

**Parks & Recreation Emergency Preparedness Plan**

#  **Emergency Operation Support center**

#  **Main #520-382-1950 or Moble 520-977-5214**

**The Parks and Recreation Department wants to keep Town parks safe and clean to ensure safe passage for our constituents. To accomplish this goal, the Department has prepared a plan and designated staff to certain areas throughout the Town of Marana Parks.**

* Department Head will relay information to the Emergency Operation Support Center (EOSC) located at Marana Parks Ora Mae Harn District Park Maintenance Center
* Parks Superintendent, Supervisors, and all Parks Staff will report to the Emergency Operation Support Center (EOSC) to receive direction.
* Recreation Superintendent and all Recreation Supervisors and Programmers will report to the Parks & Recreation Administration office to receive direction.
* Administration staff will take incoming calls to EOSC and direct them to the Parks and Recreation Superintendents for assignment to appropriate staff.
* Supervisors are assigned areas of responsibilities, tasks, and will assemble response teams.
* In case of electronical device failure, documentation forms will be provided in order to insure all tasks are recorded.
* All equipment & vehicles must be fueled daily.
* All staff shall be available for on call and extended hours.
* Supplies will be provided to support field staff. Water, dry goods, P.P.E. gear, and sanitation products.
* Parks Maintenance and Recreation staff will be prepared to support all Town Departments.

**The following equipment & materials are stationed in three locations:**

**OMH Yard CSDP Yard HRP**

-Front Loader -Front Loader -Front Loader

-Backhoe -ToolCat w/ Broom -4 seat Kubota

-Dump Trailer -Kubota -ProGator

-Chipper w/ truck -ProGator -Waterdog

-Workman w/ bucket -Turf Gator

 -ProGator -Pressure Washer

 - Kubota

 -Turf Gators

 -Pressure Washer

**Parks Maintenance Emergency Preparedness**

**Plan Staff Work Schedule**

To further protect the safety of the public and Town of Marana staff in response to the COVID-19 pandemic, Mayor Ed Honea has issued a second amendment to the Town of Marana Mayoral Proclamation of Emergency. Effective at 8:00 a.m. on March 23, 2020, until midnight on April 10, 2020, unless otherwise extended by proclamation, all Town of Marana buildings, service counters, and lobbies are hereby closed to use and occupancy by members of the public, except for the Marana Municipal Court and the Marana Police Department, which will remain open for public access, with limitations.

* Working hours, whether working from home or at work are 6:00am – 2:30pm.
* 2nd shift 1:00pm- 9:30pm
* All staff is responsible for keeping interactions to a minimum and following appropriate spacing requirement.
* Essential employees who cannot telecommute will continue to work as usual in their usual locations. Those who can telecommute - both essential and non-essential - will work from home via available electronic means. Employees who cannot telecommute will be on Town-assigned administrative leave with pay (time should be reported as time worked through ESS), but must be available by phone or email between 6 A.M. and 2:30 P.M., Monday-Friday, or for a schedule appropriate to their duties. For non-exempt (hourly) employees, please establish a set meal break compliant with the Town personnel policies. Vacation and MTO/Sick Leave still apply for when employees are not available during their regularly scheduled work time. Identified essential employees are expected to cancel personal leave with supervisor approval for non-medical reasons in order to continue operations.

 **Parks Staff Work Schedule**

 **Parks Division:**

* Superintendent: David Herman- Will work remotely from home and intermittently come to the office as needed.

