay home if they have a cough or do not feel well.

### **Tier III Priority Resumption of Operations Detail – Athletic Facility Rentals**

Upon receipt of the needed approvals to return to operations, outdoor athletic facilities will be opened using normal operating procedures. Co-sponsored athletic leagues and groups will be given first opportunity to resume play once fields are opened. With over 400 rectangle and diamond fields, tennis, pickleball, and basketball courts, observing activities at all locations is impractical. Coaches and league representatives will be required to monitor and enforce safe practices.

# **Chesterfield County Parks and Recreation Department**

## **Return to Operations Plan**

### **STAFFING**

- SRS (schedulers) would work normal 40-hour weeks to continue to screen game schedules, book fields through the software system, submit reports to parks for needed maintenance, and collect permit fees as needed.
- SRS could supplement the night and weekend rover function currently performed by parks staff as fields open for use. Reinstatement of the part-time furloughed rovers is vital to reopening of fields.
- Reinstatement of five furloughed part-time (Night/Weekend Rovers) staff is a priority. If this is unavailable or delayed, extremely limited night or weekend roving, cleaning, trash pick-up will be completed. Staff from parks crews may have to be pulled from their normal day-to-day operations to assist. New opening and closing times of parks and athletic facilities may be needed. Night and weekend rovers previously worked Monday – Friday from 5:00p.m.-11:00p.m. and Saturdays and Sundays from 3-11 p.m. (April through Mid-November) and 8:00a.m.-8:00p.m. (November through March)
- Reinstatement of 1 furloughed part-time staff (Background Check Coordinator) is a priority. As fields re-open for athletic co-sponsored leagues and associations, background check processes will need to resume per county policy 18-1, Background Check Policy for Chesterfield County Parks and Recreation Co-Sponsored Youth Organizations which requires “all organizational officers and/or directors, instructors, coaches and assistant coaches” to have background checks. At this time, there are currently 54 background check downloads waiting to be processed.
- Once furloughed staff are reinstated, night and weekend roving could return to a pre-COVID-19 operating schedule.

### **PROGRAMS/CLASSES**

- Upon reopening, all classes and programs offered will be limited by staffing resources. All classes and programs will adhere to guidance issued by public health officials, which may limit program offerings or class sizes.
- Co-sponsored Leagues, Associations and Groups will also be given proper direction on how to adhere to guidance issued by public health officials.

### **EVENTS**

- All special events at parks and athletic complexes will be limited based on public health official guidance.

### **RENTALS**

- All athletic fields/facility bookings, programs and events have been cancelled through June 10, 2020 and no new reservations are being accepted.
- Rentals of fields/facilities by the public will not be booked until all co-sponsored leagues, associations and groups have been assessed for field needs and booked.

# Chesterfield County Parks and Recreation Department Return to Operations Plan

## ADDITIONAL CONSIDERATIONS

- Public health official guidance on PPE use by staff and co-sponsored leagues, associations and groups should be enforced.
- Hand washing and sanitizing should be encouraged.
- Add additional signage to fields and/or courts of new procedures for sanitizing equipment and proper social distancing.
- Signage should recommend people stay home if they have a cough or do not feel well.
- Participants will bring their own equipment to fields/courts and should sanitize appropriately.
- Each day staff will be responsible for sanitizing all parks/athletic complexes restrooms, wiping down water faucets, door handles, and any other areas as needed.
- Use of concessions will need to be addressed.
- Spectators at games/tournaments will need to be addressed and limited if prudent.
- The continued risk of COVID-19, especially with large gatherings, demands strict adherence to public health guidance for the safety of participants.
- The financial strain of COVID-19 could have significant impact on the Department's co-sponsored groups considering previous agreements. Maintaining these partnerships should remain a priority. Changes in policy and previous agreements may become necessary.

## **Tier III Priority Resumption of Operations Detail – Special Events**

Since March 17, 2020, all large-scale public events have been canceled through June 10, 2020, due to COVID-19. The Department's next tentatively planned special event is Chesterfield LIVE! On August 1. That event is subject to cancellation, pending public health guidance.

