

Part Time Staff Notes

Minimizing Risk of COVID-19 (novel coronavirus)

NWSRA is aware of the current COVID-19 outbreak, and is actively monitoring all concerns as dispersed by the CDC. In order to minimize risk of contraction of the COVID-19 (novel coronavirus), NWSRA employees will wear proper protective equipment and wash their hands before, during and after programs. Following are notes related to how NWSRA will address concerns related to the coronavirus:

1. If anyone in our program areas, including park district employees, participants, NWSRA employees and volunteers come in contact with or are confirmed to have the COVID -19 we will communicate this to staff.
 - a. As always, staff have access to cleaning supplies, gloves, hand sanitizer and hand soap. NWSRA staff will use sanitizer spray at all NWSRA programs in park district facilities.
2. Program Leaders will pick up a cleaning kit, to be used before and after programs in NWSRA partner agency spaces.
 - a. Leaders need to spray down counter tops, chairs (not fabric), fitness equipment door handles and light switches. This should take place before AND after every program.
3. Disinfectant spray is to be used on buses before and after each route.
 - a. Drivers are to spray all doors, seats, seat buckles, harnesses, tie downs, lift controls, steering wheels and control panels. This should take place before AND after each route.
4. Employees will have Lysol spray and table wipes available throughout the office.
 - a. All employees are to wipe down desks and tables, while spraying all chairs, file cabinets, key boards, mouse's and phones. DO NOT use spray or table wipes on computer screen. This will damage the screen.

Since COVID-19 is a respiratory illness the best way to prevent infection is to avoid being exposed. COVID-19 is believed to be spread mostly from person to person via coughs and sneezes. To avoid transmitting the virus, follow the steps below.

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol based hand sanitizer.
- Avoid close contact with people who are sick
- Avoid touching your eyes, nose and mouth.
- Stay home when you are sick.
- Cough and sneeze in your elbow or a tissue, then throw tissue in the trash, wash hands immediately after.
- Clean and disinfect regularly touched objects and surfaces.
- See a doctor if you have fever, cough, fatigue or body aches.

NWSRA will consistently be reviewing any updates from the Center for Disease Control (CDC), Illinois Department of Public Health (IDPH) and direction from the state and federal governments.

Below are a few sites for you to reference so you can stay updated on the facts regarding COVID-19 and how to keep you and your family safe.

- CDC Coronavirus information site: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- IDPH Coronavirus information site: <http://www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus>
- Coronavirus COVID-19 Global Cases by the Center for Systems Science and Engineering (CSSE):
<https://www.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6>