



To: BCRD Staff, BCRD Board of Directors  
From: Mark Davidson, Executive Director  
Date: November 17, 2021  
Re: Covid-19 Policy and Protocol Updates

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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 have developed specific Covid-19 protocols for each of our youth programs throughout the year.

Last spring and summer began on an optimistic trajectory – effective vaccinations to protect against Covid-19 became widely available. Despite a high vaccination rate (over 80%) in Blaine County, we continue to experience significant Covid-19 infection rates in vaccinated and unvaccinated individuals. As we look ahead to the coming winter, we will continue to adhere to Covid-19 protocols as outlined in this policy to protect our staff, patrons, and children participating in BCRD programs against Covid-19.

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 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.
- Patrons who are actively exercising or recovering after exertion in the gymnasium, FitWorks, or fitness classes can do so without wearing a face covering upon showing proof of a Covid-19 vaccination at check in. See below for check in process. Proof of vaccination status may include your vaccination card or a photograph or photocopy.
- All patrons not actively exercising or recovering after exertion are required to wear face coverings. Any patron refusing to follow this requirement will be asked to leave.
- All other BCRD Covid-19 policies, and facilities usage rules remain in effect.

**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.

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 Wood River Trail and Nordic ski and snowshoe 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.

### **FitWorks Check-in process**

- **ALL** patrons exercising in FitWorks, studios, and gymnasium and participating in BCRD fitness programs will be required to check in at the BCRD front desk.
- Patrons wishing to exercise without a face covering will be required to show proof of a Covid-19 vaccination each time they visit. Patrons may show their proof of vaccination by bringing their vaccine card, providing a photo of their vaccine card, or providing a photocopy of their vaccine card.

### **Additional Resources**

The following is a summary of current Blaine County, City of Hailey, and Blaine County School District (BCSD) Covid-19 face covering requirements:

- Blaine County, "Persons who are engaged in indoor exercise, so long as they engage in social distancing."
- City of Hailey, "Persons who are actively engaged in athletic competition."
- BCSD, "At all times indoors when not exerting or recovering after exertion."

For further details on mask ordinances refer to the following links:

[Blaine County Mask Ordinance](#)

[City of Hailey Mask Ordinance](#)

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

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

CDC: [CDC Covid Data Tracker](#)