

**CITY OF LOS ANGELES**  
Department of Recreation and Parks

August 6, 2020

TO: Board of Recreation and Park Commissioners

FROM: Michael A. Shull, General Manager 

SUBJECT: DEPARTMENT OF RECREATION AND PARKS MAINTENANCE OPERATIONS RESPONSE DURING COVID-19

Summary

The Department of Recreation and Parks (RAP) maintains approximately 460 recreational facilities on a daily basis. Maintenance Operations' main priority is to provide a park that is safe, clean, and operating efficiently to serve the needs of park patrons.

During the current COVID-19 pandemic, RAP has developed guidelines to continue to provide safe and healthy recreational spaces and encourage safe practices for park patrons and employees working in park facilities. The guidelines include information on items, such as, using cleaning products to effectively disinfect common contact surfaces, wearing personal protective equipment, and practices for physical distancing.

Continued Maintenance

Although some park amenities continue to be closed, Maintenance Operations continues to clean and maintain building facilities, picnic areas, playground equipment, and performs general landscape and janitorial maintenance. Duties include replacing trash liners, mowing and edging, litter removal, pruning, pressure washing, line trimming, sweeping, and mopping. Maintenance continues to do regular cleanings and has increased the frequency of cleaning facilities with disinfectants in high traffic areas, such as, restrooms and hydration stations.

Maintenance for Public Restrooms

Public restrooms continue to be open during regular park hours even though most recreational buildings remain closed.

Maintenance Operations maintains all restrooms. These are cleaned thoroughly at least once per day in accordance with assigned tasks. All tasks are to be completed by 8:00 a.m. when restrooms are opened for public use. In addition, restrooms are inspected, sanitized (including all frequently touched surfaces), and restocked two (2) additional times throughout the day.

Maintenance staff is trained in the use of approved cleaning and disinfecting products and uses these products to clean and disinfect restrooms. Staff is instructed to only use products that are approved and provided by RAP.

#### Maintenance for Emergency Shelters

Maintenance Operations is providing 24-hour support at the shelters located in the recreational buildings.

A list of protocols has been established for staff to follow at these sites. Duties include cleaning all restrooms, both inside and outside of the recreation center, and common areas; restocking toilet paper, hand towels, toilet seat covers, and hand soap; emptying trash cans as needed; disinfecting of all handles, door knobs, drinking fountains, sink faucet handles, hand rails, and any other highly-touched surfaces throughout the facility on an hourly basis or as needed; cleaning kitchen area, sweeping and mopping, disinfecting counter tops and all serving tables as needed; and assisting with keeping the dormitory area clean.

#### Maintenance for Summer Play LA

Maintenance Operations is currently providing cleaning, sanitizing, and disinfecting 45 Summer Play LA sites. A task sheet is provided to staff to perform the scheduled maintenance and to keep track of all the work that was completed at these sites.

Duties include cleaning all restrooms, both inside and outside of the recreation center, and common areas; restocking toilet paper, hand towels, toilet seat covers, and hand soap; emptying trash cans as needed; routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched such as door knobs, light switches, drinking fountains, sink faucet handles, countertops, hand rails, desks, chairs, cubbies, and any other highly-touch surfaces throughout the facility on an hourly basis or as needed; and cleaning kitchen area; sweeping and mopping; and disinfecting counter tops and all serving tables as needed.

Cleaning and disinfection are conducted by staff who have been trained to use department approved products in a safe and effective manner. Staff training is ongoing to ensure procedures are followed correctly.