## STAFFING

- The Principal Recreation Specialist will continue to plan and coordinate countywide special events taking place after July 2020.
- With the limited part-time and seasonal staff available, additional full-time staff and contracted workers will be necessary to ensure safe, successful events. Absent part-time staff, additional costs will be incurred to utilize contracted services.
- If the additional staff are not available, planned event activities will be downscaled, postponed, or cancelled.

## EVENTS

Below is a list of remaining tentatively scheduled special events for 2020.

Chesterfield LIVE!	August 1 <sup>st</sup>
Family Movie Night	September 26 <sup>th</sup>
Trunk or Treat	Late October 2020
Parade of Lights	December 12 <sup>th</sup>

# **Chesterfield County Parks and Recreation Department Return to Operations Plan**

## **OTHER ISSUES OF CONCERN**

- The financial strain of COVID-19 will have significant impact on the Department's special event budget and sponsorships. Maintaining these community partnerships will remain a priority. Additional accommodations, extensions of agreements at no additional costs, or other measures may become necessary.
- Once special events are resumed, public participation may be impacted by COVID-19.
- The continued risk of COVID-19, especially with large gatherings, demands strict adherence to public health guidance for the safety of participants.
- At this time, large-scale special events are not a Department priority.

# Chesterfield County Parks and Recreation Department

## Return to Operations Plan

### Parks Division

#### **Impacts of COVID-19 Parks Division**

During the March 16 - March 27, 2020 time period, normal Park Division Operations and service levels provided to the public were impacted and temporarily suspended.

- March 16 – March 18 only the Assistant Director, Chief of Parks, District Managers, and Arborist worked.
- March 19 – March 27 the above staff worked as well as each District Assistant Park Manager, Principal Labor Crew Chief, and 2-3 Principal Maintenance Workers on a rotational basis responding to COVID-19 concerns and precautions.
- The Administrative Assistant began working remotely from home

#### **Park Amenity Closures Phase I – Effective March 27<sup>th</sup>, 2020**

In an effort to support social distancing and to protect the health of County citizens, the Parks Division implemented Phase I of the reduced park operations plan on March 27. Staff were able to complete the following measures within one day of receiving notification to proceed.

- All rims from basketball goals; and nets from tennis, pickleball, and volleyball courts throughout the county's park system were removed to prevent organized play where the courts could not be secured by gates and locks.
- Soccer and lacrosse goals were removed from athletic fields to further prevent organized play, including goals from the River City Sportsplex.
- In addition to signage, caution tape was placed on all playgrounds and shelters to discourage social gatherings.

#### **Resumption of Modified Park Maintenance Operations – Effective March 30<sup>th</sup>, 2020**

All park maintenance operations resumed following development of a planned, modified work schedule and strategy to provide normal service levels to the general public. This modified work schedule included staff working staggered shifts to reduce the number of employees interacting with each other and to promote social distancing.

- Shift "A" consists of the hours of 6:00a.m. until 2:00p.m.
- Shift "B" consists of the hours of Noon until 8:00p.m.

This plan/strategy followed and adhered to all safety guidelines and procedures to protect staff and the public as set forth by Center for Disease Control (CDC) and other local, state and federal agencies of jurisdiction.

# **Chesterfield County Parks and Recreation Department**

## **Return to Operations Plan**

### **Park Amenity Closures Phase II – Effective April 3, 2020**

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The Chesterfield County Parks and Recreation Department implemented additional efforts to reduce the spread of the coronavirus, or COVID-19, in its park system in the interest of protecting the health of county residents and employees. Effective Tuesday, April 7, all public restrooms in parks were closed. The closures included permanent restrooms as well as portable toilets. Closure of the park system restroom facilities were made out of an abundance of caution for the health and safety of park patrons and staff.

### **Return to Normal Park Maintenance Operations and Schedules**

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Impacts to Parks Division staffing levels were minimal. Resumption of normal operations will consist of:

- Returning to normal staff hours of 7:00a.m. until 3:30p.m.
- Reimplement the annual contracts for contracted school grounds maintenance [REDACTED].
- Reinstate the 3 Part Time Seasonal personnel that were originally scheduled to return this season and resume the hiring of new Part Time Seasonal personnel that are needed (5 were in process and put on hold).
  - Implementation of the above two items would allow full-time personnel to focus on more skilled tasks and allow District Managers to return to more normal supervisory functions by limiting their need to fill vacant positions in the field.
- Allowing the administrative assistant that supports the division to return to an office environment. All staff will be required to follow all mandated guidelines and procedures to protect staff and the public from COVID-19.

