

# **COVID-19 REPORTING TO WORK PROCEDURES**

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Northwest Special Recreation Association is working hard to prevent the spread of Coronavirus (COVID-19) in our workplace. We remain vigilant in keeping up with governmental agency and public health organization recommendations and requirements; we want to provide as healthy an environment as possible for all NWSRA staff.

The contents of this manual will serve to guide the NWSRA Administrative Team in implementing the return to work procedures. This manual is not a policy and does not alter or abridge current NWSRA Policies.

It is also acknowledged that at the time of this publication the environment surrounding COVID-19 is evolutionary in nature. As a result, these guidelines are subject to change and modifications pursuant to legal changes, which may or may not be incorporated in the form of an amendment to this plan. It should also be noted that any proposal to return to work before widespread immunity has been achieved, either by prior infection or immunization, has risks that could lead to a second wave of infection. Therefore, the procedures for restoring operations involves a set of tools and procedures to enable the recovery and continuation of association operations following a pandemic such as the COVID-19 (coronavirus) outbreak.

The plan outlined in this manual has been developed to analyze the essential functions of NWSRA. This allows the Administrative Team to apply procedures and measures to allow increasing functionality, while remaining flexible to address changes in the 'Restore Illinois' state-wide Phase Plan. Implementing the return to full operations in a safe and thoughtful manner will be complex. For that reason, it is imperative that communication of this manual is shared and training is followed.

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## **Introduction to COVID-19**

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States. Depending on the severity of COVID-19's international impacts, outbreak conditions—including those rising to the level of a pandemic—can affect all aspects of daily life, including travel, trade, tourism, food supplies, and financial markets.

To reduce the impact of COVID-19 outbreak conditions on businesses, workers, customers, and the public, it is important for all employers to plan now for COVID-19. For employers who have already planned for influenza pandemics, planning for COVID-19 may involve updating plans to address the specific exposure risks, sources of exposure, routes of transmission, and other unique characteristics of SARS-CoV-2 (i.e., compared to pandemic influenza viruses). Employers who have not prepared for pandemic events should prepare themselves and their workers as far in advance as possible of potentially worsening outbreak conditions. Lack of continuity planning can result in a cascade of failures as employers attempt to address challenges of COVID-19 with insufficient resources and workers who might not be adequately trained for jobs they may have to perform under pandemic conditions.

OSHA 3990-03 2020-Guidance on Preparing Workplaces for COVID-19

## Returning to the Work Place Process

Although no plan can guarantee full and immediate resumption of operations given the unknown impact of COVID-19, creating a sound framework as well as implementing strong processes and controls is first priority. These processes and controls will help prepare employees to handle and manage restoration of operations while protecting staff and the public and avoiding the spread of the virus.

NWSRA has modified the below five step process for returning operations to the workplace. Each step builds upon the previous steps and are described below:

### **Step 1: Identify Exposure Risk for Each Employee**

Superintendents are required to evaluate and document the exposure risk for each employee in regard to the employee's exposure to the COVID-19 virus during their daily business functions. Individuals can catch COVID-19 from others who have the virus. The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around the person. Other people then catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. People can also catch COVID-19 if they breathe in droplets from a person with COVID-19 who coughs out or exhales droplets.

This Restoration of Operations Procedures implements a multitude of work site safety measures along with personal safety measures. The measures defined in this plan are designed for mitigating exposure risks. The Administration Team will work together with member districts, for best practices, that will mitigate risks while performing specific tasks. All these policies and safety measures, combined with the full cooperation from all employees, helps define the true exposure risks for each employee.

The Administrative Team will assess individual employee's risk levels based upon work assignments and exposures. The risk level categories outlined below are utilizing OSHA's descriptions along with other leading organizations that specialize in the workplace safety.

#### Very High Exposure Risk

Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category include:

Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.

Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (e.g., manipulating cultures from known or suspected COVID-19 patients). Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death. Township employees in this category may include paramedics.

#### High Exposure Risk

High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

Healthcare delivery and support staff (e.g., doctors, nurses, and other hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients. (Note: when such workers perform aerosol-generating procedures, their exposure risk level becomes very high.)

