



County of Santa Clara

Parks and Recreation Department

298 Garden Hill Drive
Los Gatos, California 95032-7669
(408) 355-2200 FAX (408) 355-2290
Reservations (408) 355-2201

www.parkhere.org

June 3, 2020

Jaime Velez, Director of Rowing
Los Gatos Rowing Club
10000 Alma Bridge Road,
Los Gatos, CA 95030

Subject: Approval for the Re-opening of the Rowing Facility

Dear Mr. Velez:

Thank you for the submission of your proposal for the re-opening of the rowing facility at Lexington Reservoir to the Department for review.

The Santa Clara County Parks and Recreation Department is hereby authorizing the Los Gatos Rowing Club to reopen the rowing facility for Phase 1 (as Phase 1 is defined in your proposal memo, dated 6/1/2020) effective Friday, June 5, 2020 per the Santa Clara County Health Orders and the attached Protocol.

As a condition of this re-opening approval, you are required to post the Protocol, Appendix A, this memo, and the required signage (as mentioned in Appendix A) at your site.

To reduce overcrowding of the site, parking shall be limited to the Los Gatos Rowing Club members only at this time. Please ensure that the following conditions will always be met:

- Posting of signage to inform the public that the access to the site and the parking lot is available for only the LGRC members at this time.
- Closure and opening of the gate to the parking lot before and after operation each day by LGRC staff.
- If unauthorized vehicles are in the lot when closing occurs, the Rowing Club will be responsible for reimbursement to County Parks for any staff/operational expenses associated with resolving the unauthorized use.
- Any proposed changes of your modified operations must be submitted in writing to the Real Estate Services Group, attention to Sophie Duong (sophie.duong@prk.sccgov.org).
- You are required to monitor all advisories and directives from the CDC, WHO, County Health Officer, and seek written approval from the Parks and Recreation Department to modify operations as outlined in this approval.



Any violations of the Health Orders or repeated non-compliance of the attached Protocols will result in the cease of operations for the rowing facility.

Sincerely,

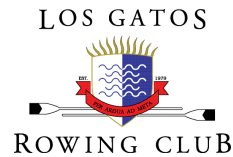
Don Rocha

Don Rocha, Director
Santa Clara County Parks and Recreation Department

Attachments: LGRC Protocols Under COVID-19
Social Distancing Protocols (Appendix A)

Cc: Sophie Duong, Real Estate Agent
Robin Kohn, Senior Real Estate Agent
Tim Heffington, Principal Real Estate Agent
Ali Famalett, Senior Park Ranger
Frank Weiland, Park Ranger Supervisor
Flint Glines, Park Ranger Operations Manager
Anthony Sanchez, Senior Park Maintenance Worker
Mike Will, Park Maintenance Services Manager





Los Gatos Rowing Club Protocols Under Covid- 19:

Date: 6-1-20

In addition to the Social Distancing Requirement placed by the County Order, the following policies and expressed procedures must be adhered to at all times by all members at Los Gatos Rowing Club (LGRC).

LGRC staff will be present to assist with and monitor compliance with the current guidelines listed below. These are the minimum guidelines required of the facilities. This Protocol is subject to change, based on updated State or County directives related to COVID-19. Members who fail to adhere to the requirements will be asked to leave the property. Staff Members will help manage, sanitize and oversee the use of the boathouse, surrounding area, dock and water way. Information regarding all protocols and procedures will be communicated to our employees, members, and will also be posted on the website for both public and private use.

Hours of Operation

Hours of operation will be limited to ensure social distancing and the Health Order compliance can be properly monitored. LGRC staff will be present on site to open and manage the boathouse:

Phase 1: from 5:45am to 10am, daily.

Reservations and Fees

LGRC Members will use the online Google form reservation system to reserve a time slot for arriving at the boathouse and launching their boat. Timeslots will be limited to no more than 12 people for every 30-minute time block to ensure social distancing. Members will be able to use their personal cell phone device to sign in and out at the boathouse, or use the club sign-out tablet, which will be disinfected after every use. No fees will be collected.