# Chesterfield County Parks and Recreation Department Return to Operations Plan

## Division of Planning and Construction Services

### Impacts of COVID-19 Division of Planning and Construction Services

No services or functions were deleted or reduced as a result of COVID-19. All work group services have continued; however, at less than normal production levels. Impacts to the Division of Planning and Construction Services were confined to reduced work output; fewer projects administered, longer duration of project assignment, and increased response time to issues. These impacts to service delivery were primarily due to reduced staffing levels and remote working arrangements. There have been minor impacts to construction project completion times, as construction activities continued, although at a slower pace due to pandemic mandates and resulting supply chain reductions in materials availability.

Return to full operations would consist of:

- Returning staff to normal work location at Parks Central Maintenance building.
- Remove part time staff from furlough
- These actions would address the operational issues noted above for the Construction Services and Planning functional areas.
- Administrative functions are fully supported.

### Current Division of Planning and Construction Services Staffing Levels

Division	Current Staffing Levels	Normal Staffing Levels
Planning and Construction Services	7 Full-Time 1 Part-Time	7 Full-Time, 4 Part-Time

### Return to Operations Priorities

Board of Supervisors approval of FY21 CIP budget [REDACTED]  
[REDACTED] The projects require additional resources in Construction Services and Sheriff’s Work Force for optimum production and efficiency. The zoning case load has maintained a steady volume and is expected to continue. Staff support in zoning and site plan cases improves production and efficiency. Priority for resumption of normal operations and reinstatement of furloughed staff:

**Tier I (One)** priorities have been identified as most important to the citizens of Chesterfield County. The Department is proposing immediate resumption of activity upon receipt of the needed approvals to return to operations. In cases, operations may be limited by available resources.

Tier I

Construction Services	Reinstate furloughed support staff. Project Construction Assistant – project inspection and vendor pricing.
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## Chesterfield County Parks and Recreation Department Return to Operations Plan

**Tier II (Two)** priorities have been identified as most important to the citizens of Chesterfield County. The Department is proposing immediate resumption of activity upon receipt of the needed approvals to return to operations. In cases, operations may be limited by available resources.

Tier II

Planning	Reinstate furloughed support staff. Senior Office Assistant – zoning case background research, meeting summaries, and other long -range planning projects.
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**Tier III (Three)** priorities have been identified as most important to the citizens of Chesterfield County. The Department is proposing immediate resumption of activity upon receipt of the needed approvals to return to operations. In cases, operations may be limited by available resources.

Tier III

Construction	Reinstate furloughed support staff. Maintenance Worker in support of Sheriff’s 2 workforce operations.
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**Tier I Priority Reinstatement of Furloughed Project Site Inspector**

Construction – there were no functions deleted or reduced as a result of COVID-19. Return to full operations, same office and furloughed staff, would address the following service degradation:

- Reduction in number of projects handled at any one time.
- Reduction in speed of processing.
- Increased length of project/assignment

Construction – Support Staff: Project Site Inspector -principle duties: project inspection and vendor pricing.

- Chesterfield County Board of Supervisors (BOS) funded [REDACTED] in major maintenance for FY21. This funding key is typically divided into 25-50 sub-projects annually.
- The Department Capital Project Portfolio has 13 projects valued at [REDACTED] of yet to be completed projects.

## **Chesterfield County Parks and Recreation Department Return to Operations Plan**

- This position was created to handle the volume of projects that could not be handled by one full time field staff position. Major Maintenance is composed of a number of small projects. Without staff levels at pre-COVID-19 levels, this work will not be completed in a timely manner.
- Addition of staff would address the shortfalls in services.

### **Tier II Priority Reinstatement of Senior Office Assistant**

Planning - there were no functions deleted or reduced from impact of COVID-19. Return to full operations, same office and furloughed staff, would address Service Degradation:

- Reduction in number of projects handled at any one time.
- Reduction in speed of processing.
- Increased length of project/assignment.
- Addition of staff would address the shortfalls in services.

