



City of Fort Saskatchewan Facility / Program Reopening Plan COVID-19 Pandemic Summer Camps



Introduction

The City of Fort Saskatchewan COVID Task Force plan approved this plan in its original format on June 17, 2020. This plan represents the original plan in an updated format.

On July 23, 2020, the City of Fort Saskatchewan COVID Task Force reviewed and confirmed their approval of this updated Culture and Recreation Sheep Program Viewing Plan consisting of three parts:

- Part 1: Summer Camp Plan
- Appendix A: General principles to reopening services in Alberta
- Appendix B: COVID-19 Symptoms, Screening Protocols and Infection Response

Restrictions and Prohibitions

Alberta's Chief Medical Officer of Health (CMOH) may issue Public Health Orders to protect Albertans from serious consequences of disease, such as COVID-19.

Reopening Plan Updates and Communications Procedures

- Each staff member associated to this plan will review the guides, City protocols and updated hazard assessment. Changes will require an updated plan to be reviewed by staff.
- Training will be provided to staff prior to implementing new procedures and operations.
- The Culture and Recreational Services Department will work with Corporate Communications to post and disseminate information about changes to the Summer Camp Program.

Part 1: City of Fort Saskatchewan Summer Camps Plan

Date: *Drafted 2020Jun15*

City Approval 2020Jun16

Revised 2020July23 – Department revision

Revised 2020Aug18 – ECC update to new format

Task Force Review 2020Aug20

This plan supplements the City's [Relaunch Consideration](#) document found on the City's website.

Current Status

As a result of the COVID-19 pandemic, Culture and Recreation Facilities closed on March 15, 2020. By May 2020, the province began lifting COVID-19 restrictions. The City, which aligns itself with Provincial Health Orders and Guides, authorized the return of the Summer Camps Program with conditions established by Alberta Health.

Current Priorities

Children have been at home since mid-March. Outdoor summer recreation provides parents and children a way to experience new things in a safe, controlled play-environment. According to the National Center for Physical Development and Outdoor Play, outdoor play is a great joy while also being a crucial part of healthy growth and development.



City of Fort Saskatchewan Facility / Program Reopening Plan COVID-19 Pandemic Summer Camps



The Director of Culture and Recreation shall ensure:

- Staff develop specific steps to maintain the safety and well-being of guests, employees, and volunteers upon and after reopening to the public.
- Training programs are developed and implemented that include new policies and procedures reflecting current and future Public Health Order requirements. Training should be provided as necessary to contractors and subcontractors.
- Group training will be provided to staff currently working on-site as well staff that will return to working on-site.

Related Public Health Order(s) or Guides:

1. [Day Camps](#)
2. [Workplace Guidance For Business Owners](#)
3. [Guidance for Outdoor Events](#)

Related City Policies and Guides:

1. How and When to Disinfect, Wash or use Personal Protection Equipment
2. Use of Medical and Non-Medical Masks

On March 17, 2020, the CMOH issued Public Health Order 02-2020 which prohibited gatherings of more than 50 people. On March 27, the CMOH restricted gatherings to 15 people. On May 31, 2020, the CMOH permitted outdoor gatherings of up to 50 or fewer people. Parks and outdoor recreational services restrictions were relaxed with conditions set out by Alberta Health Services. On June 9, 2020, the CMOH permitted outdoor gatherings of up to 100 or fewer people. Day Camps were allowed to reopen in Phase 1 of Alberta's Relaunch on May 14, 2020.

Timeframe to Reopen

Summer Day Camps will reopen in a modified manner on July 27, 2020, to provide programming for children 6-10 years old.

Operating Guidelines

- Community Recreation Coordinator will supervise the Summer Camp Program.
- Three leaders will work Summer Camps; one for each group and another in relief who, while working relief can be used as a park ambassador at locations around the City.

Communications Procedures and Reopening Plan Updates

- All programs will be advertised through social media channels.
- Clear and targeted external communications are required to ensure citizens are aware of the changes to the Summer Camp Program.
- List onsite communications information including the primary contact for emergencies or potential transmission outbreaks, local AHS contact information, and signage inventories.
 - Primary contact for emergencies will be the Recreation Community Coordinator
 - Summer Program Leaders will be primary first aiders to limit human interactions



City of Fort Saskatchewan
Facility / Program Reopening Plan
COVID-19 Pandemic
Summer Camps



General Guidelines

The City will run two, week-long day camps per week. The instructor to student ratio will be 1:9.

1. Programs will run from July 27 – August 21.
2. Full-day programs will be offered and booked using Intelli/Go Leisure.
3. Program participants must be registered; no drop-in programming will be offered.
4. Each group will have 1 leader and 9 children.
5. 1 custodian will support the two programs.
6. Culture and Recreation will offer programming for two groups per week at the Curling Club.
 - a. Each group will have its own separate indoor space and washrooms.
 - b. Custodians will clean each area mid-day and again at the end of each session.
7. Participants will be required to bring their own lunch, snacks and water bottles. Water bottle filling stations are available.
8. The Rapid Response Plan, should a participant or staff member show COVID-19 symptoms during the program are:
 - Immediate isolation of the symptomatic participant from others, including arrangement for safe travel home.
 - Consideration of suspension or temporary cancellation of the event.
 - Cleaning and disinfecting of all equipment and surfaces that may have come into contact with the symptomatic participant.
 - Performance of hand hygiene by remaining participants.

Participants will be required to abide by the following arrival, in-session and departure guidelines to maintain the health and safety of all participants, parents and staff:

Health & Safety Guidelines

1. ARRIVAL

Ensuring the health and safety of our participants and staff is our highest priority. Please be aware of these guidelines as they can ensure the safety of all participating.

1.1 BEFORE YOU LEAVE YOUR HOUSE

- Conduct a COVID-19 self-assessment. If the participant has any COVID-19 symptoms, please remain at home and contact Alberta Health Services.
- Wash your hands with soap and water for 20 seconds. This helps ensure the safety of all participants and staff.
- Bring your own equipment as listed in the program description.
 - Staff will provide sanitized extra equipment if needed, subject to availability.
- Avoid carpooling with participants from other households if possible.
- Bring your own water bottle with the participant's name clearly marked on the container. There will be no communal water. Water bottle filling station are available.



