



Parent and Participant
COVID-19 Handbook
07/2020

Parent/Guardian and Participant Handbook

Guidance Used in Decision Making

The Urbana Park District is committed to the health and safety of all stakeholders; employees, guardians, community members, and participants. In order to best prevent the spread of COVID-19 in our workplace and within agency programs the following procedures have been put into place utilizing the most recent information from local and federal health organizations.

This handbook has been developed with the best practices from many resources, including Restore Illinois, Center for Disease Control and Prevention, Illinois Department of Public Health, StarGuard Elite, the Pool and Hot Tub Alliance, the World Waterpark Association, Illinois Park and Recreation Association, IPARKS, and the Illinois High School Association.

The Urbana Indoor Aquatic Center is dedicated to updating and revising our Reopening Procedure as this fast moving situation continues to evolve. All decisions will be made by the Urbana Park District Administrative Team, based on their findings and conversations with local and state officials. When questions of safety arise, we will continue to rely on the recommendations of our local and nationwide experts listed above.

As a reminder, the Urbana Indoor Aquatic Center is tied to an intergovernmental agreement between the Urbana Park District and the Urbana School District. This shared facility creates opportunities for both entities that may not be available without one another.

Aquatic Programs by Phase

In-Person Programs will only be provided during Phase 4 or 5. Below is the current plan

Governor's Phases	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
Definition	Spread	Flattening	Recovery	Revitalization	Restored
Programs	Virtual	Virtual	Virtual	Virtual; Modified In-Person	Virtual and In-Person
Face Covering	N/A	N/A	N/A	Required	Restored
Physical Distancing	N/A	N/A	N/A	Required	Restored

Participant Requirements

Participant Eligibility

If a participant is unable to meet the following expectations, they may be unable to participate at this time in accordance with current federal, state, and local mandates and guidelines. We expect guidelines to become less restrictive as Illinois passes through each Restore Phase. Staff will consistently evaluate participant progress in meeting these criteria and communicate any concerns with guardians.

- Independent or parent assisted personal self-care such as bathroom needs, hand washing, eating, dressing, and personal hygiene.
- Maintain physical distance of 6 feet or greater from other participants, staff, and community members with minimal verbal reminders.
- Independently put on, wear, and take off a face covering, when necessary and for the duration of the program while not in the water.
- Participate in the activity without the need for physical assistance.
- Conduct a personal health screening prior to each program. Must be able to honestly answer “No” to all questions.

To determine if in-person programs are a good fit, please consider your responses to the following statements:

YES NO	I am able to maintain 6-feet or more of personal space from others
YES NO	I am able to supply, put on, and wear for the duration of the program a face covering.
YES NO	I can cover a sneeze or a cough.
YES NO	I can independently wash my hands and/or apply hand sanitizer.
YES NO	I demonstrate safe behavior towards myself and others consistently, with limited verbal reminders from others.

If you answered “Yes” to all statements, in-person programming may be a good fit.

If you answered “no” to one of the statements please contact UIAC to discuss program/facility use options.

If you answered “no” to two or more statements, virtual programs are the best way to participate until guidelines are updated.

Staff will review all registrations and contact you if there are questions regarding the participant’s ability to follow updated eligibility and safety practices.

By signing up for in-person programs, guardians/participants are confirming they can meet the criteria listed above. If during a program, the participant is not able to follow these guidelines without minimal verbal prompts, the participant will be asked to pause on in-person programs until they can demonstrate the ability to meet all guidelines.

Participant/Patron Health Screening Protocols

All participants/patrons are required to complete a wellness screening prior to joining a program. Staff will verbally ask participants and/or guardians a series of health screening questions prior to the program beginning and record the answers. If participants are able to answer NO to the following

questions, they may join the program. If you can answer YES to any of these questions you are not allowed to attend until cleared by a medical professional.

In the last 24 hours:

Y or N: Have you felt feverish?

Y or N: Do you have a cough?

Y or N: Do you have a sore throat?

Y or N: Have you been experiencing difficulty breathing or a shortness of breath?

Y or N: Do you have muscle aches?

