

Reopening Protocol for Trap and Skeet, Archery Range and Outdoor Recreation Shooting Facilities

Recent Updates: (Changes highlighted in yellow)

12/3/20:

- Face coverings must be worn by employees working in cubicles, including cubicles equipped with partitions. This is a temporary measure in compliance with the temporary HEALTH OFFICER ORDER issued on November 28, 2020. The requirement is effective from 12:01AM (PST) on November 30, 2020 through 11:59PM (PST) on December 20, 2020.
- At all times when eating or drinking, employees must maintain a 6-foot distance from others and should do so outdoors, if possible. Eating or drinking at a cubicle or workstation is preferred to eating in a breakroom.
- Screening of employees and visitors includes a check on whether the individual is currently under isolation or quarantine orders.
- Frequently touched surfaces are sanitized on an hourly basis.

The Los Angeles County Department of Public Health (Public Health) is calling on the public, all business owners and community organizations to support the reopening of businesses and public spaces. Through our collective Safer at Home efforts, we have successfully slowed the number of new COVID-19 cases and hospitalizations, allowing for a phased reopening of many aspects of regular life.

To aid in this transition, Public Health asks all archery and shooting range operators to take appropriate steps to plan for reopening, in alignment with the Recovery Plan. The following issues are critical and must be addressed to ensure that workers and players reduce the risk of spread at archery and shooting ranges:

- (1) Protecting and supporting employee and customer health
- (2) Ensuring appropriate physical distancing
- (3) Ensuring proper infection control
- (4) Communicating with the public
- (5) Ensuring equitable access to services

These critical areas have been incorporated into the checklist below and must be implemented as required archery and shooting range reopening protocols.

All Archery and Shooting Ranges must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.

Archery/Shooting Range Court name:

Facility Address:

A. RECOMMENDED RESTRICTIONS

- Visitors arriving at the establishment are reminded to wear a face covering at all times (except while eating or drinking, if applicable) while in the establishment or on the grounds of the establishment. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.
- Symptom checks are conducted before visitors may enter the facility. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing, fever or chills **and whether the visitor is currently under isolation or quarantine orders.** These checks can be done in person or through alternative methods such as on-line check in systems or through [signage](#) posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.
- Physical distancing of six (6) feet is required all times.
- Facility operator has placed delineators at sport stations to create a six (6)-foot distance between participants.
- No rentals are offered.
- Safety equipment (such as foam ear plugs, safety glasses) are disposable.
- Private lessons are allowed while practicing physical distancing. No group lessons are allowed.
- No tournaments are allowed.
- Doors, entrances, and/or gates remain open during normal operational hours.
- Payment of fees are done on-line and/or utilizing an outdoor facing window or door.
- Food and beverage offered on site is for grab and go only.

If Employees or Staff are present on site:

- All employees have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow DPH guidance for self-isolation and quarantine, if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
- Workers are provided information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on [government programs supporting sick leave and worker's compensation for COVID-19](#), including employee's sick leave rights under the [Families First Coronavirus Response Act](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's [Executive Order N-62-20](#).
- Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- [Employee screenings](#) are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and **whether the employee is currently under isolation or quarantine orders.** These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.
- In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer

should report this cluster to the Department of Public Health at (888) 397-3993 or (213) 240-7821. If a cluster is identified at a worksite, the Department of Public Health will initiate a cluster response which includes providing infection control guidance and recommendations, technical support and site-specific control measures. A public health case manager will be assigned to the cluster investigation to help guide the facility response.

- Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used. Employees need not wear a face covering when the employee is alone in a private office or a cubicle with a solid partition that exceeds the height of the employee when standing.
- In compliance with HEALTH OFFICER ORDER FOR CONTROL OF COVID-19: TIER 1 SUBSTANTIAL SURGE RESPONSE issued November 28, 2020, all employees must wear face coverings at all times except when working alone in private offices with closed doors or when eating or drinking. The exception made previously for employees working in cubicles with solid partitions exceeding the height of the employee while standing is overridden during the effective period of the temporary order, from 12:01AM (PST) on November 30, 2020 to 11:59PM (PST) on December 20, 2020.
- To ensure that masks are worn consistently and correctly, employees are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others. At all times when eating or drinking, employees must maintain at least a six-foot distance from others. When eating or drinking, it is preferred to do so outdoors and away from others, if possible. Eating or drinking at a cubicle or workstation is preferred to eating in a breakroom if eating in a cubicle or workstation provides greater distance from and barriers between workers.
- Employees are instructed to wash their face coverings daily.
- Employees have been reminded to adhere to personal prevention actions including:
 - Stay home when you are sick. Stay home for at least 24 hours after recovery, which means your fever has resolved without the use of fever-reducing medications and there is improvement in your symptoms (e.g., cough, shortness of breath), AND at least 10 days have passed since your symptoms first appeared.
 - Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer that contains at least 60% alcohol. Wash your hands before meals, after using the restroom and after coughing and sneezing.
 - Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately. If you do not have a tissue, use your elbow (not your hands).
 - Do not touch your mouth, eyes, nose with unwashed hands.
 - Avoid contact with people who are sick.
 - Avoid sharing items such as phones or other devices. If devices must be shared be sure to wipe them down with a disinfectant wipe before and after sharing.
 - Constantly observe your work distances in relation to other staff. Always maintain the recommended minimum 6 feet separation from others unless specific work assignments require less distancing and wear a face cloth covering when working near or with others.

- Disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared devices, and doorknobs. This should be done hourly during business hours.
- Copies of this Protocol have been distributed to all employees.

B. MAINTENANCE PROTOCOLS

- For indoor spaces ensure that the HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased.
 - Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in all working areas.
- Group gatherings are prohibited, and benches and tables are removed or cordoned off because they can't be used.
- Commonly used items are sanitized **hourly**.
- Commonly used equipment is sanitized **hourly**.
- Restrooms are sanitized **hourly**.
- Water fountains are available to fill water bottles only.

C. MONITORING PROTOCOLS

- Instructional and informational signage is posted throughout the facility regarding infection control, physical distancing and the use of face coverings.
- Facility Operators conduct periodic visits to monitor that players are complying with the restrictions.
- Players are asked to leave if not complying with these restrictions.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

**Archery/Shooting
Range Contact
Name:**

Phone number:

**Date Last
Revised:**