Medical transport workers (e.g., ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.

Mortuary workers involved in preparing (e.g., for burial or cremation) the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death. Township employees in this category may include first responders from the Police and Fire Departments.

#### Medium Exposure Risk

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings). Employees in this category may include those assisting the public at the counter and those serving out in the field.

#### Lower Exposure Risk (Caution)

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Employees in this category may include those employees that typically have limited contact with the public, work from an office, and those that can safely practice social distancing.

Although most employee duties do not qualify as high risk of exposure, there should be high risk gear readily available for emergency situations within facilities that would require employees taking on high risk exposure when providing first aid to employees or visitors, prior to emergency services arriving.

### **Step 2: Identifying Appropriate Personal Protection Equipment**

Personal Protection Equipment (PPE) will be available to all employees.

All types of PPE must be:

#### Employer responsibility

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted, as applicable.

#### Employee responsibility

- Consistently and properly worn when required.
- Regularly inspected, maintained and replaced as necessary.
- Properly removed, cleaned, and stored and disposed of, as applicable.

In addition, training will be provided for employees on issued PPE and when/how to request new PPE. PPE will include but not limited to masks and gloves. PPE must be worn if within 6 feet of another person or passing through common areas.

Employees will be permitted to wear their own PPE, such as a homemade face covering device, provided the design permits the employee to perform their job duties and is made of an appropriate material for the workplace.

After Step 5 - Phase 1 has commenced the Executive Director and/or the Superintendent of Administrative Services will accept and review all requests for PPE. The Superintendent of Administrative Services will keep a log of all PPE that has been approved, ordered, and distributed to NWSRA employees. Each employee shall be assigned PPE based on their exposure risk level.

### **Step 3. Establishing Procedures for the Workplace**

NWSRA staff must collectively work together to ensure the safety of our facilities and avoid the spread of the virus. The following general procedures shall be implemented for all facilities in addition to any specific procedures created for site work plans during Step 4.

### Understanding Sanitizer Products and Use

In addition to, NWSRA's normal cleaning products and materials, additional products can and will be added to everyday routines to sanitize for COVID-19 prevention.

### Normal Cleaning Procedures

NWSRA contracts with Rolling Meadows Park District for daily custodial services at the NWSRA Administrative office. Additionally, NWSRA contracts with member districts for daily custodial services at each of its programming spaces.

### Limiting Contact with High Touch Areas

- *Doors.* While the offices remain closed to the public, the interior security doors are permitted to remain open for employees to travel between areas without touching door handles and door surfaces. IF the public is allowed to re-enter the facility at a limited capacity, the doors leading into public areas must remain closed but doors that separate non-public areas will be permitted to be propped open.
- *Informational Materials.* Until such time as we are returned to normal operations (Phase 5 of Step 5) no periodicals, applications, brochures, etc. shall be in public areas. These materials shall be distributed only by personnel.
- *Furniture in Public Areas.* All use of lobby and other public area furniture will be monitored. Removal of the furniture may be necessary to deter congregation of people and limit surface areas that can be touched.

### Employee Health Screening – Temperature Checks

The employees physically working at any NWSRA facility shall ensure they follow the guidelines below at the start of each workday. Health Screening will be conducted as follows:

- Self-symptom check (fever, cough, shortness of breath, sore throat, diarrhea) at home. If any symptoms are identified employees are to contact their supervisor and stay at home.
- Identification of any close contact in the last 14 days with someone with a diagnosis of COVID-19.
- Identification of anyone who has travelled internationally or domestically in the last 14 days.
- Self-administered temperature checks will be done by each employee, daily before entering the office or any programming facility.

### Social Distancing

Social distance shall be observed at all NWSRA facilities until otherwise determined by the County, State, or Federal government. Social distancing means keeping space between yourself and other people outside of your home. Social distancing requires that each employee:

- Stay at least 6 feet from other people.
- Do not gather in groups.
- Stay in their assigned area and within individual workspaces, with the exception of entering/leaving building or the lavatories or to complete a job task.
- No attending or hosting of external meetings.
- All concerns regarding symptomatic behavior should be addressed with an Administrative Team member.