Y or N: Have you had a new or unusual headache (e.g., not related to caffeine, diet, or hunger, not related to history of migraines, clusters, or tension, not typical to the individual)?

Y or N: Have you noticed a new loss of taste or loss of smell?

Y or N: Have you been experiencing chills or rigors (rigors: a sudden feeling of cold with shivering accompanied by a rise in temperature)?

Y or N: Do you have any gastrointestinal concerns (e.g., abdominal, pain, vomiting, diarrhea)?

Y or N: Is anyone in your household displaying any symptoms of COVID-19?

Y or N: To the best of your knowledge, have you or anyone in your household come into close contact with anyone who has tested positive for COVID-19 (close contacts include household contacts, intimate contacts, or contacts within 6-ft for 15 minutes or longer (10 minutes or longer for ambulatory care services) unless wearing N95 mask during period of contact)?

If the participant/patron displays any of the above symptoms, staff must take precautions as if participant has COVID-19. If the participant has illness such as allergies or other non-contagious conditions that may appear similar to a contagious illness a note from a medical professional is required prior to participation.

Face Coverings

UIAC staff, participants and patrons ages 2 and above will be required to wear face masks in the facility while not in the water. Participants must provide their own face covering and must be able to independently put on, wear, and take off a face covering. If food/drink is consumed, face coverings may be removed but physical distancing of 6 ft. is required.

Face coverings should: 1) Fit snugly but comfortably around the face, 2) Be secured with ties or ear loops, 3) Include multiple layers of fabric preferred 4) Allow for breathing without restriction, 5) Be clean. Disposable face coverings should not be worn more than one time. Fabric face coverings should be laundered regularly and not be re-used when attending programs without being cleaned.

Distancing Measures

Indoor Programs

Only 50 people are allowed in the facility at a given time, spectators and staff included. We ask that patrons and participants respect one another's time and space while in the locker rooms, lap lanes, and shared areas.

Prior to admittance to the facility a staff member must ensure the participant has a completed health screening questionnaire form. A staff member will ask the participant and/or his or her guardian a series of health screening questions and record the answers given. Participant/patron temperatures will be taken upon arrival as well. Once a staff member has verified that the participant/patron has not

answered “yes” to any of the questions and is eligible to remain at the facility, the staff member should file the questionnaire accordingly. If a participant/patron answers “yes” to any of the questions on the form, staff members must ask the participant/patron to leave and contact their supervisor immediately. Please see Appendix A for participant screening checklist.

Youth Programming

Participant numbers will be reduced at this time. Parents/guardians will be allowed in the facility while practicing social distancing and wearing a face mask. Parents/Guardians must assist in the participant screening checklist. Only participants will be permitted on the pool deck. All parents/guardians should sit in the mezzanine area on the bleachers located on the second floor. Folding chairs will not be available at this time. Loitering in the front entryway will not be allowed. Once the program concludes, we ask all parents, guardians and participants to exit the building. It is recommended to shower and change at home. This will allow for proper social distancing in the locker rooms. Drinking fountains and suitmates will not be available for use. Limited capacity will be available in the locker rooms

Adult Programming

Participant numbers will be reduced at this time. Flexi-passes will not be allowed. Only registered participants will be admitted. All participants must practice social distancing and wear a face mask while not in the water. All participants must check in at the front desk prior to the start of class. A short health screening and temperature check will occur before being allowed in the facility. Once the program concludes, we ask all participants to exit the building. It is recommended to shower and change at home. This will allow for proper social distancing in the locker rooms. Drinking fountains and suitmates will not be available for use. Limited capacity will be available in the locker rooms

Lap Swim

Lap swim times will be appointment only. Scheduled times will be 45 minutes long. Patrons are encouraged to change and shower at home and not in the locker rooms. 2 lap swimmers per lane will be the maximum allowed. Lap swimmers will need to begin their swim at opposite ends of the lane, keeping conversations to a minimum. Lap swimming equipment will not be provided for patron use. Swimmers must bring their own. Proper social distancing is required. Face masks are required everywhere except for in the water. Drinking fountains and suitmates will not be available for use. Limited capacity will be available in the locker rooms

