

DATE: July 27, 2022
 TO: NWSRA Board of Directors
 FROM: Tracey Crawford, Executive Director
 RE: Updated NWSRA Benefit and Pandemic Return to Work Manuals

Below is a summary of the changes/updates made to the Benefit Manual and the Pandemic Return to Work Manual. Both of the manuals have been reformatted and edited for grammar and punctuation. The full documents are attached for your review. The major changes to each of the manuals are listed in the tables below. During the May 25, 2022 NWSRA Board Meeting, Board members requested further explanation to address the questions highlighted in grey, in the tables below:

BENEFIT MANUAL

PAGE	SECTION	REVISION
1	Health Program	Change of PPO Plan from Aetna ASA to Blue Cross Blue Shield of Illinois
1	Health Program	Addition of Employee + Children health option
2	Pension & Retirement program	Update of ICMA-RC to Mission Square due to company name change
5	Holidays	Addition of Juneteenth – Floating Holidays
	Reimbursement for personal use of cell phones	The Reimbursement Policy, which includes personal cell phone reimbursement, is in the Employee Policy Manual. <i>*See the specific language below this chart.</i>
3	Clarification for the Longevity Bonus Vacation Days	The updated language can be found on page 3 of the attached Benefit Manual.
6	Clarification of the maximum number of vacation days an employee can bank	The updated language regarding the employee’s ability to carry a maximum of 25 days of vacation time is located on page 6 of the attached Benefit Manual.

*** Reimbursement policy**

NWSRA has identified certain positions as having job responsibilities that require work on digital devices outside of NWSRA locations. For these identified positions, NWSRA will provide a monthly stipend to cover all costs related to working on personal devices outside of NWSRA locations. Remote access to perform work functions will be available to employees within these identified positions.

NWSRA promotes all employees maintaining a comfortable work/life balance. Employees who receive the stipend and have remote access are encouraged to limit their time working outside of NWSRA locations and work hours. Outside hours should be used for immediate work needs or emergency situations.

All other NWSRA employees do not have the ability to work on digital or personal devices outside of NWSRA locations. To work outside of an NWSRA location, employees are required to obtain prior approval from a Superintendent or the Executive Director and must request and use NWSRA-provided devices.

Reimbursement for use of devices outside of an NWSRA location or personal devices will be denied, if the above policy is violated in any way.

PANDEMIC RETURN TO WORK MANUAL

The Pandemic Return to Work Manual was created and approved during COVID. The current version of the policy reflects the addition of the Vaccination, Testing & Face Covering Policy.

Eliminate specific deadline dates and to utilize broader language – see attached Pandemic Return to Work Manual, page 20.

Motion:

To approve the Employee Benefit Manual updates as presented.

To approve updated Pandemic Return to Work Manual as presented.



Employee Benefit Manual

Updated by NWSRA: February 2022

Reviewed by Attorney: June 2019

Reviewed by Executive Director: July 2022

Approved by Board: _____

Welcome!!!!!!

Welcome to NWSRA! We are delighted that you have chosen to join our Association and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further NWSRA's goals.

Mission Statement

We exist to provide outstanding opportunities through recreation for children and adults with disabilities.

Vision

As an employee of NWSRA you will be a leading force, creating greater options that enrich the life experiences of the participants, families and communities we serve.

Core Values

NWSRA's core values represent the culture of the organization by following:

- Teamwork: Support each other and work together
- Respect: Be open, honest and kind
- Enthusiasm: Exceed expectations
- Collaboration: Combine resources to achieve common goals
- Communication: Listen, share and adapt
- Diversity: Self evaluate, Educate, Celebrate, Advocate and Represent

Through the ongoing promotion and installation of NWSRA Core Values, employee and stakeholders work collaboratively to support and create outstanding opportunities through recreation for children and adults with disabilities.

Please take time to review the benefits in this manual. If you have questions, feel free to ask your supervisor or to contact the Superintendent of Administrative Services.

Manual Disclaimer

The contents of this manual are presented as a matter of information only. While Northwest Special Recreation Association believes wholeheartedly in the benefit policies described here, they do not constitute a guarantee of employment or promise of any benefits. NWSRA reserves the right to modify, revoke, suspend, terminate or change any or all policies, in whole or part, at any time, with or without notice. The language used in this manual is not intended to create, nor is it to be construed to constitute a contract with NWSRA.

