



AGENDA STAYTON CITY COUNCIL

Monday, July 6, 2020

Stayton Community Center
400 W. Virginia Street
Stayton, Oregon 97383

TELECONFERENCE MEETING

City officials request all citizens that are able, to view the live stream on the City of Stayton's YouTube account to view the meeting from home. Social distancing is essential in reducing the spread of COVID-19. The City is using technology to make meetings available to the public without increasing the risk of exposure.

Please use the following option to view the meeting:

- Live Stream on the City of Stayton YouTube - <https://youtu.be/2Oooxb2u1Vc>

To maintain compliance with public meeting laws, a limited number of chairs will be provided in the building for citizens to listen to the meeting; however, social distancing is essential in reducing the spread of COVID-19 and no more than 10 people total will be allowed in the building at one time. City officials strongly encourage all citizens to utilize YouTube to view the Council meeting rather than attending in person.

Public comment will be accepted as follows:

- **Public Comment on Items not on the Agenda:** There will be no verbal public comment. All parties interested in providing general public comments may email the comments to cityofstayton@ci.stayton.or.us and they will be distributed to the City Council.
- **Public Comments on Action Items:** There will be no verbal public comment on action items. All parties interested in providing public comments on action items may do so in written form. Written comments should be submitted to cityofstayton@ci.stayton.or.us. Comments received at least two hours prior to the meeting start time will be provided to the City Council in advance of the meeting.

CALL TO ORDER

7:00 PM

CONSENT AGENDA

- a. June 15, 2020 City Council Minutes
- b. Acceptance of Abstract of Election Results – May 19, 2020

PUBLIC HEARING – NONE

GENERAL BUSINESS

Phase II Reopening of the Stayton Family Memorial Pool

ACTION

- a. Staff Report – Keith Campbell
- b. Council Discussion
- c. Council Decision

Update on COVID-19 Emergency Business Assistance Grants

INFORMATIONAL

- a. Staff Report – Dan Fleishman
- b. Council Discussion

ADJOURN

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodations contact Administrative Services Manager Alissa Angelo at (503) 769-3425.

CALENDAR OF EVENTS

JULY 2020

Friday	July 3	CITY OFFICES CLOSED IN OBSERVANCE OF FOURTH OF JULY HOLIDAY			
Monday	July 6	City Council	7:00 p.m.	https://youtu.be/2Oooxb2u1Vc	
Tuesday	July 7	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room	
Tuesday	July 14	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café	
Wednesday	July 15	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room	
Monday	July 20	City Council	7:00 p.m.	https://youtu.be/IP2rQ79AzgE	
Monday	July 27	Planning Commission	7:00 p.m.	https://youtu.be/nwyyMqTIAK4	

AUGUST 2020

Monday	August 3	City Council	7:00 p.m.	Community Center (north end)
Tuesday	August 4	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	August 11	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	August 17	City Council	7:00 p.m.	Community Center (north end)
Wednesday	August 19	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	July 27	Planning Commission	7:00 p.m.	Community Center (north end)

SEPTEMBER 2020

Tuesday	September 1	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room	
Monday	September 7	CITY OFFICES CLOSED IN OBSERVANCE OF LABOR DAY HOLIDAY			
Tuesday	September 8	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café	
Tuesday	September 8	City Council	7:00 p.m.	Community Center (north end)	
Wednesday	September 16	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room	
Monday	September 21	City Council	7:00 p.m.	Community Center (north end)	
Monday	September 28	Planning Commission	7:00 p.m.	Community Center (north end)	

**City of Stayton
City Council Minutes
June 15, 2020**

LOCATION: STAYTON COMMUNITY CENTER, 400 W. VIRGINIA STREET, STAYTON

Time Start: 7:02 P.M.

Time End: 8:38 P.M.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	STAYTON STAFF
Mayor Henry Porter (via Zoom)	Alissa Angelo, Administrative Services Manager
Councilor Paige Hook (via Zoom; joined at 7:04 p.m.)	Keith Campbell, City Manager
Councilor Ben McDonald (via Zoom)	Dan Fleishman, Director of Planning & Development (via Zoom)
Councilor Christopher Molin (via Zoom)	David Frisendahl, Police Chief
Councilor Jordan Ohrt (via Zoom)	Lance Ludwick, Public Works Director (via YouTube)
Councilor David Patty (via Zoom)	Janna Moser, Library Director (via Zoom)
	Susannah Sbragia, Finance Director (via Zoom)

AGENDA	ACTIONS
TELECONFERENCE MEETING	
Consent Agenda a. June 1, 2020 City Council Minutes b. Resolution No. 1011, Adopting an Adjustment to the Fiscal Year 2019-20 Budget	Motion from Councilor Molin, seconded by Councilor Patty, to approve the consent agenda as presented. Motion passed 4:0.
Public Hearing	None.
General Business Resolution No. 1009, Adopting Fees and Charges for Various City Services for the 2020-21 Fiscal Year a. Staff Report – Susannah Sbragia b. Council Discussion c. Council Decision	Ms. Sbragia reviewed the staff report. Council discussion on cleaning fees for facility rentals, and in depth discussion of proposed rates for the Pool. Motion from Councilor Ohrt, seconded by Councilor Hook, to send Resolution No. 1009 back to staff and change fees to be a 15% increase, rounded to the nearest \$0.05; and increase Library meeting room rental and cleaning fees by 15%. <i>Discussion:</i> Council discussion of rounding and clarification on motion. Councilor Ohrt rescinded her motion; Councilor Hook rescinded her second on the motion. Motion from Councilor McDonald, seconded by Councilor Patty, to approve Resolution No. 1009 with the following amendments:

<p>Resolution No. 1010, Approving changes to Utility Charges</p> <p>a. Staff Report – Susannah Sbragia</p> <p>b. Council Discussion</p> <p>c. Council Decision</p>	<ul style="list-style-type: none"> • Keep Pool drop-in or punch card rates as presented. • Monthly memberships (including auto-deduct) will increase 15% off current prices, rounded to the nearest \$5. • Annual memberships will be calculated at 11 x the new monthly membership fee. • Library meeting room rental and cleaning fees will be increased by 15%. <p><i>Discussion:</i> Council discussion on clarifying the motion.</p> <p>Motion passed 5:0.</p> <p>Ms. Sbragia reviewed the staff report.</p> <p>Brief discussion of rate increase and enterprise funds.</p> <p>Motion from Councilor Patty, seconded by Councilor Molin, to approve Resolution No. 1010 as presented.</p> <p><i>Discussion:</i> The Council thanked staff for the explanation on the rate increases.</p> <p>Motion passed 5:0.</p>
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APPROVED BY THE STAYTON CITY COUNCIL THIS 6TH DAY OF JULY 2020, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____

By: _____

Henry A. Porter, Mayor

Date: _____

Attest: _____

Keith D. Campbell, City Manager

Date: _____

Transcribed by: _____

Alissa Angelo, Administrative Services Manager



CITY OF STAYTON
M E M O R A N D U M

TO: Mayor Henry A. Porter and the Stayton City Council
FROM: Alissa Angelo, Administrative Services Manager
DATE: July 6, 2020
SUBJECT: Acceptance of Abstract of Election Results – May 19, 2020

STAFF RECOMENDATION

By consent, accept the Abstract of Election Results.

BACKGROUND INFORMATION

ORS 255.295 requires that a local government review and acknowledge acceptance of an Abstract of Election Results, prepared by the county elections department, in connection with an election within its jurisdiction.

For your information, an Undervote occurs when the number of choices selected by a voter is less than the maximum number allowed for that contest or when no selection is made for a single choice contest. An Overvote occurs when one votes for more than the maximum number of selections allowed in a contest.

