Wellfleet Recreation Department

Pandemic (COVID-19)

Continuity of Operations Plan (COOP)
I. INTRODUCTION

The Wellfleet Recreation Department seeks to identify the recreational needs of all members of the community, to create programs to fill those needs, and to encourage all community members to avail themselves of the recreational opportunities available to them. The Department welcomes the participation of individuals from every age group, regardless of demonstrated ability, previous experience and/or personal resources. The Wellfleet Recreation Department believes that recreational opportunities promote self-enrichment, enjoyment, relaxation, play and promotion of physical and emotional health and should be provided to the people of Wellfleet as a community service. We also believe that every person, young or old, should have the opportunity to participate in a wide variety of fun activities that stimulate, challenge and improve the mind-body spirit.

II. PURPOSE. SPECIFICALLY, THIS PLAN IS DESIGNED TO:

* Ensure that the Wellfleet Recreation Department is prepared to follow all directions issued by the CDC, State and Town regarding the Covid-19 Virus.

* The Recreation Department will Coordinate with the Town Administration and Wellfleet Elementary School to provide the most recent information about cancellation and planned dates of resumption of the operation of all Recreational Programs and how the Covid-19 Virus will affect the ability of the Department to resume these programs and events.

* This information and all updates will be communicated to the public via the Town Website and automatic notifications from the one call now system.

* While programs and events are on forced hiatus the Department will evaluate which programs will resume once Town Offices open to the public and the Wellfleet Elementary School resumes being in session.

III. ESSENTIAL FUNCTIONS:

The following is a list of all essential functions of the Recreation Department:
<table>
<thead>
<tr>
<th>Priority</th>
<th>Essential Functions</th>
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<tbody>
<tr>
<td>1</td>
<td>Provide Recreational Opportunities for the people of Wellfleet</td>
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<td>2</td>
<td>Perform all administrative duties required of the Dept. such as submitting payroll, bills, reports and budgets to Town Administration</td>
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<td>3</td>
<td>Coordinate with applicable Town Departments to facilitate maintenance and safety of all equipment, facilities and programming</td>
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<td>4</td>
<td>Communicate with management and the public regarding program updates as they relate to the Covid-19 Virus cancellations and reopening.</td>
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IV. ORDERS OF SUCCESSION

Recreation Director, Rebecca Rosenberg will carry out the provisions of this plan and in the event that she is unavailable or is otherwise unable to perform the duties of her office, the activation and management of this plan will fall to the Assistant Recreation Director, Angel Robinson, Jr.

V. CHANGES IN PROCEDURE DUE TO THE COVID-19 VIRUS:

* Members of the public will not be allowed in the Recreation Office at Wellfleet Elementary School.
* Recreation staff will practice social distancing and work in the office at separate times with one or both employees working from home whenever possible.
* During the duration of the Covid-19 virus state of emergency, Recreation staff will not have access to the entire Wellfleet Elementary School Building and only be allowed to use their designated office at Wellfleet Elementary School until notified otherwise by the Wellfleet Elementary School Principal.