Table of Contents

Employee Benefits	Page
Health Program	1
Pension & Retirement Programs	2
Section 125 - Flexible Spending Program (FSA)	2
Employee Assistance Program	2
Longevity Program	3
Fitness Program	3
Wellness Program	3
Credit Union	4
Personal Cell Phone Discount	4
Logo Clothing	4
Voluntary Benefit Programs	4
Professional Development	4
Professional Memberships	5

Time Off and Leaves of Absence	Page
Holiday	5
Religious Observance	5
Vacation	6
Sick Time	7
Personal Days	7
Bereavement Leave	7
Jury Duty/Court Appearance	8
Time-off for Voting	8
Blood Donation Leave	8
Time-off for School Activities	8

Employee Benefits

NWSRA recognizes the value of benefits to employees and their families. The Association supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to the Association Summary Plan Descriptions (SPD), which are found on the Association intranet, or contact the Human Resources department. To the extent of the information provided here conflicts with the SPD or full plan document, the full plan document will control.

Health Program

Employees classified as full-time are eligible to participate in the health program offered by NWSRA. NWSRA is a member of the Park District Risk Management Agency (PDRMA). PDRMA provides a self-insured, member run health program to assist NWSRA in providing the best health program for employees and their families and a low cost.

For the purpose of this section, immediate family shall mean the employee's spouse, civil law spouse, domestic partner and dependent children, up to the age of 26 years old. NWSRA reserves the right to change, modify, cancel or discontinue any portion of the health program or change the amount of the required employee premium with or without notice. All health program changes must be approved by the NWSRA Board of Directors before going into effect.

The health program offered by NWSRA includes:

- Blue Cross Blue Shield of Illinois PPO with prescription coverage
- Blue Cross Blue Shield of Illinois HMO with prescription coverage
- Delta Dental Premium PPO - with Ortho under 18 years old
- Vision Reimbursement Plan
- Life Insurance up to 1X employee's annual salary

Employee premiums are as follows:

- Single - 10% of NWSRA premium
- Employee +Child - 12% of NWSRA premium
- Employee +Spouse - 13% of NWSRA premium
- Employee +Children (1 adult & 2 or more children - 15% of NWSRA premium
- Family (2 adults & 1 or more children) - 15% of NWSRA premium

Health program coverage shall begin on the first day of employment for all eligible employees. Employees may decide to not utilize all or part of the health program. If not selecting a medical plan, employees must provide proof of current insurance. Employees only pay for the sections of the health program they select to participate.

Changes by the employee to their personal health program may be completed only during open enrollment or with a valid status change. Status changes include marriage, divorce, death of spouse or dependent, birth of a child, adoption of a dependent, a dependent turning 26 years old, spouse or dependent open enrollment period, and spouse or dependent acquiring a new job or loss of a job.

Upon termination from NWSRA, no matter the reason or changing to part-time, will end all health program selections as of the last day of work or last day of full-time status.

Employees who retire from NWSRA will be offered an opportunity to continue with the NWSRA health program. Retired employees are responsible for paying 100% of the premium coverage through COBRA (Consolidated Omnibus Budget Reconciliation Act).

Pension & Retirement Programs

Illinois Municipal Retirement Fund (IMRF)

All Employees, no matter their status, who work 1,000 hours or more annually are required to participate in the Illinois Municipal Retirement Fund (IMRF). IMRF is established under Illinois Statute to provide a pension program, for retirement, along with disability and death benefits for employees of local governments. All participating employees contribute 4.5% of their gross wages, per pay check, through payroll deductions. NWSRA contributes a specified percentage for each participating employee. The agency percentage is determined annually by IMRF in accordance with current pension regulations.

Mission Square Retirement Plans

NWSRA has a partnership with Mission Square (formally IMCA-RC) to provide an optional retirement program for employees to compliment IMRF. These plans are available as a payroll deduction and can be started or ended at any time. Plans available are a 457b & ROTH IRA. All plans are portable.

Section 125 - Flexible Spending Account (FSA)

NWSRA offers a Section 125-Flexible Spending account (FSA). The Section 125 program follows IRS regulations in how much an individual employee can elect per year for medical and dependent care expenses. All elections are taken through payroll deductions and are pre-tax.

The Medical Flexible Spending Account can be used by the employee and dependents for medical, dental and vision expenses whether the employee is part of the health program or not.

The Dependent Care Program can be used by the employee for day care expenses either for child or elder dependents.

Elections can be selected when hired or at open enrollment. All Section 125 accounts are closed when an employee terminates from NWSRA for any reason, on their last day of employment. Employees have 60 days after termination to submit claims for reimbursement that are dated on or before the last day of employment.

Employee Assistance Program

The Employee Assistance Program (EAP) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance. NWSRA wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges.