City of Fort Saskatchewan Facility / Program Reopening Plan COVID-19 Pandemic Summer Camps



1.2 ARRIVAL AND CHECK-IN

- Check-in procedures will be conducted *each program day*.
- Program staff will wear masks during arrival and dismissal, and at certain times during camp.
- Only one parent or guardian should accompany the participant during check-in.
- The name and contact information of each accompanying parent or guardian during check-in will be recorded.
- Maintain a minimum of 2 meters (6.5 feet) from the family in front of, and behind you, while waiting to check-in.
- While masks are not mandatory for participants or parents when outdoors, they are recommended.
- After checking in, participants will be provided a personal area to place their gear. They will be asked to sanitize their hands before moving to their designated program area.

1.2.1 *Participants will be asked the following questions each day during check-in. A yes answer to any question will exclude the child from participating in class.*

1. Do you have any of the below symptoms?
 - a. Fever
 - b. Cough (new cough or worsening chronic cough)
 - c. Shortness of breath or difficulty breathing (new or worsening)
 - d. Runny nose
 - e. Stuffy nose
 - f. Sore throat
 - g. Painful swallowing
 - h. Headache
 - i. Chills
 - j. Muscle or joint aches
 - k. Feeling unwell in general, or new fatigue or severe exhaustion
 - l. Gastrointestinal symptoms (nausea, vomiting, diarrhea or unexplained loss of appetite)
 - m. Loss of sense of smell or taste
 - n. Conjunctivitis, commonly known as pink eye
2. Have you, or anyone in your household travelled outside of Canada in the last 14 days?
3. Have you, or anyone in your household been in contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?
4. Are you currently being investigated as a suspect case of COVID-19?
5. Have you tested positive for COVID-19 within the last 10 days?

Affirmative answers to any of the questions above may prevent participants from participating, at the sole discretion of the City of Fort Saskatchewan.

2. IN-SESSION

The following expectations are required of participants and staff. Failure to adhere by these rules may result in discharge from the program.



City of Fort Saskatchewan Facility / Program Reopening Plan COVID-19 Pandemic Summer Camps



- Physical distancing - participants must maintain a minimum of 2 meters distance from others.
- Equipment will be sanitized frequently; and after every activity.
- Masks are not mandatory for participants but are encouraged.
- Staff will wear masks when needed and will maintain 2 meters physical distancing.
- Sanitation breaks will be required during every water break.
- Handshakes, fist bumps, group celebrations and small group gatherings are not permitted.
- Parents, guardians and family members are restricted from entering the program area at any time.
- The immediate health and safety of participants remains our top priority. If an injury occurs during a program, staff will wear masks and gloves when providing first aid. Parents will be notified immediately if their assistance is needed with injury care.

3. DISMISSAL

- As programming finishes, staff will direct participants how and when to depart.
- Participants will be asked to remain in their program area until their parent/guardian arrives to sign them out.
- Parents must remain a minimum from other parents while waiting to pick up their children.
- Program staff will assist throughout the process.
- Upon exiting the program space:
 - participants must wash and disinfect their hands at designated sanitation stations.
 - proceed directly to their car thereafter.

Service Levels:

1. Fees are set at \$220 per child/per week for a five day program and \$170 per child/per week for a four day program (STAT holidays)
2. Programs will run Monday to Thursday, 9:00am to 4:00pm and Fridays 9:00am to 1:00pm.
3. Friday afternoons are assigned as staff meetings/planning for the following week.

Staffing and Supplies:

Staff may include existing City staff brought back from Leave of Absence or Lay-off. Fort Heritage Precinct and Pool staff have similar training and skills programming for children as do summer staff.



City of Fort Saskatchewan Facility / Program Reopening Plan COVID-19 Pandemic Summer Camps



Appendix A - General Principles to Reopening Services in Alberta:

Service providers must continue acting responsibly. Every reopening plan should include the following preventative measures:

- Stay home if ill.
- Maintain 2m physical distancing between people, except those who reside in the same household or who belong to an existing cohort (that remains exclusive of other people).
- Practice proper hand hygiene (wash your hands for 20 seconds with soap and water or with an alcohol based rub (ABR)).
- Practice sneeze/cough control.
- In a work setting, staff must wear a mask if unable to maintain 2m distancing.
- Masks are recommended when in public.
- Follow all CMOH Public Health Orders and Guidelines for specific businesses or services.

The Summer Camp Leaders are responsible for ensuring patrons comply with Public Health Orders.

Signage is recommended at entrances to facilities that includes:

- The expanded list of COVID-19 symptoms
- Instructions that the person should return and stay home if sick
- 2-Meter physical distancing expectations
- Hand hygiene expectations
- Instructions and illustrations of coughing / sneezing etiquette

Facilities should offer hand sanitizer containing at least 60% alcohol, or soap and water available. Custodial services should include enhanced cleaning and disinfection of common, high touch surfaces and washrooms. Where practicable, floor markings should identify 2m separation zones between families or cohorts (defined as a group from 2 families who stay together, typically for childcare support, and who agree not to interact with other household members).

Other Considerations for Planned Reopening's:

1. Be aware of how COVID-19 spreads (heavier than air droplets settle on surfaces within 2 meters distance).
 - a. Facilities must accommodate 2m physical distancing.
 - b. Reduce the number of attendees to avoid overcrowding and to maintain 2m distancing.
2. Consider the surfaces that might be contaminated and accessible to individuals attending the planned event (vertical and horizontal surfaces).
 - a. Establish a cough/sneeze protocol to disinfect an area should someone cough or sneeze while in the facility.
 - b. Establish a daily cleaning and disinfecting protocol that complies with public health orders. Refer to specific guides published by Alberta Health Services if they exist. If a guide does not exist, extrapolate suitable practices contained within other guides.
3. Know the risks from shared common items including surfaces, sports equipment and shared food services.
4. Activities like singing and physical contact sports have an increased risk of projecting droplets a greater distance. The CMOH has prohibited social activities including singing, craft activities,



City of Fort Saskatchewan Facility / Program Reopening Plan COVID-19 Pandemic Summer Camps



amusement rides, face painting or other types of social entertainment under Public Health Orders.

PPE and Hand Hygiene

Refer to the City's Guide of How and When to Disinfect, Wash or use Personal Protection Equipment (April 2, 2020) and the COVID-19 Response Guide for the Proper Use of Personal Protective Equipment (April 15, 2020).

The How and When to Disinfect, Wash or use Personal Protection Equipment guide includes excellent information about proper hygiene, cleaning/disinfecting procedures, COVID-19 appropriate products, and the hierarchy of controls to protect against infection, including the proper use of PPE. The COVID-19 Response Guide for the Proper Use of Personal Protective Equipment aligned the City's PPE protocols with those of Alberta Health Services. Both include instructions for proper hand hygiene.