FACTS AND FINDINGS

An election was held on May 19, 2020 and citizens of Stayton cast votes for the following:

- Five Year Local Option Tax for Library, Pool, Parks Support

OPTIONS

Accept the Abstract of Election Results

MOTION(S)

Consent Agenda approval.

24-442

Marion County, Oregon

Official Results

Official

May 19 2020 Primary Election

Registered Voters

2220 of 208283 = 1.07%

Run Time 9:32 AM

5/19/2020

Precincts Reporting

123 of 123 = 100.00%

Run Date 06/16/2020

Page 1

24-442: Five Year Local Option Tax for Library, Pool, Parks Support - Nonpartisan Party

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
1	1	100.00%	2,220	5,416	40.99%

Choice	Party	Absentee Voting		Total	
Yes		1,021	47.09%	1,021	47.09%
No		1,147	52.91%	1,147	52.91%
Cast Votes:		2,168	100.00%	2,168	100.00%
Undervotes:		51		51	
Overvotes:		1		1	
Misc write-in votes:		0		0	

*** End of report ***

I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the May 19, 2020 Election.

6/5/2020 Date of Abstract

Signature of County Clerk
Bill Burgess





CITY OF STAYTON
M E M O R A N D U M

TO: Mayor Henry A. Porter and the Stayton City Council
FROM: Keith Campbell, City Manager
DATE: July 6th, 2020
SUBJECT: Phase II Reopening of the Stayton Family Memorial Pool

ISSUE

The Governor of Oregon has authorized the reopening of public pools under Phase 2 of Building a Safe and Strong Oregon Plan. In our contact with the City's insurance carrier, we were notified we cannot receive any insurance for the Stayton Family Memorial Pool for COVID-19 claims.

ENCLOSURE(S)

- Phase Two Reopening Guidance Sector: Licensed Swimming Pools, Licensed Spa Pools and Sports Courts Specific Guidance for Licensed Swimming Pools, Licensed Spa Pools and Sports Courts
- CIS COVID-19 Adapting Your Aquatics Facility
- Stayton Family Memorial Pool Reopening Protocols
- Pool Reopening Financial Analysis

BACKGROUND INFORMATION

The City cannot receive COVID-19 liability insurance for the operation of the Stayton Family Memorial Pool. CIS will only, under certain circumstances, cover legal fees up to \$100,000. Additionally, the City spoke to Cammack-Kingsley Insurance to seek supplemental COVID-19 insurance. It is impossible to receive insurance for COVID-19. If the City were to open the Stayton Family Memorial Pool in Phase 2, the City would bare all liability of any claims or damages related to COVID-19.

The Aquatics Facility Manager has created a safety and compliance plan that follows best practices recommendations and guidelines from Oregon Health Authority, the Center for Disease Control, and best practices and recommendations from the Oregon Recreation & Park Association and National Recreation & Parks Association. Any reopening would be based on strict compliance to these plans with zero tolerance. If patrons are not willing to follow best practices or comply with safety guidelines we would have no choice but to close the pool.

The Governor's authorization to allow recreational pools to open will create an expectation the Stayton Family Memorial Pool will reopen. Under the City of Stayton Charter, the City Manager

has the direct authority of the day-to-day operations of the City, including the Pool. Reopening the pool in Phase 2 goes beyond the normal day-to-day risk management. With the City unable to receive insurance coverage for COVID-19, the City would bare all of the financial risks of any legal claims and damages.

FISCAL IMPACT

With insurance coverage limited to \$100,000 in legal fees, and no direct or supplemental coverage available, the City assumes all risk and liability for any COVID-19 claims or damages. If a COVID-19 outbreak were to occur at the Stayton Family Memorial Pool, it could have a devastating financial impact on the City. The simple reason is insurance is not available is due to the significant costs and risks associated with COVID-19. City staff can take precautions and follow recommendations, but there is a limit to how many protections we can provide. The Oregon Legislature is considering legislation would provide immunity for these risks, but at this time it is uncertain how the bill will progress, or what it will state in its final form.

The City did a survey to ask the 519 pool members if they would be interested in restarting their pool membership if we reopened in phase 2. The City received 61 “Yes” and 2 “Maybe” for a total response of 12%. Based on this information we are able to estimate potential revenue during the pandemic.

Based on the calculations, below are the short-term costs estimates of operating the pool if it were to reopen in phase 2:

Estimated Revenue & Expenditures	
Cost of Personnel	\$ 9,473
Cost of Operations	\$ 5,573
Total Cost	\$15,046
Revenue	\$ 2,790
Difference	(12,256)

The variable costs of opening the pool will not cover the variable expenses of opening the pool.

STAFF RECOMMENDATION

We want our City amenities to be available to the public. The Stayton Family Memorial Pool is a unique and important asset to our community, but it is not a fundamental service, rather it is an amenity. The reality is we are in a pandemic and there are serious and important risks that need to be respected. As a local government, the health and safety of our residents needs to be our primary focus. The initial excitement of beginning to return to pre-COVID-19 normal has been stripped with the realities of the risks that there are still present. Beyond the financial impact, which could be significant, is the question of how much risk should we take with the health and safety of our residents?

OPTIONS AND MOTION(S)

1. Recommend the City Manager to reopen the Stayton Family Memorial Pool with the assumed risks.

Motion to recommend the City Manager reopen the Stayton Family Memorial Pool with the assumed risks.

2. Recommend the City Manager keep the Stayton Family Memorial Pool closed until the City can receive immunity or insurance related to COVID-19 risks.

Motion to recommend the City Manager keep the Stayton Family Memorial Pool closed until the City can receive immunity or insurance related to COVID-19 risks.

3. Seek additional information.

Motion to direct the City Manager to seek additional information on...



Phase Two Reopening Guidance

Sector: Licensed Swimming Pools, Licensed Spa Pools and Sports Courts

Specific Guidance for Licensed Swimming Pools, Licensed Spa Pools and Sports Courts

Phase 2 Reopening Guidance – Licensed Swimming Pools, Licensed Spa Pools and Sports Courts

This guidance applies to both general- and limited-use pools and sports courts in counties approved for Phase 2.

There are two types of licensed pools in Oregon: general use and limited use.

- General-use pools are typically larger facilities such as municipal swimming pools or community center pools.
- Limited-use pools are operated in connection with a companion facility, such as an apartment complex, hotel/motel, private club, association or organizational camp where the pool is limited to residents, patrons or members.

Sports courts are both public and privately-owned facilities for use of sports. Sports that involve participants coming into bodily contact are prohibited to be played on sports courts.

Operations:

Pool and sport court operators are required to:

- Review and implement the [Oregon General Guidance for Employers on COVID-19](#).
- Prohibit workers with any of the COVID-19 symptoms (fever, cough, shortness of breath, etc.) from working or entering premises.

Prohibit visitors with any of the symptoms associated with the COVID-19 virus from entering the premises. If a visitor has symptoms of COVID-19, staff must ask them to leave the pool, provide the visitor with a face covering or mask, and help the visitor minimize their contact with staff and other visitors before exiting the facility. Immediately disinfect all areas used by the sick visitor.

- Post [clear signs](#) listing COVID-19 symptoms, asking staff and visitors with symptoms to stay home, and listing who to contact if they need assistance. Operators may post warning signs in visible locations of how to stop the spread of COVID-19 virus (including the sharing of items such as goggles, and other hard to clean items).

