



It is the mission of the Urbana Park District to:

- Improve the quality of life of its citizens through a responsive, efficient, and creative park and recreation system,
- Pursue excellence in a variety of programs, parks and special facilities that contribute to the attractiveness of neighborhoods, conservation of the environment and the overall health of the community.

**NOTICE AND AGENDA OF MEETING
URBANA PARK DISTRICT BOARD OF COMMISSIONERS
BOARD STUDY SESSION
TUESDAY, AUGUST 4, 2020
6:30 PM**

REMOTE MEETING VIA ZOOM

VIDEO LINK: <https://us02web.zoom.us/j/89930126119>

PHONE: (312) 626-6799

MEETING ID: 899 3012 6119

PASSWORD: 351958

Board Study Sessions are designed for the Board to study, review and discuss specific topics. Actions are not typically taken during a Study Session, unless specifically noted on the agenda.

I. Call to Order and Introductions

A. Remote Attendance

The Board is suspending the usual Remote Attendance Policy, and is allowing all commissioners to attend remotely pursuant Illinois Public Act 101-0640. Though commissioners will be conducting the meeting remotely, the regular meeting location (Urbana Park District Planning and Operations Facility at 1011 E. Kerr Avenue, Urbana, IL 61802) will be open to the public.

II. Accept Agenda

III. Public Comment

Any member of the public may make a brief statement at this time within the public participation rules of the Board. Please see the attached document for details regarding attendance and public comment via Zoom.

IV. Discussion

A. COVID-19 Updates

V. Comments from Commissioners

VI. Adjourn

Note: This Meeting Agenda and its supporting materials are on the UPD website at <http://www.urbanaparks.org/documents/index.html>, choose the "Public Meetings" category and search for the meeting information you wish to download.

Public Input for Urbana Park District Study Session Meeting (Tuesday, August 4, 2020)

MEETING ID: 899 3012 6119

PASSWORD: 351958

Anyone can attend the meeting virtually via Zoom. The regular meeting location at 1011 E. Kerr Avenue, Urbana, IL will also be open for public attendance and comment, though the meeting itself will be conducted remotely. Any member of the public may make a brief statement during the Public Comment portion of the agenda. Per Board rules, comments will have a two minute time limit. The Board accepts comments, but neither the Board nor staff will respond to individual comments during the meeting.

You will be able to use a phone to call in:

- Join by calling (312) 626-6799.
- Callers will then be asked to enter the Meeting ID number followed by the # key. The Meeting ID number is 899 3012 6119.
- Enter meeting password 351958, followed by the # key.
- We ask that you please mute yourself until the time for public comment.
- You can toggle between mute and unmute by dialing *6.

You will be able to use a computer to address the Urbana Park District Board using Zoom:

- Make sure you have a microphone on your computer if you wish to speak. Please identify yourself for the record if you do speak.
- You do not need to install software to use Zoom. You can click “Join from your browser.” It appears that Zoom prefers for users to download and install their meeting client software on your computer. Use whichever option you are most comfortable with, and note it may be browser-specific.
- You see the meeting video stream through Zoom and hear people talking. The link to join by computer is:
<https://us02web.zoom.us/j/89930126119?pwd=eWlRS1dYeTFGd2djYFBjd25WcmdqQT09>
- If you do not want to be seen, please turn off your webcam video feed, as everyone connected will be able to see you and your background.
- This Zoom session will be recorded as part of the record.
- We ask that you please mute yourself until the time for public comment.
- We will not be using the Chat or Participant windows for this meeting.
- You can find tutorials and help information here: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>.

If you are unable to call or video in to the Zoom Meeting, or would prefer to write in, public input can also be received before the meeting via email. Please submit your comments via email by 6:30 pm to tabartlett@urbanaparks.org – these will be read per Urbana Park District Board rules and time limits.



Return to Work Guidelines – Working Document – 7/29/2020

Goal: To establish practices such as social distancing, staggered work shifts, remote work, and other exposure-reducing measures. Supervisors and department heads should review and approve the plan prior to the initiation of work. Supervisors will be responsible for coordinating the return to on-site work for their employees. All employees that cannot perform work remotely should access a safe work environment.

Individuals that have health, childcare issues, or other concerns should speak with their supervisor and Human Resources. Applicable Acute Illness Leave, FMLA (Family Medical Leave Act), and FFCRA (Families First Coronavirus Response Act) policies apply. Employees who can work remotely may continue to do so to reduce personnel density at the District to ensure the health and safety of other staff. These guidelines are designed for use as we work through the phases of the Governor’s Restore Illinois plan. This process may be phased over several months and is fluid.

Effective June 1st, 2020 the District will assume the following approach as dictated by the District’s region’s phase at that time:

Phase 1-2: Employees will receive regular pay for essential, onsite work or remote work. Employees without such tasks will use EPSL (Emergency Paid Sick Leave – see page 7) under the stay-at-home order. Employees will wear face coverings and practice social distancing.

Phase 3-4: Facilities are reopened to staff who cannot work remotely. Employees will wear face coverings and practice social distancing.

Phase 5 – Facilities are fully reopened to both staff and the public. Programming, events, and rentals resume with safety guidance and procedures implemented.

Due to the unpredictable nature of this situation, employees and the District must be prepared to move between phases (both forwards and backwards) at the direction of the state and public health officials.

Necessary Facility Supplies:

- Soap and paper towels for handwashing
- Alcohol-based hand sanitizer containing at least 60% alcohol
- Signs encouraging hand hygiene and other measures in common areas of buildings
- Facial tissues in common areas
- Masks, cloth face coverings, or similar items to encourage respiratory etiquette
 - The District will supply each employee with two reusable face coverings
- EPA-approved surface cleaner

Standards/Expectations:

- At this time, face-coverings are considered PPE (protective personal equipment). Employees will be expected to wear face-coverings at all times in any shared, open, or public spaces, including

hallways and restrooms. Face-coverings may only be removed within single-occupancy private rooms with closed doors.

- Employees should wash or sanitize hands frequently and wear freshly laundered face-coverings.
- Only virtual meetings should take place through Phase 4 (or as otherwise directed).
- Where feasible, establish shift schedules to limit the number of individuals in a given space at a given point in time. Multiple people sharing offices must maintain a minimum of 6 feet apart, preferably greater. Employees may be relocated to other workspaces to reduce crowding.
- Employees are asked to wipe down shared equipment or common surfaces (i.e., keyboards, printers, copiers, etc.) before AND after each use.
- Employees may use their own double-layer cloth face-coverings in addition to those provided by the District.
- All employees should monitor their health status and stay home if they are ill. If employees come to work ill, supervisors should request that they go home. If asymptomatic, but have had significant exposure to someone who is ill, employees should notify their supervisor and obtain approval before coming to work.
- Any employees whose work can be performed remotely will be encouraged to continue working remotely to ensure the health and well-being of staff that must work onsite.
- All visitors must adhere to the same facemask and social distancing protocols established for employees. The District will create proper signage to communicate this. All facilities will remain closed to the public through July 31st, 2020. Visitors are required to wear masks. The District will not provide masks for visitors.
- Provide additional resources to help employees avoid shared use of equipment such as desks, phones, computers, and other office equipment. If sharing must occur, supply EPA-approved cleaners/disinfectants so equipment can be disinfected before and after use.
- For shared areas (like breakrooms, computer rooms, and reception areas), develop and communicate a procedure to limit occupancy and separate desks/work spaces to allow physical distancing of at least 6 feet. When distance is not possible, consider staggering work schedules or alternative worksites. Spaces like breakrooms should be closed to prevent congregation (with the exception of using refrigerators and sinks in such rooms).
- District vehicles and District restrooms may have only one occupant at a time.

Facilities

Facilities may reopen to the public at different times due to staffing and programming considerations.

- APNC
- Brookens
- Leal
- UIAC
- PRC
- Kerr
- Lake House
- Pavilions
- Ballfields, disc golf course, tennis courts
- Dog Park
- Restroom facilities

COVID-19 Symptoms

Symptoms can range from mild to severe illness. Symptoms may appear 2-14 days after exposure to the virus and may include:

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

This list does not include all possible symptoms. The CDC will continue to update this list as we learn more about COVID-19.

Guidelines for Employees Exhibiting Symptoms

For Illnesses other than COVID-19:

Ensure employee remains isolated at home for a minimum of 10 days after symptom onset OR until feverless* and feeling well (without fever-reducing medication) for at least 72 hours OR confirmed to not have COVID-19 via 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart

This preventive measure is crucial to mitigate the spread of the virus and, as such, employees who report to work while ill may be sent home by their supervisor.

*The CDC defines fever as 100.4 degrees Fahrenheit or 37.8 degrees Celsius

Employees will be required to self-quarantine at home for a period of 14 days if:

- The employee has received a confirmed, positive COVID-19 diagnosis
- The employee has been in close contact* with an individual who received a confirmed COVID-19 diagnosis (including coworkers)
- The employee has been in close contact with an individual from one of the CDC-defined high-risk locations in the world

The District understands that COVID-19 testing may not be readily available and it could be difficult to receive a confirmed, positive diagnosis. While employees are required to self-quarantine if they meet any of the above criteria, any employees who are exhibiting COVID-19 symptoms should act as though they have the virus and go into self-quarantine accordingly.

*The CDC defines “close contact” as:

a) being within approximately 6 feet of a COVID-19 case for a prolonged period of time (30+ minutes)

OR

b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

Parameters for Return

Employees may be required to go into home isolation/self-quarantine for different reasons, which may impact when they are allowed to return to work. See below for details on when employees may return to work after being in home isolation:

1. Employees who were exposed to COVID-19, but didn't develop symptoms may return to work when:

- The employee has completed the recommended home isolation period (currently, 14 days) without developing any symptoms **AND**
- The employee has discussed his/her return to work with HR and supervisor, and notified them at least 24 hours in advance of his/her return to work date

2. For those with confirmed COVID-19 diagnosis:

- The employee has completed the recommended home isolation period (currently, 14 days)
- The employee has been fever-free for at least 72 hours, without the use of medication
- The employee's other symptoms have shown marked improvement
- The employee has been released to return to work by his/her healthcare provider*
- The employee has received two negative test results in a row, at least 24 hours apart
- The employee has discussed his/her return to work with HR and supervisor, and notified them at least 24 hours in advance of his/her return to work date

*The District understands that healthcare providers will be strained to meet basic requests and that, consequently, it may be difficult to obtain a release to return to work. As such, the District will be flexible with employees on this matter, and ask that any employee with confirmed COVID-19 reach out to Human Resources about what steps they should take when preparing to return to work.

Latent Onset of Symptoms

For the case in which an employee goes into self-quarantine because he/she was in close contact with a confirmed COVID-19 case. Initially, this employee didn't show any signs or symptoms of COVID-19, but developed them sometime during the 14-day quarantine period.

In this situation, the District requests that the employee notify HR as soon as he/she has transitioned from being asymptomatic to symptomatic. HR will then work with the employee to determine what, if any, additional steps should be taken prior to returning to work at the end of the 14-day quarantine period.

Acute Illness Leave

National and local public health services have issued warnings about the threat of a COVID-19 pandemic. Recent information published regarding COVID-19 recommends that people experiencing symptoms stay home to prevent spread of disease. It is a concern that employees who have limited leave available may try to work while sick and spread this dangerous virus. UPD's current personnel policy regarding Eligible Uses of Acute Illness Leave allows use of this type of leave after an absence of 5 days with a physician's verification.

GOAL: To encourage employees exhibiting symptoms to voluntarily stay home during this potentially dangerous time.