Additionally, barriers, signage and markers in common areas to help facilitate the implementation of social distancing requirements shall be installed.

In efforts to minimize the amount of areas exposed to contamination, employees will refrain from in-person visitations. Employees are encouraged to use phone and teleconferencing apps. Additionally, employees will refrain from traveling through other staff areas where applicable. Employees are asked to be mindful about social distancing throughout their entire shift and to take proactive planning steps at the beginning of their work weeks/days, in order to be successful throughout their workday.

### Fleet Management

Many NWSRA employees not only have a personal workspace, but routinely use agency vehicles. Some employees may even share a vehicle. Therefore, it is imperative that NWSRA vehicles are included in any plan to restore operations and limit the spread COVID-19. Vehicles should have a supply of gloves, wipes and sanitizer. Employees assigned a NWSRA vehicle shall be responsible to ensure the vehicle is cleaned and sanitized before and after they use it. Procedures for fueling vehicles will remain the same.

### Postal, Dropbox, Interoffice, and Package Mail Deliveries

Various early studies indicate the COVID-19 virus can remain viable and infectious in droplets in the air for hours and on some surfaces up to three days. The virus could be detected up to three hours later in the air, up to four hours on copper, up to 24 hours on cardboard and up to three days on plastic and stainless steel. US post office mail will continue to be picked up from the post office until Phase 4. When processing daily mail or dropbox mail will require gloves and disinfectant. Envelopes shall be immediately disposed in a garbage can.

### Maintenance and Sanitation Responsibilities

NWSRA staff shall strive to keep a safe environment and implement the following procedures:

All NWSRA facilities, including common areas, will be properly cleaned and sanitized prior to reintroducing staff to the facility.

All offices will be provided with cleaning and sanitizing products to use to fulfill employee responsibilities described below.

A scheduled cleaning will be determined to clean and sanitize public common areas on a regular basis. Frequency of such cleaning and sanitizing will depend on the phase of reintroduction described in Step 5. Common area cleaning and sanitizing includes, but is not limited to, the following:

- Doorknobs, push bars, handles, and panels
- Light switches
- Stair rails
- Restrooms
- Kitchens
- Plexiglas barriers/sneeze guards
- Countertops
- Elevator panels inside and out
- Mailboxes
- Filing Cabinets
- Copy machines and printers
- Common work areas and supplies

Modify workspace environments to reduce exposure as applicable to the facility:

- Install Plexiglas barriers/sneeze guards for front office counter and program space offices counter/desks.
- Install plastic barrier drapes for all cubical areas.
- Remove all publications, periodicals, applications, etc. in public areas.
- Post information and signage throughout facility re: washing hands, sneezing, social distancing, etc.
- Gloves are required to process incoming mail and money.
- Floor marking on 6ft distances in all offices, cubicles and front office areas.
- Elevator is single use only.

Modifications will be changed to some custodial tasks, including:

- Garbage will need to be tied before it is pulled from the container.
- Vacuum all carpets daily.
- Swiffer mop all hardwood and tile floors.



### Employee Responsibilities

- Masks must be worn by all employees in all common areas at all times. Gloves are at the discretion of each employee.
- Wash hands regularly with soap and water. When washing is not possible, hand sanitizer shall be utilized.
- Avoid touching eyes, nose, and mouth.
- Follow Health Screening protocol including temperature readings and communicating to the Administrative Team.
- Clean personal workspaces on a regular basis. Specifically, the following shared surface areas must be cleaned throughout the day:
  - Phone
  - Keyboard + mouse
  - Desk surface and drawers
  - File cabinets
  - Whiteboards & supplies
  - Chair arms and any other surface touched regularly
  - For employees with their own office – light switches and door handles
  - All appliances throughout the office.
- Avoid using other employee's supplies, equipment, phones, etc. If it is necessary to share equipment, please clean before and after use.
- Clean common areas after use. For example, wipe down counter after servicing a customer or wipe down computer keyboard after using a communal keyboard.
- Eat only in designated areas. After eating, wipe down all surfaces used (chair, table, countertop, microwave button, fridge handle, etc.). Do not provide communal food or beverages. No plastic ware or paper plates will be available in the office until Phase 5.
- Use proper hygiene etiquette:
  - Cover mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
  - Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
  - Learn more about coughing and sneezing etiquette on the CDC website.  
[https://www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