- Require employees to practice healthy hygiene to reduce the spread of COVID-19 including washing their hands frequently and covering their sneezes and coughs.
- Ensure equipment is in good condition, according to any applicable maintenance and operations manuals and standard operating procedures.
- Close water fountains, except for those designed to refill water bottles in a contact-free manner. Water bottles may not come into contact with the water fountain.
- [Use signs](#) to require physical distancing throughout facility, including but not limited to reception areas, eating areas and near bathrooms.
- Require staff (including lifeguards¹) to wear a [mask, face covering or face shield](#) when NOT in the water.
- For spa pools, limit the use of the pool to one household unit at a time. Operators may consider scheduling reservations in 15-minute increments.
- For sports courts, frequently clean and disinfect shared equipment. This includes, but is not limited to, equipment such as bats, balls and rackets. Use disinfectants that are included on the Environmental Protection Agency (EPA) approved list for the SARS-CoV-2 virus that causes COVID-19.
- For sports courts, prohibit sports that involve participants coming into bodily contact with one another.

Distance and Occupancy:

Pool and sport court operators are required to:

- Maintain physical distancing of at least six (6) feet between people.
- Inform visitors that members of the same party can participate in activities together and do not have to stay six (6) feet apart.
- Assign a physical distancing monitor to ensure compliance with all distancing requirements, including at entrances, exits, restrooms and any other area where people may gather.
- Develop a plan to limit the number of visitors admitted into the pool and/or sport court area so that six (6) feet of physical distancing can be maintained. Operators may consider requiring reservations to limit the number of individuals in the pool area.
- Alter pool deck layouts to ensure visitors and staff can keep six (6) feet of physical distance.
- If using the pool for lap swim, only allow one lap swimmer per lane

¹ The [Oregon Administrative Rules](#) that regulate pools in Oregon have different requirements for each type of pool. For example, most limited use pools do not require a lifeguard. If your facility is not required to have a lifeguard, you may disregard that part of the guidance.

Cleaning and Disinfection:

Pool and sport court operators are required to:

- Thoroughly clean all areas of pool and sport courts prior to reopening after extended closure.
 - Specifically, for pools:
 - ◆ Prevent Legionella: If a facility has been closed for a prolonged period:
 - Flush your water system, both hot and cold water. The purpose of flushing is to replace all water inside building piping with fresh water.
 - Flush until the hot water reaches its maximum temperature.
 - Care should be taken to minimize splashing and aerosol generation during flushing.
 - Other water-using devices, such as ice machines, may require additional cleaning steps in addition to flushing, such as discarding old ice. Follow water-using device manufacturers' instructions.
- Use disinfectants that are included on the [Environmental Protection Agency \(EPA\) approved list](#) for the SARS-CoV-2 virus that causes COVID-19. No product will be labeled for COVID-19 yet, but many products will have a label or information available on their websites about their effectiveness for human coronavirus.
- Frequently clean and disinfect work areas, high-traffic areas, and commonly touched surfaces in areas accessed by staff and visitors, including counters, tables, lounge chairs handrails, door handles, water fountains, showers, pool toys and other commonly touched surfaces.
- Regularly clean restrooms and ensure they are supplied with soap, paper towels and hand sanitizer for planned use.
- Ensure hand sanitizer is available at locations around the facility for both staff members and visitors.
- Have maintenance staff or a pool maintenance company regularly check the pool recirculation equipment for proper operation and disinfectant levels prior to the opening of the pool.
- Prohibit lifeguards¹ from cleaning and sanitizing while on duty

¹ The [Oregon Administrative Rules](#) that regulate pools in Oregon have different requirements for each type of pool. For example, most limited use pools do not require a lifeguard. If your facility is not required to have a lifeguard, you may disregard that part of the guidance.

Locker Rooms:

Pool and sport court operators may choose to:

Allow swimmers to utilize the locker room before and after swimming.

If locker room use is allowed, pool and sport court operators are required to:

- Develop a plan to limit the number of individuals using showers and changing rooms at the same time.
- Focus on keeping at least six (6) feet of physical distance between people, which is approximately 30 square feet per person.
- Use the total square footage of the locker room to determine the maximum occupancy of the locker room.
- Assign a physical distancing monitor to ensure visitors follow all physical distancing requirements, including at entrances, exits, restrooms and any other area where people may gather.

Additional Resources:

- [OHA Guidance for the General Public](#)
- [OHA General Guidance for Employers](#)
- [Mask and Face Covering Guidance for Business, Transit, and the Public](#)
- [Signs you can post](#)

For individuals with disabilities or individuals who speak a language other than English, OHA can provide documents in alternate formats such as other languages, large print, braille or a format you prefer. Contact Mavel Morales at 1-844-882-7889, 711 TTY or OHA.ADAModifications@dhsosha.state.or.us.

Adapting your Aquatics Facility in response to COVID-19



citycounty insurance services
cisoregon.org



Counsilman · Hunsaker
AQUATICS FOR LIFE

CHAMP

- Lifeguard Management Training Program
- American Red Cross Aquatic Examiner Service
 - Get Started Guide
 - On-Site Lifeguard Observations and Evaluations
 - Observation of lifeguard operations
 - Observation of lifeguards' on-duty surveillance
 - Lifeguard skill evaluations
 - Annual Lifeguard Operations Assessment

Scenario 2	
Date	Jul 22 2018
Name of scenario	Active Victim - Deep Water
Overall rating	Pass Lifeguard Skills Evaluation 2.AVI

Water skills		
ENTRIES		
Skill	Assessment criteria	
Equipment is properly positioned for the appropriate entry	Control of the rescue tube maintained	Pass
	Tube held securely to the chest for the compact jump and stride jump	Pass
	Excess line held to keep it from getting caught on the lifeguard stand or other equipment	Pass
Appropriate entry is selected for the situation	Assumes a sturdy posture and stable footing	Pass
Focus on the victim is maintained	Upon entering (or resurfacing after a compact jump), focus on the victim or the site where the victim was last seen is maintained	Pass

Water skills		
RESCUE APPROACH		
Skill	Assessment criteria	
Approaches victim safely and quickly	Effective propulsion used for safe approach	Pass
Focus on the victim is maintained	Focus on the victim or the site where the victim was last seen is maintained	Pass
Equipment is properly positioned for the appropriate approach	Control of the rescue tube is maintained during approach	Pass
	Tube is strapped on during approach	Pass
	Tube remains in position or is repositioned as needed before contact with victim	Pass



CHAMP TEAM

Miklos Valdez

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- 972-370-3743



Paul David Morgan

- pauldavidmorgan@chh2o.com
- 972-370-3745



<https://counsilmanhunsaker.com/covid-19/>



COVID-19 RESOURCE CENTER

Resources for aquatic facilities and operators experiencing a temporary pool shutdown due to the COVID-19 pandemic.



OTHER RESOURCES

- [American Red Cross](#)
- [Centers for Disease Control](#)
- [FDA – Food Safety and Coronavirus](#)
- [Association of Aquatic Professionals](#)
- [Oregon Recreation and Park Association](#)
- [World Waterpark Association](#)



GUIDANCE VS. LAWS

1. Review local codes and guidance
2. Talk to local health department
3. Start slow – staged approach
4. Nothing is 100%

Do not give in to
“Analysis Paralysis.”