This free, comprehensive service offers employees a 24-hour hotline answered by qualified professionals. Other services available are legal services, financial counselling, child and elder care referrals and assistance in finding counseling professionals.

The Association encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in any phone call are confidential and not available to the Association, nor is the Association given

any information on who chooses to use the services. For questions or additional information about this program, employees may contact their supervisor or the Superintendent of Administrative Services.

Longevity Program

The NWSRA Employee Longevity Recognition Program is designed to honor long term employees for their years of dedicated service to NWSRA. Full-time employees are recognized at the first Board Meeting following their anniversary date, per the following schedule:

Years of Service	Framed	Presented By	Incentive	
1	Service Certificate	Supervisor	None	None
3	Letter	Director	Lunch with Executive Director	
5	Letter	Board	50.00	None
10	Letter	Board	50.00	1 vacation day
15	Letter	Board	100.00	2 vacation days
20	Proclamation	Board	150.00	3 vacation days
25	Proclamation	Board	150.00	5 vacation days
30	Proclamation	Board	150.00	5 vacation days

An employee's years of service are calculated based on the anniversary date of employment. Any employee whose latest evaluation for the current fiscal year has resulted in a 1% or less merit increase, shall not be eligible for the longevity bonus. The longevity bonus shall be paid in the month and year of the anniversary year and is good for one (1) year after receipt, (ex. received in October 2022, can be used until October 2023).

Partner Agency Fitness Program

Full-time employees may utilize park district facilities, programs and/or services as defined by the park district for their own full-time employees. Employees must comply with the park district's registration and eligibility requirements.

In January, after board approval, eligible employees will be able to select the park district they are interested in participating. The agency will determine the park district the employee will have access to each year, using the employees request as a guide.

Wellness Program

NWSRA believes that its employees are its most valuable asset. Morale, productivity, job satisfaction and consistent attendance are greatly impacted by a person's health and wellness. To increase and maintain overall health, NWSRA is dedicated to promoting intellectual, environmental, social and emotional support to assist employees to achieve a comfortable work/life balance.

The Wellness Committee will promote fun activities, educational opportunities and resources to motivate employees to achieve a healthy lifestyle which then sets a good example for our participants and families.

Credit Union

All employees are eligible to participate in the Metro Federal Credit Union due to NWSRA being a business in Rolling Meadows. It does not matter where the employee lives while employed with NWSRA. The employee may authorize Credit Union deductions from his paycheck upon the completion of the appropriate forms.

Personal Cell Phone Discount

All employees of NWSRA are eligible for a government employee discount with most cell phone providers. Employees will need to take a current paycheck stub to the provider to inquire and receive a discount.

Logo Clothing

For all NWSRA logo clothing provided by the agency to employees will be taxed to the employee at the end of each year or upon termination, based on the amount of clothing provided. This does not include t-shirts/sweatshirts provided to employees for program use.

Voluntary Benefit Programs

Aflac

NWSRA has a partnership with Aflac to provide additional voluntary benefits. Plans available are Short-Term Disability, Accident Insurance and Critical Illness Coverage. These plans are available as a payroll deduction and can be started as a new hire or during open enrollment. All plans are after tax deductions and are portable.

ASPCA – Pet Insurance

ASPCA offers discounted pet insurance programs to employees of NWSRA. Plans are available as a payroll deduction, are an after-tax deductions and portable. ASPCA plans can be joined at any time.

Professional Development

Service Training

It shall be the practice of NWSRA to conduct special in-service training programs which will better equip an employee to fulfill his job responsibilities.

Education and Tuition Reimbursement

If, in the opinion of the Executive Director and Superintendents, some benefit will accrue to the NWSRA, permission may be granted to full-time employees to attend educational courses and to make partial or full reimbursement of tuition. Subject to budgetary provisions. Requests for tuition reimbursement must be made before the educational course is taken.

- Tuition reimbursement will be granted only upon successful completion of the educational course. Successful completion is defined as a minimum Grade of C for undergraduate level class or B for graduate level class.
- Time off may be granted by the Executive Director upon recommendation of the Superintendents to attend educational courses if work schedules can be arranged and if it is determined that the education will make the employee more valuable to the Association.

Conferences and Seminars

Opportunities to attend and participate in professional conferences, conventions, seminars and technical meetings shall be provided to all employees. With prior approval of the Executive Director and Superintendents and subject to budgetary provisions, an employee may attend such functions without loss of pay and at NWSRA expense.