### Cleaning and Disinfecting If Someone Is Symptomatic

If an employee has developed symptoms of COVID-19 in the workplace, the area(s) used by the employee must be properly cleaned and disinfected prior to being used again.

1. Close off areas used by the person who is symptomatic. Next, open outside doors and windows to increase air circulation in the area. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
2. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like keyboards, phones, etc.
3. If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.

### **Step 4. Develop Department Work Plans to Minimize Risk**

The Administrative Team shall evaluate the needs of the agency, the safety of their employees, and the needs of the public/customers. It is anticipated that the return to full staffing at all NWSRA facilities and the introduction of staff and the public to facilities will occur in phases and follow the recommendations and orders issued from the County, State and Federal government. The goal of Step 4 is to proactively plan for resuming business and to safely reintroduce the staff into the facility.

As the Administrative Team develops the Return to Work Plan the following should be taken into consideration:

- *Identify Functions.* What functions can be administered at the employee's home and which must occur at a NWSRA facility. Which functions can be administered and how can they be administered when a facility is closed to the public, if the public has restricted access and when the public has unrestricted access. Workflow and work plans for employee assignments must be developed that will satisfactorily provide public service under these various work conditions.
- *Evaluate Department Layout and Staffing Needs.* Can all employees be at their assigned work areas at one time and achieve social distance standards? The Administrative Team will need to determine if staggering employees at home and in the office would help accomplish a safe distance between employees. Consideration shall be given to alter the workday shifts (vary start/end times or extend workdays/shifts to eliminate a shift). This may require a relocation of an employee's workstation assignment.
- *Identify Department Equipment Needs.* For those functions that can occur from an individual employee's home, Superintendents shall identify their equipment needs and create employee work-at-home plans to ensure all department functions are being addressed by each employee. The work plan will include the methods of obtaining additional equipment, instructions, and work documentation for completing all responsibilities. The work plan will include defined dates/times for when employees are expected to obtain the equipment, instructions, and work documentation.
- *IT Needs.* The Superintendent of Communication & IT shall coordinate all technological equipment needs within the Association. Personal laptops can be given secured connections into a user's desktop work computer therefore providing the user access to all network and local drives and the programs the user is accustomed to utilizing for their everyday responsibilities. Additionally, the Association has the ability to forward landline phone calls to other phone lines such as cell phones or home phones.
- *Identify Department Cleaning and Sanitization Process and Needs.* The Administrative Team shall be responsible for ensuring their staff are implementing the required procedures for their workspaces and department. The Superintendent of Administrative Services will oversee replenishment of supplies.
- *Develop an Absenteeism Strategy.* The Administrative Team will evaluate operation plans if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from childcare programs and K-12 schools. Plan to monitor and respond to absenteeism at the workplace. Implement plans to continue essential business functions in case NWSRA experiences higher than usual absenteeism. Prepare to institute flexible workplace and leave policies. Continue to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.

## **Step 5. Reintroduce Employees and the Public into the Workspace**

The following phases were prepared with the goal of returning all NWSRA facilities and their functions back to "business as usual" prior to the COVID-19 pandemic. Each phase was developed by adding onto the previous phase. These phases do not need to happen in sequential order. If necessary, based on the recommendations of the County, State, and Federal government, phases could be reversed to adapt to the situation.

### **Phase 1. Preparation – Closed to the Public**

NWSRA facilities and vehicles will be cleaned prior to Phase 2. Administrative staff and other limited supervisory staff (as determined necessary by Superintendents) are to report to work to ensure all necessary preparations, procedures, and equipment is in place. Developed work plans shall adhere to strict social distancing practices. Work plans could include staggered shifts, staggered breaks, arrangements for employees to work remotely or other strategies to limit the number of employees working together. During this phase, it is imperative that staff observe all applicable procedures identified in Step 3, above.