Open Swim

Up to 50 individuals total will be allowed in the facility at a time. Proper social distancing is required. Face masks are required everywhere except for in the water. Open swim times are available by appointment only. Time slots will be 1.25 hours each with 30 minute buffer between for cleaning and disinfecting. High touch points will be cleaned every 30 minutes. Drinking fountains and suitmates will not be available for use. Limited capacity will be available in the locker rooms

Private Rentals

To book a private rental at UIAC, a special use request form must be completed and approved by the Aquatics Specialist. Up to 50 individuals will be allowed in the facility at a time. Proper social distancing is required. Face masks are required everywhere except for in the water. Entire facility will be cleaned and disinfected after each rental. Drinking fountains and suitmates will not be available for use.

Lost and Found

Staff will place all lost and found in Ziploc bags and label them with the date and time. These items will be discarded after 24 hours of holding. If you believe you left something at the Urbana Indoor Aquatic Center, please call 217-384-7665 and ask to speak with a shift manager. If your item is located, staff will keep it safe for you until you are able to pick the item up.

Physical and Verbal Reminders of Distance

Staff will provide verbal reminders for physical distancing as needed throughout the facility. When possible, physical and visual reminders will be used. Examples include changing the location of equipment to allow for distancing, taping areas/markers on the floor, creating physical barriers and displaying signage with reminders/expectations.

If the verbal reminders are not effective and/or cause safety concerns in the facility, the participant will be asked to leave and will be suspended from all in-person programs until able to follow physical distancing requirements.

Hand Washing – Participants and staff will be asked to wash or sanitize their hands upon entry to the facility and also throughout the day at transitions or specific intervals. If staff see a participant touch their face, eyes, mouth etc. they must immediately direct the participant to wash/sanitize his/her hands. Washing or sanitizing will also occur before and after eating.

Equipment/Supplies Use – Sharing equipment and supplies is discouraged. To reduce the sharing of items, UIAC may request that participants bring their own equipment/supplies or provide items for individual use only. When items will be used by more than one individual, sanitation will occur between each use.

Post Exposure

If a patron has tested positive for COVID-19, guardians, participants and staff will be notified if they may have been exposed. In order to maintain confidentiality, the name of the individual will not be released.

Staff will contact Champaign Urbana Public Health Department and inform them of the situation. Once they are informed, staff will follow directives CUPHD provides. The safety of participants and staff is our top priority.

Patrons diagnosed with, or exhibiting symptoms of, COVID-19 may only return to program after it has been 10 days from the time individual experienced symptoms, does not have a fever for 3 days (without fever reducing medication) and shows improvement in respiratory symptoms (cough, shortness of breath, etc). A patron may also return to facility after 2 negative COVID-19 tests in a row, with testing completed 24 hours apart.

Employee Screening Protocols

- Temperature checks will be done prior to each shift.
- Hand washing is continuously encouraged.
- Face masks will be mandatory for all staff when not in the water.
- Employees will be responsible for completing a daily self-check before reporting to work.

- All sick employees are encouraged to stay home. Any sick staff on shift will be immediately asked to go home and will be required to communicate with their immediate supervisor on symptoms and procedures.
- Any staff member who has been exposed and has symptoms will be required to stay home for at least 10 days from the time they were exposed.
- Employees can return to work after quarantine when it has been ten (10) days from the time they have experienced symptoms and at least three (3) days after they have no fever (without taking fever reducing fever medication) and have improvement in their respiratory symptoms (cough, shortness of breath).

Isolation & Communicable Disease Procedures

Isolation Procedures

In the event a patron displays or develops symptoms of COVID-19 during a program, UIAC staff will follow the procedures outlined below to isolate the individual until they can be picked up from the program site. Parents/Guardians or emergency contacts are required to pick up within 30 minutes of the initial call, preferably sooner. If the participant is an adult and able to transport themselves, they will be asked to leave the facility and encouraged to go to or call their doctor.

