

<b>POLICY/PROCEDURE TITLE:</b> Ocean Beach Park Site Safety Plan	<b>DATE EFFECTIVE:</b> May 22, 2020
<b>DEPARTMENT ISSUING:</b> OFFICE OF THE CITY MANAGER	<b>AUTHORIZED AND SIGNED BY:</b> Donna M. Gayden City Manager 

<b>SITE PLAN DECLARATION</b>	<p>Governor Cuomo, through New York State Department of Health, has set forth minimum State standards for the opening of public and private beaches in New York State (“State Standards”). These State Standards serve to minimize the further spread and transmission of COVID-19.</p> <p>State Standards require that the City adopt and implement a Site Safety Plan which sets forth, at a minimum, the State Standards. This Site Safety Plan must be available for inspection to authorized State officials upon request.</p> <p>The City recognizes that the COVID-19 pandemic is an unprecedented and ever-evolving emergency. This Site Safety plan is intended to curb the spread of COVID-19 and maintain a safe/healthy beach for the public and a safe/healthy working environment for personnel who will be working at the Ocean Beach Park. This Site Safety Plan hereby incorporates the New York State Department of Health Interim Guidance for Beach Activities During the COVID-19 Public Health Emergency as of May 19, 2020, as well as any subsequent guidance issued by the Department of Health or other designated authority.</p> <p>Accordingly, the City Manager hereby promulgates the following Ocean Beach Park Site Safety Plan. This plan will be broken down into the following categories: People, Places, Processes, and Communication.</p>
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**PEOPLE: Social Distancing, Maximum Capacity, Sanitizing and Face Coverings.**

**Capacity:** All City employees assigned to the Ocean Beach Park must ensure that the maximum beach facility capacity is reduced to 50% of normal season capacity. This also applies to indoor areas and shared equipment/workstations. All employees must be proactive on this capacity requirement, which means that all employees must monitor, communicate and actively ensure this 50% capacity is enforced. Ways in which to do this include, but are not limited to: limiting beach access points, establishing separate one way lanes and points of ingress/egress, beach specific capacity limits (*i.e.*, some beaches accommodate more/less than others).

**Social Distancing:**

Also required with this 50% capacity limit is proper social distancing.

All employees must ensure a minimum of 6 feet is maintained between individuals, including employees and members of the public at all times unless they are members of the same household or family unit, or unless safety of the core activities requires a shorter distance (*i.e.*, lifting heavy equipment/emergency response/staff meetings).

Employees must ensure 10 feet of distance between beach blankets and chairs, except for members of the same household or family unit.

To reduce bi-directional foot traffic and congestion and facilitate appropriate social distancing, employees should evaluate and implement certain measures. Such measures may include but are not limited to:

- Prohibiting the locking/parking of bicycles in areas of pedestrian traffic;
- Physical barrier at ticket/information booths;
- Limiting number of employees interfacing with public;
- Flagging/marking 6 foot spacing in sand and in areas where lines commonly form;
- Flagging/marking/roping appropriate 10 foot spacing throughout the beach where individuals set up blankets and chairs;
- Modifying entrance points to control density/attendance;
- Limiting number of lifeguards in chairs/adjusting chair locations; and/or
- Limiting congestion in crowded areas.

**Face Masks/Coverings:** If individuals/employees cannot maintain proper social distancing, they must wear acceptable face coverings. This means that beachgoers and employees must have acceptable face coverings in the event they cannot maintain proper social distancing.

All lifeguards and water safety personnel must wear a face covering when on patrol and interacting within 6 feet of co-workers and

	<p>members of the public, except when performing water rescues or other lifesaving or emergency response activities.</p> <p><b>Workstations/Areas:</b> Employees may modify the layout and use of workstations to ensure social distancing requirements, and if they cannot they must wear proper face coverings or enact physical barriers (<i>i.e.</i>, plastic or plexiglass shielding) that are in accordance with OSHA guidelines (<a href="https://www.osha.gov/Publications/OSHA3990.pdf">https://www.osha.gov/Publications/OSHA3990.pdf</a>). Employees must regularly clean their workstations/areas as well as their equipment.</p> <p><b>Tight/Confined Spaces:</b> Employees must limit the use of tightly confined spaces (<i>e.g.</i>, equipment sheds, vehicles) to one individual at a time, unless all individuals in such space at the same time are wearing acceptable face coverings. However, even with face coverings in use, occupancy must never exceed 50% of the maximum capacity of the space or vehicle, unless it is designed for use by a single occupant. Employees should increase ventilation with outdoor air to the greatest extent possible while maintaining safety protocols.</p> <p><b>Restrooms/Drinking Fountains:</b> Restrooms must be open and frequently cleaned, but drinking fountains are to be closed off and inaccessible to the public.</p> <p><b>Congregating, Organized Sports, Etc.:</b> Organized sports, pick-up sports, leagues, contact activities, special events, festivals, concerts, fireworks and/or movies are not permitted on the beach. Employees must be proactive in educating the public and properly deterring group activities on the beach. In the event an employee needs assistance, they should summon a supervisor and/or the police (if necessary).</p>
<p><b>PLACES: Protective Equipment, Hygiene and Cleaning.</b></p>	<p><b>Personal Protective Equipment (“PPE”):</b> Employees will be provided with the necessary PPE for operations including face coverings and will have an adequate supply of same on hand should employees need replacement PPE. Employee may supply and wear their own face coverings so long as they are acceptable for specific activities performed by that employee (<i>See</i> OSHA standards for more guidance at <a href="https://www.osha.gov/Publications/OSHA3990.pdf">https://www.osha.gov/Publications/OSHA3990.pdf</a>).</p> <p><b>Hygiene and Cleaning:</b></p> <p>Employees must maintain proper hand hygiene and will be provided with adequate hand-washing facilities and/or approved hand sanitizer. Hygiene and sanitation requirements can be found at <a href="https://www.cdc.gov/coronavirus/2019-ncov/index.html">https://www.cdc.gov/coronavirus/2019-ncov/index.html</a> and <a href="https://coronavirus.health.ny.gov/home">https://coronavirus.health.ny.gov/home</a>.</p> <p>Employees must clean/disinfect their workstations/areas/equipment after every shift, and frequently clean/disinfect any shared equipment.</p>

