

To: BCRD Staff, BCRD Board of Directors  
From: Mark Davidson, Executive Director  
Date: August 25, 2021  
Re: COVID-19 Policy and Protocol Updates



Throughout the COVID-19 pandemic BCRD has followed safety protocols and guidance as spelled out in the October 28, 2020, COVID-19 policy. We also developed a decision matrix (see matrix below) to provide guidance for patrons use of BCRD facilities and programs at the Community Campus. Lastly, we have developed specific COVID-19 protocols for each of our sports programs throughout the year.

This past spring and summer began on an optimistic trajectory – widely available effective vaccinations to protect against COVID-19. Despite a high vaccination rate (over 80%) in Blaine County, we have experienced increases in COVID-19 infection rates in vaccinated and unvaccinated individuals. As we look ahead to the coming fall and winter, we are anticipating the need to reinstate COVID-19 protocols to protect our staff, patrons, and children participating in BCRD programs against COVID-19 and related variants.

For staff and visitors to BCRD at the Community Campus face coverings will be required in all common spaces, per Blaine County School District policy. Face covering requirements will vary based on Blaine County community levels of COVID-19 transmission as defined by [CDC COVID Data Tracker](#).

**Exceptions are allowed under the following circumstances:**

- When you are alone with no others present
- When working with other staff who are fully vaccinated, appropriate physical distancing can be maintained and all individuals are comfortable without face coverings.
- Persons with medical conditions preventing them from wearing a face covering or religious exemption, with appropriate documentation, Staff should contact Lindsey Larrivee, Director of Operations.

**Taking care of yourself and others**

- Be vaccinated.
- If you are sick, stay home, and communicate with your supervisor.
- If you exhibit symptoms that could be attributed to COVID-19, get tested and follow the advice of a health care professional. Stay home for at least 72 hours or until you receive a negative test result. Be sure that symptoms are gone before you return to work.
- If you test positive for COVID-19, stay home for at least 10 days from when symptoms first appeared. Be sure that symptoms are gone before you return to work.
- If you have been exposed or in close contact\* to someone who tests positive for COVID-19 or exhibits symptoms of COVID-19 and you are vaccinated and you do not exhibit symptoms, wear a mask in public and at work for 14 days from the time of exposure or until you get a negative test result (3-5 days after the exposure).

\*Close Contact (defined as being within 6 feet for a cumulative total of 15-minutes or more over a 24-hour period with someone who has tested positive)

**Working at Home**

The nature of BCRD’s work involves many shared public spaces, and many jobs require direct customer interactions at the Community Campus, on the trails, and at other locations. Please consult your direct supervisor and/or the Executive Director with any questions regarding working from home given your particular job duties. For employees who are not required to be physically present at their job site, working from home is allowed with consultation from your supervisor. If you have particular risk factors that necessitate you working from home, please contact your direct supervisor to make accommodations.

**BCRD Programs, Services, Trails, and Facilities**

BCRD will continue to ensure that programs, services, trails and facilities run safely for staff, patrons, volunteers and partners. Closures or discontinuation of BCRD programming and operations will be evaluated daily, by department leads, and communicated to staff, Board of Directors, volunteers, and patrons as merited. The decision to close facilities or

limit programming will be made by the BCRD Executive Director in consultation with staff and the BCRD Board of Directors. Potential decisions will be informed by direct recommendations from South Central Public Health District or mandates by the Cities (Bellevue, Hailey, Ketchum, and Sun Valley), Blaine County, the State of Idaho, or Federal Agencies (Bureau of Land Management and U.S. Forest Service). These decisions are informed by local testing data gathered by South Central Public Health District and risk levels based on the Blaine County COVID-19 dashboard.

BCRD programs at the Community Campus will operate according to the protocols set forth in the COVID-19 Program Matrix. The decision to close any or all operations at the Community Campus will be coordinated with the Blaine County School District, the College of Southern Idaho, and the other partners at the Community Campus. Requests for cleaning services at the Community Campus will be coordinated by Program Leads.

The Nordic trails will remain open and grooming operations will continue unless otherwise indicated. All trailheads and parking areas to Nordic trails will be maintained to ensure safe access and all efforts will be made to implement all protocols for managing winter activities.