1. If not already wearing a face covering both the participant and staff must wear a covering.
2. **If the facility has an available isolated room**, the individual will be asked to stay in that room.
3. **If there is not an available isolated room** and it is possible, the individual will be taken outside
4. Call emergency contacts to pick the participant up (if applicable).
5. If participant is in immediate medical distress, call 911 immediately.

COVID-19 COMMUNICABLE DISEASE PROCEDURES

Definition Communicable

1. Able to be passed by contact: transmitted from one person to another either by direct contact with the person or by indirect contact, e.g. contact with his or her clothes, surfaces, etc.
2. Capable of transmitting disease: affected by or carrying a disease that can be transmitted by direct or indirect contact (as by a vectors)
3. Likely to affect others: quickly spread from one person to another

COVID-19 Communicable Disease Procedures are enacted whenever a staff member, participant or other individual has received confirmed diagnosis of COVID-19 or been exposed to someone with a confirmed diagnosis of COVID-19 while in the Urbana Indoor Aquatic Center to which others may have been exposed.

Key Components

- Key personnel will enact the procedures as soon as notification is received so that no additional time passes before notifying at-risk individuals of possible exposure.

- If applicable, the infected or potentially infected individual will be isolated.
- Provide a list of all potentially exposed individuals to the CUPHD. Staff will contact individuals as directed by CUPHD.
- During this process staff will retain as much confidentiality as possible when communicating to specific at-risk individuals while maintaining identification anonymity of the contagious individual.
- All communications, notes, emails, etc. will be retained and filed by UPD Human Resources.
- If cleaning and sanitation is needed to restore areas and equipment the individual came into contact with prior to re-opening UIAC full-time staff member will contact responsible parties.

Cleaning & Sanitation Procedures

Prevent the spread of COVID-19 by following the guidelines below:

- Stay more than 6 feet away from people.
- Avoid touching your face.
- Frequently wash your hands for 20 seconds with soap and water or using alcohol-based hand sanitizer with a minimum of 60% alcohol if hands are not soiled.
- Cover your mouth and nose with a tissue when coughing or sneezing, disposing of the tissue in the trash, and wash your hands or using hand sanitizer.
- Frequently cleaning commonly touched surfaces (i.e.: doorknobs, keyboards) with antiseptic cleanser.
- Cover your mouth and nose with a cloth face cover or mask when around others.

Items to be disinfected: Considered High Touch

- Door Knobs/handles
- Telephones
- Counter and Table surfaces
- Computer Equipment
- Benches
- Lifeguard chairs and tubes
- Showers
- Mirrors
- Sinks
- Soap dispensers
- Toilets
- Cabinet Handles
- Appliances (microwave, refrigerator, etc.)
- Pool ladders

Cleaning

Staff members are dedicated to making sure the Urbana Indoor Aquatic Center follows all Champaign-Urbana Public Health Department COVID-19 cleaning standards. Staff will be cleaning the locker rooms and high touch points at least every hour. During the times where we do not offer scheduled swims, staff will be deep cleaning the facility, including but not limited to the pool deck, locker rooms, front foyer, and stairwells.

Appendix A

Participant Health Screening Checklist

The following are the questions which are included on the health screening questionnaire form:

Question	Yes	No
Temperature check above 100.4 degrees?		
Have you felt feverish?		
Do you have a cough?		
Do you have a sore throat?		
Have you been experiencing difficulty breathing or a shortness of breath?		
Do you have muscle aches?		
Have you had a new or unusual headache (not related to caffeine, diet, or hunger, not related to history of migraines, clusters or tension, not typical to the individual)?		
Have you noticed a new loss of taste or loss of smell?		
Have you been experiencing chills or rigors (rigors: a sudden feeling of cold with shivering accompanied by a rise in temperature)?		
Do you have any gastrointestinal concerns (abdominal pain, vomiting, diarrhea)?		
Is anyone in your household displaying any symptoms of COVID-19?		
To the best of your knowledge, have you or anyone in your household come into close contact with anyone who has tested positive for COVID-19 (close contact includes household contacts, intimate contacts, or contacts within 6 feet for 15 minutes or longer unless wearing N95 mask during period of contact)?		