Planning – Support Staff: Senior Office Assistant - principle duties: zoning case background research, zoning meeting summary notes and other long-range planning projects such as guideline documents.

- As development market improves, more zoning cases will be processed
- Several special projects have been put on hold to include GIS attribute data research, guidelines report for dog park design and operations, pocket park design and operations and hard-surface recreational play spaces design.
- Completion of these projects will be delayed. GIS attribute data is used to assist in budget preparation of capital projects. Guideline documents assist in project development, review of project proposals and relative merits of each and can aid the development community in their projects, to achieve a more uniform standard throughout the county.
- Addition of staff would address the shortfalls in services noted.

### **Tier III Priority Reinstatement of Principal Maintenance Worker**

Construction – Support Staff: Principal Maintenance Worker - principle duties: logistical support to [2] Sheriff's Workforce teams, to include materials pickup and delivery, equipment operation and assist in task duties.

- As number and size of the projects are increased, logistical support will be more critical to timely completion. Sheriff's Deputy cannot provide the inmate supervision / work group oversight and provide assemble materials, equipment and other functional tasks to maintain team efficiencies.
- Addition of staff would address the shortfalls in services noted, primarily lessening length of project duration by additional staffing resources.

# Chesterfield County Parks and Recreation Department Return to Operations Plan

## Henricus Historical Park

### **Impacts of COVID-19 Henricus Historical Park**

Response to COVID19 virus has created staffing, operational, and programmatic challenges at nearly every museum in the nation. Henricus Historical Park (Henricus) will be operating with 30-40% fewer costumed interpreters on site upon reopening who will be required to adhere to new prescribed health guidelines. With new restrictions, fewer interpreters, and the possibility of significantly changed methods of engaging the public, attention must be paid to workloads and the potential for staff burnout. The following pro-forma interpretation plan, subject to change, is designed to address both public demand and staffing limitations.

### **Current Henricus Historical Park Staffing Levels**

<b>Division</b>	<b>Current Staffing Levels</b>	<b>Normal Staffing Levels</b>
Henricus Historical Park	10 Full-Time 1 Part-Time	12 Full-Time, 5 Part-Time

### STAFFING

Henricus Historical Park staff are divided in three distinct areas which include Administration, Education, and Interpretation. Interpretation staffing levels have been significantly reduced, and now include an Historical Interpreter Supervisor, two Historical Interpreter IIs, an Historical Interpreter I, and a part time Historical Interpreter I. There is one vacant full-time position in that division due to the resignation of an Historical Interpreter II. Education staff include an Education Supervisor and an Historical Interpreter II. Both individuals are available on a limited basis to supplement interpretation. There is one vacant full-time position due to resignation of an Historical Interpreter I who served as the Lead Educator. Full-time Administration staff includes an Administrative Supervisor, Recreation Specialist (Special Events Coordinator), and Senior Customer Service Representative.

Under present staffing conditions, site interpretation at the park would require five interpreters covering six scheduled days per week on an ongoing basis. Because this is untenable, Henricus interpretation will seasonally adjust its work week to five days per week from six days per week. This adjustment will include:

- Wednesday-Sunday site interpretation during the summer months
- Two Historical Interpreter IIs from the Interpretation division will follow a modified schedule:
  - Alternate every other week Tuesday-Saturday and then Wednesday-Sunday to cover interpretation for areas where staff has been lost.
  - Use alternating Tuesdays for administration, research, and maintenance.

## **Chesterfield County Parks and Recreation Department Return to Operations Plan**

- Sundays would include one fulltime Historical Interpreter I and one part time Historical Interpreter I (Indian site) and the two Historical Interpreter II staff members on the modified schedule will cover the plantation venue on their alternating Sundays.
- Visitor's Center Sunday coverage is unresolved. The part time Customer Service Representative who covers that shift has been furloughed.
- During the fall, and once field trips resume, site interpretation will change to Monday-Friday to accommodate schools.

### **PROGRAMMING**

The following is a summary of practices and procedures Henricus will employ to safely and provocatively engage the public.

