



**Parks, Recreation
and Historic Preservation**

New York State Snowmobile Safety Education Course

INTERIM COVID-19 GUIDANCE



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Interim COVID-19 Guidelines for Facilitation of New York State Snowmobile Safety Education Courses by the New York State Office of Parks, Recreation and Historic Preservation

Purpose

This Interim Guidance for Facilitation of New York State Snowmobile Safety Education Courses during the COVID-19 Public Health Emergency, (“New York State Snowmobile Safety Education Course Interim COVID-19 Guidelines”) was created to provide volunteer instructors of the NYS Snowmobile Safety Education Course (also known as “Instructors”) and the general public with precautions to help protect against the spread of COVID-19 as these classes resume. These Interim COVID-19 Guidelines only apply to instructors who are certified to teach the New York State Snowmobile Safety Education Program Course by the Office of Parks, Recreation and Historic Preservation (OPRHP). Certified Instructors hold a valid certificate issued by the agency which indicates they are qualified to teach the course.

Background

On March 7, 2020, Governor Andrew M. Cuomo issued Executive Order 202, declaring a state of emergency in response to COVID-19. Community transmission of COVID-19 has occurred throughout New York. To minimize further spread, social distancing of at least 6 feet must be maintained between individuals, where possible.

On March 20, 2020, Governor Cuomo issued Executive Order 202.6, directing all non-essential businesses to close in-office personnel functions. Essential businesses, as defined by Empire State Development (ESD) guidance, were not subject to the in-person restriction, but were, however, directed to comply with the guidance and directives for maintaining a clean and safe work environment issued by the Department of Health (DOH), and were strongly urged to maintain social distancing measures to the extent possible.

In addition to the following standards, both essential and non-essential businesses must continue to comply with the guidance and directives for maintaining clean and safe work environments issued by the New York State Department of Health (DOH) and any applicable minimum State standards, as well as federal (including but not limited to Americans with Disabilities Act (ADA), Centers for Disease Control (CDC), Environmental Protection Agency (EPA), and United States Department of Labor’s Occupational Safety and Health Administration (OSHA)) guidelines, until the COVID-19 public health emergency is rescinded or amended by the State. Commercial and volunteer instructors shall be responsible for meeting these standards.



Guidelines for Facilitation of New York State Snowmobile Safety Education Courses, in New York State:

New York State Snowmobile Safety Education Courses may resume in counties that are in Phase 4 re-opening. To check if your county is currently in Phase 4, visit <https://forward.ny.gov/>.

I) Physical Distancing

- a. A distance of at least six feet among students and instructors must be maintained whenever possible throughout the entire course, including during lunch or other breaks.
 - i. Students should be encouraged to take breaks, especially meal breaks, outdoors or in their vehicles.
- b. Instructors are responsible for coordinating with their training facility to ensure that classroom set-up is compliant with six-foot spacing requirements.
- c. Instructors are responsible for keeping course enrollment at, or below, training facility capacity with COVID-19 restrictions.

II) Face Coverings and Personal Protective Equipment (PPE)

- a. Instructors must wear a face covering at all times while interacting with students less than 6 feet away from them (health screening, distribution/collection of materials, grading exams etc.). If an instructor can maintain 6 feet of distance from students while teaching, the instructor may remove the face covering.
 - i. Face coverings must be cleaned or replaced after use and may not be shared.
- b. Students must wear a face covering whenever another person is less than 6 feet away from them (health screening, distribution/collection of materials, grading exams etc.). If a student can maintain 6 feet of distance from other people, they may remove the face covering. It is recommended that students wear face coverings throughout the entire class.
- c. If a student does not bring a face covering, the Instructor has the right to deny the student access to the course.
- d. Acceptable face coverings include, but are not limited to, cloth (homemade sewn, quick cut, bandana, face/neck gaiters, buffs), surgical masks, and dust masks.