PPE is the last option one should utilize to stay healthy. In order of precedence, the controls are:

1. Elimination - Isolate to eliminate the opportunity for exposure.
2. Substitute - Not applicable for COVID19.
3. Engineering Controls - Physical barriers and shields to prevent contact.
4. Administrative Controls - Procedures that enhance safety (e.g., Increased cleaning cycles, personal decontamination, work from home, physical distancing, limiting the number of people in a building, education on use and understanding of PPE limitations, enforcing symptomatic people to don a mouth and nose cover, and mandatory hygiene standards.)
5. PPE – PPE is the last line of defence. If you must engage with someone known or suspected of having COVID-19, use PPE.

Cleaning and Disinfecting

Refer to the City's Guide of How and When to Disinfect, Wash or use Personal Protection Equipment (April 2, 2020).

Standard COVID Cleaning will include:

1. increasing the frequency of cleaning and disinfecting high-touch surfaces such as door handles and railings;
2. provide hand sanitizer through the space;
3. ensuring hand soap is well stocked in washrooms;
4. providing additional cleaning and disinfection supplies to various operations staff to increase cleaning and disinfection of surfaces and equipment.



City of Fort Saskatchewan Facility / Program Reopening Plan COVID-19 Pandemic Summer Camps



Appendix B: COVID-19 Symptoms and Screening Protocols

The City of Fort Saskatchewan COVID-19 Screening Protocols document (May 25, 2020) includes a daily self-screening protocol staff are to use prior to reporting to work. Staff must know the symptoms of COVID-19. They need to know how to identify if they or another person is ill, and what should be done if illness is likely. In all cases, the screening process must protect the medical privacy of the person.

COVID-19 Symptoms:

The list of COVID-19 symptoms has been expanded by AHS and now includes:

- Fever*
- Cough (new cough or worsening chronic cough)*
- Shortness of breath or difficulty breathing (new or worsening)*
- Runny nose*
- Sore throat*
- Stuffy nose
- Painful swallowing
- Headache
- Chills
- Muscle or joint aches
- Feeling unwell in general, or new fatigue or severe exhaustion
- Gastrointestinal symptoms (nausea, vomiting, diarrhea or unexplained loss of appetite)
- Loss of sense of smell or taste
- Conjunctivitis, commonly known as pink eye

* Public Health Orders in effect at the time of publication stipulate individuals having a fever, cough, shortness of breath, runny nose or sore throat are legally required to isolate for 10 days from the onset of those symptoms, or until the symptoms resolve, whichever is longer. Persons with any of the other listed symptoms should stay home and minimize their contact with others until their symptoms resolve.

Potentially ill individuals will be directed to contact AHS for proper medical advice or testing.

COVID-19 Screening:

Utilizing a screening protocol benefits the individual who may be ill, the City of Fort Saskatchewan and all Albertan's by reducing the likelihood of transmitting COVID-19 or another communicable disease by:

- 1) Reduced transmission rates – helping to prevent the spread of COVID-19.
- 2) Promoting productivity – keeping our workforce healthy and enabling staff to focus on their work.
- 3) Promoting confidence and trust – visible prevention measures demonstrates the City takes employees' health seriously. Staff, volunteers and the public will recognize the City as a leader in public safety.
- 4) Contribute to the public well-being – the City provides essential services to many people. Maintaining a functioning workforce and critical services is in part why the City exists.

COVID-19 Screening Questions:

Pre-symptomatic and asymptomatic transmission of the COVID-19 virus or other communicable disease is possible; i.e., not all COVID-19 patients will have symptoms of infection such as elevated temperatures. Likewise, an individual may have an elevated body temperature for reasons other than illness, i.e., physical exertion or environmental exposure to high temperatures.



**City of Fort Saskatchewan
Facility / Program Reopening Plan
COVID-19 Pandemic
Summer Camps**



The City of Fort Saskatchewan encourages all individuals to conduct a daily health self-assessment and on-site assessment before entering a City facility. The daily self-assessment and the verbal questionnaire rely on the same questions. Each person should answer five questions asked from a distance of 2 meters or more:

Clarifying questions to a positive response for questions 1 or 2 may eliminate benign causes (e.g., ongoing medical condition or seasonal allergies).

- 1. Are you or any other person in your household / cohort experiencing any of the listed COVID-19 symptoms?**
 - a. A positive response would be cause to exclude entry to a City Facility.

- 2. Have you experienced any COVID-19 symptoms in the past 14 days?**
 - a. If yes, determine when.
 - i. If the onset of symptoms occurred within last 10 days, do not admit the individual to the City facility.
 - ii. If the onset of symptoms occurred between 10-14 days prior, confirm the individual is symptom free and if so, admit the individual.

Positive responses to questions 3 through 5 will not automatically preclude admission but will require clarifying questions to ensure the risk of infection / transmission is low or has passed.

- 3. Have you or any other person in your household / cohort tested positive for COVID-19 or been in close contact with someone who has tested positive for COVID-19?**
 - a. If yes, determine when.
 - i. If the individual tested positive within 10 days, the individual must self-isolate and entry should be denied.
 - ii. If 10 days or more since the date of the test and the individual is symptom free, admit the individual.
 - iii. If a member of the individual's family or cohort tested positive, or was in close contact with someone who tested positive:
 1. inquire what direction the individual who tested positive was given by Alberta Health Services
 2. inquire if AHS gave direction to others in the household or cohort
 3. confirm they have not had symptoms in the past 10 days.
 4. If they are not under direction by AHS and have been symptom free for 10 days or more, admit the individual.

- 4. Have you or any other person in your household had contact with anyone from outside of Alberta?**
 - a. If yes, determine where and when.
 - i. International travelers are required to isolate for 14 days.
 - ii. Interprovincial travel may be indicative of greater risk.
 1. Who did the person travel with (same household? Same cohort? Etc.)
 2. Who did they visit while away?
 3. Did they stay with friends or family?



**City of Fort Saskatchewan
Facility / Program Reopening Plan
COVID-19 Pandemic
Summer Camps**



- 5. Have you or any other person in your household been in contact with an international traveller in the past 14 days?**
- a. If yes, did they display any signs or symptoms of illness or have they been diagnosed COVID positive?
 - b. If yes, did the traveller quarantine as required by Public Health Order?

In some cases, entry to City facilities or access to select programs, services or essential staff may require an individual to answer a verbally administered screening questionnaire. In limited circumstances, a verbal screening questionnaire may be supplemented with a temperature screening protocol.