The expected duration of Phase 1 is 3-5 days, or until all preparations are complete. It is important that all preparation in Phase 1 are completed before moving to Phase 2.

### Phase 2. Implement Department Work Plans – Closed to the Public

Following completion of Phase 1, Work Plans developed in Step 4 will be implemented. Additionally, Superintendents shall:

- Make arrangements for staff to train on how to use PPE, what PPE is necessary, how to properly put on, use, and take off PPE, and how to properly dispose of PPE.
- Educate staff about how they can reduce the spread of the virus (at work and at home) and their personal responsibilities in Step 3, above.
- Enforce the “no in-person meeting” rule with the public and at any NWSRA facility. Meetings shall be conducted via conference call or an online meeting platform.
- Ensure employees are still following the Health Screening protocol including temperature checks.

The expected duration of Phase 2 is contingent on the severity of the epidemic within the localized area. The Executive Director will utilize all available recommendations provided by the national, regional, and local authorities/experts in determining if advancing to Phase 3 of this Plan is appropriate.

### Phase 3. Restricted Public

During Phase 3, NWSRA will permit restricted public access to facilities. Restricted access means:

- Visual screening for COVID-19 symptoms will occur by NWSRA employees for any visitors. All concerns regarding symptomatic visitors, or unsafe behavior, should be reported to the Administrative Team immediately.
- Limiting/regulating the number of individuals from the public permitted to enter the building. The number of individuals permitted entrance could change periodically based upon the conditions observed in the community or applying the generally accepted practices created on knowledge of the COVID-19 virus.
- Meetings with the public within the NWSRA office are by appointment only. All in-person meetings will comply with the 6-foot rule and will provide sanitizing products and pre/post-meeting cleaning measures.
- All visitors entering an employee accessed workspace/work area or meeting area within offices will be required to wear a mask and adhere to the 6ft social distancing.
- Employees are still required to self-check their temperatures daily when reporting to work.

Additionally, during this phase, staff working remotely may be reintroduced to the facility provided adequate social distance and sanitation measures can still be enforced. NWSRA will perform tasks deemed low risk and necessary for departmental functions, and where social distancing can be observed.

The expected duration of Phase 3 is contingent on the severity of the epidemic within the localized area. The Executive Director will utilize all available recommendations provided by the national, regional, and local authorities/ experts in determining if advancing to Phase 4 is appropriate, or a return to a previous phase is required.

### Phase 4. Open to Public – Normal Operations with Continued Social Distancing/Safety Protocol

The public will be permitted to enter the facility with minimal restrictions. Social distancing of 6-feet is still in place during this phase for visitors and remains a requirement for employees. This means providing full service to the public with the possibility of limited on-site staffing.

- Visual screening for COVID-19 symptoms will occur by NWSRA employees for any visitors. All concerns regarding symptomatic visitors, or unsafe behavior, should be reported to the Administrative Team immediately.
- NWSRA staff will perform job functions while maintaining social distancing.
- Employees are still required to self-check their temperatures daily when reporting to work.
- All visitors entering an employee accessed workspace/work area or meeting area within offices will be required to wear a mask and adhere to the 6ft social distancing.

The expected duration of Phase 4 will continue until the threat of contracting COVID-19 is considered nearly/entirely eliminated or until the risk of employee-to-employee infections is deemed minimal. In the event that there is an epidemic recurrence, a previous phase may be more appropriate for re-implementation.

#### Phase 5. Open to Public - Normal Operations with Full Staffing

The last phase would be the phase that we formally knew as “business as usual” before the COVID-19 epidemic. The office will return to full-time staffing during regular business hours. The necessity for safety some protocols (such as the 6-foot rule) and equipment (Plexiglas barriers, face masks/covering, or latex gloves) would be gradually phased out but the sanitizing of hands and office surfaces will remain as normal daily work procedure. In the event that there is an epidemic recurrence, a previous phase will be re-implemented.