OREGON HEALTH AUTHORITY

- Pools are listed in Phase 2
- Required to open – some interesting items
 - ✓ Review and implement Oregon General Guidance for Employers
 - ✓ Prohibit workers and visitors with COVID-19 symptoms from attending
 - ✓ Post signage
 - ✓ Close water fountains – contact free water bottle refills O.K.
 - ✓ Spas limited to one household unit at a time
 - ✓ Have a plan to limit occupancy
 - ✓ One lap swimmer per lane



AMERICAN RED CROSS

- [Considerations for Aquatics Facilities and Lifeguarding](#)
- Policies and procedures to be in place (at a minimum)
 - ✓ Policies and procedures for social distancing and the use of personal protective equipment at work.
 - ✓ Policies and procedures for sanitizing and disinfecting common and high-traffic areas.
 - ✓ Policies and procedures related to symptom screening, such as temperature checks and questionnaires.
 - ✓ Policies and procedures for addressing a sick staff member or patron including approaches to closing, cleaning and notification of local public health.
 - ✓ Policies and procedures to assign specific staff to monitoring social distancing and wearing face coverings and prohibition of lifeguards who are watching bathers from participation in these activities which can be distracting.
 - ✓ Policies and procedures related to testing for COVID-19.
 - ✓ Policies and procedures for responding should an employee develop symptoms of, or test positive for, COVID-19 while at work, such as procedures for isolating the ill employee, performing contact tracing and deep cleaning the workplace and requirements that must be met for the employee to return to work.
 - ✓ Policies and procedures related to business travel.
 - ✓ Policies and procedures related to sick leave.
 - ✓ Policies and procedures related to teleworking.



INTRODUCTORY THOUGHTS

Some aquatic facilities will be able to manage social distancing and capacity better than others.



FOUR OPERATIONAL CATEGORIES

Areas where we know how to proceed

Areas where we have solid guidance on how to proceed

Areas where we still do not have enough information to proceed

Areas where it is not safe to proceed



**Promoting Behaviors that
Prevent the Spread of
COVID-19**

**Maintaining Healthy
Environments**

**CDC
Considerations**

**Preparing for When
Someone Gets Sick**

**Maintaining Healthy
Operations**

PROMOTING BEHAVIORS THAT PREVENT THE SPREAD OF COVID-19

- **Hand Hygiene and Respiratory Etiquette**
 - Encouraging all staff, patrons, and swimmers to [wash their hands](#) often and cover their coughs and sneezes.
- **Cloth Face Coverings**
 - Encouraging the use of [cloth face coverings](#) as feasible. Face coverings are **most** essential in times when physical distancing is difficult.
 - Advise those wearing face coverings to not wear them in the water. **Cloth face coverings can be difficult to breathe through when they're wet.**
- **Staying Home**
 - Educating staff, patrons, and swimmers about when to stay home (for example, if they have [symptoms](#) of COVID-19, have tested positive for COVID-19, or were exposed to someone with COVID-19 within the last 14 days) and when they can safely [end their home isolation](#).
- **Adequate Supplies**
 - Ensuring adequate supplies to support healthy hygiene. Supplies include soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, and no-touch trash cans.
- **Signs and Messages**
 - Posting [signs](#) about how to stop the spread of COVID-19, [properly wash hands](#), [promote everyday protective measures](#), and [properly use a cloth face covering](#) in highly visible locations (for example, at deck entrances and at sinks).
 - Broadcasting regular announcements about how to stop the spread on PA system.
 - Including messages about behaviors that prevent the spread of COVID-19 in contracts with individual patrons or households, in emails, on facility websites (for example, posting online videos), through facility's social media accounts, and on entrance tickets).



PROMOTING BEHAVIORS THAT PREVENT THE SPREAD OF COVID-19

Hand Hygiene and Respiratory Etiquette

Cloth Face Coverings

Staying Home

Adequate Supplies

Signs and Messages



PROMOTING BEHAVIORS THAT PREVENT THE SPREAD OF COVID-19

Hand Hygiene and Respiratory Etiquette

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PROMOTING BEHAVIORS THAT PREVENT THE SPREAD OF COVID-19

Hand Hygiene and Respiratory Etiquette

Cloth Face Coverings

Staying Home

Adequate Supplies

Signs and Messages

FOLLOW THESE 5 SAFETY STEPS to keep us all healthy

1 STAY HOME IF YOU DON'T FEEL WELL
Or if you tested positive for COVID-19 or were exposed to someone with COVID-19 in the last 14 days



2 STAY 6 FEET AWAY FROM PEOPLE
who don't live with you, both in and out of the water and avoid sharing items with other people



3 WEAR A CLOTH FACE COVERING
when not in the water*



* Don't place cloth face coverings on children under age 2 or anyone who has trouble breathing or is unconscious, weak, or otherwise unable to remove the cover without help.

4 WASH YOUR HANDS OFTEN with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol



5 COVER YOUR COUGHS AND SNEEZES
with a tissue or your elbow, throw the tissue in the trash, and wash your hands



Now, **let's swim!**



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cdc.gov/coronavirus

PROMOTING BEHAVIORS THAT PREVENT THE SPREAD OF COVID-19

Hand Hygiene and Respiratory Etiquette

Cloth Face Coverings

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PROMOTING BEHAVIORS THAT PREVENT THE SPREAD OF COVID-19

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Signs and Messages

POOL OPERATION MODIFICATIONS

Thank you for your cooperation, patience and understanding in our modifications to facility operations

Learn more:
roundrocktexas.gov/coronavirus
#StopTheSpread

 ROUND ROCK TEXAS
Texas the best location



**Promoting Behaviors that
Prevent the Spread of
COVID-19**

**Maintaining Healthy
Environments**

**CDC
Considerations**

**Preparing for When
Someone Gets Sick**

**Maintaining Healthy
Operations**

MAINTAINING HEALTHY ENVIRONMENTS

- **Modified Layouts**

- Changing deck layouts to ensure that in the standing and seating areas, individuals can remain at least 6 feet apart from those they don't live with.

- **Physical Barriers and Guides**

- Providing physical cues or guides (for example, lane lines in the water or chairs and tables on the deck) and visual cues (for example, tape on the decks, floors, or sidewalks) and signs to ensure that staff, patrons, and swimmers stay at least 6 feet apart from those they don't live with, both in and out of the water.

- **Communal Spaces**

- Staggering use of communal spaces (for example, in the water or breakroom), if possible, and [cleaning and disinfecting](#) frequently touched surfaces at least daily and shared objects each time they are used.

- **Shared Objects**

- Discouraging people from sharing items that are difficult to clean, sanitize, or disinfect or that are meant to come in contact with the face (for example, goggles, nose clips, and snorkels).
- Discouraging the sharing of items such as food, equipment, toys, and supplies with those they don't live with.
- Ensuring adequate equipment for patrons and swimmers, such as kick boards and pool noodles, to minimize sharing to the extent possible, or limiting use of equipment by one group of users at a time and cleaning and disinfecting between use.