III) Health Screenings – Instructors

- a. All instructors must implement daily health self-screening practices. Instructors must not teach any courses if they have:
 - i. experienced new or worsening symptoms of COVID-19, not caused by another condition in the past 14 days:

| | |
|---|----------------------------|
| • Fever or chills | • Loss of taste or smell |
| • Cough | • Sore throat |
| • Shortness of breath or difficulty breathing | • Congestion or runny nose |
| • Fatigue | • Nausea or vomiting |
| • Muscle or body aches | • Diarrhea |
| • Headache | |

- ii. tested positive for COVID-19 in the past 14 days,
 - iii. knowingly been in close contact with anyone who has tested positive for COVID-19, who has COVID-19 symptoms, or had symptoms of COVID-19 in the past 14 days.
 - iv. or traveled to a state with a significant degree of community-wide spread of COVID-19. The list of restricted states is updated regularly at <https://coronavirus.health.ny.gov/covid-19-travel-advisory/>. Instructors are responsible for staying up to date on the restricted states and updating their screening questions to reflect those changes.
- b. Any instructor who has responded “yes” to any of the COVID-19 screening questions cannot teach the course and should contact their healthcare provider for assessment and testing. It is recommended for instructors who test positive for COVID-19 receive medical clearance from their healthcare provider before resuming course instruction.
- c. It is recommended that instructors with underlying health conditions, or who are otherwise vulnerable to complications from contracting COVID-19, refrain from teaching snowmobile safety education courses at this time.

IV) Health Screening – Students, Guest Instructors, Support Staff, Visitors

- a. All students, guest instructors, support staff and visitors must be screened prior to entering the training facility. At a minimum, screening should be completed using a questionnaire that determines whether the student, guest instructor, support staff or visitor have:
- i. experienced new or worsening symptoms of COVID-19, not caused by another condition in the past 14 days:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - Loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - ii. tested positive for COVID-19 in the past 14 days,
 - iii. been in close contact with anyone who has tested positive for COVID-19, who has symptoms of COVID-19, or had symptoms of COVID-19 in the past 14 days.
 - iv. recently traveled to a state with a significant degree of community-wide spread of COVID-19. The list of restricted states is updated regularly at <https://coronavirus.health.ny.gov/covid-19-travel-advisory/>.
- b. Any student, guest instructor, support staff or visitor that have responded “yes” to any of the COVID-19 screening questions, cannot attend the course and should be advised to register for a course scheduled at least 14 days after they are no longer experiencing symptoms, or after they receive medical clearance from their healthcare provider.
- c. A printable screening questionnaire will be provided by OPRHP for all instructors to utilize when screening students, guest instructors and support staff.
- d. Instructors who choose to include temperature checks as part of their screening process are prohibited from keeping records of health data (e.g. temperature data).
- e. Any instructors performing screening activities should use PPE, including at a minimum, a face mask and may include gloves, a gown, and/or a face shield.

V) Course Enrollment Restrictions

- a. Each training facility will have different occupancy capacity under COVID-19 restrictions. Please check with your training facility to verify capacity before registering your course and note the facility occupancy capacity includes instructors, students, visitors and support staff.
- b. Under Phase 4, group gatherings are limited to 50 people. As such, even if the training facility has an occupancy capacity of over 50 people and there are 2 or more certified instructors teaching the course, course enrollment cannot exceed 50 people, inclusive of instructors, visitors and support staff.
- c. Instructors are responsible for staying informed of any additional, local group gathering restrictions.
- d. In response to increased rates of COVID-19 transmission in certain states within the United States, and to protect New York's successful containment of COVID-19, the State has joined with New Jersey and Connecticut in jointly issuing a travel advisory for anyone returning from travel to states that have a significant degree of community-wide spread of COVID-19. Executive Order 205 and NYS Department of Health Guidance were issued by New York State Governor Andrew M. Cuomo, effective Thursday June 25, 2020, anyone traveling directly from a designated state to NY, are required to quarantine for a minimum of 14 days). Instructors are responsible for staying up-to-date on travel advisory changes. The list of designated states is updated regularly at <https://coronavirus.health.ny.gov/covid-19-travel-advisory>.
- e. Instructors are responsible for clearly communicating required COVID-19 precautions and guidance in their advertising and during their registration process to prospective students. This specifically includes the use of face coverings, social distancing, health screenings, restriction on participants who have traveled to states that have a significant degree of community-wide spread for COVID-19.

VI) Training Facility Requirements

- a. Signage listing social distancing, including the requirement for face coverings shall be posted in every training facility, where possible.
 - i. If a training facility already has signage posted, instructors must notify students of the locations of this signage.
 - ii. If a training facility does not have the described signage, Instructors must inform students of the requirement to maintain social distancing and wear a face covering when necessary, as part of their introductory speech.
 - iii. Organizations with their own facility must post signage. Free signage can be downloaded and printed from the following websites:
 1. <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>
 2. <https://coronavirus.health.ny.gov/protect-yourself-and-your-family-coronavirus-covid-19> (scroll to the bottom of the page, available in 7 languages)
 3. https://coronavirus.health.ny.gov/system/files/documents/2020/05/13105_covid-19_facemasks_flyer_050420.pdf