	<p>High-risk areas such as the bathrooms, contact at beach access points, must be regularly sanitized. Beach maintenance staff will do their best, but it is incumbent on other employees to take ownership of their workstations and sanitize as well.</p> <p>A cleaning log for bathrooms and high-risk areas must be maintained by beach maintenance. The cleaning log must document date, time and scope of cleaning and must be made available upon request.</p> <p><b><u>Cleaning Protocol for Suspected/Confirmed Infection:</u></b></p> <p>CDC guidelines for cleaning and disinfection of facilities can be found at <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html">https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html</a>. Employees are expected to follow these guidelines.</p> <p>If someone is suspected or confirmed to have COVID-19:</p> <ul style="list-style-type: none"> <li>• Close off the areas used by the person who is sick;</li> <li>• Properly ventilate the area (if applicable);</li> <li>• Wait as long as possible to disinfect the area;</li> <li>• Clean/disinfect all areas used by the sick person;</li> <li>• Once properly cleaned/disinfected the area(s) may be re-opened;</li> <li>• Employees without close contact to the sick person can return to work area after disinfection; and</li> <li>• Routine cleaning of the areas should continue as otherwise indicated.</li> </ul> <p><b>Food and Beverages:</b> Employees are prohibited from sharing food and/or beverages.</p>
<p><b>PROCESS: Daily Screening and/or Testing of Employees</b></p>	<p>The City of Long Beach shall implement the following mandatory daily health screening practices:</p> <p><b>Daily Health Questionnaire:</b> All employees must complete a daily health questionnaire before begin the day’s work. Employees must complete the online survey at <a href="http://www.longbeachny.gov/covidsurvey">www.longbeachny.gov/covidsurvey</a> before they report to work for the day. If that is not possible, then they must ask their supervisor for a hard copy and complete it before beginning their shift. Supervisors must verify completion of this questionnaire with each and every employee reporting to work for the day.</p> <p><b>Temperature taking:</b> If the City obtains the requisite level of equipment to do so, employees may be required to receive daily temperature checks, which shall be administered by supervisors. Such daily checks must observe social distancing and safety protocols to the extent possible.</p>

**Symptomatic Employees and Contact With Symptomatic Individuals:**

Symptoms of COVID-19 include fever, cough, shortness of breath, or at least two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.

See <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

Employees who experience COVID-19 symptoms must not report to work and immediately notify their supervisor. Employees who screen positive for COVID-19 symptoms while at work will be sent home. All employees who experience such symptoms must contact their healthcare provider for assessment and testing. Supervisors will provide guidance to employees on how to get tested. Department heads must notify the local health department and the New York State Department of Health about suspected cases.

**Protocols for Contact**

If an employee has COVID-19 symptoms tests positive for COVID-19 or did not receive a test, the employee may be permitted to return to work after completing a 14-day self-quarantine, or when medically cleared to do so.

If an employee does not have COVID-19 symptoms but tests positive for COVID-19, the employee may only return to work after completing a 14-day self-quarantine, or when medically cleared.

If an employee has had close contact with a person with COVID-19 for a prolonged period of time and is symptomatic, the employee should notify their immediate supervisor and follow the above protocol for a positive case.

If an employee has had close contact with a person with COVID-19 for a prolonged period of time and is not symptomatic, the employee must notify his/her immediate supervisor and adhere to the following practices prior to and during their work shift, which should be documented by the immediate supervisor:

- Such employees must self-monitor and report any developments to their immediate supervisor;
- Such employees must wear a face mask at all times while in the workplace for 14 days since their last exposure;
- Such employees must continue to observe proper social distancing;
- Such employee must continue to regularly clean and disinfect his/her workstation and/or equipment

	<p>To the extent possible, department heads should maintain their own log of employees or other individuals who may have had close contact with a symptomatic employee. Such log should contain contact information and as much detail as needed to assist/cooperate with local health department tracing efforts. Department heads and supervisors must treat all information acquired as confidential and disclose only as required. Contact legal for any questions or clarification.</p> <p><b><u>Tracing and Tracking:</u></b></p> <p>In the case of an employee or patron who interacted at the facility testing positive, the City must cooperate with the local health department to trace all contacts in the workplace and notify the health department of all employees logged and patrons (as applicable) who entered the facility or premise dating back to 48 hours before the employee began experiencing COVID-19 symptoms or tested positive, whichever is earlier, but maintain confidentiality as required by federal and state law and regulations.</p> <p>Employees who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted via tracing, tracking or other mechanism, must self-report to their supervisor at the time of alert and shall follow all required protocols as if they had been exposed at work.</p>
<b>COMMUNICATION</b>	<p>This Site Safety Plan and beach information for patrons can be found online at: <a href="http://www.longbeachny.gov/beach">www.longbeachny.gov/beach</a>.</p> <p>Any questions regarding this Site Safety Plan should be directed to <a href="mailto:covidscreen@longbeachny.gov">covidscreen@longbeachny.gov</a>.</p>