What to do if you suspect someone is ill:

In the event an individual has been denied entry and is suspected of being ill with COVID-19:

1. Advise the individual they are being denied entry and why.
 - a. Direct the individual not to touch their face (eyes, nose or mouth)
 - b. Advise the individual to wash their hands immediately and don a medical or non-medical mask.
 - c. Direct the individual to return home and self-isolate, and once there, to take the AHS online COVID-19 self-assessment or to phone AHS for direction.
2. Staff must:
 - a. keep their hands away from their face (eyes, nose or mouth)
 - b. wash their hands as soon as possible if not immediately.
 - c. ensure other patrons are unable to interact with areas that may have been contaminated.
3. Immediately notify:
 - a. their supervisor of the circumstances and request the rapid-response disinfection team respond to disinfect areas that may have been contaminated.
 - b. the Health and Safety Advisor.
 - c. notify the on-duty Director of Emergency Management (on-duty 24/7).

PPE and Hand Hygiene

Refer to the City's Guide of How and When to Disinfect, Wash or use Personal Protection Equipment (April 2, 2020) and the COVID-19 Response Guide for the Proper Use of Personal Protective Equipment (April 15, 2020).

The How and When to Disinfect, Wash or use Personal Protection Equipment guide includes excellent information about proper hygiene, cleaning/disinfecting procedures, COVID-19 appropriate products, and the hierarchy of controls to protect against infection, including the proper use of PPE. The COVID-19 Response Guide for the Proper Use of Personal Protective Equipment aligned the City's PPE protocols with those of Alberta Health Services. Both include instructions for proper hand hygiene.

In the PPE is the last option one should utilize to stay healthy. In order of precedence, the controls are:

- 1) Elimination - Isolate to eliminate the opportunity for exposure.



City of Fort Saskatchewan Facility / Program Reopening Plan COVID-19 Pandemic Summer Camps



- 2) Substitute - Not applicable for COVID19.
- 3) Engineering Controls - Physical barriers and shields to prevent contact
- 4) Administrative Controls - Procedures that enhance safety (e.g., Increased cleaning cycles, personal decontamination, work from home, physical distancing, limiting the number of people in a building, education on use and understanding of PPE limitations, enforcing symptomatic people to don a mouth and nose cover, and mandatory hygiene standards.)
- 5) PPE – PPE is the last line of defence. If you must engage with someone known or suspected of having COVID-19, use PPE.

Cleaning and Disinfecting

Refer to the City's Guide of How and When to Disinfect, Wash or use Personal Protection Equipment (April 2, 2020).

- Summer Camps will use a wipe twice method; once to clean and again to disinfect.
- Communal items will be removed.
- Staff will be provided disposable wipes or sprays to use on safe surfaces.

Operating Guidelines

- Community Recreation Coordinator will supervise the Summer Camp Program.
- Three leaders will work Summer Camps; one for each group and another in relief who, while working relief can be used as a park ambassador at locations around the City.

Communications Procedures and Reopening Plan Updates

Training will be done for all staff.

All programs will be inputted into Intelli and advertised through all social media channels.

Clear and targeted external communications are required in order to ensure citizens are aware of the changes to the Summer Camp Program.

List onsite communications information including the primary contact for emergencies or potential transmission outbreaks, local AHS contact information, and signage inventories.

- Primary contact for emergencies will be the Recreation Community Coordinator
- Summer Program Leaders will be primary first aiders to limit human interactions



**City of Fort Saskatchewan
Facility / Program Reopening Plan
COVID-19 Pandemic
Summer Camps**



**Appendix C: 2020 Culture and Recreation Camps during COVID-19
Information for Parents and Guardians**

COVID-19 Update	Email of contact
Culture Camps - cancelled	Josh Gennings: culture@fortsask.ca
Sport Camps - modified, only soccer camps	Angie Galloway: agalloway@fortsask.ca
Children’s Summer Camps – modified, July 27 – Aug 21	Jacy Calon: jcalon@fortsask.ca

Important Dates

- Children’s Summer Camps
 - Discovery Camp ages 6-8, Explorer Camp ages 9-10
 - July 27 to August 21, 2020
 - Registration open: July 20 at 8:00 am
 - Week 1: July 27 – 31, 9:00 am – 4:00 pm, \$220
 - **Discovery Camp** – Rumble in the Jungle – Course #9500
Monkey see, monkey do! Sign up for a fun week of animal games, crafts, and outdoor activities. By the end of this week you’ll be hopping like a kangaroo and swinging like a monkey!
 - **Explorer Camp** – Into the Wild – Course #9515
Unleash your wild side and spend the week learning about furry friends. Wild activities and outdoor adventures will keep the fun going all week long!
 - Week 2: August 4 – 7, 9:00 am – 4:00 pm, \$172
 - **Discovery Camp** – Let the Adventure Begin! – Course #9514
Let’s begin our quest and unearth some untold stories and forgotten artifacts! Discover some fun games, and new crafts before the end of the week. Don’t miss out on this week of fun as we search for relics here in Fort Saskatchewan.
 - **Explorer Camp** – Raiders of the Lost Artifacts – Course #9516
Interested in finding out what it would be like to uncover history? Don’t miss out on our week of fun as we search for relics in Fort Saskatchewan.
 - Week 3: August 10 – 14, 9:00 am – 4:00 pm, \$220
 - **Discovery Camp** – Dinosaurs Before Dark – Course #9512
Let us hear your dinosaur ROAR! Walk in the steps of these massive creatures and take a step back in time. Our games and activities will take us on a blast to the past as we discover prehistoric life. Don’t miss out on this week of fun as we see what fossils are hiding in our city.
 - **Explorer Camp** – Dino DNA – Course #9517
Imagine what it would have been like to walk amongst the dinosaurs! This week, find out what type of dinosaur is your favourite and uncover fun activities from the prehistoric age.
 - Week 4: August 17 – 21, 9:00 am – 4:00 pm, \$220
 - **Discovery Camp** – Camp Wildhood – Course #9513
This week is packed with fun and exciting activities, games and crafts! With all the fun taking place this week everyone will want to embrace their inner wild!



City of Fort Saskatchewan Facility / Program Reopening Plan COVID-19 Pandemic Summer Camps



- **Explorer Camp** – Fort Wilderness – Course #9518
Explore the wilderness with exhilarating activities and crafts! Earn your badge in adventure and master the wild.

Introduction for day camp guidance during COVID-19

We encourage families of attendees to stay informed and up to date with developments related to COVID-19 by visiting <https://www.alberta.ca/covid19>.

All Albertans must follow CMOH Order 05-2020, which establishes legal requirements for quarantine and isolation. Anyone with symptoms of COVID-19, with a history of international travel in the last 14 days, or with close contact with a confirmed case of COVID-19 in the past 14 days must remain at home. Staff members, parents or guardians and children must not attend the day camp program if they are sick, even if symptoms resemble a mild cold. Symptoms to look for include: fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell.