MAINTAINING HEALTHY ENVIRONMENTS

Modified Layouts

Physical Barriers and Guides

Communal Spaces

Shared Objects



MAINTAINING HEALTHY ENVIRONMENTS

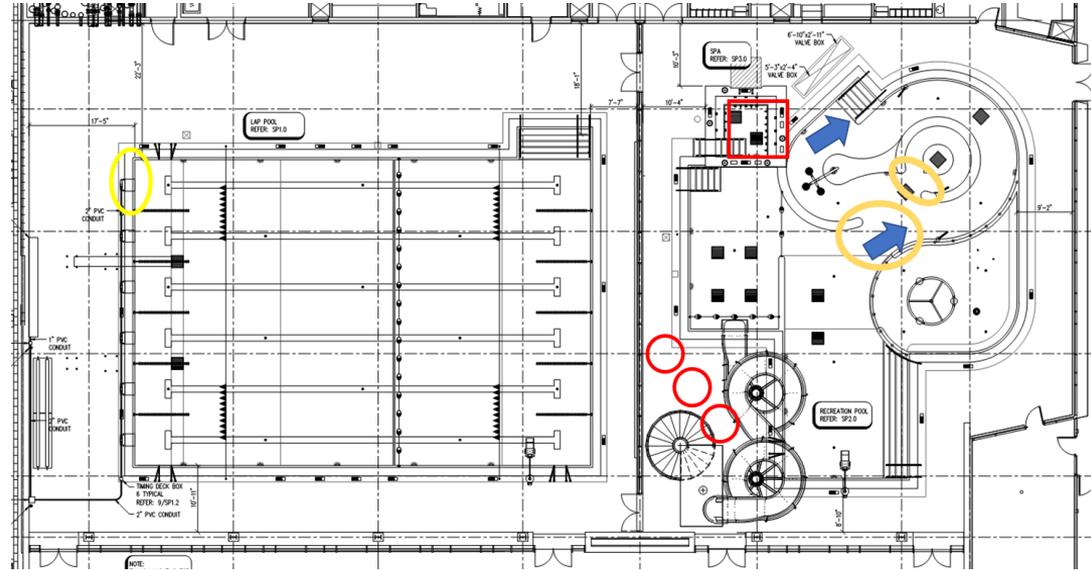
Avoid Bottleneck Points

Modified Layouts

Physical Barriers and Guides

Communal Spaces

Shared Objects



MAINTAINING HEALTHY ENVIRONMENTS

Modified Layouts

Physical Barriers and Guides

Communal Spaces

Shared Objects



MAINTAINING HEALTHY ENVIRONMENTS

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MAINTAINING HEALTHY ENVIRONMENTS

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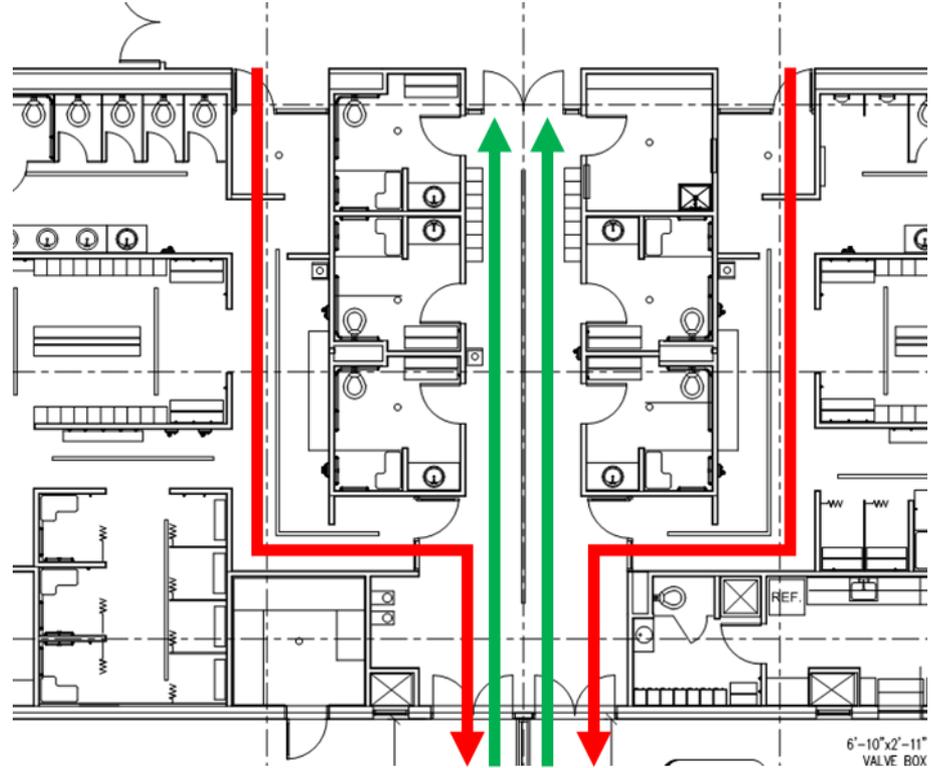
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MAINTAINING HEALTHY ENVIRONMENTS



**Cleaning and
Disinfection**



Ventilation



Water Systems

Our commitment to cleanliness

The safety and cleanliness of our vehicles have always been a top priority, and now more than ever, we stand behind that commitment with the Complete Clean Pledge. We want you to feel confident about traveling again when the time is right, so we're taking extra steps to ensure your vehicle and rental location are clean and safe.

All vehicles rented from National[®] are cleaned and sanitized after every rental. In addition to washing, vacuuming and general cleaning, we use a disinfectant to sanitize with a particular focus on more than 20 high-touch points throughout the vehicle.

Complete Clean Pledge



- 1 Key / key fob
- 2 Steering wheel
- 3 Steering column
- 4 Seat belts

- 8 Interior door handles
- 9 Exterior door handles
- 10 Seat pockets / seat surfaces
- 11 Areas between seats & consoles

- 15 Accessory panel / touchscreen
- 16 Rearview mirror / side mirrors
- 17 Visors / visor mirrors
- 18 Dashboard / vents

MAINTAINING HEALTHY ENVIRONMENTS

- **Cleaning and Disinfection**

- [Cleaning and disinfecting](#) frequently touched surfaces at least daily and shared objects each time they are used. For example:
 - Handrails, slides, and structures for climbing or playing
 - Lounge chairs, tabletops, pool noodles, and kickboards
 - Door handles and surfaces of restrooms, handwashing stations, diaper-changing stations, and showers
 - Consulting with the company or engineer that designed the aquatic venue to decide which [List N disinfectants approved by the U.S. Environmental Protection Agency](#) are best for your aquatic venue (**swimming pool water is not on the list**).
 - Setting up a system so that furniture (for example, lounge chairs) that needs to **be cleaned and disinfected** is kept separate from already cleaned and disinfected furniture.
 - Labeling containers for used equipment that has not yet been cleaned and disinfected and containers for cleaned and disinfected equipment.
 - Laundering towels and clothing according to the manufacturer's instructions. Use the warmest appropriate water temperature and dry items completely.
 - Protecting shared furniture, equipment, towels, and clothing that has been cleaned and disinfected from becoming contaminated before use.
 - Ensuring safe and correct use and storage of disinfectants, including storing products securely away from children.



MAINTAINING HEALTHY ENVIRONMENTS

- **Ventilation**

- Ensuring that ventilation systems of indoor spaces operate properly.
- Increasing introduction and circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. However, do not open windows and doors if doing so poses a safety risk to staff, patrons, or swimmers.

- **Water Systems**

- Taking steps to ensure that all [water systems](#) (for example, drinking fountains, decorative fountains, hot tubs) are safe to use after a prolonged facility shutdown to minimize the risk of [Legionnaires' disease](#) and other diseases associated with water.



**Promoting Behaviors that
Prevent the Spread of
COVID-19**

**Maintaining Healthy
Environments**

**CDC
Considerations**

**Preparing for When
Someone Gets Sick**

**Maintaining Healthy
Operations**

MAINTAINING HEALTHY OPERATIONS

- **Protections for Vulnerable Staff**
 - Offering options such as telework or modified job responsibilities that reduce their risk of getting infected.
 - Limiting aquatic venue use to only staff, patrons, and swimmers who live in the local area, if feasible.
- **Lifeguards and Water Safety**
 - Ensuring that lifeguards who are actively lifeguarding are not also expected to monitor handwashing, use of cloth face coverings, or social distancing of others. Assign this monitoring responsibility to another staff member.
- **Alterations of Public Aquatic Venues**
 - Consulting the company or engineer that designed the aquatic venue before altering aquatic features (for example, slides and structures designed for climbing or playing).
- **Regulatory Awareness**
 - Being aware of local or state regulatory agency policies on gathering requirements or recommendations to determine if events, such as aquatic fitness classes, swim lessons, swim team practice, swim meets, or pool parties can be held.
- **Staggered or Rotated Shifts**
 - Staggering or rotating shifts to limit the number of staff present at the aquatic venue at the same time.
- **Designated COVID-19 Point of Contact**
 - Designating a staff member to be responsible for responding to COVID-19 concerns. All staff should know who this person is and how to contact him or her.