Boathouse Use Procedures

1. Members that are exhibiting Covid-19 symptoms, have Covid-19, or have been exposed to a person with Covid-19 are not allowed to enter the boathouse.
2. Members will be required to wear facemasks while at the boathouse.
3. Employees will wear facemasks as part of their required uniform and gloves will be required in customer contact positions
4. Signage will be placed appropriately throughout and around the boathouse property reminding members of all requirements
5. Members are required to practice social distancing
6. Members are required to clean/disinfect any surfaces they touch.

7. Restrooms will be sanitized after every use by the member and/or an LGRC employee.
8. LGRC will provide the necessary cleaning products, hand sanitizer and a hand wash station for members and employees to use.
9. All staging and preparation to launch will be done outside of the boathouse on the tarmac to allow for social distancing.
10. No activities will be allowed inside the boathouse.
11. Members will only be allowed inside the boathouse to retrieve their single person rowing shell and oars and will stage outside the boathouse.
12. No more than six singles (single person rowing shells) will be allowed on the dock at any one time for launching or returning.
13. All general use land equipment (matts, rollers, ergometers, and bands) will be off limits and covered to prevent use by members.
14. Members observed out of compliance will be reminded to adhere to all protocol.
15. Members who repeatedly ignore these requirements will have their rowing privileges revoked.

Multi -Phased Reopening Plan

Social distancing must be maintained throughout the rowing experience by all persons who are not members of the same household. This includes but is not limited to: *per State order, rowing is limited to “singles” rowing shells. The Multi – Phase Reopening process. Below is the first Phase. Subsequent phases will be dictated by future, yet to be determined County Guidelines.

Phase 1 (Phase Duration – Until allowed by order of the County):

Adult members can row in their personal privately owned single rowing shells from 5:45 to 10am with a LGRC Staff member on site to monitor, manage, and sanitize as necessary. Boats and other equipment will be sanitized by the club member and/or the LGRC employee after each use. No more than 12 members will be allowed at the boathouse at any given time (this does not include members that are out on the water rowing).

Social Distancing Protocol
COVID-19 Site-Specific Protection Plan



Business Name: Los Gatos Rowing Club
Facility Address: 10,000 Alma Bridge Road, Los Gatos, CA 95030
This Protocol was most recently updated on: 5-20-20
Maximum number of people allowed in facility at any time: 12
Total Facility Square Footage: 7920
Total Facility Square Footage Open to Public: 7920

The Person Responsible for Implementing this Protocol

Name: Jaime Velez **Title:** Director of Rowing
Phone number: 408-375-8681 **Email Address:** jaime@lgrc.org

Businesses **must** implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is inapplicable to the business.

Signage and Distribution:

- ✓ Post signage at each public entrance of the facility to inform personnel and customers of the following:
 - ✓ Do not enter the facility if you have COVID-19 symptoms;
 - ✓ Maintain a minimum six-foot distance from others, including when in line;
 - ✓ Sneeze and cough into a cloth or tissue or, if not available, into your elbow;
 - ✓ Face coverings required to enter (except if 6 years of age or under or medically inadvisable);
 - ✓ Do not shake hands or engage in any unnecessary physical contact.
- ✓ Post signage at appropriate locations throughout the facility reminding customers to maintain social distance.
- ✓ Post a copy of your COVID-19 PREPARED Sign and Social Distancing Protocol Visitor Information Sheet at each public entrance to the facility where staff and customers can easily view them.

Personnel Training:

- ✓ Copies of this Protocol will be distributed to all personnel.
- ✓ Personnel are trained on [COVID-19 information from the CDC](#), how to prevent COVID-19 from spreading, who is especially vulnerable to the disease, and when to seek medical attention.
- ✓ Personnel are trained on screening themselves for COVID-19 symptoms, including temperature and/or symptom checks using [CDC guidelines](#).
- ✓ Personnel are trained on the need to stay home and get tested if they have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.