REVISED ACUTE ILLNESS LEAVE POLICY AS APPROVED BY THE BOARD OF COMMISSIONERS 3/10/20: During this potentially dangerous pandemic, the Board temporarily adjusts the District's policy with regard to use of Eligible Uses of Acute Illness Leave. The Board permits the use of Acute Illness Leave if the employee displays symptoms even if it is less than five consecutive days and even if the employee does not see a doctor. This temporary adjustment is valid until September 8, 2020, or until otherwise adjusted.

Employees will be required to provide a doctor's note or sign a statement if they do not see a doctor verifying that they had symptoms. Symptoms can range from mild to severe illness. Symptoms may appear 2-14 days after exposure to the virus and may include:

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

This list does not include all possible symptoms. The CDC will continue to update this list as we learn more about COVID-19.

Further, employees may also use Acute Illness Leave if they must care for minor children who are required to stay home. Employees will be required to sign a statement regarding the need for care for their child. Supervisors will be given the authority to send employees home who appear to be ill.

Acute Illness Leave Form

TEMPORARY POLICY FOR USE OF ACUTE ILLNESS LEAVE

REQUEST FOR USE OF ACUTE ILLNESS LEAVE

Date: _____

Employee Name: _____

I request use of _____ (hours) of Acute Illness Leave.

- Symptoms from _____ to _____ with a doctor's note.
- Symptoms from _____ to _____ without a doctor's note.
- To care for minor children with symptoms and/or COVID-19 related school closure from _____ to _____.

Signed: _____

(Employee signature)

NOTE:

ATTACH THIS FORM TO THE TIMESHEET FOR A SINGLE PAY PERIOD.

ATTACH A SEPARATE FORM FOR EACH TIMESHEET/PAY PERIOD THE ACUTE ILLNESS LEAVE IS REQUESTED.

RECORD THE HOURS OF ACUTE ILLNESS LEAVE REQUESTED ON THE TIME SHEET.

Exemption to Personnel Policy is effective from March 11, 2020 to September 8, 2020 or until notified otherwise

Families First Coronavirus Response Act (FFCRA)

The Families First Coronavirus Response Act (FFCRA) was signed into law on March 18, 2020. Under the FFCRA, employees may be entitled to paid sick and/or family leave for specified reasons related to COVID-19. This leave entitlement and the below related provisions and procedures will apply to leaves taken from April 1, 2020 through December 31, 2020.

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅔ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

<ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);	<ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.
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Emergency Paid Sick Leave

The FFCRA provides for a couple of different leave types, the first one being emergency paid sick leave (EPSL). Employees may request to use EPSL if they meet one of the six qualifying reasons defined in the law.

Qualifying Reasons for EPSL Leave

1. The employee is subject to federal, state, or local quarantine or isolation order* related to COVID19.
2. The employee has been advised by a health care provider to self-quarantine related to COVID-19.
3. The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.
4. The employee is caring for an individual subject to a federal, state or local quarantine or isolation order related to COVID-19 or who has been advised by a health care provider to self-quarantine related to COVID-19.

5. The employee is caring for his/her child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19.

6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Eligibility

All employees are eligible to request EPSL, regardless of employment type (full-time, part-time, or seasonal) or length of employment.

Duration of Leave

All full-time employees are eligible for up to 80 hours of EPSL. Part-time employees are eligible for the number of hours they'd typically work during an average two-week period, while variable-hour seasonal employees' allotments are based on a 6-month look-back calculation. This leave entitlement is in addition to any other accrued paid time off to which the employee is eligible and entitled (subject to existing policies).

Calculating EPSL Pay

The rate of pay an employee receives while on emergency paid sick leave is dependent upon the qualifying reason for leave:

- For reasons 1-3, the employee will receive their regular rate of pay up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).
- For reasons 4-6, the employee will receive pay at 2/3 their regular rate of pay up to \$200 per day and \$2,000 in the aggregate (over a 2-week period). (Additional 1/3 can be made up with Acute Illness Leave)
- For reason 5, the employee may be entitled to additional paid family leave as described in more detail in the Expanded Family and Medical Leave (EFML) section.

Taking EPSL Intermittently

The FFCRA does allow employees to take EPSL intermittently in certain situations, as long as the employer agrees. Taking intermittent EPSL means that you could use your leave time only on certain days or certain hours of the day. Examples of both intermittent leave types are as follows:

Whole Day Increments: Working from home on Monday, Wednesday, and Friday, but caring for children on Tuesday and Thursday (whole day)

Partial Day Increments: Teleworking (work from home) from 8am-10am, caring for children from 10am-2pm, and teleworking again from 2pm-4pm

Employees who are teleworking are eligible to request either type of intermittent EPSL* for any of the qualifying reasons above, 1-6; however, the employee must request and receive approval from his/her supervisor, department head, and HR prior to taking leave intermittently.

Employees who are working from their usual worksites are not eligible to take EPSL intermittently for qualifying reasons 1-4 or 6** above. However, employees may request to take intermittent leave if they are caring for their children due to school closure or unavailable child care (qualifying reason 5 above).

The supervisor, department head, and HR must first approve the request to work intermittently; if approved, the employee must take EPSL in whole-day increments, taking leave in partial day increments (as in the second example listed above) is not allowed in this scenario.

*Employees on EFML may also be eligible to request intermittent leave, see the section on Expanded Family and Medical Leave for more information.

**Once an employee who is working from their normal worksite begins taking paid sick leave for any reason other than to care for their child whose school or place of care is closed (or child care provider unavailable), they must continue to take paid sick leave until they have either: (1) used the full amount of paid sick leave; or (2) no longer have a qualifying reason for taking paid sick leave.

Expanded Family & Medical Leave (EFML)

The second type of leave created by the FFCRA is Expanded Family and Medical Leave (EFML). EFML provides up to 12 work weeks of paid family leave to any employee who is unable to work (or telework) due to caring for his/her minor child because the minor's school or regular child care provider is closed, or otherwise unavailable, due to COVID-19.

Eligibility

EFML is available to all employee types (full-time, part-time, or seasonal). However, unlike EPSL, an employee isn't eligible for EFML until he/she has been employed with the District for 30 calendar days.

Scope

EFML is only for employees who have a bona fide need to care for their children during a COVID-19 related school or child care closure. If an employee has used up the maximum number of EPSL hours but still needs to be off work for their own COVID-19 illness, or the COVID-19 illness of a covered family member, said employee may be eligible for regular FMLA leave.

NOTE: Regular FMLA leave guarantees 12 weeks of job protected leave but is not paid.

12-Week Cap - EFML & FMLA

An employee who takes EFML during this time is still eligible to use regular FMLA later this year; however, an employee cannot take more than 12 weeks combined total of EFML and FMLA in a rolling calendar year. For example, if you use 8 weeks of EFML from April-May 2020, you would only have 4 weeks of regular FMLA remaining to use from June 2020-March 2021.

EFML Pay

First 2 Weeks Per the FFCRA, the first ten days (two weeks) of EFML leave are unpaid. However, employees can receive pay for their first two weeks of EFML leave if:

- The employee is eligible for and has not exhausted the Emergency Paid Sick Leave (EPSL) described above; or
- The employee chooses to use other accrued, unused paid time off to which he/she is eligible and entitled

If an employee chooses to use EPSL pay to cover the first 10 days of an EFML leave, the rate of pay the employee receives for those first two weeks will be dependent upon the qualifying reason for said leave:

- For reasons 1-3, the employee will receive their regular rate of pay up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).
- For reasons 4-6, the employee will receive pay at 2/3 their regular rate of pay up to \$200 per day and \$2,000 in the aggregate (over a 2-week period). (Additional 1/3 can be made up with Acute Illness Leave)

EFML Pay – Other 10 Weeks From weeks 3-12 of the leave, regardless of the reason for EFML, employees will receive pay at 2/3 their regular rate of pay for their regular hours worked up to \$200/day and \$10,000 in the aggregate (over the 10-week period).

Taking EFML Intermittently

Employees on EFML beyond the first two weeks are eligible to request taking leave intermittently, pursuant to the District guidelines discussed above.

Required Medical Documentation for EPSL and EFML

In order to ease the burden on the health care system, the District is not requiring the completion of the standard FMLA certification paperwork for employees requesting EPSL or EFML. However, employees will be required to turn in the appropriate request forms (still working on these).



Urbana Park District

EMERGENCY PAID SICK LEAVE (EPSL) FORM EXPANDED FAMILY AND MEDICAL LEAVE (EFML) REQUEST FORM

The Emergency Paid Sick Leave Act (EPSL) and the Emergency Family and Medical Leave Expansion Act (EFML), were enacted as part of the Families First Coronavirus Response Act (FFCRA). **These leaves are only available April 1, 2020 through December 31, 2020.**

An employee may request Emergency Paid Sick Leave (EPSL) by filling out Section III and may request Expanded Family and Medical Leave (EFML) by filling out Section IV. If an employee qualifies for both EPSL and EFML, the employee may request both. The signed form should be returned to the employee's supervisor, who should review and send to the Cottage.

I. Emergency Paid Sick Leave (EPSL) – Background Information

An eligible employee may take EPSL for one of the six qualifying reasons below, either under normal circumstances at their normal worksite or by means of telework.

A. Qualifying Reasons

An employee may take EPSL if one or more of the following reasons apply:

<p>Reason 1:</p> <p>The employee is unable to work or telework because the employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.</p> <ul style="list-style-type: none">• An employee may not take EPSL for this reason if UPD does not have work for the employee to do as a result of the quarantine or isolation order or other circumstances.
<p>Reason 2:</p> <p>The employee is unable to work or telework because the employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.</p>
<p>Reason 3:</p> <p>The employee is unable to work or telework because the employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis from a health care provider.</p> <ul style="list-style-type: none">• An employee may not take EPSL for this reason if the employee does not actually seek a medical diagnosis.
<p>Reason 4:</p> <p>The employee is unable to work or telework because they are caring for an individual who is either subject to a federal, state, or local quarantine or isolation order related to COVID-19 or who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.</p> <ul style="list-style-type: none">• The employee will need to identify the individual for whom care is being provided and their relationship to that individual.

Reason 5:

The employee is unable to work or telework because the employee is caring for their child whose school or place of care has closed (or whose child care provider is unavailable) due to COVID-19 precautions.

- The employee will need to confirm that there is no other suitable person to care for the employee's child during the period for which the employee is requesting EPSL.

Note: If you are taking EPSL for this reason, your EPSL will run concurrently with your first 2 workweeks of EFML (which would otherwise be unpaid), provided you are eligible for EFML and have EFML entitlement remaining.

Reason 6:

The employee is unable to work or *telework* because the employee is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services (HHS).

II. Expanded Family and Medical Leave (EFML) – Background Information

An eligible employee may take EFML if the District has work for the employee and the employee is unable to perform that work, either under normal circumstances at their normal worksite or by means of telework due to the qualifying reason below.

A. Qualifying Reason

Reason 5 above: An eligible employee may take EFML if the employee is unable to work or telework because the employee is caring for their child whose school or place of care has closed (or whose child care provider is unavailable) due to COVID-19 precautions.

- The employee will need to confirm that there is no other suitable person to care for the employee's child during the period for which the employee is requesting EFML.
- If the child is older than 14 and the employee will be caring for the child during daylight hours, the employee will need to explain the special circumstances that make it necessary for the employee to provide care to that child during that period.
- If the child is 18 years or older, the child must be incapable of self-care due to a mental or physical disability.