MAINTAINING HEALTHY OPERATIONS

- **Gatherings**

- Avoiding group events, gatherings, or meetings both in and out of the water if social distancing of at least 6 feet between people who don't live together cannot be maintained. **Exceptions to the social distancing guidance include:**
 - **Anyone rescuing a distressed swimmer, providing first aid, or performing cardiopulmonary resuscitation, with or without an automated external defibrillator.**
 - **Individuals in the process of evacuating an aquatic venue or entire facility due to an emergency.**
- If planned events must be conducted, staggering drop-off and pick-up times, as much as possible, to maintain distance of at least 6 feet between people who don't live together.
- Asking parents to consider if their children are capable of staying at least 6 feet apart from people they don't live with before taking them to a public aquatic venue.
- Limiting any nonessential visitors, volunteers, and activities involving external groups or organizations.

- **Communication Systems**

- Putting systems in place for:
 - Having staff, patrons, and swimmers self-report if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days.
 - [Notifying local health authorities of COVID-19 cases.](#)
 - Notifying staff, patrons, and swimmers (as feasible) of potential COVID-19 exposures while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#).
 - Notifying staff, patrons, and swimmers of aquatic venue closures.



MAINTAINING HEALTHY OPERATIONS

- **Leave Policies**

- Implementing sick leave (time off) policies and practices for staff that are flexible and non-punitive.
- Developing return-to-work policies aligned with CDC's criteria to discontinue home isolation.

- **Back-Up Staffing Plan**

- Monitoring absenteeism of staff and creating a roster of trained back-up staff.

- **Staff Training**

- Training staff on all safety protocols.
- Conducting training virtually or ensuring that [social distancing](#) is maintained during in-person training.

- **Recognize Signs and Symptoms**

- Conducting daily health checks (for example, temperature screening or [symptom checking](#)) of staff. Ensure safe and respectful implementation that is aligned with any applicable privacy laws and regulations.
- Consider using examples of screening methods in CDC's [General Business FAQs](#) as a guide.



MAINTAINING HEALTHY OPERATIONS

Gatherings

Communication Systems

Leave Policies

Back-Up Staffing Plan

Staff Training

Recognize Signs and Symptoms



MAINTAINING HEALTHY OPERATIONS

Gatherings

Communication Systems

Leave Policies

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MAINTAINING HEALTHY OPERATIONS

Gatherings

Communication Systems

Leave Policies

Back-Up Staffing Plan

Staff Training

Recognize Signs and Symptoms

- Review current social distancing guidelines
- Look for ways to adapt what you currently do for COVID
- Cleaning practices
- What to do scenarios
 - How to report suspected COVID cases
 - How to report patrons not following rules
- Practice updates to EAPs
 - BVMs
 - Entrances with masks
 - Utilizing whistles with masks
- Land skills
 - Practice what you can
 - SAMPLE
 - Weather and other responses
- In water skills
 - Rescues – emphasis on distancing approaches



**Promoting Behaviors that
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COVID-19**

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Environments**

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Operations**

PREPARING FOR WHEN SOMEONE GETS SICK

- **Isolating and transporting those who are sick to their home or a healthcare provider.**
 - Immediately separating staff, patrons, or swimmers with COVID-19 [symptoms](#) (for example, fever, cough, or shortness of breath).
 - Establishing procedures for safely transporting anyone sick to their home or to a healthcare provider.
- **Notifying health officials and close contacts.**
 - Immediately notifying [local health officials](#), staff, patrons, and swimmers of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#).
 - Informing those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home and [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop.
- **Cleaning and Disinfection**
 - Closing off areas used by a sick person and not using the areas until after cleaning and disinfecting them.
 - Waiting more than 24 hours before cleaning and disinfecting these areas. Ensuring [safe and correct](#) use and storage of EPA-approved List N disinfectants, including storing products securely away from children.