Programs connected to a confirmed or probable case of COVID-19 will be required to participate in contact tracing processes that may include program closures if required by Alberta Health Services.

Record keeping

- To support public health contact tracing efforts in the event that an attendee tests positive, day camp operators will keep daily records of anyone entering the day camp who stays for 15 minutes or longer (e.g. staff, workers, visitors, etc.).
- Personal information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act and will be used to provide a record of participation and safety requirements of the Summer Programs. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact Legislative Services (FOIP Coordinator) for the City of Fort Saskatchewan at 780.992.6200
- Information regarding COVID-19 is collected for Alberta Health Services and is destroyed after 14 days

How are we preventing the risk of transmission?

- **Response plan**
 - Parents and guardians should be familiar with and follow the operator's rapid response plan if an attendee starts feeling symptoms while at day camp.
 - If a child develops symptoms while at the program, the child will be isolated away from other children and staff. The child and attending staff will be provided medical-style procedural masks to wear to reduce the risk of transmitting COVID-19. Staff may also wear gloves while caring for the child and are instructed to maintain a minimum of 2 metres separation unless hand's on first aid is required. Staff are directed to avoid contact with the child's respiratory secretions.
 - If a child requires close contact and care, staff will continue to care for the child until the parent or guardian is able to pick them up.



City of Fort Saskatchewan Facility / Program Reopening Plan COVID-19 Pandemic Summer Camps



- The parent or guardian will be notified to come and pick up the child immediately. We ask that a primary contact be on call to arrive on site within 30 minutes.
- If a separate space is not available, the child will be kept a minimum of 2 metres from other children and staff. We understand the impact this may have on a child and we will handle the situation with compassion and the utmost safety.
- All shared items that have come into contact with someone who is known to be infected with COVID-19 will adhere to the following guidance, even when being shared amongst members of the same household:
 - All items will be handled using gloves and a non-medical mask or face covering. Staff will wash hands with soap and water for at least 20 seconds or alcohol-based hand sanitizer with at least 60% alcohol:
 - Before putting on gloves and non-medical face mask
 - Immediately after removing gloves and non-medical face mask
 - The item may be disposed if city-owned
 - Hard-surfaced items will be cleaned and disinfected
 - We ask that participants leave soft-surface items, or other items that cannot be cleaned and disinfected, at home. Should one of these items come into contact with COVID-19, it will be isolated for a period of seven (7) days
- **Physical distancing**
 - We encourage greetings such as “air fives” or waves and as ask that all parents, guardians, participants, staff, and visitors avoid close greetings like hugs or handshakes.
 - Our trained staff plan for physically distant activities and avoid activities that require clustering around a particular item or small area
- **Activities**
 - Controls to ensure physical distancing between all attendees as much as possible may include:
 - Signs, barriers and floor markings
 - Specific seating arrangements
 - Field trips and activities requiring group transportation are prohibited according to AHS
 - Live music, drama and dance are considered high risk and are discouraged at camp
- **Alberta Health Services Day Camp Cohorts**
 - City of Fort Saskatchewan summer camps operate in cohorts of 50 people or fewer. This includes both day camp staff, volunteers and attendees.
 - A cohort is defined as a group of attendees and staff members assigned to them who stay together throughout the day
 - There are two programs within one cohort. Each are made up of nine children and one camp leader. One staff person acts as a floater for both groups
 - Staff and participants remain the same for the course of the program
 - You may see staff wearing masks at time throughout camp when 2 metres physical distancing cannot be maintained
 - There is only one cohort so mixing with other cohorts is not possible



**City of Fort Saskatchewan
Facility / Program Reopening Plan
COVID-19 Pandemic
Summer Camps**



- **Cleaning and disinfecting**
 - Frequently touched objects and surfaces are cleaned and disinfected as per AHS Public Health Guidelines for Environmental Cleaning of Public Facilities during Respiratory Illnesses in the Community
 - Disposable towels, spray cleaners, or disposable wipes, are available to workers, volunteers and (as necessary) patrons to regularly clean commonly used surfaces
 - We have increased the frequency of cleaning and disinfecting of high traffic areas, common areas
 - Water fountains are available and will be cleaned and disinfected frequently, we ask that all children bring a labelled reusable water bottle
- **Hand hygiene**
 - We strongly encourage anyone entering camp to sanitize hands at points of entry and locations throughout the site where attendees are known to handle objects (i.e. sign in and sign out)
- **Sharing**
 - All items that will be shared between more than one person (from different households) are cleaned and disinfected between each use
 - Before and after handling a shared item, participants must wash hands with soap and water for at least 20 seconds or use an alcohol- based hand sanitizer with a minimum of 60% alcohol
 - Hard-surfaced items are cleaned and disinfected
 - We ask that participants leave all soft-surface items, or other items that cannot be cleaned, at home
- **Staff**
 - Our staff are trained on physical distancing, hand hygiene, respiratory etiquette, cleaning and disinfecting, and updated policies and procedures related to preventing transmission of COVID-19
 - Staff may wear masks throughout the duration of camp although they are not mandatory
- **Food**
 - No activities involving child participation in food preparation are allowed
 - If food must be handed out, a designated individual will hand out the food. The person handing out food should follow good hand hygiene practices
 - Day camp attendees must bring their own food and beverages (stored with the child's belongings)
 - Food and beverages should not be shared between households. Ensure participants label personal belongings.
- **Playgrounds**
 - Playground users should maintain 2 meters physical distancing at all times



City of Fort Saskatchewan Facility / Program Reopening Plan COVID-19 Pandemic Summer Camps



- Playgrounds are not sanitized, participants must use hand sanitizer before and after playing on the structure (provided by summer leaders)

The important role for parents and guardians

- Screening and self-assessment prior to camp
 - We ask that parents and guardians check the temperatures of their children daily before coming to the program. The Alberta Daily Health Checklist is attached at the end of this document for you to review each morning with your child before camp
 - Active symptom screening of each child will be conducted every day with the parent or guardian upon sign in
- Please read the entirety of this document including the COVID-19 Alberta Health Daily Checklist, Information Collected Upon Registration, and the Permission and Assumption of Risk

Children's Summer Camps

- **Locations**
 - Camps take place primarily outside
 - Both age groups operate out of the Curling Club
 - Discovery ages 6-8: upstairs
 - Explorer ages 9-10: main level
 - Children have access to washrooms, separate for each age group on both levels of the building