III. EMERGENCY PAID SICK LEAVE (EPSL) REQUEST FORM

EFFECTIVE: April 1, 2020 through December 31, 2020

EMPLOYEE INFORMATION		
EMPLOYEE NAME	EMPLOYEE ID	JOB TITLE, FT OR PT?
SUPERVISOR	EPSL START DATE	EPSL END DATE
REASON FOR TAKING EMERGENCY PAID SICK LEAVE (EPSL)		
I am unable to work or telework during the above period due to the following Reason (as listed above): __1 __2 __3 __4 __5 __6		
COMPLETE SECTION BELOW THAT IS APPLICABLE TO THE REASON FOR WHICH YOU ARE REQUESTING EPSL		
If requesting EPSL for Reason 1: I am unable to work or telework because I am subject to a federal, state, or local quarantine or isolation order related to COVID-19. The following federal, state, or local governmental entity issued this order: _____		
If requesting EPSL for Reason 2: I am unable to work or telework because I have been advised by a <i>health care provider</i> to self-quarantine due to concerns related to COVID-19. The name of that <i>health care provider</i> is: _____		
If requesting EPSL for Reason 3: I am unable to work or telework because I am experiencing symptoms of COVID-19 and am seeking a medical diagnosis from a health care provider. Check here to confirm: ____		
If requesting EPSL for Reason 4: I am unable to work or telework because I am caring for an individual who is either subject to a federal, state, or local quarantine or isolation order related to COVID-19 or who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19. 1. Name of individual for whom I am caring: _____ 2. My relationship to this individual is: _____ 3. Complete one of the following: a. The individual identified above is subject to a quarantine or isolation order issued by the following federal, state, or local governmental entity: _____ b. Name of the health care provider who advised the individual identified above to self-quarantine: _____		

If requesting EPSL for Reason 5:

Note: If you are taking EPSL for this reason, your EPSL will run concurrently with your first 2 workweeks of EFML (which would otherwise be unpaid), provided you are eligible for EFML and have EFML entitlement remaining.

I am unable to work or telework because I am caring for my child/children whose school or place of care has closed (or whose child care provider is unavailable) due to COVID-19 precautions.

1. Name and age of each child for whom I providing care during the period for which I am requesting EPSL:

2. The name of each childcare provider, school or place of care that is closed if that is the reason I am providing care for my child/ children listed above:

If requesting EPSL for Reason 6:

I am unable to work or telework because I am experiencing any other substantially-similar condition(s) specified by the U.S. Department of Health and Human Services. Check here to confirm: _____

Compensation

1. The employee will be compensated for EPSL at their regular rate, up to \$511 per day, where leave is taken for reasons 1-3 (own illness or quarantine).
2. The employee will be compensated for EPSL at 2/3 their regular rate, up to \$200 per day, where leave is taken for reasons 4-6 above (care for others or school closures).

_____ I request to utilize my accrued Acute Illness Leave (or Paid Leave if Acute Illness Leave is unavailable) to supplement the reduced compensation for this leave period (only applicable for option 2).

Specify: _____ Acute Illness Leave _____ Paid Leave

_____ I request not to supplement the reduced compensation for this leave period (only applicable for option 2).

CERTIFICATION

I certify that the foregoing is true. I understand that the Urbana Park District may require additional documentation in support of my request for EPSL.

EMPLOYEE SIGNATURE	DATE	SUPERVISOR SIGNATURE	DATE

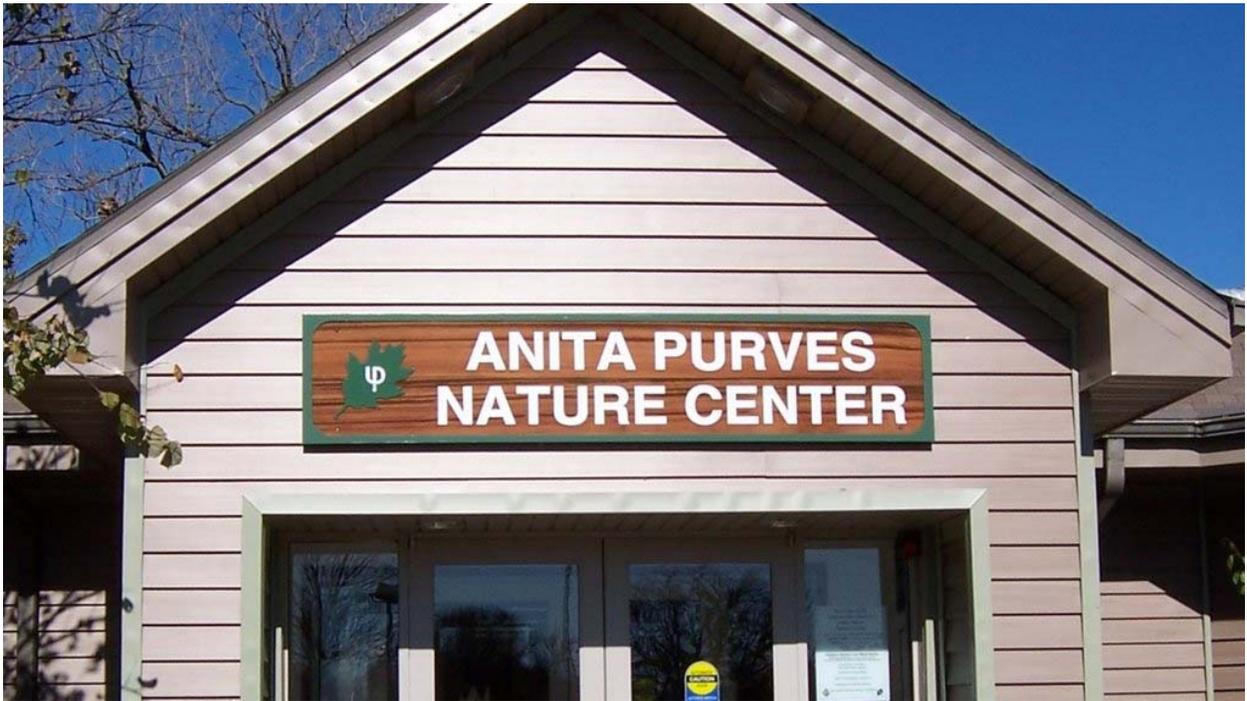
IV. EXPANDED FAMILY AND MEDICAL LEAVE (EFML) REQUEST FORM

EFFECTIVE: April 1, 2020 through December 31, 2020

EMPLOYEE INFORMATION			
EMPLOYEE NAME	EMPLOYEE ID	JOB TITLE, FT OR PT?	
SUPERVISOR	EFML START DATE	EFML END DATE	
If this is the first time you are taking EFML, complete sections A and B below. If you have previously taken any EFML, skip section A and fill out section B.			
Section A: Pay Options During EFML			
During the first 2 workweeks of EFML (which are unpaid), I would like to:			
<input type="checkbox"/> Use EPSL to receive pay (if I have not previously used EPSL)			
<input type="checkbox"/> Use Acute Illness Leave or Paid Leave to receive pay (if eligible, and EPSL already used). Specify which: _____			
If an employee chooses to use EPSL pay to cover the first 10 days of an EFML leave, the rate of pay the employee receives for those first two weeks will be dependent upon the qualifying reason for said leave:			
<ul style="list-style-type: none">• For reasons 1-3, the employee will receive their regular rate of pay up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).• For reasons 4-6, the employee will receive pay at 2/3 their regular rate of pay up to \$200 per day and \$2,000 in the aggregate (over a 2-week period). Additional 1/3 can be supplemented with Acute Illness Leave or Paid Leave.• From weeks 3-12 of the leave, regardless of the reason for EFML, employees will receive pay at 2/3 their regular rate of pay for their regular hours worked up to \$200/day and \$10,000 in the aggregate (over the 10-week period).			
After the first two workweeks of EFML, I would like to:			
<input type="checkbox"/> Use my accrued Acute Illness Leave (or Paid Leave if Acute Illness Leave is unavailable) to supplement the reduced 1/3 compensation for this leave period. Specify which: _____			
<input type="checkbox"/> Do not supplement the reduced compensation (I will be paid 2/3 my regular rate for the duration of EFML).			
<input type="checkbox"/> I would like to use EFML intermittently and will submit my detailed request to my supervisor on a separate document.			
Section B: Information to Support EFML Request:			
Name and age of each child for whom I providing care:			

The name of each childcare provider, school, or place of care that is closed:			

CERTIFICATION			
I certify that the foregoing is true. I understand that the Urbana Park District may require additional documentation in support of my request for EFML.			
EMPLOYEE SIGNATURE	DATE	SUPERVISOR SIGNATURE	DATE



Anita Purves Nature Center
COVID-19 Resumption of Operation Plan
07/28/2020

Introduction

With the anticipated loosening of stay at home directives at both the state and local levels, it is critical that the Anita Purves Nature Center proactively identify and establish sound protocols for the phased reopening of our facility and programs. Recognizing there is no vaccine for the disease caused by the novel coronavirus SARS-CoV2, the nature center is dedicated to implementing policies and measures to help mitigate the spread of COVID-19. This may require significant changes in our operations, especially during phase 1, 2, and 3. This is to ensure the wellbeing of our employees and the public we serve.

As we move forward to phase in reopening and offering programs, we have developed a guide that reviews our analysis and safety precautions to help prevent the spread of Sars-CoV-2, the virus that causes COVID-19. This is an evolving plan which will address procedures as we move through phases of local and federal guidelines.

This guide includes behaviors and practices to help promote a healthy workplace for district staff, participants, and families. The purpose is to ensure that district staff is following the most recent guidance from federal, state, and public officials. As provisions change, this guide may be modified to reflect changes.

This Resumption of Operation Plan is developed with the best practices from many resources, including Restore Illinois, Center for Disease Control and Prevention, Illinois Department of Public Health, Association of Nature center Administrators, Illinois Association of Museums, Cuseum, Midwest Museum Association, Taylor Studios, Illinois Park and Recreation Association, and IPARKS.

The Anita Purves Nature center is dedicated to updating and revising our Resumption of Operations Plan 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.

Restore Illinois

<https://coronavirus.illinois.gov/s/restore-illinois-introduction>

www.dph.illinois.gov/restore

<https://dceocovid19resources.com/restore-illinois/restore-illinois-phase-4/>

Within the Restore Illinois plan, the nature center falls under the direction of Museums, Indoor and Outdoor Recreation, Day Camps, Meetings, Retail, Spectator Events and Zoos. Staff also consulted with the Champaign-Urbana County Health Departments for specific guidelines for the nature center.

The link to the official documents is

<https://dceocovid19resources.com/restore-illinois/restore-illinois-phase-4/meetings-and-social-events/>

<https://dceocovid19resources.com/restore-illinois/restore-illinois-phase-4/indoor-and-outdoor-recreation/>

<https://dceocovid19resources.com/restore-illinois/restore-illinois-phase-4/museums/>

<https://dceocovid19resources.com/restore-illinois/restore-illinois-phase-4/zoos/>

<https://dceocovid19resources.com/restore-illinois/restore-illinois-phase-4/outdoor-seated-spectator-events/>

<https://dceocovid19resources.com/restore-illinois/restore-illinois-phase-4/retail/>

<https://dceocovid19resources.com/restore-illinois/restore-illinois-phase-4/day-camps/>

Below are the major takeaways.