### **Return to Program Procedures**

#### **Procedures for General Programs**

When possible, communication should not be face to face. Use of email, phone and virtual contact is encouraged. When we look at handling a situation, we must first say that safety comes before etiquette. This doesn't mean we toss consideration, respect and honesty out the window. But it does mean that how we interact and what is deemed “polite” or “acceptable” behavior will change during this time. We are going to be creating more space between us and the world around us and that includes the people in it. It may feel weird but the faster we adapt and feel confident with these practices, the faster we can do our part to help stop this pandemic. Do not engage in any unnecessary communication with the public. If needed, refer them to the NWSRA office to call.

#### Drop off and pick up procedures

- Before entering the program facility, participants and anyone with them must be wearing a mask or face covering.
- When arriving at a program, CHECK-IN with the NWSRA staff. When departing, be sure to sign out your participant with an NWSRA staff.
- Temperature self-checks are to be complete before entering program.
- Label all items, including face masks. NWSRA cannot be responsible for lost or stolen items.
- Contact the NWSRA office if participant will be absent from a program and inform them if it is related to COVID – 19.
- Parents/guardians/residential staff must ensure participants have bowel and bladder control or arrive at the program wearing Depends or similar items under clothing. Before arrival at program, it is helpful if participants have recently gone to the bathroom/been changed.
- Parents/guardians/residential staff must ensure overall appearance of participant(s) is clean (hair, face, teeth, hands, nails, etc.), wearing dry clothing, and wearing appropriate attire for program participation and weather conditions.

#### Personal Care Needs

When changing/diapering a participant, the NWSRA staff will wash their hands and their participant's hands before they begin with soap and warm water. NWSRA staff will then put on new gloves and follow safe diaper changing procedures as follows:

- Clean the Participant
- Remove trash (soiled diaper and wipes - make sure to have a trash can nearby or in the stall with you)
- Replace diaper or assist with toilet use
- Clean up changing area
- Discard gloves
- Wash participants hands
- Wash own hands and reapply new gloves
- After diapering, NWSRA staff will disinfect the changing area/toilet stall with provided cleaning supplies.

### Programs at Park Districts

NWSRA staff are expected to not only follow the NWSRA procedures but also any specific guidelines implemented by the Park District facility. Cleaning should take place prior to the program starting and upon completion. Routine cleaning should take place during program. As needed ask the park district for their preferred methods of cleaning or supplies.

Visitors and activities (such as field trips) involving other groups are prohibited. Activities which require projection of voice or physical exertion must only take place outdoors, with a minimum of ten feet between each person, with an understanding on limitations in social distancing. Staff may need to modify programs to be set up for skills rather than contact.

Programs with food must have meals spread out, if a cafeteria or group dining room is typically used Staff must plate each participant's meal individually so that multiple participants are not using the same serving utensils.

In a cooking program, use single preparation methods. One person has all their own materials to prepare and eat. If possible, the facility should designate certain sinks to be used for food preparation only. If that is not possible, the sink must be cleaned and disinfected after each use.

In prioritizing the health and wellness of all, all swimming has been suspended until further notice. Health authorities continue to urge caution when it comes to whether water can help transmit coronavirus (COVID-19).

Staff must develop procedures that ensure adequate supplies for the number of participants in each group to minimize sharing of high-touch materials to the fullest extent possible. For example, staff will procure sufficient art supplies, assign equipment to a single participant etc. If there are not enough high-touch materials for each participant, staff must assure that materials are disinfected between uses and that participants wash their hands before and after using shared supplies.

### Outdoor activities

Social distancing should be encouraged whenever possible with an understanding on limitations in social distancing in our population. Programs should have enhanced social distancing measures and should be held outside whenever feasible. Activities which require projection of voice or physical exertion must only take place outdoors, with a minimum of ten feet between each person, with an understanding on limitations in social distancing.

### **Appropriate PPE equipment**

Before caring for participants staff will receive training on when and what PPE is necessary, how to put on and take off PPE, limitations of PPE, and proper care, maintenance, and disposal of PPE.