VII) Hygiene and Cleaning

- a. Instructors should avoid sharing or passing around course materials, props or teaching aids. Props and teaching aids should be regularly cleaned and disinfected at the beginning and end of each course and in between each student's handling.
- b. Instructors are strongly encouraged to increase ventilation and air flow in the training facility by opening windows and doors whenever possible.
- c. Instructors holding courses in a training facility not owned/managed by themselves or their organization are responsible for ensuring that the training facility is cleaned and sanitized before the course, and as needed throughout the course. Instructors must ensure that restrooms are equipped with water, soap and a means of drying wet hands.
- d. Instructors who own/lease or otherwise are in control of their training facility maintenance must ensure adherence to hygiene and sanitation requirements as advised by the CDC and to guidance set forth by the New York State Department of Health (DOH), including "Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19" https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guidance_general_building.pdf, and the "STOP THE SPREAD" poster <https://coronavirus.health.ny.gov/protect-yourself-and-your-family-coronavirus-covid-19> (scroll to the bottom of the page, available in 7 languages), as applicable. This includes ensuring regular cleaning and disinfecting of restrooms. Restrooms should be cleaned more often depending on frequency of use. Restrooms shall be well stocked with hand washing supplies.
 - i. Cleaning/disinfecting protocol carried out by instructors and/or their staff must be done under the supervision of a supervisor who will maintain an independent log of same. Staff should wear appropriate PPE while cleaning and wash hands when complete.

VIII) Contact Tracing

- a. Instructors must notify the New York State Department of Health, or their local health department, within 24 hours of testing positive for COVID-19 or being informed of any positive COVID-19 test result by an affiliated instructor or student.
 - i. Information for your local county health department can be found at https://health.ny.gov/contact/contact_information/
- b. Instructors must cooperate with any local health department contact tracing efforts.
- c. During this time, it is necessary for all Instructors to maintain an accurate log of courses and student contact information. It may be necessary to contact students who may have come in contact with an infected instructor or student. It is recommended that student contact information be retained by the instructor until class paperwork is received by OPRHP.
- d. All instructors must return their course paperwork as soon as possible and no later than seven (7) days of the course's conclusion. **This is imperative to support contact tracing operations in the event of student exposure to COVID-19.**

IX) Additional Resources

- a. New York State Coronavirus (COVID-19) Website <https://coronavirus.health.ny.gov/>
- b. United States Centers for Disease Control and Prevention Coronavirus (COVID-19) Website <https://www.cdc.gov/coronavirus/2019-ncov/index.html>



New York State Snowmobile Safety Education Course COVID-19 Screening Questionnaire

Instructions: Snowmobile Safety Education Course Instructors must ask the following questions of each student, guest instructor, support staff and visitor BEFORE they enter the training room. Instructors should also use this questionnaire to self-screen before teaching a course. Additional screening measures may be utilized at the discretion of the instructor. Instructors choosing to include temperature checks as part of their screening process are prohibited from keeping records of health data (e.g. temperature data).

- 1) In the past 14 days have you tested positive for COVID-19?
- 2) In the past 14 days, have you experienced new or worsening symptoms of COVID-19, not caused by another condition? Please answer “Yes” or “No” to each symptom:
 - Fever (100.4°F or higher) or feeling feverish
 - Chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - Loss of taste of smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- 3) In the past 14 days, have you been in close contact with anyone who has tested positive for COVID-19, who has symptoms of COVID-19, or had symptoms of COVID-19?
- 4) Have you or any member within your household recently traveled within any designated states with significant community spread, listed on the COVID-19 Travel Advisory? The list of states is updated regularly by DOH (<https://coronavirus.health.ny.gov/covid-19-travel-advisory>). *If student responds “yes”; ask question 5. If student responds “no”, end screening.*
- 5) During the course of your travel, was travel within any “designated” state extended or longer than “passing through”? *If student responds “no”, end screening.*
 - a. travel advisory does not apply to any individual passing through designated states for a limited duration (i.e., less than 24 hours) through the course of travel. Examples of such brief passage include but are not limited to: stopping at rest stops for vehicles, buses, and/or trains; or lay-overs for air travel, bus travel, or train travel.

Any person who responds “yes” to any questions listed on this COVID-19 screening questionnaire, cannot attend the course and should be advised to register for a course scheduled at least 14 days after they are no longer experiencing symptoms, or after they receive medical clearance from a healthcare provider.

Regional Council Map

Source: <https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/RegionalCouncilMap.pdf>