*For children, parents or guardians who require accessible access please discuss in advance with jcalon@fortsask.ca
- **Kinder (ages 4-5)**
 - Not offered for 2020
- **Discovery (ages 6-8)**
 - No swimming
 - No field trips, however there will likely be guest presenters
 - The number of days in the program vary depending if there is a stat holiday
 - All programs finish on Fridays at 1pm
- **Explorer (ages 9-10*)**
 - Modified offerings, only ages 9-10 *not ages 9-12* as previous years
 - No swimming
 - No field trips, however there will likely be guest presenters
 - The number of days in the program vary depending if there is a stat holiday
 - All programs finish on Fridays at 1pm
- **Leaders in Training (LIT)**
 - Not offered for 2020
- **Before and After Care**
 - Not offered for 2020

Registration



City of Fort Saskatchewan Facility / Program Reopening Plan COVID-19 Pandemic Summer Camps



All program fees must be paid in full at the time of registration. Spots will fill up fast and waitlists will be taken for programs.

There are two ways to register:

Online - fortsask.ca/summercamps

We suggest confirming your email address and logging into your account before registration opens.

By Phone - Dow Centennial Centre - 780.992.6400
Monday to Saturday – 6:30 am to 8:00 pm
City Hall 780.992.6200
Monday to Friday - 8:00 am to 4:30 pm

Please have the program codes, names and dates ready for all registrants.

Cancellations, Refunds & Withdrawals

Cancelled programs due to COVID-19

- 100% refund or credit on account

Cancelled programs after program start date due to COVID-19

- Prorated refund or prorated credit on account

Withdrawals with seven or more days notice before course start date

- No admin fee
- Full refund, or
- Transfer to another program, or
- Credit on account

Withdrawals with less than seven days notice before course start date

- \$5 admin fee
- No refund only credit on account

Withdrawals with less than seven days notice before course start date due to COVID-19

- Refund or credit on account

Withdrawals after course start date

- \$10 admin fee
- No refund

Withdrawals after course start date due to COVID-19

- Prorated refund or prorated credit on account

Drop off and pick up

- Although both age groups are one cohort, these procedures for drop off and pick up support physical distancing and separation to the greatest extent possible.
 - **Discovery (6-8)** participants and parents/guardians will enter through the main doors of the Curling Club using the left door, follow the arrows upstairs where you will be directed to fill in the daily screening checklist and permissions and assumption of risk.



City of Fort Saskatchewan Facility / Program Reopening Plan COVID-19 Pandemic Summer Camps



Following the arrows, you will exit this room through the stairwell exit on the side of the building. Should you require elevator access back down, you will take the elevator.

- **Explorer (9-10)** participants and parents/guardians will enter through the main doors of the Curling Club using the right side, follow the arrows to the right into the program room, and you will be directed to fill in the daily screening checklist and permissions and assumption of risk. Following the arrows, you will exit the building through the side door of this room.
- Parents or guardians are able to attend the program when needed, but should minimize time spent there
 - We suggest having one designated parent or guardian pick up and drop off each child
- If necessary, day camp operators may use telephone or video conferencing when possible to meet with parents and guardians
- Alcohol-based hand sanitizer containing at least 60% alcohol content is placed at all entrances to the program area for use by staff, parents doing pick-ups/drop-offs, and other essential visitors
- Signs will be posted reminding persons not to enter if they are sick (even if symptoms resemble a mild cold)

What to bring to camp

- A 2-strap backpack that is comfortable and not too heavy to carry. It should be clearly labeled
- Enough nut free food for two snack breaks and lunch daily (there will be no sharing of food)
- A labeled water bottle
- Hat & Sunglasses (optional)
- Sunscreen & bug spray in a plastic bag to prevent spilling
- Please label everything you bring to camp

What to wear to camp

- Active wear for outdoor games and sports
 - Comfortable clothing and closed-toe shoes for safety
 - Dress in layers for the changing weather (light water proof jacket, sweater)
 - Children are not expected to wear masks although they can bring their own to camp
- *Swimsuits are not required for 2020 due to COVID-19



**City of Fort Saskatchewan
Facility / Program Reopening Plan
COVID-19 Pandemic
Summer Camps**



APPENDIX D: COVID-19 ALBERTA HEALTH DAILY CHECKLIST

Overview

This tool has been developed to support activity organizers and facility operators in reducing the risk of transmission of COVID-19 among attendees. The tool is meant to be used to assist with assessing attendees who may be symptomatic, or who may have been exposed to someone who is ill or has confirmed COVID-19.

Attendees should fill out this checklist prior to participating in the activity or program. **If an individual answers YES to any of the questions, they must not be allowed to attend or participate in the activity or program.** Children and youth will need a parent to assist them to complete this screening tool.

As the COVID-19 pandemic continues to evolve, this screening tool will be updated as required.

Initial Screening Questions

1.	Do you/your child have any new onset (or worsening) of any of the following symptoms:	CIRCLE ONE	
		YES	NO
	• Fever	YES	NO
	• Cough	YES	NO
	• Shortness of Breath / Difficulty Breathing	YES	NO
	• Sore throat	YES	NO
	• Chills	YES	NO
	• Painful swallowing	YES	NO
	• Runny Nose / Nasal Congestion	YES	NO
	• Feeling unwell / Fatigued	YES	NO
	• Nausea / Vomiting / Diarrhea	YES	NO
	• Unexplained loss of appetite	YES	NO
	• Loss of sense of taste or smell	YES	NO
	• Muscle/ Joint aches	YES	NO
	• Headache	YES	NO
	• Conjunctivitis (commonly known as pink eye)	YES	NO
2.	Has the person attending the activity/facility travelled outside of Canada in the last 14 days?	YES	NO
3..	Have you/your child had close <u>unprotected*</u> contact (face-to-face contact within 2 meters/6 feet) with someone who has travelled outside of Canada in the last 14 days and who is ill**?	YES	NO
4.	Have you/your child attending the program or activity had close <u>unprotected*</u> contact (face-to-face contact within 2 meters/6 feet) in the last 14 days with someone who is ill**?	YES	NO
5.	Have you/your child or anyone in your household been in close <u>unprotected*</u> contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO

* "unprotected" means close contact without appropriate personal protective equipment

** "ill" means someone with COVID-19 symptoms on the list above.

alberta.ca/BizConnect

Email: BizConnect@gov.ab.ca

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**City of Fort Saskatchewan
 Facility / Program Reopening Plan
 COVID-19 Pandemic
 Summer Camps**



APPENDIX E: Sample of Information Collected Upon Registration

Registrant Name First Name, Last name

Emergency Contact First Name, Last name, Phone, Email

Photographs Yes No

Photos taken by the City of Fort Saskatchewan may be used to promote City programs and services. This consent gives the City of Fort Saskatchewan the right to use these images in different media. These may include but are not limited to newspaper ads, brochures, newsletters and other print material and on the City's website. Though the images will be used only by the City of Fort Saskatchewan, the materials they are used in may be distributed elsewhere.