Professional Memberships

NWSRA will maintain memberships for professional organizations which contributes to public relations, professional knowledge and general effectiveness of NWSRA. Materials and publications secured as a result of memberships provided by NWSRA shall be made available for use by all employees.

Membership in a local service club may be provided for selected agency employees as a public relation benefit to NWSRA. Employees must have the recommendation of the Superintendents with final approval by the Executive Director.

Professional membership fees for full-time employees are paid by the agency once membership is approved by Executive Director.

Before indicating a willingness to accept nomination or appointment to a board or committee position requiring time during normal working hours for this position, approval must be secured from the Executive Director.

Time Off and Leaves of Absence

Holidays

NWSRA observes the following holidays. The NWSRA office is closed and there are no programs on these holidays. All full-time employees are paid for these holidays. Part-time employees are not eligible for holiday pay.

- New Year's Day
- Good Friday
- Memorial Day
- Juneteenth (Floating Holiday – Office is open & programs are running)
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve Day

If a holiday falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, it will be observed on the preceding Friday.

Religious Observances

Full-time employees who need time off to observe religious practices or holidays not already scheduled by the Association should speak with their supervisor. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time

off for another religious day. Employees may also be able to switch a scheduled day with another employee, or take vacation time, or take off unpaid days. The Association will seek to reasonably accommodate individuals' religious observances.

Part-time employees should speak with their supervisor so that an accommodation to their schedule can be reviewed. Part-time employees will not be paid for any religious accommodation.

Vacation

NWSRA recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The Association provides paid vacation time to full-time employees for this purpose and employees are encouraged to take vacation during the year. Part-time employees do not accrue vacation time.

Full-time employees will accrue paid vacation according to the following schedule. Note: Employees may not accrue more than 25 days in their vacation bank, other than when receive their Longevity Vacation Bonus.

Length of Service	Days Accrued Annually	Hours Accrued by Month	Annual Accrued Maximum
6 to 12 Months	5 days	3.34 hours	N/A
1 year	10 days	6.67 hours	80 hours/10 Days
3 years	12 days	8 hours	96 hours/12 Days
4 years	14 days	9.34 hours	112 hours/14 Days
5 years	15 days	10 hours	120 hours/15 Days
6 years	16 days	10.67 hours	128 hours/16 days
7 years	17 days	11.34	136 hours/17 days
8 years	18 days	12 hours	144 hours/18 days
9 years	19 days	12.67 hours	152 hours/19 days
10 years	20 days	13.34 hours	160 hours/20 days
11 years	21 days	14 hours	168 hours/21 days
12 years	22 days	14.67 hours	176 hours/22 days
13 years	23 days	15.34 hours	184 hours/23 days
14 years	24 days	16 hours	192 hours/24 days
15 years	25 days	16.67 hours	200 hours/25 days

Employees may not take paid vacation until they actually have earned or accrued the vacation time. New employees do not accrue paid vacation until they have completed at least 6 months of employment, unless approved by the Superintendent of Administrative Services and Executive Director.

Generally, employees should submit vacation plans to their supervisor at least 4 weeks in advance of the requested vacation date. Vacations may be scheduled in increments of half (.50) a work day up to a maximum of 2 weeks in a row. Superintendents and the Executive Director have the right to designate when some or all of vacations must be taken or dates when vacations are not able to be taken.

Vacation should be used in the year it is earned. Employees will be permitted to accrue up to one year of earned vacation. Once an employee has reached one year of accrued vacation, they cease to accrue any more time until time is used.

Employees whose employment terminates, for any reason, will be paid for all unused, accrued vacation time.

Failure to return from work at the conclusion of an approved vacation will be considered a voluntary resignation by the employee.

Sick Time

NWSRA provides full-time employees with paid sick days. Employees earn one (1) day a month and can accrue up to 60 days/480 hours before they cease earning additional sick time. At the end of each calendar year, any hours over 480 will be accumulated toward IMRF's sick day service credit.

Sick days cannot be used as a substitute for vacation or personal days. Sick days may be used if an employee needs time off for scheduled medical procedures, being ill or has a personal injury. Sick days may also be used if an employee needs to provide care for a family member who is ill or injured.

If the need for sick leave is foreseeable, employees are required to give at least 30 days' advance notice (e.g., a planned medical treatment) whenever possible. If the need for sick leave is not foreseeable, employees are asked to notify their supervisor as soon as is practical.

If an employee miss three (3) or more consecutive days because of illness, NWSRA may require the employee to provide a physician's written permission to return to work.

Per Federal law, unused sick days are forfeited when an employee's employment ends for any reason.