- Operators should limit group sizes to no more than 50 people, allowing for social distancing where possible.
- Operators, employees, and customers should wear face coverings when not engaged in swimming activities.
- Operators, employees, and customers should frequently wash their hands or use hand sanitizer containing at least 60 percent alcohol.
- Operators, employees, and customers should adhere to social distancing where applicable.
- Operators should make employee and customer temperature checks required upon entry to the facility, and at mid-shift screen employees to ensure the absence of COVID-19 symptoms.
- If an employee becomes infected with COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset OR until feverless and feeling well (without fever-reducing medication) for at least 72 hours OR until confirmed to not have COVID-19 via two negative COVID-19 tests in a row done at least 24 hours apart.
- If a customer is experiencing symptoms of COVID-19, they should leave the facility. If an employee or customer is identified as COVID-19 positive, cleaning and disinfecting should be performed in accordance to Centers for Disease Control and Prevention (CDC) guidelines.

Staffing

- *Office Manager* – The office manager is responsible for the day to day operation of the facility. She is to answer any questions patrons may have and regulate social distancing, mask wearing, and cleaning duties. The office manager will be conduct health checks and temperatures of patrons. The manager will monitor the sign in sheet located on the front desk. She is responsible for all high touch cleaning and ongoing cleaning of the facility during shifts.
- *Reception Staff* – The reception staff's main duty is to man the front desk reception area. They will greet guests, answer phones and questions, and the front desk area is constantly sanitized. They will also regulate social distancing, mask wearing, and cleaning duties. They will be conduct health checks and temperatures of patrons when the manager is not present. Reception staff will assist with the cleaning for all high touch cleaning and ongoing cleaning of the facility during shifts.
- *Exhibit Docent* – The exhibit docent's duty is the greet ticketed guests and give them a tour of the nature center's Field Station and Wildlife Observation Room. They will personalize each scheduled group's experience and include a visit with at least one nature center education animal. They will be conduct health checks and temperatures of patrons attending a guided visit by meeting visitors in the vestibule as they enter the facility one at a time. The Exhibit Docent will monitor exhibit use during a guided visit and clean all exhibit high touch locations and assist with facility cleaning as assigned.
- *Program Staff* – The Program Staff's duty is to provide a safe and fun experience for participants by following an established schedule. They are to follow all safety guidelines and communicate with supervisors as needed. The Program Staff will clean all program and room high touch locations and assist with facility cleaning as assigned.

Return to Work Regulations

Recalling part time employees

Part Time employees who were employed by the Anita Purves Nature center prior to the closure of the facility due to COVID-19 mandates will be contacted first, before conducting any more staff recruitment and training. The positions needed are Reception Staff, Exhibit Docents and Program Staff.

General Guidelines

To promote a safe environment for nature center staff and the patrons that participate and utilize programs and services offered, the following parameters will be strictly enforced until the State of Illinois progresses to Phase 5. In some instances, as noted within the plan, staff with increased exposure to the public may be required to continue testing, self-health screening, and utilization of personal protective equipment.

- Frequently wash hands with soap and water for at least 20 seconds. When soap and running water are not available, use an alcohol-based hand sanitizer with at least 62% alcohol. Always wash your hands that are visibly soiled.
 - Manager and Coordinator staff will develop staff schedules that allow for short breaks to increase frequency with which staff can wash hands with soap and water.

- Alcohol based hand sanitizer with at 62% alcohol shall be provided at workstations with high customer-volumes.
- Avoid touching your entire face, including your eyes, nose or mouth with unwashed hands.
- Practice good respiratory etiquette, including covering coughs and sneezes.
- Stay home if sick
- Recognize personal risk factors. Certain people, including older adults and those with underlying conditions such as heart of lung disease or diabetes, are at higher risk of complications from COVID-19.

Personal Protective Equipment

Measures for protecting patrons and NATURE CENTER staff from exposure to, and infection with, COVID-19, depend on the type of work being performed and exposure risk.

- Staff is required to utilize cloth or disposable face covering during work hours. This may include, but is not limited to, cleaning public places, point of sale (passes, credit cards, etc.) and for first aid related emergencies. It is highly recommended that coverings are cleaned each evening. Coverings should:
 - Fit snugly but comfortably against the side of the face.
 - Be secured with ties or ear loops.
 - Include multiple layers of fabric.
 - Allow for breathing without restriction.
- Staff must utilize disposable gloves for work that requires high customer-volume environments who have frequent contact with the public. This may include, but is not limited to, cleaning public places or first aid related emergencies. Care must be taken to not cross contaminate other areas or work spaces when disposable gloves are utilized.
 - Before putting on gloves staff should clean hands with soap and water following hygiene guidelines noted above.
 - Gloves that become worn or visibly contaminated should be replaced and disposed of properly.
- After removing PPE, always wash hands with soap and water for at least 20 seconds, if available.

Daily Health Screenings

Employees who are experiencing symptoms of COVID-19 (symptoms listed below) should NOT report to work and contact to their direct supervisor.

COVID – 19 Symptoms

Common human coronavirus usually cause mild to moderate upper-respiratory tract illnesses, like the common cold. These illnesses usually only last for a short amount of time. Symptoms may include:

- Fever
- Cough
- Shortness of breath

These symptoms may appear 2 – 14 days after exposure to the virus:

- Fever
- Cough
- Shortness of Breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

CUPHD states that if an employee becomes infected with COVID-19, they are to remain isolated at home for a minimum of 10 days after symptoms onset OR until feverless and feeling well (without fever-reducing medication) for at least 72 hours OR until confirmed to not have COVID-19 via two negative COVID-19 tests in a row done at least 24 hours apart.

Health Considerations after Return/CDC Guidelines

The circumstances in which the District requires employees to self-quarantine are outlined below:

For Illnesses other than COVID-19:

Employees showing signs of cold or flu must stay home and not return to work until they have been free of fever* and other symptoms, without the aid of medication, for 24 hours. This preventive measure is crucial to mitigate the spread of the virus and, as such, employees who report to work while ill may be sent home by his/her supervisor. *The CDC defines fever as 100.4 degrees Fahrenheit or 37.8 degrees Celsius.

- Employees will be required to self-quarantine at home for a period of 10 days if:
- The employee has received a confirmed, positive COVID-19 diagnosis.
- The employee has been in close contact* with an individual who received a confirmed COVID-19 diagnosis (including coworkers)
- The employee has been in close contact with an individual from one of the CDC-defined high-risk locations in the world The District understands that COVID-19 testing may not be readily available and it could be difficult to receive a confirmed, positive diagnosis.

While employees are required to self-quarantine if they meet any of the above criteria, any employees who are exhibiting COVID-19 symptoms (cough, fever, or shortness of breath) should act as though they have the virus and go into self-quarantine accordingly.

*The CDC defines “close contact” as:

- a) being within approximately 6 feet of a COVID-19 case for a prolonged period of time (15+ minutes) OR
- b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

Parameters for Return Employees may be required to go into home isolation/self-quarantine for different reasons, which may impact when they are allowed to return to work. See below for details on when employees may return to work after being in home isolation:

1. Employees who were exposed to COVID-19, but didn’t develop symptoms may return to work when:

- The employee has completed the recommended home isolation period (currently, 10 days) without developing any symptoms and the employee has discussed his/her return to work with HR and supervisor, and notified them at least 24 hours in advance of his/her return to work date.

2. For those with confirmed COVID-19 diagnosis:

- The employee has completed the recommended home isolation period (currently, 10 days).
- The employee has been fever-free for at least 72 hours, without the use of medication.
- The employee's other symptoms have shown marked improvement
- The employee has been released to return to work by his/her healthcare provider*
- The employee has discussed his/her return to work with HR and supervisor, and notified them at least 24 hours in advance of his/her return to work date

*The District understands that healthcare providers will be strained to meet basic requests and that, consequently, it may be difficult to obtain a release to return to work. As such, the District will be flexible with employees on this matter and ask that any employee with confirmed COVID-19 reach out their direct supervisor about what steps they should take when preparing to return to work.

Latent Onset of Symptoms

For the case in which an employee goes into self-quarantine because he/she was in close contact with a confirmed COVID-19 case. Initially, this employee didn't show any signs or symptoms of COVID19 (fever, cough, shortness of breath), but developed them sometime during the 10-day quarantine period. In this situation, the District requests that the employee notify their direct supervisor as soon as he/she has transitioned from being asymptomatic to symptomatic. The supervisor will then work with the employee to determine what, if any, additional steps should be taken prior to returning to work at the end of the 10-day quarantine period.

Positive COVID-19 employee or patron protocol

- Immediately contact your direct supervisor. Your supervisor will contact Human Resources, and their direct supervisor. If a patron calls and tells you that they are positive, immediately contact your direct supervisor.
- Champaign-Urbana Department of Public Health will be contacted. The staff at Urbana Park District will cooperate with the direction given.
- Contact tracing will be given to CUDPH.
- A general notice will go out to all employees. Any such notice should reassure employees that, unless the employee has been notified directly by CUPHD, HR, or their supervisor, it is not believed that the employee has been in close contact with or shared a common workspace with the infected employee. The employee should be reassured that the employer is only providing the general notice to dispel any rumors and so that employees may continue to monitor themselves for symptoms and seek treatment if needed.
- Employees should shut down those areas of the workplace identified by the employee until those areas can be cleaned in accordance with CDC guidelines.

Developing symptoms while in the facility

When a patron or an employee begins to show signs while in the facility, politely ask them to leave until they are feeling better. IDPH recommends a 10- day period to monitor symptoms. Always wear a mask and maintain social distancing. Clean and disinfect areas affected immediately. If an employee reports having any COVID-19 related symptoms, they are encouraged to contact their health care provider.

Clocking In/Out

Staff are to use their personal phones to clock in and out for their shifts.

Anita Purves Nature Center

Phase 1 - 3 – closed to public and staff

Phase 4 - closed to general public. Open with ticketed entry, appointment or registered program with limited use and hours. Hand hygiene areas will include the lobby door and Field Station. Sinks and soap are available in each classroom, staff workroom and in the restrooms. Only 50 people allowed at a given time, including staff.

Front Desk – One employee should be working at the front desk at a time. Face masks are required at all times. If there is a need to have more than one person at the front desk, social distancing is required. A sneeze guard has been installed at the front desk. Use cleaning wipes to cleanse the front desk area before, during and after your shift. High touch points (counters, credit card reader, etc.) should be cleaned more frequently (every 30 minutes). When possible, use the facility intercom to contact the manager. Do not leave the front desk.

Lobby – Social distancing and masks are mandatory. Patrons and staff must stay 6 feet away from one another. Floor markings will be provided to show where 6-foot distances are throughout the facility. This is not a place to loiter. High touch points will be cleaned every 30 minutes.

Staff Workroom – Three people allowed in this area at a time. All parties must be wearing a mask (except when consuming food) and practice social distancing as much as possible. Staff should NOT congregate in this area. Staff using this space are expected to sanitize touch points and clean up after self.

Office space – Face masks and social distancing are required in office spaces when the office door is open. Staff may remove their face mask when they are the only staff in the office and the office door is closed. Staff will keep office doors closed as much as possible. There should be only one person using the space at a time. Cleaning before and after using the space is mandatory. This includes desks, phones, computers/keyboard/mouse, writing utensils, etc. Anything touched needs to be cleaned before you leave. All shared objects (phones, printers, counter tops, etc) need to be cleaned on a more frequent basis – every 30 minutes.

Private Rentals – up to 50 individuals will be allowed in the facility including staff. Proper social distancing is required. Face masks are required everywhere. Entire facility should be cleaned and disinfected after each rental.

Phase 5 – operating normally. Pre-pandemic hours and policies will be in place.