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Personnel Training (continued)

- ✓ Personnel are trained on [County guidelines](#) for when it is safe to return to work if they are symptomatic or have tested positive for COVID-19.
- ✓ Personnel are trained on the need for frequent handwashing with soap and water, proper use of face coverings, the importance of social distancing, and other measures in this Protocol.
- ✓ Personnel are encouraged to get tested for COVID-19 in accordance with County guidance and given information on test locations: <https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx>.
- ✓ Personnel have been informed that they can contact the County Office of Labor Standards Enforcement to report any deficiencies in compliance with Social Distancing Protocol requirements by this business:

Office of Labor Standards Enforcement Advice Line: 866-870-7725

- ✓ Personnel are trained on new or modified measures immediately upon updating this Protocol.

Optional—Describe other measures:

Individual Control Measures and Screenings:

- ✓ All personnel who can carry out their work duties from home have been directed to do so and are doing so.
- ✓ All workers have been directed not to come to work if sick or exhibiting symptoms of COVID-19.
- ✓ All employees are given temperature and other COVID-19 symptom screenings at the beginning of their shift, and all other vendors, contractors, and other workers are screened before entering the facility.
- ✓ Require all persons to properly wear face coverings at all times in the facility (except if 6 years of age or under, medically inadvisable, or the face covering would create a safety hazard for workers under established health and safety guidelines).

Optional—Describe other measures:

Handwashing and Hand-Sanitizing Protocols:

- ✓ Encourage frequent handwashing and use of hand sanitizer and provide frequent breaks for handwashing.
- ✓ Soap and water are available to all personnel at the following location(s): **Had Wash Station, Restrooms** Click or tap here to enter text.
- ✓ Hand sanitizer effective against COVID-19 is available to all frontline staff as well as to other personnel at the following location(s): **At cleaning supply table at front door**
- ✓ Hand sanitizer and/or soap and water are available to the public at or near the facility entrance, at checkout counters, and at various locations throughout the facility to enable the public and staff to frequently clean their hands.

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Handwashing and Hand-Sanitizing Protocols (continued)

Ensure that handwashing and other sanitary facilities are operational and stocked at all times.

Optional—Describe other measures:

Thoroughly and regularly clean high traffic areas and frequently disinfect high-contact surfaces (including doorknobs, handrails, counters, tables, checkout areas, cash registers, telephones, etc.).

Break rooms, bathrooms, and other common areas are disinfected frequently, on the following schedule:

Break rooms:

Bathrooms: clean after use

Other ():

Disinfectant and related supplies are available to all employees at the following location(s):
at cleaning supply Station.

Disinfecting wipes that are effective against COVID-19 are available for use by customers and personnel near shopping carts and baskets.

Staff are assigned to disinfect carts and baskets regularly.

Shared equipment and touchable surfaces like payment portals and pens are disinfected after each use.

Adjust stores hours to provide adequate time for cleaning and stocking with social distancing, and provide time for workers to clean between shifts.

Optional—Describe other measures:

Measures to Maintain Social Distancing:

To allow adequate social distancing (6 feet minimum) at all times and comply with any occupancy limitations in the Order, limit the number of people in the facility at any one time to 12 (see applicable County guidance or directive for your facility type).

1. Total square footage of the facility: 7920
2. Total square footage open to the public: 7920

Post an employee near the door to ensure that the maximum number of customers is not exceeded, that all customers are wearing face coverings to enter (except children 6 years of age or under or persons for whom face coverings are medically inadvisable), and that customers comply with other provisions of this Protocol. Ensure that this employee is more than 6 feet away from customers to maintain adequate social distance.