Note – Please be aware that the City neither supports nor discourages photos being taken by family or friends when they are visiting the class. The City requests that you respect the privacy rights of others, including the right of parents/guardian to refuse any picture taking of their child(ren).

Independent sign in/out Yes No

My child/ward is over the age of 8 and is able to sign themselves in and out of program each day without a parent/guardian present.

Authorized parent/guardian pick up

Primary First Name, Last name, Phone

Secondary (if applicable) First Name, Last name, Phone,

Notes

Allergies, dietary concerns, medical notes, and other necessary information



**City of Fort Saskatchewan
Facility / Program Reopening Plan
COVID-19 Pandemic
Summer Camps**



By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending this summer camp and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the Camp will be at no fault of the City of Fort Saskatchewan and that the City of Fort Saskatchewan cannot be held liable for any cases that may occur.

Signed on this _____ day of _____, 20 ____ at _____

Name of Parent/Guardian

Signature of Parent/Guardian

Name of Witness

Signature of Witness

This personal information is being collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used to provide a record of participation and safety requirements of the Summer Programs. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, contact Legislative Services (FOIP Coordinator) for the City of Fort Saskatchewan at 780.992.6200.



**CITY OF
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**City of Fort Saskatchewan
Facility / Program Reopening Plan
COVID-19 Pandemic
Summer Camps**



**Appendix G: 2020 Culture and Recreation Camps during COVID-19
Information for City Staff**

COVID-19 Update	Email of contact
Culture Camps - cancelled	Josh Gennings: culture@fortsask.ca
Sport Camps - modified, only soccer camps	Angie Galloway: agalloway@fortsask.ca
Children’s Summer Camps – modified, July 27 – Aug 21	Jacy Calon: jcalon@fortsask.ca

Children’s Summer Camps

- Registration opens July 20 at 8:00 am
- Four weeks of camp
- July 27 to August 21, 2020
- Children’s Summer Camps
 - Discovery Camp ages 6-8, Explorer Camp ages 9-10
 - Week 1: July 27 – 31, 9:00 am – 4:00 pm, \$220
 - **Discovery Camp** – Rumble in the Jungle – Course #9500
Monkey see, monkey do! Sign up for a fun week of animal games, crafts, and outdoor activities. By the end of this week you’ll be hopping like a kangaroo and swinging like a monkey!
 - **Explorer Camp** – Into the Wild – Course #9515
Unleash your wild side and spend the week learning about furry friends. Wild activities and outdoor adventures will keep the fun going all week long!
 - Week 2: August 4 – 7, 9:00 am – 4:00 pm, \$172
 - **Discovery Camp** – Let the Adventure Begin! – Course #9514
Let's begin our quest and unearth some untold stories and forgotten artifacts! Discover some fun games, and new crafts before the end of the week. Don't miss out on this week of fun as we search for relics here in Fort Saskatchewan.
 - **Explorer Camp** – Raiders of the Lost Artifacts – Course #9516
Interested in finding out what it would be like to uncover history? Don't miss out on our week of fun as we search for relics in Fort Saskatchewan.
 - Week 3: August 10 – 14, 9:00 am – 4:00 pm, \$220
 - **Discovery Camp** – Dinosaurs Before Dark – Course #9512
Let us hear your dinosaur ROAR! Walk in the steps of these massive creatures and take a step back in time. Our games and activities will take us on a blast to the past as we discover prehistoric life. Don't miss out on this week of fun as we see what fossils are hiding in our city.
 - **Explorer Camp** – Dino DNA – Course #9517
Imagine what it would have been like to walk amongst the dinosaurs! This week, find out what type of dinosaur is your favourite and uncover fun activities from the prehistoric age.



City of Fort Saskatchewan Facility / Program Reopening Plan COVID-19 Pandemic Summer Camps



- Week 4: August 17 – 21, 9:00 am – 4:00 pm, \$220
 - **Discovery Camp** – Camp Wildhood – Course #9513
This week is packed with fun and exciting activities, games and crafts! With all the fun taking place this week everyone will want to embrace their inner wild!
 - **Explorer Camp** – Fort Wilderness – Course #9518
Explore the wilderness with exhilarating activities and crafts! Earn your badge in adventure and master the wild.

Children's Summer Camps

- **Locations**
 - Camps take place primarily outside
 - Both age groups operate out of the Curling Club
 - Discovery ages 6-8: upstairs
 - Explorer ages 9-10: main level
 - Children have access to washrooms, separate for each age group on both levels of the building

*For children, parents or guardians who require accessible access please discuss in advance with jcalon@fortsask.ca
- **Kinder (ages 4-5)**
 - Not offered for 2020
- **Discovery (ages 6-8), Explorer (ages 9-10*) not ages 9-12 as previous years**
 - No swimming
 - No field trips (potential guest presenters)
 - All programs finish on Fridays at 1pm
 - No camp August 3 STAT
- **Leaders in Training (LIT)**
 - Not offered for 2020
- **Before and After Care**
 - Not offered for 2020

COVID-19 Information

- **Drop off and pick up**
 - Curling Club: Discovery (6-8) upstairs, Explorer (9-10) main floor
 - Parents/guardians/visitors hand sanitize upon entry
 - Parents/guardians can wear masks for drop off and pick up
 - Follow arrows and signs (one way foot traffic)
 - No paperwork is required in advance
 - First day of camp parents/guardians fill out permissions and assumption of risk
 - Parents/guardians fill out daily screening checklist
 - We suggest having one designated parent or guardian pick up and drop off each child.