Personal Days

Full-time employees will be granted four (4) paid personal days per calendar year. Personal days are issued by accruing one (1) personal day per quarter and will expire on the last day of December of that same year. Employees are allowed to use accrued personal days before they are earned if approved by the Superintendent of Administrative Services before use.

Personal days are granted to employees to allow paid time off for personal reasons of any nature, including holidays not recognized by NWSRA.

Personal days accrued, but not yet used, will be paid to an employee upon termination.

Bereavement Leave

Paid bereavement leave may be granted, to Full-time employees, upon the death of a member of their immediate family. "Immediate family members" are defined as an employee's spouse, domestic partner, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild or any relative living in the same household with the employee or dependent.

NWSRA grants up to three (3) days of paid bereavement based on employee needs. Superintendents will consider this time off on a case-by-case basis and how much time will be granted to the employee. Additional time may be approved by the Executive Director and sick time will be used for additional days. Documentation may be requested by NWSRA to verify employee's need for bereavement leave, such as a death certificate, published obituary or written verification from a mortuary, funeral home or government agency.

Jury Duty/Court Appearance

The Association supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

Full-time employees will be paid for up to 2 weeks of jury duty service at their regular rate of pay minus any compensation received from the court for the period of service. All employees may use any accrued time off if required to serve more than 2 weeks on a jury.

Time for appearance in court for personal business will be the individual employee's responsibility. Personal days or vacation days will be used for this purpose.

Time-off for Voting

NWSRA recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise their right to vote. In almost all cases, you will have sufficient time outside working hours to vote. If for any reason you think this won't be the case, contact your supervisor to discuss scheduling accommodations.

Blood Donation

Full-time employees who have been employed at least six (6) months shall be entitled to one hour of paid time to donate blood, every 56 days.

Time-off for School Activities

Employees who have been employed at least six (6) months that work an average of 20 hours per week, may be eligible to take up to eight (8) hours of unpaid time off per school year to attend school activities. These activities may include conference or classroom activities for dependents of the employee, if they cannot be scheduled during non-work hours.

For purposes of this policy, "school" means any public or private primary or secondary school or educational facility.



PANDEMIC RETURN-TO-WORK MANUAL

Effective June 1, 2020

Updated: June 2022

Board Approved: _____

INTRODUCTION

Northwest Special Recreation Association is working hard to prevent the spread of Pandemic related Virus's 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 the 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.

NWSRA will update this manual as needed based on the needs of NWSRA participant, employees and families. In conjunction with changes recommended by local, state and federal agencies ie. CDC, IDPH, County Health Departments, etc.

TABLE OF CONTENTS

Introduction to COVID-19	1
Return-to-Work Process	Page
Step 1: Identify Exposure Risk for Each Employee	2
Very High Exposure Risk	2
High Exposure Risk	3
Medium Exposure Risk	3
Lower Exposure Risk (caution)	3
Step 2: Identifying Appropriate Personal Protection Equipment	3
Step 3. Establishing Township Procedures for the Workplace	4
Understanding Sanitizer Products and Use	4
Limiting Contact with High Touch Areas	4
Employee Screening	4
Social Distancing	5
Fleet Management	5
Postal, Dropbox, and Package Mail Deliveries	5
Maintenance and Sanitation Responsibilities	5
Employee Responsibilities	6
Cleaning and Disinfecting If Someone Is Symptomatic	7
Step 4. Develop Department Work Plans to Minimize Risk	7
Step 5. Reintroduce Employees and the Public into the Workspace	9
Phase 1. Preparation – Closed to the Public	9
Phase 2. Implement Department Work Plans – Closed to the Public	9
Phase 3. Open to Public – Restricted	9
Phase 4. Open to Public – Normal Operations with Continued Social Distancing	9
Phase 5. Open to Public - Normal Operations with Full Staffing	10
Phases Chart	11
Return to Program Process	Page
Procedures for General Programs	12
Drop off & Pick up Process	12
Personal care needs	12
Programs at Park Districts	12
Outdoor Activities	12
Appropriate PPE Equipment	13
Procedures for Participants & Staff	13
Routine Cleaning & Disinfecting	14
Personal Space	14
Proper Covering of Sneezing and Coughing	15
Participant Health Screening	15
Required Cleaning for all NWSRA Program Spaces	15

NWSRA Storerooms	16
Whole Team Cooperation	16

Vaccination, Testing & Face Covering Policy	Page
Purpose	17
Scope	17
Procedures	18
Vaccinations	18
Testing & Face Coverings	18

Vaccination Status & Acceptable Forms of Proof of Vaccination	Page
Vaccinated Employees	18
All Employees	19
Supporting Covid-19 Vaccination	19
Employee Notification of Covid-19 and Removal from the Workplace	20
Medical Removal from the Workplace	20
Return To Work Criteria	20
Covid-19 Testing	21
Face Coverings	21
New Hires	22
Confidentiality And Privacy	22
Final Notes	22
Resources	22

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

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 Marketing & Communications 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. Reinroduce 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.