PPE equipment that all staff will receive from NWSRA:

- Face mask/face covering: Mask ties should be secured on crown of head (top tie) and base of neck (bottom tie). If mask has loops, hook them appropriately around your ears.
- Face shield or goggles: Face shields provide full face coverage. Goggles also provide excellent protection for eyes.
- Gloves: Perform hand hygiene before putting on gloves.
- Plastic clothing covers: for large emergencies.

PPE that will be available at all Program spaces:

- Hand Sanitizer
- Antibacterial wipes: Use for cleaning surfaces.
- Antibacterial spray: Use for cleaning surfaces.
- Facial tissues: Use as needed.
- Forehead thermometer: Use to take staff and participant temperatures.
- Arm guards: In the event of emergency isolation protection from scratching/biting.
- Standard issued NWSRA/Clearbrook first aid kit
- Tents for personal space time
- Buckets for individual program supplies

## **Procedures for Participants and Staff**

All participants and program staff will adhere to the social distancing regulations and should be encouraged whenever possible, with an understanding, on limitations in social distancing in our population. Programs should have enhanced social distancing measures and should be held outside whenever feasible.

Cloth face coverings must be worn by all employees and participants. Face coverings may be removed for a short time when necessary, such as when playing a musical instrument, but must be worn at all other times. Employees and participants can take short mask free breaks outside as needed and individual tents will be provided for break time.

Staff and participants must wash hands frequently using hot water and soap. If soap and water are not readily available. Staff should require frequent handwashing or use of hand sanitizer, if handwashing is not available, for the participants. This includes upon entry into the facility, before and after an activity, and at a minimum, on an hourly basis. Staff must supervise participants when using hand sanitizer.

Staff must wash their hands often, especially before and after the following duties:

- Before, during, and after preparing food
- Before eating food
- Before and after treating a cut or wound
- After using the toilet
- After changing diapers or cleaning up a participant who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching garbage
- Before touching your eyes, nose, or mouth

Follow these five steps every time:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them

How to use hand sanitizer

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Note: Sanitizers do not get rid of all types of germs. Hand sanitizers may not be as effective when hands are visibly dirty or greasy.

### Routine cleaning and disinfecting

Staff must clean and disinfect frequently touched surfaces on an hourly basis. This includes tables, doorknobs, light switches, countertops, handles, sinks, faucets, toys, and recreation equipment. Staff must maintain an adequate supply of disinfectant, hand sanitizer, and paper towels to have available. Overall Cleaning and disinfecting must be conducted weekly.

NWSRA uses park district custodial services for all rental NWSRA programming spaces, each space will be properly cleaned and sanitized prior to reintroducing anyone to the program facility.

### Personal Space

In wake of the COVID-19, the concept of respecting personal space around the world has been redefined. Whether acting under government orders or following basic public health advice, people all around the world are putting distance between themselves to keep the coronavirus at bay. The new rules of engagement call for maintaining a gap of six feet to prevent possible exposure when an

infected individual coughs or speaks. Therefore, no touching interactions such as hugging, shaking hands, high fives, etc.

#### Proper covering of sneezing and coughing

Cover your mouth and nose with a tissue when coughing or sneezing or cough/sneeze into your elbow. Use the nearest waste receptacle to dispose of the tissue after use. Perform hand hygiene after having contact with respiratory secretions and contaminated objects/materials.

#### Participant Health Screens

Health screenings for participants will be self-check, on a daily basis prior to program. Health screenings will be marked as completed but no medical information will be documented. Guardian assistance will be required, if participant is not able to conduct self-check on their own.