City of Fort Saskatchewan Facility / Program Reopening Plan COVID-19 Pandemic Summer Camps



- **Staff**
 - Staff are trained on physical distancing, hand hygiene, respiratory etiquette, cleaning and disinfecting, and updated policies and procedures related to preventing transmission of COVID-19
 - Staff may wear masks throughout the duration of camp although they are not mandatory
- **Food**
 - No activities involving child participation in food preparation are allowed
 - Day camp attendees must bring their own food and beverages and stored with the child's belongings
- **Playgrounds**
 - Playground users should maintain physical distancing at all times
 - Playgrounds are not sanitized, participants must use hand sanitizer before and after playing on the structure (provided by summer leaders)
- **Screening and self-assessment prior to camp**
 - We ask that parents and guardians check the temperatures of their children daily before coming to the program

What to bring to camp

- A 2-strap backpack that is comfortable and not too heavy to carry. It should be clearly labeled
- Enough nut free food for two snack breaks and lunch daily (there will be no sharing of food)
- A labeled water bottle
- Hat & Sunglasses (optional)
- Sunscreen & bug spray in a plastic bag to prevent spilling
- Please label everything you bring to camp

What to wear to camp

- Active wear for outdoor games and sports
 - Comfortable clothing and closed-toe shoes for safety
 - Dress in layers for the changing weather (light water proof jacket, sweater)
 - Children are not expected to wear masks although they can bring their own to camp
- *Swimsuits are not required for 2020 due to COVID-19

Registration:

- We will not be using any physical waiver documents for 2020 at the time of registration, instead parents will sign waivers on the first day of camp as well as a permissions and risk/liability form
- All program fees must be paid in full at the time of registration. Spots will fill up fast and waitlists will be taken for programs.



City of Fort Saskatchewan Facility / Program Reopening Plan COVID-19 Pandemic Summer Camps



Cancellations, Refunds & Withdrawals

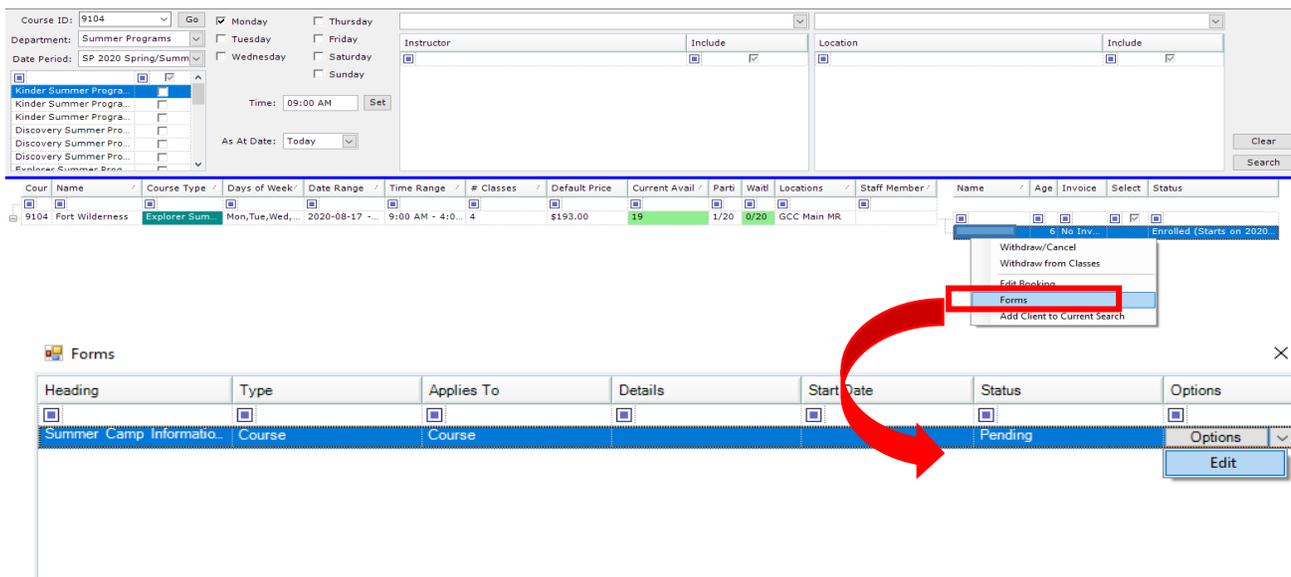
- 1) If the City cancels a program or if someone withdraws (both prior to seven days or with less than seven days notice) due to COVID-19
 - 100% refund or credit on account
 - Recreation Community Coordinator does not need to approve this
 - In the event of a withdrawal, move a child off the waitlist into the program and send an email notifying the Recreation Community Coordinator
- 2) Cancelled programs already in progress or withdrawals after course start date due to COVID-19
 - Prorated refund or prorated credit on account

How to:

- If the registrant is enrolled in **multiple camps**
 - A form needs to be filled out separately for every course (because there is no physical paper for reference)
 - If you are unable to do so, please email the Recreation Community Coordinator

Intelli:

- The digital form allows you to type directly into the text boxes. If you require more information, the pop up boxes labelled 'information' contain additional wording
- This symbol  means that the field is required



The screenshot displays a software interface for course management. At the top, there are search and filter options for Course ID (9104), Department (Summer Programs), and Date Period (SP 2020 Spring/Summer). Below this is a table of course details for '9104 Fort Wilderness Explorer Sum'. A context menu is open over the course entry, with the 'Forms' option highlighted. A red arrow points from this 'Forms' option to a separate 'Forms' window. This window contains a table with columns: Heading, Type, Applies To, Details, Start Date, Status, and Options. The first row in the table is 'Summer Camp Informatio...' with a status of 'Pending' and an 'Edit' button.

Heading	Type	Applies To	Details	Start Date	Status	Options
Summer Camp Informatio...	Course	Course			Pending	Options Edit



City of Fort Saskatchewan Facility / Program Reopening Plan COVID-19 Pandemic Summer Camps



Form Details

Form Preview

Show Fields: Pending Active Archived

Form: Summer Camp Information

Description: Please read the Information script when referenced to

Consent to Photographs
(see Information): No Yes



Information

Sign in/out- participant is
over the age of 8 and can
sign in/out without a parent
or guardian: No Yes



Information

Primary authorized pick up:
first name, last name,
phone number(s), email:



Information

Secondary/alternative
authorized pick up(s): first
name, last name, phone
number(s), email:



Information

Notes: allergies, dietary
concerns, medical notes,
and other necessary
information:



Information

For Office Use Only: staff
name, location, and date:



Is there any other
information we should know
about the participant?:





**City of Fort Saskatchewan
Facility / Program Reopening Plan
COVID-19 Pandemic
Summer Camps**



Plan Approval

Names:

Date & Signatures:

Updated by:

Diane Yanch
Director, Culture & Recreation

Submitted Electronically
July 23, 2020

DEM Review and Recommendation:

Brad Ward
Director of Emergency Management

Submitted Electronically
August 18, 2020

General Manager Review and Recommendation:

Heather Cowie
GM, Community and Protective Services

Submitted Electronically
August 18, 2020

COVID-19 Task Force Approval:

Troy Fleming
City Manager

August 20, 2020