Programs (guided tours and hikes etc.)

Phase 1 - 3 – facility closed. No programs available. Travel not advised.

Phase 4 – shared equipment is discouraged. Only 50 people are allowed in the facility at a given time, patrons, visitors and staff included.

Prior to admittance to the nature center or program area a staff member must ensure the participant has answered no to all health screening questions. A staff member will ask the participant and/or his or her guardian to read a series of health screening questions. Once a staff member has verified that the participant has not answered “yes” to any of the questions and is eligible to remain at the program. If a participant answers “yes” to any of the questions, staff members must ask the participant to leave and contact their supervisor immediately. *Please see Appendix B for participant screening checklist.*

Public Programs - Instructors are required to wear face masks while teaching programs. All staff and participants are required to have their temperature taken prior to class beginning and entry into the facility. Face masks must be worn at all times. Social distancing must be practiced. Instructors are required to clean and disinfect all equipment each session that is used during their lessons. Instructors are responsible for maintaining social distance within their class.

Ticketed Visits - Docents are required to wear face masks while providing guided tours of the Field Station and Observation Room. All staff and participants are required to have their temperature taken prior to class beginning and entry into the facility. Face masks must be worn at all times. Instructors are responsible for maintaining social distance within their class.

Special Events – All staff and participants must have their temperatures taken prior to entering the facility. Outdoor events are limited to 50 people, including staff. No indoor special events will be held during stage 4. Social distancing is a requirement for all events. Tables and chairs must be spaced appropriately. Spacing must be clearly marked as a 6-foot distance.

Rentals – Rental participants are required to wear face masks at all times. Participants must practice social distancing. Reception staff are responsible for cleaning and disinfecting all equipment used the rental.

Phase 5 - operating normally. Pre-pandemic hours and policies will be in place.

Facility Attendance

In order to practice physical distancing while controlling the number of visitors at Anita Purves Nature center, the following protocols will be in effect until Phase 5 has begun.

1. Patrons will be required to sign up for designated time slots to utilize the facility through Urbana Park District’s ActiveNet registration program. This will allow staff to control the number of individuals utilizing the nature center at any given time.
 - a. The nature center will increase usage as administration deems appropriate.

- b. Timeslots will be available beginning October 1 in 40 minute increments for a guided tour of the Field Station and Observation Room, with a 20 minute buffer to allow for staff to clear the facility and conduct cleaning/sanitizing prior to allowing the next group of users entry to nature center.
 - i. The Docent will notify visitors with a 5-minute time slot ending notification.
 - ii. Available time slots
 - 1. 12-12:40pm
 - 2. 1-1:40pm
 - 3. 2-2:40pm
 - 4. 3-3:40pm
- 2. Patrons arriving early are prohibited in the building until their reserved time and will be encouraged to wait in their vehicles.
 - a. Patrons will be required to wait in a cueing line (with 6-foot distance) outside of the facility before being admitted for their reserved timeslot.
- 3. Patrons will check in with the Docent to verify their reservation time.

Cleaning (based on recommendations from IDPH)

Multi-Purpose Rooms, Workroom & Observation Room

	Hourly	Daily	Weekly	As needed/used
Sinks/Countertops		X		
Restrooms (If App.)		X		
Tables & Chairs		X		
Carpets		X		
Cubbies			X	
Door Handles		X		
Phones		X		
Light Switches		X		
Thermostat Control		X		
Trash		X		
Extra Furniture (Soft surfaces)				X
Kitchen Appliances Touch points		X		

Restrooms

	Hourly	Daily	Weekly	As needed/used
Sinks/Faucets	X			
Countertops		X		
Toilets/Urinals	X			
Stall Doors	X			
Stall Partitions		X		
Door Handles	X			
Toilet/Paper Dispensers		X		
Support Bars *If App	X			
Soap Dispensers		X		
Sanitary Nap Bin	X			
Mirrors		X		
Floors		X		

Vestibule, Lobby, Coatroom & Hallways

	Hourly	Daily	Weekly	As Needed	Do Not Use/Remove
Carpets		X			
Cubbies			X		
Drinking Fountains					X
Bottle filler	X				
Trash				X	
Table Tops	X				
Furniture (ie. Couches/soft chairs, Display tables, etc)	X				

Fire Doors		X			
Light Switches	X				
Building Alarm Pad		X			
Directional Signage				X	

Admin Spaces & Office

	Hourly	Daily	Weekly	As Needed	Do Not Use/Remove
Phones		X			
Desktops/Chairs		X			
Countertops	X				
Fax Machines				X	
Copiers				X	
Door Handles	X				
Computers		X			
Table Surfaces		X			
Plexi Shield		X			
File Cabinets				X	
Extra Furniture (Soft surfaces)					X

Brookens Gymnasium

COVID-19 - Resumption of Operation Plan
7/2020

Introduction

With the anticipated loosening of stay at home directives at both the state and local levels, it is critical that Brookens Gym proactively identify and establish sound protocols for the phased reopening of our facility and programs. Recognizing there is no vaccine for the disease caused by the novel coronavirus SARS-CoV2, Brookens Gym is dedicated to implementing policies and measures to help mitigate the spread of COVID-19. This may require significant changes in our operations, especially during phase 1, 2, and 3. This is to ensure the wellbeing of our employees and the public we serve.

As we move forward to phase in reopening and offering programs, we have developed a guide that reviews our analysis and safety precautions to help prevent the spread of Sars-CoV-2, the virus that causes COVID-19. This is an evolving plan which will address procedures as we move through phases of local and federal guidelines.

This guide includes behaviors and practices to help promote a healthy workplace for district staff, participants, and families. The purpose is to ensure that district staff is following the most recent guidance from federal, state, and public officials. As provisions change, this guide may be modified to reflect changes.

This Resumption of Operation Plan is developed with the best practices from many resources, including Restore Illinois, Center for Disease Control and Prevention, Illinois Department of Public Health, Champaign-Urbana Public Health Department, Illinois Park and Recreation Association, and IPARKS.

Brookens Gym is dedicated to updating and revising our Resumption of Operations Plan 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.

Restore Illinois

<https://coronavirus.illinois.gov/s/restore-illinois-introduction>

www.dph.illinois.gov/restore

<https://dceocovid19resources.com/restore-illinois/restore-illinois-phase-4/>

Below are the major takeaways.

- Operators should limit group sizes to no more than 50 people, allowing for social distancing where possible.
- Operators, employees, and customers should wear face coverings.
- Operators, employees, and customers should frequently wash their hands or use hand sanitizer containing at least 60 percent alcohol.
- Operators, employees, and customers should adhere to social distancing where applicable.
- Operators should make employee and customer temperature checks required upon entry to the facility, and at mid-shift screen employees to ensure the absence of COVID-19 symptoms.
- If an employee becomes infected with COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset OR until feverless and feeling well (without fever-

reducing medication) for at least 72 hours OR until confirmed to not have COVID-19 via two negative COVID-19 tests in a row done at least 24 hours apart.

- If a customer is experiencing symptoms of COVID-19, they should leave the facility. If an employee or customer is identified as COVID-19 positive, cleaning and disinfecting should be performed in accordance to Centers for Disease Control and Prevention (CDC) guidelines.

Staffing

- *Athletics Supervisor* – The Athletics Supervisor is responsible for the day to day operation of the facility. They are there to answer any questions patrons may have and regulate social distancing, mask wearing, and cleaning duties. Program and Rental staff will be responsible for all high touch cleaning and ongoing cleaning of the facility during shifts.
- *Athletics Coordinator* – Training PT staff on cleaning procedures and check in procedures for rentals and programs that may occur.
- *Gym Supervisors* – Maintaining and disinfecting areas between rentals.
- *Aquatics Manager, Marketing Manager, Graphic Design Artist* – Keep areas clean and maintained. Check in Visitors that are there to see them.

Return to Work Regulations

Recalling part time employees

Part Time employees who were employed by Brookens Gym prior to the closure of the facility due to COVID-19 mandates will be contacted first, before conducting any more staff recruitment and training. The positions needed currently are Gym Supervisors.

General Guidelines

To promote a safe environment for Brookens Gym staff and the patrons that participate and utilize programs and services offered, the following parameters will be strictly enforced until the State of Illinois progresses to Phase 5. In some instances, as noted within the plan, staff with increased exposure to the public may be required to continue testing, self-health screening, and utilization of personal protective equipment.

- Frequently wash hands with soap and water for at least 20 seconds. When soap and running water are not available, use an alcohol-based hand sanitizer with at least 62% alcohol. Always wash your hands that are visibly soiled.
 - Full Time Staff in the facility will increase frequency with which they wash hands with soap and water.
 - Alcohol based hand sanitizer with at 62% alcohol shall be provided at work stations with high customer-volumes.
- Avoid touching your entire face, including your eyes, nose or mouth with unwashed hands.
- Practice good respiratory etiquette, including covering coughs and sneezes.
- Stay home if sick
- Recognize personal risk factors. Certain people, including older adults and those with underlying conditions such as heart of lung disease or diabetes, are at higher risk of complications from COVID-19.

Personal Protective Equipment

Measures for protecting patrons and Brookens Gym staff from exposure to, and infection with, COVID-19, depend on the type of work being performed and exposure risk.

- Staff is required to utilize cloth or disposable face covering during work hours. This may include, but is not limited to, cleaning public places, point of sale (passes, credit cards, etc.) and for first aid related emergencies. It is highly recommended that coverings are cleaned each evening. Coverings should:
 - Fit snugly but comfortably against the side of the face.
 - Be secured with ties or ear loops.
 - Include multiple layers of fabric.
 - Allow for breathing without restriction.
- Staff must utilize disposable gloves for work that requires high customer-volume environments who have frequent contact with the public. This may include, but is not limited to, cleaning public places or first aid related emergencies. Care must be taken to not cross contaminate other areas or work spaces when disposable gloves are utilized.
 - Before putting on gloves staff should clean hands with soap and water following hygiene guidelines noted above.
 - Gloves that become worn or visibly contaminated should be replaced and disposed of properly.
- After removing PPE, always wash hands with soap and water for at least 20 seconds, if available.

Daily Health Screenings

Employees who are experiencing symptoms of COVID-19 (symptoms listed below) should NOT report to work and contact to their direct supervisor.

COVID – 19 Symptoms

Common human coronavirus usually cause mild to moderate upper-respiratory tract illnesses, like the common cold. These illnesses usually only last for a short amount of time. Symptoms may include:

- Fever
- Cough
- Shortness of breath

These symptoms may appear 2 – 14 days after exposure to the virus:

- Fever
- Cough
- Shortness of Breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

CUPHD states that if an employee reports having any COVID-19 related symptoms, they should remain isolated at home for a minimum of 10 days AND until feverless and feeling well (without fever reducing medication) for at least 72 hours OR confirmed to not have COVID-19 via 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart.

Health Considerations after Return/CDC Guidelines

The circumstances in which the District requires employees to self-quarantine are outlined below:

For Illnesses other than COVID-19:

Employees showing signs of cold or flu must stay home and not return to work until they have been free of fever* and other symptoms, without the aid of medication, for 24 hours. This preventive measure is crucial to mitigate the spread of the virus and, as such, employees who report to work while ill may be sent home by his/her supervisor. *The CDC defines fever as 100.4 degrees Fahrenheit or 37.8 degrees Celsius.