#### Participant Responsibilities

- Symptom check (participant is free of fever, cough, shortness of breath, sore throat, diarrhea). If any of the above symptoms, participant will be required to stay home.
- Temperature self-checks before entering programs. Participants have two options
  1. Check their temperature on-site before entering program, by themselves or with assistance of a guardian (NWSRA staff cannot assist)
  2. Self-check at home and communicate that temperature is under the max temperature (not determined yet) when they arrive at program. This can be verbal or written, will be based on participant abilities and needs.
- Identification of any close contact in the last 14 days with someone with a diagnosis of COVID-19
- Identification of anyone who has travelled internationally or domestically in the last 14 days

#### Employee Responsibilities

- Health guidelines are to be explained to all participants and staff, in an age-appropriate manner.
- Staff must teach and model social distancing, creating space, and avoiding unnecessary touching, in an age-appropriate manner.

#### **Required Cleaning for all NWSRA Program Spaces**

Routinely clean and disinfect frequently touched surfaces. Follow guidelines for each area.

Bathroom – Clean at dedicated interval (hourly) and after each use

- Door handle
- Faucet/toilet handles
- Garbage lid
- Light switch
- Soap dispenser

Office – Clean at the end of each day

- Computer keyboard and mouse
- Copier
- Light switch
- Phone
- Chair arm rests
- File cabinets/storage cabinets

Hallway – Clean at intervals through the day

- Door handles/Push handles

Kitchen – clean after each use

- Appliances used
- Countertops
- Handles (cabinets, door, drawers, microwave, refrigerator/freezer, etc.)
- Light switch
- Utensils and pots/pans
- No plastic or paperware may be used.

Rooms (General, Computer Lab, Dream Lab, Music and Sensory) – Clean after each use

- Equipment used
- Chairs
- Door handle
- Light switch
- Table

Properly dispose of gloves.

Garbage will need to be tied before it is pulled from the container.

Wash hands when finished cleaning of anything.

### **NWSRA Storerooms**

Before removing anything from the storeroom it must be disinfected, left on the item for 1 minute and dried. Staff must develop procedures that ensure adequate supplies for the number of participants in each group to minimize sharing of high-touch materials to the fullest extent possible. For example, staff will procure sufficient art supplies, assign equipment to a single participant, etc. If there are not enough high-touch materials for each participant, staff must assure that materials are disinfected between uses and that participants wash their hands before and after using shared supplies.

### **Whole Team Cooperation**

A successful restoration of NWSRA operations cannot occur without the full cooperation of all its employees. Cooperation means working together to achieve a common goal, which is to provide comprehensive public service without sacrificing the health and safety of our employees and participants. In the workplace, this means a healthy environment in which employees work together to achieve both professional and organizational objectives.

This manual for restoring operations, shall be followed to ensure the purpose of the document is being fulfilled, that is to protect employees and the public and reduce the spread of COVID-19. This plan shall be followed by the Administrative Team and employees and can only be modified by the Executive Director or his/her designee. Each time an employee modifies, makes an exception or does not enforce a procedure outlined within, it erodes the effectiveness of the plan and puts individuals at risk.



## Resources

Resources to stay up-to-date on COVID-19 development.

### Websites

Centers for Disease Control: CDC <https://www.cdc.gov/>

World Health Organization: WHO <https://www.who.int/>

U.S. State Department: State Dept <https://www.state.gov/>

Illinois Dept. of Public Health: IDPH <http://www.dph.illinois.gov/>

### Articles

CDC – How to Protect Yourself

Source: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>

CDC – How it Spreads

Source: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/transmission.html>

Proper Hand Washing

Source: <https://www.cdc.gov/handwashing/when-how-handwashing.html>

Coronavirus Symptoms, or Something Else?

Source: <https://www.cnn.com/2020/03/11/health/coronavirus-cold-allergies-flu-difference-symptoms-wellness-trnd/index.html>

### PDF's Located on BambooHR in Files section

OSHA 3990-03 2020 Guidance for Preparing Workplaces for COVID-19

Source: <https://www.osha.gov/Publications/OSHA3990.pdf>

State of Illinois Executive Order in Response to COVID-19 (Executive Order No. 8)

Source: <https://www2.illinois.gov/Documents/ExecOrders/2020/ExecutiveOrder-2020-10.pdf>

OSHA Alert: Prevent Worker Exposure to Coronavirus (COVID-19)

Source: <https://www.osha.gov/Publications/OSHA3989.pdf>