

From: [Jones, Garrett](#)
To: [Parks and Recreation; Park Board](#)
Cc: [Dawson, Michael](#); [Mayor's Cabinet](#); [City Council Members and Staff](#); [My Spokane](#)
Subject: Parks & Recreation Employee update on COVID-19 Coronavirus
Date: Tuesday, March 17, 2020 3:23:50 PM
Attachments: [SPRD Modular Organization Chart.2020.jpg](#)
[image003.png](#)
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Importance: High

March 17, 2020

Dear colleagues and Park Board members,

Our focus remains on supporting the health and well-being of our customers, staff, partners, and the community. We are following the recommendations of Governor Inslee, President Trump, and the Spokane Regional Health District, in alignment with Mayor Woodward's administration, to help slow the spread of COVID-19.

On March 16, 2020, Governor Inslee signed a Washington statewide emergency proclamation temporarily shutting down restaurants, bars, recreational and entertainment facilities until at least March 31. This proclamation, coupled with recommendations from President Trump and the Spokane Regional Health District, is leading to temporary changes in the operations of City of Spokane Parks & Recreation. We are also aligning some closures with facilities at Spokane Public Schools.

Social Distancing Summary

NOT ALLOWED	ALLOWED
<ul style="list-style-type: none">Gatherings of 50+ AttendeesYouth Sports (games and practices)Letsure / Hobby / Social ClubsConcertsExhibitionsFestivalsMovie TheatersTheatersBarbersTattoo ParlorsOther similar civic, community, letsure, recreational activities	<ul style="list-style-type: none">Gatherings of Less Than 50 Attendees <small>(As long as the entity designates an employee or officer who sets and implements social distancing and sanitation measures established by the United States Centers for Disease Control and Prevention or the Washington State Department of Health guidelines.)</small>Grocery StoresGas StationsLibrariesRV Sites / Campgrounds / Rental Cabins / State ParksMessage / Physical Therapy / Acupuncture
<p>FOOD & BEVERAGE with ON-SITE CONSUMPTION [Take-out / Delivery / Drive-through still allowed]</p> <ul style="list-style-type: none">RestaurantsCoffee ShopsBreweries / DistilleriesCollege / Higher Education Dining HallsAirport Restaurants & Bars (grab-&-go allowed)	<ul style="list-style-type: none">PharmaciesHotels / MotelsGolf CoursesConvenience StoresPet StoresHiking Trails <p>On-site food service is still permitted for:</p> <ul style="list-style-type: none">Child Care and Day CareK-12 School-based Food Programs
	<p>ALL OTHER RETAIL STORES AND BIG BOX STORES must designate an employee / officer to be responsible for establishing and implementing a social distancing plan.</p>

[View graphic and additional details from the Governor's office](#)

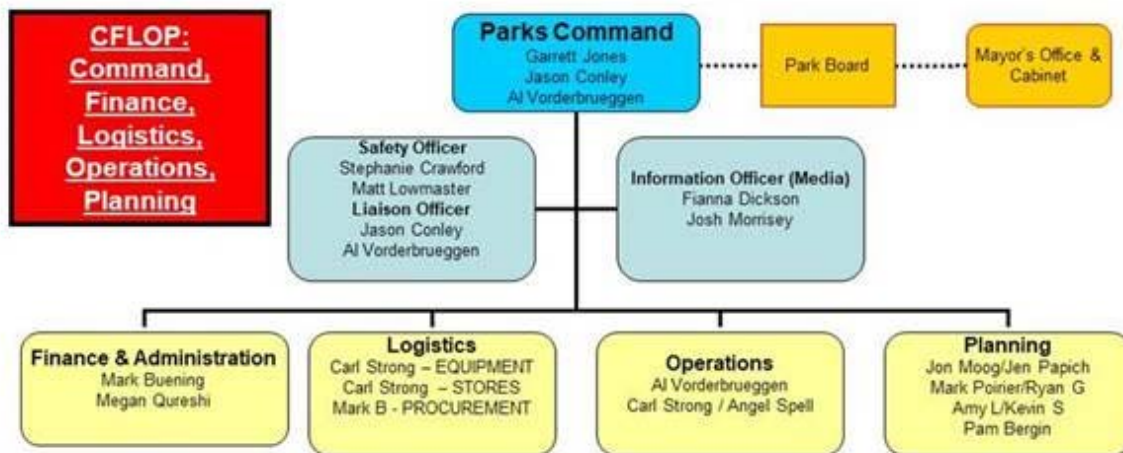
Employees

With new information and requirements unfolding daily, we are working on an operational plan, and to address uncertainties and questions. Our City is in the response phase, adjusting our daily operations and following guidelines from experts. We're currently looking at strategies for staffing, finances, and communication.

Please review this temporary incident organizational chart designed to move us through the response phase (also attached).

Spokane Parks & Recreation

Incident Command has 5 functional areas that may be implemented as the need develops:



Note: You may not serve in the Command Post or at the Command level but could operate within any of these areas. Don't be offended if you are not in the Command Post. You are serving a valuable role wherever you are in the structure.

For the response phase, we're enacting our core service model, focusing on:

- Employee and citizen safety
- Asset protection
- Garbage/sanitation
- Baseline accounting/payroll

During this time of temporary operational changes, I've appointed Al Vorderbrueggen to lead all incident operations for Parks & Recreation. Your supervisor will work with Al on a temporary staffing structure to meet the core service model.