**Team A- Work Schedule: Team B- Work Schedule:**

**March 30-April 3 April 6-10**

**Team A-Parks Team B- Parks**

Supervisor: Donna Chambers Supervisor: Nathan Jansky

-Tina Gerstner III -Ramon Miranda III

-Dale Stevens III -Arturo Fontes III

-Jesus Carrillo III -Rene Romero III

-Carlos Ochoa III -Ruben Cruz III

 -Brett Tetzlof III -Jeremy Ginn, Irrigation

 -Fernando Grijalva, Irrigation

**\*Supervisor** Steve Montaño **March 28-April 1 April 4-8**

**Team C-Nightshift 1pm-9:30 Team D- Nightshift 1pm-9:30**

**March 28-April 1** **April 2-6**

-Adam Huff I -Jesse Stokes I

-Steven Bejarano I -Corey Stillings I

-Ellen Sedig I -Bay Ou II

**Team C-Nightshift 1pm-9:30 Team D- Nightshift 1pm-9:30**

**April 7-11**  **April 12-16**

-Adam Huff I -Jesse Stokes I

-Steven Bejarano I -Corey Stillings I

-Ellen Sedig I -Bay Ou II

**Team E-Weekend AM Team F- Weekend AM**

**March 28- April 1**  **April 4 - 8**

-John II -Mike

\*Michael (Scotty) Thoma II 3/28-3/30 \*Michael (Scotty) Thoma II 4/4 &4/5

\*Floater

* All administrative staff will work remotely from home and may intermittently come to the office as needed. Office extensions will be forwarded.

**Director and Deputy Director**

* Director and Deputy Director will work remotely from home two days per week and in the office three days (rotating days off). Director in office MWF, Deputy Director in office TWT

**Town of Marana Parks Contact List:**

 **Town Phone Numbers Cell**

* Jim Conroy, Director 520-382-1968 520-749-8346
* Wayne Barnett, Deputy Director 520-382-1954 520-870-9192
* EOSC Main 520-382-1950
* Teri Vasquez 520-382-1953 520-909-6887

**Parks Maintenance**

* David Herman, Parks Superintendent 520-382-1955 520-977-5214
* Donna Chambers, Supervisor 520-382-3483 520-940-7882
* Nathan Jansky, Supervisor 520-382-3484 520- 909-7211
* Steve Montaño, Supervisor 520-382-1965 520-840-1301
* Jeremy Ginn, Irrigation 520-235-1012
* Fernando Grijalva, Irrigation 520-891-0608
* Jesus Carrillo III 520-909-7151
* Carlos Ochoa III 520-909-6365
* Ruben Cruz III 520-909-7047
* Dale Stevens III 520-909-6868
* Ramon Miranda III 520-909-7496
* Brett Tetzlof III 520-704-0243
* Rene Romero III 520-909-7716
* Tina Gerstner III 520-909-7739
* Arturo Fontes III 520-940-7886
* Michael (Scotty) Thoma II 520-909-7267
* Michael Woelk II 520-909-7551
* John E. Smith II 520-909-7861

**Park Maintenance Night Shift**

* Adam Huff I 520-591-7666
* Steven Bejarano I 520-240-1424
* Ellen Sedig I 520-240-2161
* Jesse Stokes I 520-235-8139
* Corey Stillings I 520-349-9346
* Bay Ou II 520- 909-7312
	+ Marana Police Dispatch 520-682-4032

**Recreation Emergency Preparedness**

**Plan Staff Work Schedule (COVID-19)**

**SCHEDULE & ROLES:**

* **Recreation Superintendent** | Telecommute and intermitted office time as needed.
	+ Communicate to direction to recreation staff. Coordinate tasks, schedules and implementation of projects as needed.
	+ Support in areas of staff vacancies.
* **Recreation Supervisors** | Telecommute with rotating day at Kids Camp (8AM – 5PM)
	+ Supervisor on duty at Kids Camp for essential employees. Interact with staff and youth participants. Maintain a 1:20 adult/child ratio. Make decisions as needed
	+ Preform administrative duties for program areas (i.e.: roster management, instructor communication, projects as needed)
* **Recreation Programmers** | rotating 4/10 schedule (7AM – 5 PM)
	+ Programmer on duty for Kids Camp for essential employees. Plan and organize various program activities for program participants. Maintain 1:20 adult/child ratio.
* **Customer Service Clerks** | Rotating phone and email coverage (8AM-5PM)
	+ Maintain customer inquiries via phone and email. Collaborate with Business Process Supervisor to complete administrative support tasks.
* **Maintenance III – Trail Crew** | 4/10 work schedule (Mondays-Thursdays)
	+ Maintain refuse removal and restrooms sanitation at trailhead. Perform various sweeps on trails and resolve immediate safety risks. Collaborate with Outdoor Recreation Supervisor for direction on projects or tasks.
* **Recreation Aides and Head Lifeguard** | On-Call Status
	+ Available as needed.