**Promoting Behaviors that
Prevent the Spread of
COVID-19**

**Maintaining Healthy
Environments**

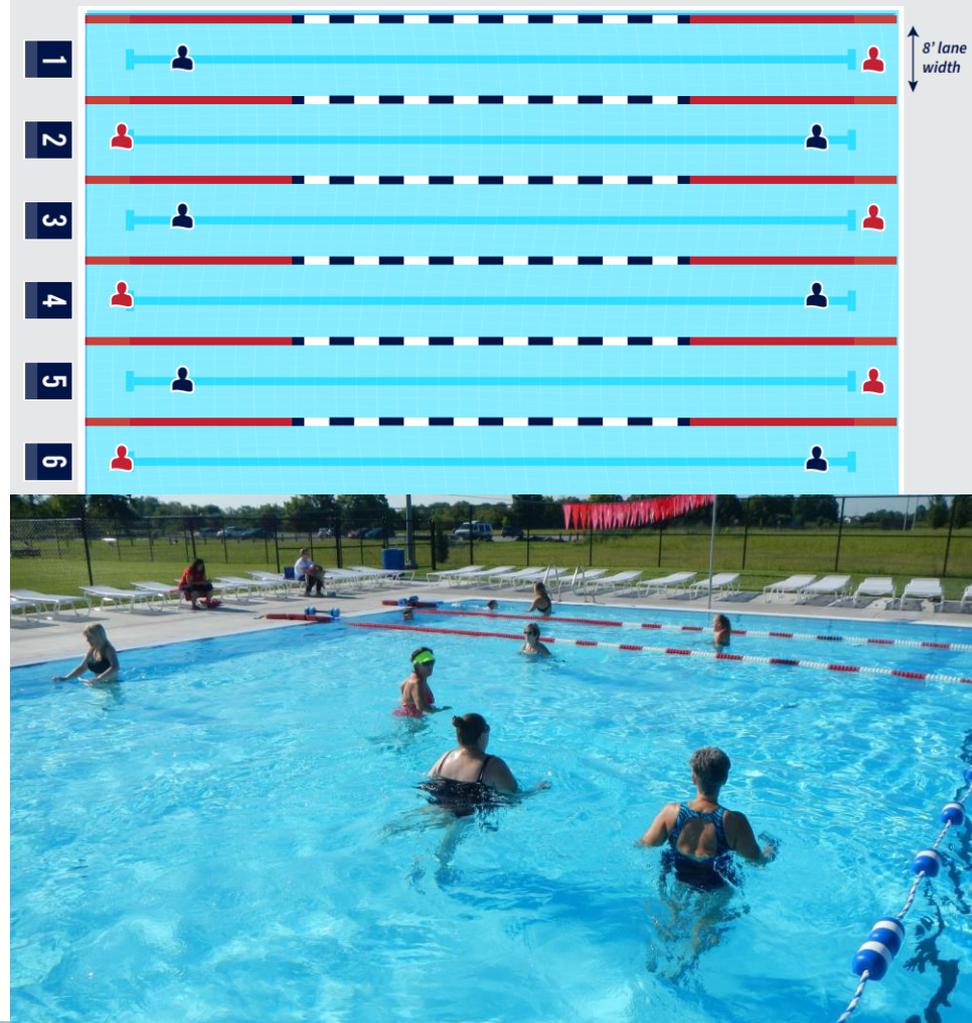
**CDC
Considerations**

**Preparing for When
Someone Gets Sick**

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Operations**

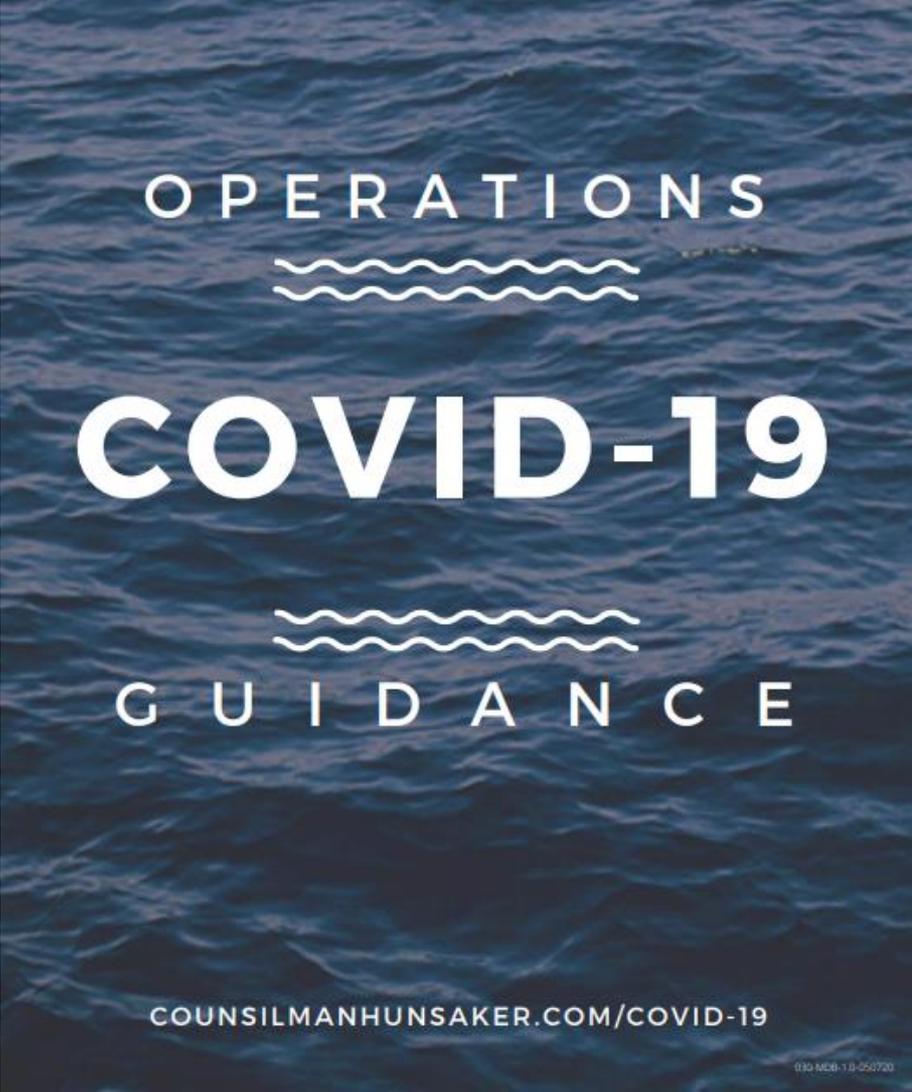
AQUATIC PROGRAMS

- Base participant numbers on local and national guidelines
 - Swim team
 - [View USA Swimming's Facility Re-opening Messaging and Planning Document](#)
 - May differ from local protocols
 - Swim Lessons
 - Consider semi-private/private lessons with parent in the water and instructor on deck
 - Limit number of group lessons
 - Arrive ready to swim, limit congregations
 - Water fitness classes
 - Allow adequate spacing of participants
 - Arrive ready to swim, limit congregations



CONCLUDING THOUGHTS

- Develop a plan to reopen safely
 - Things will change along the way
- Develop a plan to communicate your cleaning and disinfection protocols to guests
- Develop a plan to deal with the unknown
- Plan on regional closures
- Hang in there!



OPERATIONS

COVID-19

GUIDANCE

[COUNSILMANHUNSAKER.COM/COVID-19](https://counsilmanhunsaker.com/covid-19)

CIS LIABILITY AND PROPERTY COVERAGE

- No property coverage for the virus
- Liability coverage is limited to \$100,000 defense only
- All virus related claims should be submitted for CIS consideration



Adapting your Aquatics Facility in response to COVID-19



citycounty insurance services
cisoregon.org



Counsilman · Hunsaker
AQUATICS FOR LIFE

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This presentation is intended for the exclusive use of **Councilman-Hunsaker** and may not be distributed, copied or modified without the express written consent of **Councilman-Hunsaker.**

The guidance in this presentation does not constitute legal advice. Aquatic facility operators should check with local, state and national government guidelines to ensure they are operating under the most up to date guidelines.

AUDIT

STUDY

DESIGN

OPERATE

WEB-APPS

COUNCILMANHUNSAKER.COM



Stayton Family Memorial Pool Re-Opening Plan

Staff Protocols:

- 1) All staff must notify Aquatic Facility Manager or Staff Supervisor of any signs and symptoms of Covid-19 or other sickness. Temperature will be required before and end of shift.
- 2) All staff must wear a mask at all times, unless they are in the pool.
- 3) All staff must wear gloves and mask while cleaning surfaces at all times.
- 4) Guards will be assigned a guard tube to be used during their entire shift. Staff member must disinfect tube between rotations and after completion of shift.
- 5) All Lifeguard tube will be sprayed with disinfectant spray at closing and left to dry overnight.
- 6) Lifeguard responsible for guarding the pool will either guard from west side guard tower or from a standing position on the east side of pool deck.
 - a. Guard tower must be disinfected before guard rotating in can use guard tower.
 - i. Guard waiting for guard stand will take over guarding while waiting for the chair.
- 7) Staff member not in charge of patron surveillance will be responsible for cleaning and disinfecting all of the deck area, restrooms and pool equipment. (Gloves and must be worn at all times while cleaning).

Staff members not guarding or teaching will also be responsible for maintaining / monitoring social distancing.
- 8) If issues arise, Aquatic Facility Manager, Staff Supervisor or Head Guard must be informed and will handle any issue if needed. If disciplinary action is needed, responsible person will fill out an incident report and notify Aquatic Facility Manager, as soon as possible.

- 9) All Staff must wear gloves when handling money, checks, credit/debit card or paperwork.
- 10) All staff must keep personal items in assigned lockers and sit in designated area. Keyboard and other office areas must be cleaned between rotations or after use.

Lifeguard Rescue Protocols:

- 1) Lifeguard will do their best, to do a rear approach rescue or use an in water reach assist using long part of tube, when entering the water for a distressed swimmer (per Covid-19 Red Cross Standards).
Submerged victim rescue will be performed per Red Cross standards.
- 2) Rescuing guard will take second or third rescue position (depending on staffing per Covid-19 Red Cross standards), to give time to put on gloves, gown, face shield and mask.
- 3) Non rescuing lifeguard will glove, gown, face shield and mask up, before taking over primary caregiver once victim is on deck. BVM must be used whenever possible.
- 4) All equipment used in the rescue, must be completely disinfected or disposed of in a bio hazard bag(s) and replaced if needed.
- 5) Accident form must be filled out completely and submitted to Aquatic Facility Manager.
 - a. Get contact information for all people that may have been in contact with victim.
- 6) Bleeding emergency
 - a. Staff (in gloves and mask) will give a mask to patron when possible.
 - b. Staff will move Patron to the on deck first aid station when safe to do so.
 - c. Accident report will be filled out for all bleeding emergency and submitted to Aquatic Facility Manager (make sure to add all people that were in contact with victim during emergency)
 - i. Make sure to document contaminated area location and cleaning protocols used.
 - d. All items used and affected area will be disposed of or cleaned per Red Cross blood borne pathogen protocols.