There will be a time to move into the recovery phase, and we want to be prepared by looking at future staffing models and creating contingency plans and timelines. I've asked Jon Moog and Jennifer Papich to lead the planning side. Please work with your supervisor to create plans for what it will take to return to normal operations; supervisors will work with Jon and Jennifer.

Please review the HR guidelines sent out via email recently. They outline utilizing your leave banks to stay home, or to telecommute when possible in alignment with your work duties. Please work directly with your supervisor on work accommodations in accordance with the HR guidelines.

In this time of uncertainty and anxiety, please know how much our leadership team appreciates you. Employees are at the heart of what provide for the community, and your health and the health of those we serve is our primary importance. When we're into the recovery phase, recreation and parks will be of even greater importance to many, and we are thankful for your talents now and into the future. We will get through this together.

We'll be sharing an updated message with the public shortly, as well, about the below information.

Current impacts to Parks & Recreation as of March 17, 2020

Golf: Golf courses are temporarily closed while we set and implement social distancing and sanitation measures established by the CDC and the Washington State Department of Health, as required by Governor Inslee's proclamation. We want to ensure our operational plans are solid, so when you're enjoying the game, we're providing the safest environment possible. We're also working with Spokane County on consistent plans. An announcement for courses re-opening will

come soon!

Riverfront attractions: Riverfront attractions are now closed until at least March 31 in alignment with Governor Inslee's proclamation. The park's open space remains available for public use. There may be limited restroom availability. Please follow the [CDC's guidelines on how to stop the spread of germs](#) when enjoying this space.

Recreation programs: Recreation programs scheduled to occur between now – April 24 are postponed. For programs that begin April 25 – June 19, we will be pausing the registration date until April 24 when we can re-assess. This includes spring break camps, outdoor programs, adult and youth sports, Corbin Art Center classes/camps, personal interest classes, and Therapeutic Recreation Services.

Participants scheduled for activities now – April 24 will be notified via email in the coming days, and offered a credit on their account. For classes partially completed, a pro-rated credit will be placed on your account. If you have questions, please call us at 311 (outside the city, dial 509.755.2489) and we will be happy to find the best option for your needs.

Riverfront events and activities: Riverfront events and activities scheduled to occur between now – April 24 are either postponed or cancelled. This includes Riverfront Moves Belly Dance Fitness, Cecil's Magic, Penny's Puppets, Story Time at the Carrousel, and the Easter Egg Hunt and Brunch. Brunch tickets will be refunded. We will re-evaluate events and activities scheduled for later in April and May on March 31.

Gatherings of 10+ people: All City of Spokane Parks and Recreation events with an anticipated attendance of 10+ scheduled between now and – April 24 are postponed or cancelled. For events of 10+ people run by third parties that utilize Riverfront space, staff will work with organizers to re-schedule those planned for March 13 – April 24. We will re-evaluate future events on March 31. Contingency plans are being prepared for events occurring in later April and into May.

Indoor and Outdoor event space rentals: We will unfortunately not be able to honor reservations between now and March 31. We will suspend taking future reservations at this time, and will re-evaluate on March 31. This includes Corbin Art Center, Finch Arboretum's Woodland Center, and meeting spaces in Riverfront Park. We will be in touch with those who have reservations between now and March 31 to discuss account credits or refunds. If you would like to postpone your event or reservation, please call 311 (outside the city, dial 509.755.2489), and we'll help you coordinate.

Community & Senior Centers: Centers operate independently, but were ordered closed by the Governor until at least March 31. Please contact the centers directly for questions. [Contact information for Senior and Community Centers](#).

We anticipate additional changes as the situation evolves, and will communicate with you when those occur.

Parks are Open

City of Spokane parks and natural areas remain open for public use. Please follow the [CDC's guidelines on how to stop the spread of germs](#) when enjoying these spaces. You may find restrooms closed if we are unable to clean them potentially, we apologize and appreciate your understanding at this time.

Enhanced Cleaning Practices & Additional Measures

In response to COVID-19, we are following recommendations from the Spokane Regional Health District and CDC.

- Increasing cleaning and sanitizing at our facilities to help prevent the spread of germs
- Enhanced hygiene reminders are posted at our facilities and online
- Practicing and encouraging social distancing
- Asking staff and visitors to please stay home if they are not feeling well
- Preparing contingency plans to ensure the right resources are in place to respond as the situation changes

Thank you for your role in supporting the health of our community.

We ask that participants please not attend Parks & Recreation facilities if you experience symptoms or have been in contact with someone experiencing symptoms; our staff will do the same.

- Visit the [Spokane Regional Health District's COVID-19 page](#) for a full list of resources.
- Please follow the [CDC's guidelines on how to stop the spread of germs](#).

Next steps

We will share updated communications as the evolving situation changes. We will follow the recommendations of the Spokane Regional Health District, Governor Inslee, and President Trump in collaboration with the City of Spokane leadership. Thank you for your patience as we navigate COVID-19 as a community. We remain committed to providing excellent customer service with safety at the forefront.

Appreciate everyone's patience and all that you do for this community.

Sincerely,

Garrett

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