### **Organizational Readiness**

Thank you in advance for adhering to the following list of items related to organizational readiness in preparing and reacting to this dynamic situation:

- Internal communication. Please ensure all of your email and cell phone devices are functional. You can expect any formal communication regarding closures or status updates ongoing to come directly from the Executive Director via email. You can also expect ongoing communication directly from your manager. If you need immediate information at any time, don't hesitate to contact your direct supervisor or Mark Davidson via cell at (208) 720-2475. Department Leads will assume responsibility for ensuring all relevant communications are extended to ALL employees in their respective departments.
- External communication. If any staff is contacted by the media, please forward requests to the Executive Director and Communications Manager, do not make direct statements to the media unless otherwise directed. Communications regarding impacts to available programs, services, trails, or facilities will be handled in coordination with the Communications Department and relevant Department Leads.
- Preparing for a closure: In the event of a closure or break in services to the public, the Executive Director will work with Department Leads to formally communicate any further options to all staff working from home. Please make all plans to ensure your productivity and access while working from home. That readiness will vary by position but could include computer equipment, access to needed documents, office supplies, forwarding of BCRD phone, access to webmail, access to supplies etc.
- Tracking COVID-19 expenses: The Finance Department will document any additional expenses related to COVID-19, as well as processes within the department. Please properly document expenses that are a result of COVID-19. This documentation will allow the Finance Department to prepare to apply for any government support funds that may be approved in the future. The Finance Department will send out any further instructions via email regarding this process as needed.

### **BCRD Compensation/Sick Leave**

Please respect your fellow employees and community members and do not come to work if you are sick for any reason. For employees with Paid Leave, please consult your supervisor if you are concerned with accrued sick leave hours. Supervisors may seek approval from the Executive Director in the case of illness.

In the event of a BCRD program, service, or facility being closed, some hourly employees without Paid Leave scheduled to work (i.e. HUB counselors, some Front Desk staff, Fitness Instructors) may be concerned about lost compensation. The BCRD Executive Director and the BCRD Board of Directors will consider options to compensate impacted employees for previously scheduled work hours during some period of interruption if that situation were to present itself.

### **Transactions Related to Interruptions in Service or Access**

In the event of an interruption in programs, services or facilities, patrons of BCRD may have questions regarding transactions for ongoing services. Examples might include refunds or credits for interrupted services. The Executive Director will work with all Department Leads to consider options in the future and communicate all decisions to the

broader team. It is our hope and intention to retain all of our existing volunteers, patrons and customers and ensure an exceptional long-term relationship.

### 2021-2022 COVID-19 Programs Matrix

This updated matrix follows Blaine County’s COVID-19 dashboard which follows the South-Central District Health Risk Level plan. BCRD will also consider information from the CDC to inform decisions and restrictions related to COVID-19 and any variants. Information sources listed below.

	Green	Yellow	Orange	Red
Indoor Playground	Open	Cleaning protocols, masks recommended, and physical distance required	Cleaning protocols, masks and physical distance required.	Cancel
FitWorks	Open	cleaning protocols, masks recommended, and physical distance required	Cleaning protocols, asks and physical distance required no more than 20 people in gym	Masks and physical distance required, no more than 10 people in gym
Open Gym	Open	Masks recommended and physical distance required	Masks and physical distance required no more than 25 people in gym	Masks and physical distance required, no more than 15 people in gym
Youth Basketball	Open	Masks recommended, scrimmages allowed within cohort, spectators allowed if able to maintain physical distance	Masks and physical distance required, scrimmages allowed within cohort, no spectators.	Masks and physical distance required; drills and skills only, no spectators.
Indoor Soccer	Open	Masks recommended, and physical distance required	Masks and physical distance required no more than 25 people in gym	Cancel
Pickleball	Open	Masks recommended, and physical distance required	Masks and physical distance required no more than 25 people in gym	Cancel
Gym Rentals	Open	Masks recommended, and physical distance required	Masks and physical distance required; no more than 25 people in the gym	Cancel
Youth Soccer	Open	Masks while on sidelines	Masks required while on sidelines	Masks required while on sidelines

Blaine County: [Blaine County COVID-19 Dashboard](#)

South Central District Health: [SCPHD Regional Risk Level Plan](#)

CDC: [CDC COVID Data Tracker](#)