Patrons Protocols:

Fitness Classes: 20 Patron max in facility

- 1) Patrons are to follow all pool rules of this facility as outlined and enforced by Aquatic Center Staff. All patrons need to be courteous to all patrons and staff. Always be respectful of Aquatic Staff in their enforcement of all Rules.
- 2) Patrons showing symptoms of Covid-19 or other sickness will not be admitted and are encouraged to stay home.
- 3) Patrons are required to wear a mask at all times in facility except for in the water and maintain a 6 ft distance from anyone not in their house hold. Patron will need to leave mask in designated pool side location on deck. (Use of a plastic bag to keep dry is suggested). Patrons may wear their mask while in the water as long as patron stays in the shallow end of the pool and keeps head above the water at all times.
- 4) All Patrons will need to sign up for class through their membership portal. ([Online Patron Portal](#)) Patrons are encouraged to sign up for one class per day, but may ask non lifeguarding staff if space is available in next class. This will be allowed on a first come first serve bases.
- 5) All locker rooms will remain closed at this time. Patrons will need to come dressed to enter the water and leave directly after class time. Patrons may use the locker rooms to use the restroom only in emergency situation. An on deck shower will be available to rinse off only.
- 6) Before each scheduled class the facility common areas must be sanitized before next class can enter deck area. Patrons will need to exit the pool area through the rear or side doors only, whichever is closer to your location on deck.
- 7) All Patrons will not be allowed to enter the Facility before scheduled time. Patrons will enter pool area through the front lobby and will need to scan in or check in/pay at front counter.

- 8) Patrons will need to keep all belongings in assigned deck area location. Only patrons living in the same household may share a space.
- 9) All patrons are encouraged to bring own pool equipment. All Stayton Family Memorial Pool, pool equipment will be distributed and picked up by staff only. All equipment will be disinfected after use.
- 10) Patrons that are unable to follow posted rules will be asked to leave the facility.

DRAFT

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- 4) All Patrons will need to sign up for class through their membership portal. ([Online Patron Portal](#)) Patrons are encouraged to sign up for one class per day, but may ask non lifeguarding staff if space is available in next class. This will be allowed on a first come first serve bases.
- 5) All locker rooms will remain closed at this time. Patrons will need to come dressed to enter the water and leave directly after class time. Patrons may use the locker rooms to use the restroom only. An on deck shower will be available to rinse off only.
- 6) Between each class staff sanitize common areas before next class can enter deck area. Patrons will need to exit the pool area through the rear or side doors only, whichever is closer to your location on deck.
- 7) All Patrons will not be allowed to enter the Facility before scheduled time. Patrons will enter pool area through the front lobby and will need to scan in or check in/pay at front counter.
- 8) Patrons will need to keep all belongings in assigned deck area location. Only patrons living in the same household may share a space.
- 9) All patrons are encouraged to bring own pool equipment. All Stayton Family Memorial Pool, pool equipment will be distributed and picked up by staff only. All equipment will be disinfected after use.
- 10) Patrons that are unable to follow posted rules will be required to leave the facility and may be banned from the facility until the State of Oregon moves to Phase 3.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my family, including child(ren), and I may be exposed to or infected by COVID-19 while on site at the pool 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 pool may result from the actions, omissions, or negligence of myself and others, including, but not limited to, the City of Stayton and Stayton Family Memorial Pool management, employees, volunteers, and program participants and their families. I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I, my family and my child(ren) may experience or incur in connection with my child(ren)'s attendance at the pool or participation in pool activities ("Claims"). On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless the City of Stayton and Stayton Family Memorial Pool management and their employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the City of Stayton and Stayton Family Memorial Pool management and their employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in pool facility activities.

Signature of Primary Member

Date

Print Primary Members Name

For Office Use Only: Date Received _____ Staff Initials: _____ Copy Given to Patron: Y / N

Pool- Analysis

Total Members	519
Survey for Opening	Percentage
61-Yes	12%
2-Maybe	0.39%

Pool hours M-F	Hours per month	Pool hours M-F
8.5 hrs. per day	35.75	8.5 hrs. per day
Staff Hours month	203.5	Staff Hours month

Revenue	Based on Survey (63 Responded)
\$1,350	30 Adults Rate
\$60	2 Maybe Senior Rate
\$930	31 Seniors Rate
\$450	10 Adult Rate-Did not respond to survey
\$2,790	Total

Estimated Revenue & Expenditures	
Cost of Personnel	9,473
Cost of Operations	5,573
Total Cost	15,046
Revenue	2,790
Difference	(12,256)



CITY OF STAYTON
M E M O R A N D U M

TO: Mayor Henry Porter and the Stayton City Council
FROM: Dan Fleishman, Director of Planning and Development
DATE: July 6, 2020
SUBJECT: Update on COVID-19 Emergency Business Assistance Grants
Informational

ISSUE

This staff report provides an update on the status of the City's COVID-19 Emergency Business Assistance Grants.

BACKGROUND INFORMATION

On May 8, the Oregon Business Development Department (Business Oregon) announced the availability of matching funds to provide financial assistance to small businesses and microenterprises that have been adversely impacted by the COVID-19 pandemic. City Staff identified \$25,000 in Planning and Development Department funds in the FY 20 budget that were likely to not be spent. On May 18, the City submitted an application for funding to Business Oregon, and on May 28 we were informed that Business Oregon was intending to award a grant.

On June 11 we received the contract for the grant and the following day sent out publicity to local businesses and requested that the Stayton-Sublimity Chamber of Commerce and Revitalize Downtown Stayton assist by sharing publicity with their mailing lists. In order to make sure that funds from the FY 20 budget were disbursed before June 30, potential applicants were given until June 19 to submit applications.

By the deadline for submittal of applications, the City had received 21 applications. There was one application received after the deadline. Of the 21 applications received in a timely manner, four were from businesses that said they had received federal PPP or EIDL funding and therefore were not eligible for this funding.

Of the 17 other applications, 2 were determined to not be properly registered with the Secretary of State's office and therefore are not eligible for this funding.

Of the remaining 15 applications, one had not experienced the required 50% decline in revenue and therefore was not eligible and one has not yet submitted the necessary documentation that their revenue declined by 50% in March and April compared to January and February.

Grant award letters were sent to 13 businesses, all of which have accepted the grant and provided the necessary documentation. The week of June 29 checks were mailed to these businesses for a total of \$41,526.07.

Assuming that the business with missing information gets it submitted and it shows the necessary decline in revenue, then the total grant award amount will be \$44,026.07.

Nine of the 13 grants were for \$2,500. Three business provided documentation of their fixed expenses and received between \$3,000 and \$5,000 each. One business, with more than 10 employees received \$7,500. Four of the recipients were 501(c)(3) non-profit organizations.

Of the for-profit businesses, all but one had fewer than 5 employees, and 7 of the 9 are woman-owned enterprises.

Grants have been provided to:

- Break the Chain Apparel
- Santiam Ballet Academy
- Not So Shabby Consignment
- Santiam Heritage Foundation Inc
- Revitalize Downtown Stayton
- Shearendipity Salon
- Covered Bridge Café
- Charlene Vogel Photography
- New Growth Ministries/Santiam Teen Center
- Dirk's Barbershop
- Aumsville Community Theatre
- What the Quirk
- Praise Painting