- Employees will be required to self-quarantine at home for a period of 10 days if:
- The employee has received a confirmed, positive COVID-19 diagnosis
- The employee has been in close contact* with an individual who received a confirmed COVID-19 diagnosis (including coworkers)
- The employee has been in close contact with an individual from one of the CDC-defined high-risk locations in the world The District understands that COVID-19 testing may not be readily available and it could be difficult to receive a confirmed, positive diagnosis.

While employees are required to self-quarantine if they meet any of the above criteria, any employees who are exhibiting COVID-19 symptoms (cough, fever, or shortness of breath) should act as though they have the virus and go into self-quarantine accordingly.

*The CDC defines "close contact" as:

- a) being within approximately 6 feet of a COVID-19 case for a prolonged period of time (15+ minutes) OR
- b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

Parameters for Return Employees may be required to go into home isolation/self-quarantine for different reasons, which may impact when they are allowed to return to work. See below for details on when employees may return to work after being in home isolation:

1. Employees who were exposed to COVID-19, but didn't develop symptoms may return to work when:

- The employee has completed the recommended home isolation period (currently, 10 days) without developing any symptoms and the employee has discussed his/her return to work with HR and supervisor, and notified them at least 24 hours in advance of his/her return to work date.

2. For those with confirmed COVID-19 diagnosis:

- The employee has completed the recommended home isolation period (currently, 10 days).
- The employee has been fever-free for at least 72 hours, without the use of medication.
- The employee's other symptoms have shown marked improvement
- The employee has been released to return to work by his/her healthcare provider*

- The employee has discussed his/her return to work with HR and supervisor, and notified them at least 24 hours in advance of his/her return to work date

*The District understands that healthcare providers will be strained to meet basic requests and that, consequently, it may be difficult to obtain a release to return to work. As such, the District will be flexible with employees on this matter, and ask that any employee with confirmed COVID-19 reach out their direct supervisor about what steps they should take when preparing to return to work.

Latent Onset of Symptoms

For the case in which an employee goes into self-quarantine because he/she was in close contact with a confirmed COVID-19 case. Initially, this employee didn't show any signs or symptoms of COVID19 (fever, cough, shortness of breath), but developed them sometime during the 10-day quarantine period. In this situation, the District requests that the employee notify their direct supervisor as soon as he/she has transitioned from being asymptomatic to symptomatic. The supervisor will then work with the employee to determine what, if any, additional steps should be taken prior to returning to work at the end of the 10-day quarantine period.

Positive COVID-19 employee or patron protocol

- Immediately contact your direct supervisor. Your supervisor will contact Human Resources, and their direct supervisor. If a patron calls and tells you that they are positive, immediately contact your direct supervisor.
- Champaign-Urbana Public Health Department (CUPHD) will be contacted. The staff at Urbana Park District will cooperate with the direction given.
- Contact tracing will be given to CUPHD.
- A general notice will go out to all employees. Any such notice should reassure employees that, unless the employee has been notified directly by CUPHD, HR, or their supervisor, it is not believed that the employee has been in close contact with or shared a common workspace with the infected employee. The employee should be reassured that the employer is only providing the general notice to dispel any rumors and so that employees may continue to monitor themselves for symptoms and seek treatment if needed.
- Employees should shut down those areas of the workplace identified by the employee until those areas can be cleaned in accordance with CDC guidelines.

Developing symptoms while in the facility

When a patron or an employee begins to show signs while in the facility, politely ask them to leave until they are feeling better. CUPHD recommends a 10 day period to monitor symptoms. Always wear a mask and maintain social distancing. Clean and disinfect areas affected immediately. If an employee reports having any COVID-19 related symptoms, they are encouraged to contact their health care provider.

Clocking In/Out

Staff will still use paper time sheets and leave them in the Athletics Coordinators mailbox.

Brookens Gym

Phase 1 - 3 – closed to public and staff

Phase 4 - closed to general public. Open with ticketed entry, appointment or registered program with limited use and hours. Hand hygiene areas will be located at the desk. Hand Sanitizer is available in staff workroom and hand soap in the restrooms. Only 50 people allowed at a given time, including staff.

Lobby – (not really a lobby) Social distancing and masks are mandatory. Patrons and staff must stay 6 feet away from one another. Floor markings will be provided to show where 6-foot distances are throughout the facility. This is not a place to loiter. High touch points will be cleaned every 30 minutes.

Staff Workroom – One person allowed in this area at a time. If there needs to be another person in this area, both parties must be wearing a mask and practice social distancing as much as possible. Staff should NOT congregate in this area, as it does not provide the social distancing standards needed in an indoor space.

Office space – Face masks and social distancing are required in office spaces. If needed, staff will keep office doors closed as much as possible. There should be only one person using the space at a time. Cleaning before and after using the space is mandatory. This includes desks, phones, computers/keyboard/mouse, writing utensils, etc. Anything touched needs to be cleaned before you leave. All shared objects (phones, printers, counter tops, etc) need to be cleaned on a more frequent basis – every 30 minutes.

Private Rentals – up to 50 individuals will be allowed in the facility including staff. Proper social distancing is required. Face masks are required everywhere. Entire facility should be cleaned and disinfected after each rental.

Phase 5 – operating normally. Pre-pandemic hours and policies will be in place.

Programs ()

Phase 1 - 3 – facility closed. No programs available. Travel not advised.

Phase 4 – shared equipment is discouraged. Only 50 people are allowed in the facility at a given time, spectators and staff included.

Prior to admittance to the program area 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. Once a staff member has verified that the participant has not answered “yes” to any of the questions and is eligible to remain at the program, the staff member should file the questionnaire accordingly. If a participant answers “yes” to any of the questions on the form, staff members must ask the participant to leave and contact their supervisor immediately. *Please see Appendix B for participant screening checklist.*

Public Programs - Instructors are required to wear face shields while teaching programs. All staff and participants are required to have their temperature taken prior to class beginning and entry into the facility. Face masks must be worn at all times. Social distancing must be practiced.

Instructors are required to clean and disinfect all equipment each session that is used during their lessons. Instructors are responsible for maintaining social distance within their class.

Rentals – Rental participants are required to wear face masks at all times. Participants must practice social distancing. Gym staff are responsible for cleaning and disinfecting all equipment used during the rental.

Phase 5 - operating normally. Pre-pandemic hours and policies will be in place.

Facility Attendance

In order to practice physical distancing while controlling the number of visitors at Brookens Gym, the following protocols will be in effect until Phase 5 has begun.

1. Patrons will be required to sign up for designated time slots to utilize the facility through Brookens Athletics staff. This will allow staff to control the number of individuals utilizing the Gym at any given time.
 - a. Brookens Gym will increase usage as administration deems appropriate.
 - b. Brookens Gym inquiries can be made by calling Brookens at 217-255-8601 or stopping by.
2. Patrons arriving early are prohibited from entering the building until their reserved time and will be encouraged to wait in their vehicles.
 - a. Patrons will be required to wait in a line (with 6-foot distance) outside of the facility before being admitted for their reserved timeslot.
3. Patrons will check in with the Supervisor to verify their reservation time.

Cleaning (based on Recommendations from CUPHD and IDPH)

Multipurpose Room

	Hourly	Daily	Weekly	As needed/used
Sinks/Countertops		X		
Restrooms (If App.)		X		
Tables & Chairs		X		
Carpets		X		
Cubbies			X	
Door Handles		X		
Phones		X		
Light Switches		X		
Thermostat Control		X		
Trash		X		
Extra Furniture (Soft surfaces)				X
Kitchen Appliances Touch points		X		

Restrooms & Gymnasium

	Hourly	Daily	Weekly	As needed/used
Sinks/Faucets	X			
Countertops		X		
Toilets/Urinals	X			
Stall Doors	X			
Stall Partitions		X		
Door Handles	X			
Toilet/Paper Dispensers		X		
Support Bars *If App	X			
Soap Dispensers		X		
Sanitary Nap Bin	X			
Mirrors		X		
Floors		X		

Admin Spaces & Office

	Hourly	Daily	Weekly	As Needed	Do Not Use/Remove
Phones		X			
Desktops/Chairs		X			
Countertops	X				
Fax Machines				X	
Copiers				X	
Door Handles	X				
Computers		X			
Table Surfaces		X			
Plexi Shield		X			
File Cabinets				X	
Extra Furniture (Soft surfaces)					X

**The Lake House in Crystal Lake Park
COVID-19 Resumption of Operation Plan
07/29/2020**

Introduction

With the anticipated loosening of stay at home directives at both the state and local levels, it is critical that the Urbana Park District proactively identify and establish sound protocols for the phased reopening of our facilities and programs. Recognizing there is no vaccine for the disease caused by the novel coronavirus SARS-CoV2, the Urbana Park District is dedicated to implementing policies and measures to help mitigate the spread of COVID-19. This may require significant changes in our operations, especially during phase 1, 2, and 3. This is to ensure the wellbeing of our employees and the public we serve.

This Resumption of Operation Plan is developed with the best practices from many resources, including Restore Illinois, Center for Disease Control and Prevention, Illinois Department of Public Health, Illinois Park and Recreation Association, IPARKS, and the National Recreation and Park Association.

The district is dedicated to updating and revising our Resumption of Operations Plan 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.

Restore Illinois

<https://coronavirus.illinois.gov/s/restore-illinois-introduction>

www.dph.illinois.gov/restore

<https://dceocovid19resources.com/restore-illinois/restore-illinois-phase-4/>

Below are the major takeaways.

- Operators should limit group sizes to no more than 50 people, allowing for social distancing where possible.
- Operators, employees, and customers should wear face coverings when not engaged in physical activities.
- Operators, employees, and customers should frequently wash their hands or use hand sanitizer containing at least 60 percent alcohol.
- Operators, employees, and customers should adhere to social distancing where applicable.
- Operators should make employee and customer temperature checks required upon entry to the facility, and at mid-shift screen employees to ensure the absence of COVID-19 symptoms.
- If an employee becomes infected with COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset OR until feverless and feeling well (without fever-reducing medication) for at least 72 hours OR until confirmed to not have COVID-19 via two negative COVID-19 tests in a row done at least 24 hours apart.
- If a customer is experiencing symptoms of COVID-19, they should leave the facility. If an employee or customer is identified as COVID-19 positive, cleaning and disinfecting should be performed in accordance to Centers for Disease Control and Prevention (CDC) guidelines.

Return to Work Regulations

General Guidelines

In order to promote a safe environment for staff and the patrons that participate and utilize programs and services offered, the following parameters will be strictly enforced until the State of Illinois progresses to Phase 5 of the Restore Illinois plan. In some instances, as noted within the plan, staff with increased exposure to the public may be required to continue testing, self-health screening, and utilization of personal protective equipment.

- Frequently wash hands with soap and water for at least 20 seconds. When soap and running water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash your hands that are visibly soiled.
 - The district will develop staff schedules that allow for short breaks to increase frequency with which staff can wash hands with soap and water.
 - Alcohol based hand sanitizer with at 60% alcohol shall be provided at work stations with high customer-volumes.
- Avoid touching your entire face, including your eyes, nose or mouth with unwashed hands.
- Practice good respiratory etiquette, including covering coughs and sneezes.
- Stay home if sick.
- Recognize personal risk factors. Certain people, including older adults and those with underlying conditions such as heart or lung disease or diabetes, are at higher risk of complications from COVID-19.

Personal Protective Equipment

Measures for protecting patrons and staff from exposure to, and infection with, COVID-19, depend on the type of work being performed and exposure risk.