Programs and Services

NWSRA COVID-19 Response Plan

PHASE 1	PHASE 2	PHASE 3	PHASE 4	PHASE 5
<ul style="list-style-type: none"> NWSRA Main Office closed to public Virtual programs available on website with Monthly registration Activity Center located on website will be updated regularly Part time staff furloughed No in-person programs Marketing/Communication: calls and constant contacts/ social media increased Transportation to programs stopped Switched from seasonal to Month to Month registration for programs Postponed SLSF events Free Health Check Calls Community program outings cancelled Inclusion services paused due to partner agency closures NWSRA program spaces at Hanover Park, Rolling Meadows, Mt. Prospect, Wheeling and Buffalo Grove closed Clearbrook/Day Programs closed to stay at home order following DHS regulations NWSRA program brochure online 	<ul style="list-style-type: none"> NWSRA Main Office closed to public Virtual programs available on website with Monthly registration Activity Center located on website will be updated regularly Part time staff furloughed No in-person programs Marketing/Communication: calls and constant contacts/ social media increased Transportation to programs stopped Month to Month registration programs continued Postponed SLSF events, Virtual Events & Fundraising only Free Check-in Calls Community program outings cancelled Inclusion services paused due to partner agency closures NWSRA program spaces at Hanover Park, Rolling Meadows, Mt. Prospect, Wheeling and Buffalo Grove closed Clearbrook/Day Programs closed to stay at home order following DHS regulations NWSRA program brochure online 	<ul style="list-style-type: none"> NWSRA Main Office closed to public Virtual programs available on website with Monthly registration Activity Center located on website will be updated regularly Part time staff furloughed Select in-person programs to be offered per Federal guidelines Marketing/Communication: calls and constant contacts/ social media increased Transportation to programs stopped Month to Month registration continued Postponed SLSF events, Virtual Events & Fundraising only Switch to fee-based check-in calls/zooms Community program outings cancelled Inclusion resumed per State & Federal guidelines NWSRA program spaces at Hanover Park, Rolling Meadows, Mt. Prospect, Wheeling and Buffalo Grove cleaned/sanitized, set up and in use Clearbrook/Day Programs closed to stay at home order following DHS regulations NWSRA program brochure online- families may request a printed copy 	<ul style="list-style-type: none"> NWSRA Main Office closed to public Virtual programs available on website with Monthly registration Activity Center located on website will be updated regularly Part time/specialty staff return if needed Select in-person programs to be offered per Federal guidelines Marketing/Communication: calls and constant contacts/ social media increased Transportation resumes to select programs based on Federal guidelines Month to Month Registration continued Select SLSF events resume Switch to fee-based optional 1:1 interactive calls/zooms Select Community program outings per State & Federal guidelines Inclusion resumed per State & Federal guidelines NWSRA program spaces at Hanover Park, Rolling Meadows, Mt. Prospect, Wheeling and Buffalo Grove in use Clearbrook/Day Programs open based on DHS regulations NWSRA program brochure online- families may request a printed copy 	<ul style="list-style-type: none"> NWSRA Main Office open to public Virtual programs available on website with Monthly registration Activity Center remains available All Part time staff return In-person Programs return as normal Marketing/Communication: calls and constant contacts/ social media continued as needed Transportation to programs resumes Registration adapted to programming needs All SLSF events resume Discontinue 1:1 interactive calls/Zooms. Check-ins as needed. Program Community outings resume Inclusion resumes based on partner agency needs NWSRA program spaces at Hanover Park, Rolling Meadows, Mt. Prospect, Wheeling and Buffalo Grove in use Clearbrook/Day Programs resume NWSRA program brochure online- families may request a printed copy

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.

COVID-19 Vaccination, Testing and Face Covering Policy

PURPOSE

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. NWSRA encourages all employees to receive full COVID-19 vaccination to protect themselves and other employees. However, should an employee choose not to be fully vaccinated, this policy's sections on testing and face coverings will apply. This policy complies with OSHA's Emergency Temporary Standard on Vaccination and Testing (29 CFR 1910.501).