#### **Continuance of Social Distancing**

- Interpreters will engage the public from behind barriers that maintain at least a 3-5 yard distance while demonstrating their interpretation.
- In Arrohateck, ropes will be staked around any location, whether at the entrance ramada, canoes, fields, the cooking areas, or bow and arrow range areas. There will be no hands-on interactions with the public; no items will be passed around. Everything is visual or auditory.
- In the English fort venue, visitors will not be allowed inside cabins. Barriers will be erected at the occupied cabin and interior interpretation will be via windows and doorways. Musket demonstrations will occur behind a roped area per normal. Items will NOT be passed around, despite preferred methodologies. Communal sitting will not be permitted.
- Visitors will be permitted in the church.
- The plantation venue will follow the same guidelines as the fort. People may look into the plantation house, but until conditions change, we will not permit visitors to handle interpretative wares. Rope barriers or other physical barriers will be used.
- Locke Hall will have the upstairs rooms roped off in front of each doorway but people can look in. Both downstairs rooms will also be roped off. Interpretation will be done from a distance.
- The hospital will likewise have several feet clearly marked off for all medical demonstrations.
- All cooking demonstrations will be conducted outside and carefully roped off.

#### **Weekly Calendar Highlights**

- Thunder Thursdays – Cannon firing demonstrations at 1p.m. and 3p.m. (as budget allows)



# **Chesterfield County Parks and Recreation Department**

## **Return to Operations Plan**

### **EDUCATION**

The Education department will face challenges similar to those facing the interpretation department, especially as it pertains to staffing levels. With only 2 educators on site, school group sizes may be capped depending on which interpreters are available to assist. During the school season, the historic site will switch to a Monday-Friday schedule to accommodate school groups.

Individual school policies will dictate how school groups will be divided. If schools require smaller groups, say 10-15 or fewer, furloughed part-time staff must be reinstated or Henricus will be able to accommodate large school groups. To help alleviate this concern, Education is developing standalone unguided activities to have teachers/chaperones do with their students while other groups are engaged with the educators. Groups will rotate. This allows Henricus to accommodate larger groups while maintaining student engagement. The number of activities and rotations will be dependent on the schools' separation policies as well as daily staffing levels. Schools will be notified of this at the time of their booking.

Similar to normal operations at the site, roped-off areas will be required to physically distance educators from students while still providing them with the same content. Programs will be modified to avoid physical interaction with items (oyster shell scraping the canoe, using the bows and arrows etc.). Students will be encouraged to maintain separation during activities. The same restrictions will apply to adult tours held on the site.

Due to financial constraints, it's [REDACTED]. [REDACTED]. Henricus will develop special education programming to increase revenues. These special programs will be limited by the location's ability to provide for adequate social distancing.

### **HENRICUS VISITOR'S CENTER RE-OPENING**

- No more than two visitors at any one time.
- All visitors must wear masks.
- No handling of items in gift shop unless being purchased.
- Visitors will be directed to exit through back door to comply with social distancing requirements.
- Gift Shop Manager will disinfect door handles, countertops, and credit card swipe machine often.
- Gift Shop Manager will always wear a mask and gloves while engaging the public.
- Gift Shop Manager will adjust schedule seasonally to coincide with historic site operations.

## **Chesterfield County Parks and Recreation Department Return to Operations Plan**

- Gift Shop Manager will remind all visitors to adhere to social distancing requirements while in the historic site.
- Social media and website postings regarding re-opening policies.
- Post CDC guidelines on symptoms and stopping the spread of germs (posters available online).
- Resume twice-weekly cleaning of restrooms with CES.
- Signage will be posted to remind visitors about policies.

### **Additional Suggestions:**

- Plexiglass surround near the POS system
- Hand sanitizer available to all visitors
- Cintas cleans both restrooms before reopening
- Set up TV outside on a table between the public restrooms to show the overview video or don't show the overview video at all.

**Chesterfield County Parks and Recreation Department  
Return to Operations Plan**

**Appendix A – FEMA Report COVID-19 Related Expenses and Revenue Impacts**

LOCATION/PROGRAM	DATES WORKED	CONTRACTOR	AMOUNT	COMMENTS-SCOPE