- Staff is required to utilize cloth or disposable face covering during work hours. This may include, but is not limited to, cleaning public places, point of sale (passes, credit cards, etc.) and for first aid related emergencies. It is highly recommended that coverings are cleaned each evening. Coverings should:
 - Fit snugly but comfortably against the side of the face.
 - Be secured with ties or ear loops.
 - Include multiple layers of fabric.
 - Allow for breathing without restriction.
- Staff must utilize disposable gloves for work that requires high customer-volume environments who have frequent contact with the public. This may include, but is not limited to, cleaning public places or first aid related emergencies. Care must be taken to not cross contaminate other areas or work spaces when disposable gloves are utilized.
 - Before putting on gloves staff should clean hands with soap and water following hygiene guidelines noted above.
 - Gloves that become worn or visibly contaminated should be replaced and disposed of properly.
- After removing PPE, always wash hands with soap and water for at least 20 seconds, if available.

Daily Health Screenings

Employees who are experiencing symptoms of COVID-19 (symptoms listed below) should NOT report to work and contact their direct supervisor.

COVID – 19 Symptoms

Common human coronavirus usually cause mild to moderate upper-respiratory tract illnesses, like the common cold. These illnesses usually only last for a short amount of time. Symptoms may include:

- Fever
- Cough
- Shortness of breath

These symptoms may appear 2 – 14 days after exposure to the virus:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Champaign-Urbana Public Health Department (CUPHD) states that if an employee reports having any COVID-19 related symptoms, they should remain isolated at home for a minimum of 10 days OR until feverless and feeling well (without fever reducing medication) for at least 72 hours OR until confirmed to not have COVID-19 via 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart.

Health Considerations after Return/CDC Guidelines

The circumstances in which the District requires employees to self-quarantine are outlined below:

For Illnesses other than COVID-19:

Employees showing signs of cold or flu must stay home and not return to work until they have been free of fever* and other symptoms, without the aid of medication, for 24 hours. This preventive measure is crucial to mitigate the spread of the virus and, as such, employees who report to work while ill may be sent home by his/her supervisor. *The CDC defines fever as 100.4 degrees Fahrenheit or 37.8 degrees Celsius.

Employees will be required to self-quarantine at home for a period of 10 days if:

- The employee has received a confirmed, positive COVID-19 diagnosis
- The employee has been in close contact* with an individual who received a confirmed COVID-19 diagnosis (including coworkers)
- The employee has been in close contact with an individual from one of the CDC-defined high-risk locations in the world The District understands that COVID-19 testing may not be readily available and it could be difficult to receive a confirmed, positive diagnosis.

While employees are required to self-quarantine if they meet any of the above criteria, any employees who are exhibiting COVID-19 symptoms (cough, fever, or shortness of breath) should act as though they have the virus and go into self-quarantine accordingly.

*The CDC defines “close contact” as:

- a) being within approximately 6 feet of a COVID-19 case for a prolonged period of time (15+ minutes) OR
- b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

Parameters for Return

Employees may be required to go into home isolation/self-quarantine for different reasons, which may impact when they are allowed to return to work. See below for details on when employees may return to work after being in home isolation:

1. Employees who were exposed to COVID-19, but didn’t develop symptoms may return to work when:

- The employee has completed the recommended home isolation period (currently, 10 days) without developing any symptoms and the employee has discussed his/her return to work with HR and supervisor, and notified them at least 24 hours in advance of his/her return to work date.

2. For those with confirmed COVID-19 diagnosis:

- The employee has completed the recommended home isolation period (currently, 10 days).
- The employee has been fever-free for at least 72 hours, without the use of medication.
- The employee’s other symptoms have shown marked improvement
- The employee has been released to return to work by his/her healthcare provider*
- The employee has discussed his/her return to work with HR and supervisor, and notified them at least 24 hours in advance of his/her return to work date

*The District understands that healthcare providers will be strained to meet basic requests and that, consequently, it may be difficult to obtain a release to return to work. As such, the District will be flexible with employees on this matter, and ask that any employee with confirmed COVID-19 reach out their direct supervisor about what steps they should take when preparing to return to work.

Latent Onset of Symptoms

For the case in which an employee goes into self-quarantine because he/she was in close contact with a confirmed COVID-19 case. Initially, this employee didn’t show any signs or symptoms of COVID19 (fever, cough, shortness of breath), but developed them sometime during the 10-day quarantine period. In this situation, the District requests that the employee notify their direct supervisor as soon as he/she has transitioned from being asymptomatic to symptomatic. The supervisor will then work with the employee to determine what, if any, additional steps should be taken prior to returning to work at the end of the 10-day quarantine period.

Positive COVID-19 employee or patron protocol

- Immediately contact your direct supervisor. Your supervisor will contact Human Resources, and their direct supervisor. If a patron calls and tells you that they are positive, immediately contact your direct supervisor.
- Champaign Urbana Public Health Department (CUPHD) will be contacted. The staff at Urbana Park District will cooperate with the direction given.
- Contact tracing will be given to CUPHD.
- A general notice will go out to all employees. Any such notice should reassure employees that, unless the employee has been notified directly by CUPHD, HR, or their supervisor, it is not believed that the employee has been in close contact with or shared a common workspace with the infected employee. The employee should be reassured that the employer is only providing the general notice to dispel any rumors and so that employees may continue to monitor themselves for symptoms and seek treatment if needed.
- Employees should shut down those areas of the workplace identified by the employee until those areas can be cleaned in accordance with CDC guidelines.

Developing symptoms while in the facility

When a patron or an employee begins to show signs while in the facility, politely ask them to leave until they are feeling better. CUPHD recommends a 14 day period to monitor symptoms. Always wear a mask and maintain social distancing. Clean and disinfect areas affected immediately. If an employee reports having any COVID-19 related symptoms, they are encouraged to contact their health care provider.

Lake House in Crystal Lake Park

Phase 1 - 2 – closed to public and staff

Phase 3 – May 29, 2020: closed to public, open to staff with limitations (See Return to Work 6.1.20)

Phase 4 - June 26, 2020: open to staff who are unable to work remotely

Phase 4 – August 1, 2020: open to staff and public beginning August 3, 2020

Hallway and Kitchen – Social distancing and masks are mandatory. Patrons and staff must stay 6 feet away from one another. This is not a place to loiter. High touch points will be cleaned at least every hour.

Rental Room – Face masks and social distancing are required unless you are actively participating in a dance/fitness class. High touch points will be cleaned at least every hour. Any equipment used during class will be placed on the hearth seating for instructors to disinfect before the next class. Rooms will operate at half capacity. Cleaning before and after using the space is mandatory.

Back Office – Employees will be expected to wear face-coverings at all times in any shared, open, or public spaces, including hallways and restrooms. Cleaning before and after using the space is mandatory. This includes desks, phones, computers/keyboard/mouse, writing utensils, etc. Anything touched needs to be cleaned before you leave. All shared objects (phones,

printers, counter tops, etc.) need to be cleaned on a more frequent basis – at least every hour. Use your stylus when operating the copy and postage machine.

Bathrooms –Three patrons will be allowed in each bathroom at any one time. Families are considered one “patron.” High touch points will be cleaned at least once an hour.

Phase 5 – operating normally. Pre-pandemic hours and policies will be in place.

Programs (fitness classes, general interest classes)

Phase 1 – 4 – programs cancelled through July 31, 2020

Phase 4 – August 1, 2020: open to staff and public beginning August 3, 2020

Fitness Classes

1. Congregating before and after class in the lobby areas will not be permitted for the time being. Participants should wait in their cars or outside the building until 5 minutes before class begins.
2. Masks must be worn upon entering the facility. Masks are not required while working out, but must be put back on as soon as class is finished.
3. Sanitize hands upon entering the building.
4. Classes must end 5-10 minutes early to allow for equipment sanitation time. It falls on the instructor to manage his/her time.
 - a. All equipment used by a class at the Lake House should be left on the hearth seating for the instructor to wipe down and let air dry.
5. Class formats should NOT require sharing of equipment at this time (no stations or partner work).
6. Instructors wishing to take other classes MUST register for the class. There will be no drop-ins or flexi passes honored for the time being. We need to be able to control and document the number of people in each room.
7. Keeping accurate attendance will be more important now than ever due to the potential need for contact tracing.
8. Participants and instructors will be required to practice social distancing in class-- maintain a minimum of 6ft apart.

General Interest Classes

1. Congregating before and after class in the lobby areas will not be permitted for the time being. Participants should wait in their cars or outside the building until 5 minutes before class begins.

2. Masks must be worn upon entering the facility. Masks are not required while dancing or working out, but must be put back on as soon as class is finished.
3. Sanitize hands upon entering the building.
4. Classes must end 5-10 minutes early to allow for equipment sanitation time. It falls on the instructor to manage his/her time.
5. Class formats should NOT require sharing of equipment at this time (no stations or partner work).
6. Keeping accurate attendance will be more important now than ever due to the potential need for contact tracing.
7. Participants and instructors will be required to practice social distancing in class-- maintain a minimum of 6ft apart.

Phase 5 - operating normally. Pre-pandemic hours and policies will be in place.

Facility Attendance

In order to practice physical distancing while controlling the number of visitors at the Lake House in Crystal Lake Park, the following protocols will be in effect until Phase 5 has begun.

1. All rental visitors will be required to sign the rental roster for contract tracing purposes.
2. Program attendees arriving early are prohibited in the building until their reserved class time and will be encouraged to wait in their vehicles.

Cleaning (based on recommendations from IDPH)

Multi-Purpose Rooms and Kitchen

	Hourly	Daily	Weekly	As needed/used
Sinks/Countertops		X		
Tables & Chairs		X		
Door Handles		X		
Phones		X		
Light Switches		X		
Thermostat Control		X		
Trash		X		
Kitchen Appliances Touch points		X		

Restrooms

	Hourly	Daily	Weekly	As needed/used
Sinks/Faucets	X			
Countertops		X		
Toilets/Urinals	X			
Stall Doors	X			
Stall Partitions		X		
Door Handles	X			
Toilet/Paper Dispensers		X		
Support Bars *If App	X			
Soap Dispensers		X		
Sanitary Nap Bin	X			
Mirrors		X		
Floors		X		

Hallways

	Hourly	Daily	Weekly	As Needed	Do Not Use/Remove
Drinking Fountains					X
Trash				X	
Table Tops	X				
Chairs	X				
Fire Doors		X			
Light Switches	X				
Directional Signage				X	

Admin Spaces & Office

	Hourly	Daily	Weekly	As Needed	Do Not Use/Remove
Phones		X			
Desktops/Chairs		X			
Countertops	X				
Fax Machines				X	
Copiers				X	
Door Handles	X				
Computers		X			
Table Surfaces		X			
Plexi Shield		X			
File Cabinets				X	

Appendix A

Patron and Staff Health Screening Checklist

The following are the questions which are included on the health screening questionnaire at front entrance for patrons and staff:

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 contacts include household contacts, intimate contacts, or contacts within 6 feet for 15 minutes or longer unless wearing N95 mask during period of contact)?		

**Phillips Recreation Center
COVID-19 Resumption of Operation Plan
07/29/2020**

Introduction

With the anticipated loosening of stay at home directives at both the state and local levels, it is critical that the Urbana Park District proactively identify and establish sound protocols for the phased reopening of our facilities and programs. Recognizing there is no vaccine for the disease caused by the novel coronavirus SARS-CoV2, the Urbana Park District is dedicated to implementing policies and measures to help mitigate the spread of COVID-19. This may require significant changes in our operations, especially during phase 1, 2, and 3. This is to ensure the wellbeing of our employees and the public we serve.