SCOPE

This COVID-19 Policy on vaccination, testing, and face covering use applies to all employees of NWSRA, *except* for employees while working from home.

Some employees may be required to have or obtain a COVID-19 vaccination as a term and condition of employment, due to their specific job duties (e.g., working in a school facility, PURSUIT). Employees subject to mandatory vaccination requirements should follow all relevant vaccination procedures in this policy and are not given the choice to choose testing and face covering use in lieu of vaccination.

Employees may request an exception from vaccination requirements (if applicable) if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Employees also may be legally entitled to a reasonable accommodation if they cannot be vaccinated and/or wear a face covering (as otherwise required by this policy) because of a disability, or if the provisions in this policy for vaccination, and/or testing for COVID-19, and/or wearing a face covering conflict with a sincerely held religious belief, practice, or observance. Requests for exceptions and reasonable accommodations must be initiated by submitting a request to the Superintendent of Administrative Services on or before January 7, 2022 (or as soon thereafter as the need for accommodation arises). All such requests will be handled in accordance with applicable laws and regulations and organizational policy. Note: Employees who do not want to vaccinate and do not want share the rationale for refusing to do so are allowed to elect to proceed with weekly COVID testing anyway without requesting or being granted a reasonable accommodation.

PROCEDURES

Vaccination

Any employee that chooses to or is required to be vaccinated against COVID-19 must be fully vaccinated no later than January 7, 2022. Any employee not fully vaccinated by January 7, 2022 will be subject to the regular testing and face covering requirements of this policy.

To be fully vaccinated by January 7, 2022, an employee must:

Obtain the first dose of the two-dose Pfizer vaccine no later than January 7, 2022; and the second dose no later than January 23, 2022 ; or

- Obtain the first dose of the two-dose Moderna vaccine no later than January 7, 2022; and the second dose no later than February 4, 2022; or
- Obtain one dose of a single dose vaccine no later than January 7, 2022.

Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine as stated above. An employee will be considered partially vaccinated if they have received only one dose of a two-dose vaccine. Employees who have completed the first dose by January 7, 2022 will need to test weekly until the second dose is administered and two weeks have passed, if required.

Testing and Face Coverings

All employees who are not fully vaccinated as of January 7, 2022 will be required to undergo regular COVID-19 testing and wear a face covering when in the workplace. Policies and procedures for testing and face coverings are described in the relevant sections of this policy.

VACCINATION STATUS AND ACCEPTABLE FORMS OF PROOF OF VACCINATION

Vaccinated Employees

All vaccinated employees are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination. Proof of vaccination status can be submitted to the Superintendent of Administrative Services via email or printed copy to the NWSRA office.

Acceptable proof of vaccination status is:

1. The record of immunization from a health care provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

All Employees

All employees, both vaccinated and unvaccinated, must inform NWSRA of their vaccination status. The following table outlines the requirements for submitting vaccination status documentation.

Vaccination Status	Instructions	Deadline(s)
Employees who are fully vaccinated.	Submit proof of vaccination that indicates full vaccination.	Specified date will be given based on Local, State and/or Federal Guidelines & Recommendations
Employees who are partially vaccinated (i.e., one dose of a two dose vaccine series).	Submit proof of vaccination that indicates when the first dose of vaccination was received, followed by proof of the second dose when it is obtained.	Specified date will be given based on Local, State and/or Federal Guidelines & Recommendations
Employees who are not vaccinated.	Submit statement that you are unvaccinated, but are planning to receive a vaccination by the deadline.	Specified date will be given based on Local, State and/or Federal Guidelines & Recommendations
Employees who are not vaccinated.	Submit statement that you are unvaccinated and not planning to receive a vaccination.	Specified date will be given based on Local, State and/or Federal Guidelines & Recommendations

SUPPORTING COVID-19 VACCINATION

An employee may take up to four hours of duty time per dose to travel to the vaccination site, receive a vaccination, and return to work. This would mean a maximum of eight hours of duty time for employees receiving two doses. If an employee spends less time getting the vaccine, only the necessary amount of duty time will be granted. Employees who take longer than four hours to get the vaccine must send their supervisor an email documenting the reason for the additional time (e.g., they may need to travel long distances to get the vaccine). Any additional time requested will be granted, if reasonable, but will not be paid; in that situation, the employee can elect to use accrued leave, e.g., sick leave, personal time, vacation time, to cover the additional time. If an employee is vaccinated outside of their approved duty time they will not be compensated.

Employees may utilize up to two workdays of sick leave immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working. Employees

who have no sick leave will be granted up to two days of additional sick leave immediately following each dose if necessary.