Measures to Maintain Social Distancing (continued)

- Place additional limitations on the number of workers in enclosed areas of the facilities (such as the break rooms) to ensure at least six feet of separation.
- Place per-person limits on goods that are selling out quickly to reduce crowds and lines.
Explain: [REDACTED]
- Place tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- Separate order areas from delivery areas to prevent customers from gathering.
- Minimize exposure between cashiers and customers through social distancing or use of barriers where social distancing cannot be maintained. Describe:
[REDACTED]
- Increase remote (online and telephone) purchasing, delivery, and curbside pickup service options.
- Instruct staff to maintain at least six feet of distance from customers and from each other, except staff may momentarily come closer when necessary to accept payment, deliver goods or services, or perform a job duty.
- Stagger personnel breaks, in compliance with wage and hour regulations, to maintain adequate social distancing.
- Minimize any in-person meetings and adjust those that are necessary to ensure adequate social distancing.
- All desks or individual workstations are separated by at least six feet.
- Reconfigure, restrict, or close break rooms and other common areas to maintain social distancing.
- Optional—Describe other measures:

Measures to Prevent Unnecessary Contact:

- Close all public seating areas.
- Prevent people from self-serving any food-related items, including from food bars, bulk-item bins, and shared containers in breakrooms. Discontinue product sampling.
- Do not allow customers to use their own cups or other reusable food containers from home for takeaway.
- Require customers using reusable bags from home to bag their own groceries or prevent use of reusable bags from home. Describe:
[REDACTED]

Social Distancing Protocol
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Measures to Prevent Unnecessary Contact (continued)

- Provide contactless payment systems if possible.
- Optional—Describe other measures (e.g. providing senior-only hours):
we do not sell or purchase goods.

Compliance Procedures:

- Regularly evaluate the workplace for compliance with this Protocol and document and correct deficiencies.
- Personnel have been informed that they can call the **County of Santa Office of Labor Standards Enforcement at 1-866-870-7725** to report any deficiencies in compliance with Protocol requirements.
- Customers are informed that they can report any deficiencies in compliance with Protocol requirements to **County of Santa Clara Office of the District Attorney** at www.santaclara-da.org or pubhealthreferral@dao.sccgov.org.

Describe additional health and safety measures implemented for this facility:

Our Rowing Club is not open to the public. You must be a member of the club to be able to use our facility. No activities will take place inside the boathouse. Member will only use their private equipment out on the reservoir. The boathouse is just storage.

Certification

I, **Jaime Velez**, affirm that all information in this Social Distancing Protocol is true and accurate to the best of my knowledge, that all employees will be provided a copy of this Protocol and receive trainings as required in this Protocol, that copies of the COVID-19 PREPARED Sign, Social Distancing Protocol Visitor Information Sheet, and signage will be posted as required herein, and that all applicable measures are being implemented as set forth herein.

Jaime Velez

Name

Signature

Social Distancing Protocol

Visitor Information



Last updated:

Business Name: _____

Facility Address: _____

The maximum number of people allowed in this facility to ensure that people are easily able to maintain six-foot social distancing, or as required by the Order, is 12.
The total square footage of this facility is 7920.
The square footage of this facility open to the public is 7920.

Summary of Customer-Facing Requirements

- Handwashing facilities or sanitizer is available near the facility entrance.
- An employee is posted at or near the facility entrance to ensure the maximum number of customers is not exceeded and all persons are wearing face coverings.
- Tape or markings have been placed at least six feet apart where people form lines.

Learn More or Report a Complaint

To report a complaint about this or another business not following a Social Distancing Protocol, visit **www.santaclara-da.org** or email **pubhealthreferral@dao.sccgov.org**. To view the County Health Officer's Order and other information related to COVID-19, visit **sccgov.org/coronavirus**.

The person responsible for implementing this business's protocol is:

Jaime Velez

Name

jaime@lgrc.org

Email

Director of Rowing

Title

408-375-8681

Phone Number

COVID-19 Prepared



This business has completed a **Social Distancing Protocol** to prevent the spread of **COVID-19**.

For more information or to learn how to file a complaint, see this business's Social Distancing Protocol Visitor Information Sheet (required to be posted with this sign) or visit sccgov.org/coronavirus.

Santa Clara County
**PUBLIC
HEALTH**