**Recreation Full Time Employees (FTE) Town Phone Cell Phone**

* Corey Larriva, Recreation Superintendent 520-382-1959 520-370-2037
* Matthew Christman, Recreation Supervisor 520-382-1963 520-940-0754
* Kevin Goodrich, Recreation Supervisor 520-382-3498 520-471-0255
* Julie Mudd, Recreation Supervisor 520-382-3496 520-307-3626
* Bob Stinson, Recreation Supervisor 520-382-1958 520-307-0025
* Olivia Salazar, Recreation Programmer 520-382-1967 520-940-7869
* Mollie Bunch, Business Process Supervisor 520-382-3495 520-975-6004
* Yvonne SantaCruz, Recreation Programmer 520-382-3482 520-309-7096
* Tammy Burchett, Recreation Programmer 520-382-1956 520-419-0221
* Kim Warner, Maintenance III (Trails) NA 208-251-5335
* Elizabeth Castro, Customer Service Clerk 520-382-1950 520-975-8363
* Nicollette Salazar, Customer Service Clerk 520-382-1950 520-450-1565

STT Employees Contacts attached

**Team T.O.M. Kids Camp**

**Program Description:**

*Town of Marana Day Camp was created for employees in efforts to maintain essential services during the COVID-19 pandemic. Please note, the program is not designed as licensed childcare and is being offering as an emergency service.*

*Team T.O.M. Day Camp is only available for children of employees who are providing essential services and are unable to telecommute. Youth will be participating in both indoor and outdoor activities in the Marana Community Center and Ora Mae Harn Park. Activities will include crafts, open play, playground time, PE-style games, and down time (i.e.: Movie).*

*Hand washing reminders are built into the schedule and staff will clean tables, chairs, and supplies three times each day.*

*Participant Notices:*

* *Participants are asked to wear closed-toed shoes, bring a water bottle, hat, and sack lunch with extra snacks.*
* *Microwaves and refrigerators will be available.*
* *Children must be potty-trained and self-reliant.*
* *Any child exhibiting cold/flu symptoms will not be allowed to attend camp.*
* *This is not a licensed childcare facility.*
* *Program will maintain at least a 1:20 adult/child ratio*
* *Check-in is between 8 AM - 10 AM.*
* *Ages: 5-12*

Program Implementation Plan:

**First Two Weeks** | Monday – Friday (8am-5pm) | Daily Staffing: 1 supervisor, 1 programmer; 2 recreation aides

Proposed Schedule (lobbies open):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Mondays** | **Tuesdays** | **Wednesdays** | **Thursdays** | **Fridays** |
| (1) Supervisor | (1) Supervisor | (1) Supervisor | (1) Supervisor | (1) Supervisor |
| (1) Programmer | (1) Programmer | (1) Programmer | (1) Programmer | (1) Programmer |
| (1) Clerk  | (1) Clerk  | (1) Clerk  | (1) Clerk  | (1) Clerk  |
| (1) AM Rec Aide | (1) AM Rec Aide | (1) AM Rec Aide | (1) AM Rec Aide | (1) AM Rec Aide |
| (1) PM Rec Aide | (1) PM Rec Aide | (1) PM Rec Aide | (1) PM Rec Aide | (1) PM Rec Aide |

After first two weeks, asses program usage and goals. Evaluate effectiveness and implement alternative schedule if necessary or based on new direction. *(i.e.: COVID-19: Reduced staff and in-person interface)*

**Reduced Staff Program Model**

Monday & Wednesdays (8am – 5pm) | Daily Staffing: 1 Supervisor, 1 Programmer

Proposed Schedule (Lobbies Closed):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Mondays** | **Tuesdays** | **Wednesdays** | **Thursdays** | **Fridays** |
| (1) Supervisor | All Staff Telecommute | (1) Supervisor | All Staff Telecommute | All Staff Telecommute |
| (1) Programmer |  | (1) Programmer |  |  |