The following procedures apply for requesting and granting duty time to obtain the COVID-19 vaccine or sick leave to recover from side effects:

Employees must follow call-in procedures. Once contacted, supervisors will notify the Superintendent of Administrative Services immediately to ensure the correct time will be allocated to employees.

EMPLOYEE NOTIFICATION OF COVID-19 AND REMOVAL FROM THE WORKPLACE

NWSRA will require employees to promptly notify their supervisor and/or Superintendent of Administrative Services when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider. Notification should be completed by phone when able. Text, voice messages and email are not appropriate means of communication.

Employees that have available sick time will use their time. Those that do not have sick time available will not be paid for any missed duty time.

Employees who have not tested positive, but are sick or experiencing symptoms of COVID-19 should notify their supervisor or Human Resources as outlined in the Attendance Policy.

Medical Removal from the Workplace

NWSRA has implemented a policy for keeping COVID-19 positive employees from the workplace in certain circumstances. NWSRA will quickly remove an employee from the workplace if they have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider (i.e., quickly send them home or to seek medical care, as appropriate). NWSRA will also quickly remove any employee from the workplace if they have signs or symptoms of COVID-19. Employees will remain in quarantine for the discussed in the return to work criteria discussed below.

Return to Work Criteria

For any employee removed because they are COVID-19 positive, NWSRA will keep them removed from the workplace until the employee receives a negative result on a COVID-19 nucleic acid amplification test (NAAT) or PCR test following a positive result on a COVID-19 antigen test if the employee chooses to seek a NAAT test for confirmatory testing; meets the return to work criteria in the CDC's "Isolation Guidance"; or receives a recommendation to return to work from a licensed healthcare provider.

Under the CDC's "Isolation Guidance," asymptomatic employees may return to work once 5 days have passed since the positive test, and symptomatic employees may return to work after *all* the following are true:

- At least 5 days have passed since symptoms first appeared, and
- At least 24 hours have passed with no fever without fever-reducing medication, and
- Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

If an employee is symptomatic but a licensed medical provider clears the employee to return to work by attributing the symptoms to a non-COVID related, non-contagious illness. NWSRA will work with the employee on a return to work plan, which may include a medical note from the provider as well as proof of a negative COVID test. If an employee has severe COVID-19 or an immune disease, NWSRA will follow the guidance of a licensed healthcare provider regarding return to work.

If an employee has severe COVID-19 or an immune disease, NWSRA will follow the guidance of a licensed healthcare provider regarding return to work.

COVID-19 TESTING

All employees who are not fully vaccinated will be required to comply with this policy for testing.

Employees who report to the workplace at least once every seven days:

- A. Must be tested for COVID-19 at least once every seven days. Test must be proctored test and supply a printed test result; and
- B. Must provide documentation of the most recent COVID-19 test result to the Superintendent of Administrative Services on Wednesday of each week.

Employees who do not report to work during a period of seven or more days;

- A. Must be tested for COVID-19 within seven days prior to returning to the work place: and
- B. Must provide documentation of that test to the Superintendent of Administrative Services upon return to the workplace.

If an employee does not provide documentation of a COVID-19 test result as required by this policy, they will be removed from the workplace until they provide a test result, and may be subject to disciplinary action, up to and including termination.

Employees who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.

FACE COVERINGS

NWSRA will require those who are not fully vaccinated to wear a face covering at all times when indoors and when occupying a vehicle with another person for work purposes. Face coverings must: (i) completely cover the nose and mouth; (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers; (iv) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (v) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings.

The following are exceptions to NWSRA's requirements for face coverings:

1. When an employee is alone in a room with floor to ceiling walls and a closed door.
2. For a limited time, while an employee is eating or drinking at the workplace or for

identification purposes in compliance with safety and security requirements.

3. When an employee is wearing a respirator or facemask.
4. Where NWSRA has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).

NEW HIRES

All new employees are required to comply with the vaccination, testing, and face covering requirements outlined in this policy as soon as practicable and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment and given an opportunity to request accommodations as needed.

All new hires will be required to submit their vaccination status within one week of a job offer being accepted. Once in compliance with vaccination status requirements, new hires will adhere to all aspects of this policy.

CONFIDENTIALITY AND PRIVACY

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

FINAL NOTES

Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if not fully vaccinated, their testing results.

Employees not in compliance with this policy will be subject to discipline, up to and including termination.

QUESTIONS

Please direct any questions regarding this policy to the Superintendent of Administrative Services.

RESOURCES

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/>