This Resumption of Operation Plan is developed with the best practices from many resources, including Restore Illinois, Center for Disease Control and Prevention, Illinois Department of Public Health, Illinois Park and Recreation Association, IPARKS, and the National Recreation and Park Association.

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www.dph.illinois.gov/restore

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Below are the major takeaways.

- Operators should limit group sizes to no more than 50 people, allowing for social distancing where possible.
- Operators, employees, and customers should wear face coverings when not engaged in physical activities.
- Operators, employees, and customers should frequently wash their hands or use hand sanitizer containing at least 60 percent alcohol.
- Operators, employees, and customers should adhere to social distancing where applicable.
- Operators should make employee and customer temperature checks required upon entry to the facility, and at mid-shift screen employees to ensure the absence of COVID-19 symptoms.
- If an employee becomes infected with COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset OR until feverless and feeling well (without fever-reducing medication) for at least 72 hours OR until confirmed to not have COVID-19 via two negative COVID-19 tests in a row done at least 24 hours apart.
- If a customer is experiencing symptoms of COVID-19, they should leave the facility. If an employee or customer is identified as COVID-19 positive, cleaning and disinfecting should be performed in accordance to Centers for Disease Control and Prevention (CDC) guidelines.

Return to Work Regulations

General Guidelines

In order to promote a safe environment for staff and the patrons that participate and utilize programs and services offered, the following parameters will be strictly enforced until the State of Illinois progresses to Phase 5 of the Restore Illinois plan. In some instances, as noted within the plan, staff with increased exposure to the public may be required to continue testing, self-health screening, and utilization of personal protective equipment.

- Frequently wash hands with soap and water for at least 20 seconds. When soap and running water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash your hands that are visibly soiled.
 - The district will develop staff schedules that allow for short breaks to increase frequency with which staff can wash hands with soap and water.
 - Alcohol based hand sanitizer with at 60% alcohol shall be provided at work stations with high customer-volumes.
- Avoid touching your entire face, including your eyes, nose or mouth with unwashed hands.
- Practice good respiratory etiquette, including covering coughs and sneezes.
- Stay home if sick.
- Recognize personal risk factors. Certain people, including older adults and those with underlying conditions such as heart or lung disease or diabetes, are at higher risk of complications from COVID-19.

Personal Protective Equipment

Measures for protecting patrons and staff from exposure to, and infection with, COVID-19, depend on the type of work being performed and exposure risk.

- Staff is required to utilize cloth or disposable face covering during work hours. This may include, but is not limited to, cleaning public places, point of sale (passes, credit cards, etc.) and for first aid related emergencies. It is highly recommended that coverings are cleaned each evening. Coverings should:
 - Fit snugly but comfortably against the side of the face.
 - Be secured with ties or ear loops.
 - Include multiple layers of fabric.
 - Allow for breathing without restriction.
- Staff must utilize disposable gloves for work that requires high customer-volume environments who have frequent contact with the public. This may include, but is not limited to, cleaning public places or first aid related emergencies. Care must be taken to not cross contaminate other areas or work spaces when disposable gloves are utilized.
 - Before putting on gloves staff should clean hands with soap and water following hygiene guidelines noted above.
 - Gloves that become worn or visibly contaminated should be replaced and disposed of properly.
- After removing PPE, always wash hands with soap and water for at least 20 seconds, if available.

Daily Health Screenings

Employees who are experiencing symptoms of COVID-19 (symptoms listed below) should NOT report to work and contact their direct supervisor.

COVID – 19 Symptoms

Common human coronavirus usually cause mild to moderate upper-respiratory tract illnesses, like the common cold. These illnesses usually only last for a short amount of time. Symptoms may include:

- Fever
- Cough
- Shortness of breath

These symptoms may appear 2 – 14 days after exposure to the virus:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Champaign-Urbana Public Health Department (CUPHD) states that if an employee reports having any COVID-19 related symptoms, they should remain isolated at home for a minimum of 10 days OR until feverless and feeling well (without fever reducing medication) for at least 72 hours OR until confirmed to not have COVID-19 via 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart.

Health Considerations after Return/CDC Guidelines

The circumstances in which the District requires employees to self-quarantine are outlined below:

For illnesses other than COVID-19:

Employees showing signs of cold or flu must stay home and not return to work until they have been free of fever* and other symptoms, without the aid of medication, for 24 hours. This preventive measure is crucial to mitigate the spread of the virus and, as such, employees who report to work while ill may be sent home by his/her supervisor. *The CDC defines fever as 100.4 degrees Fahrenheit or 37.8 degrees Celsius.

Employees will be required to self-quarantine at home for a period of 10 days if:

- The employee has received a confirmed, positive COVID-19 diagnosis
- The employee has been in close contact* with an individual who received a confirmed COVID-19 diagnosis (including coworkers)
- The employee has been in close contact with an individual from one of the CDC-defined high-risk locations in the world The District understands that COVID-19 testing may not be readily available and it could be difficult to receive a confirmed, positive diagnosis.

While employees are required to self-quarantine if they meet any of the above criteria, any employees who are exhibiting COVID-19 symptoms (cough, fever, or shortness of breath) should act as though they have the virus and go into self-quarantine accordingly.

*The CDC defines “close contact” as:

- a) being within approximately 6 feet of a COVID-19 case for a prolonged period of time (15+ minutes) OR
- b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

Parameters for Return

Employees may be required to go into home isolation/self-quarantine for different reasons, which may impact when they are allowed to return to work. See below for details on when employees may return to work after being in home isolation:

1. Employees who were exposed to COVID-19, but didn’t develop symptoms may return to work when:

- The employee has completed the recommended home isolation period (currently, 10 days) without developing any symptoms and the employee has discussed his/her return to work with HR and supervisor, and notified them at least 24 hours in advance of his/her return to work date.

2. For those with confirmed COVID-19 diagnosis:

- The employee has completed the recommended home isolation period (currently, 10 days).
- The employee has been fever-free for at least 72 hours, without the use of medication.
- The employee’s other symptoms have shown marked improvement
- The employee has been released to return to work by his/her healthcare provider*
- The employee has discussed his/her return to work with HR and supervisor, and notified them at least 24 hours in advance of his/her return to work date

*The District understands that healthcare providers will be strained to meet basic requests and that, consequently, it may be difficult to obtain a release to return to work. As such, the District will be flexible with employees on this matter, and ask that any employee with confirmed COVID-19 reach out their direct supervisor about what steps they should take when preparing to return to work.

Latent Onset of Symptoms

For the case in which an employee goes into self-quarantine because he/she was in close contact with a confirmed COVID-19 case. Initially, this employee didn’t show any signs or symptoms of COVID19 (fever, cough, shortness of breath), but developed them sometime during the 10-day quarantine period. In this situation, the District requests that the employee notify their direct supervisor as soon as he/she has transitioned from being asymptomatic to symptomatic. The supervisor will then work with the employee to determine what, if any, additional steps should be taken prior to returning to work at the end of the 10-day quarantine period.

Positive COVID-19 employee or patron protocol

- Immediately contact your direct supervisor. Your supervisor will contact Human Resources, and their direct supervisor. If a patron calls and tells you that they are positive, immediately contact your direct supervisor.
- Champaign Urbana Public Health Department (CUPHD) will be contacted. The staff at Urbana Park District will cooperate with the direction given.
- Contact tracing will be given to CUPHD.
- A general notice will go out to all employees. Any such notice should reassure employees that, unless the employee has been notified directly by CUPHD, HR, or their supervisor, it is not believed that the employee has been in close contact with or shared a common workspace with the infected employee. The employee should be reassured that the employer is only providing the general notice to dispel any rumors and so that employees may continue to monitor themselves for symptoms and seek treatment if needed.
- Employees should shut down those areas of the workplace identified by the employee until those areas can be cleaned in accordance with CDC guidelines.

Developing symptoms while in the facility

When a patron or an employee begins to show signs while in the facility, politely ask them to leave until they are feeling better. CUPHD recommends a 14 day period to monitor symptoms. Always wear a mask and maintain social distancing. Clean and disinfect areas affected immediately. If an employee reports having any COVID-19 related symptoms, they are encouraged to contact their health care provider.

Phillips Recreation Center

Phase 1 - 2 – closed to public and staff

Phase 3 – May 29, 2020: closed to public, open to staff with limitations (See Return to Work 6.1.20)

Phase 4 - June 26, 2020: open to staff who are unable to work remotely

Phase 4 – August 1, 2020: open to staff and public beginning August 3, 2020

Front Desk – One employee should be working at the front desk at a time. Face masks are required at all times. A sneeze guard has been installed at the front desk. Use cleaning wipes to cleanse the front desk area before, during and after your shift. High touch points (counters, clip boards, pens, etc.) should be cleaned more frequently (at least every hour).

Lobby – Social distancing and masks are mandatory. Patrons and staff must stay 6 feet away from one another. Floor markings and seat markings will be provided to show where 6 foot distances are throughout the facility. This is not a place to loiter. High touch points will be cleaned at least every hour.

Dance + Fitness Rooms – Face masks and social distancing are required unless you are actively participating in a dance/fitness class. Patrons and staff should use only bottle fillers at water fountains. High touch points will be cleaned at least every hour. Any equipment used during

class will be placed on the tables in the back of the room. Instructors will wipe down after use before the next class. Rooms will operate at half capacity.

Multi-Purpose Rooms – Face masks and social distancing are required. High touch points will be cleaned every hour minutes. Rooms will operate at half capacity.

Office space –Employees will be expected to wear face-coverings at all times in any shared, open, or public spaces, including hallways and restrooms. Face-coverings may only be removed within single-occupancy private rooms with closed doors. Cleaning before and after using the space is mandatory. This includes desks, phones, computers/keyboard/mouse, writing utensils, etc. Anything touched needs to be cleaned before you leave. All shared objects (phones, printers, counter tops, etc.) need to be cleaned on a more frequent basis – at least every hour. Use your stylus when operating the copy and postage machine.

Bathrooms – Changing at home is advised. Three patrons will be allowed in each bathroom at any one time. Families are considered one “patron.” High touch points will be cleaned at least once an hour.

Private Rentals – Rooms will operate at half capacity. High touch points will be cleaned at least every hour. Cleaning before and after using the space is mandatory.

Phase 5 – operating normally. Pre-pandemic hours and policies will be in place.

Programs (dance and fitness classes, kitchen, general interest, etc.)

Phase 1 – 4 – programs cancelled through July 31, 2020

Phase 4 – August 1, 2020: open to staff and public beginning August 3, 2020

Fitness Classes

1. Congregating before and after class in the lobby areas will not be permitted for the time being. Participants should wait in their cars or outside the building until 5 minutes before class begins.
2. Masks must be worn upon entering the facility. Masks are not required while working out, but must be put back on as soon as class is finished.
3. Sanitize hands upon entering the building.
4. Staff will report to the staff check in station in the Carle Room for a temperature check prior to your class/shift.
 - a. Class participants will answer health screening questions in Appendix A and have temperature taken by office staffers at table in front lobby.
5. Classes must end 5-10 minutes early to allow for equipment sanitation time. It falls on the instructor to manage his/her time.

a. All equipment used by a class at Phillips should be put on the tables in the back of the fitness room for the instructor to wipe down and let air dry.

6. Class formats should NOT require sharing of equipment at this time (no stations or partner work).

7. Instructors wishing to take other classes MUST register for the class. There will be no drop-ins or flexi passes honored for the time being. We need to be able to control and document the number of people in each room.

8. Keeping accurate attendance will be more important now than ever due to the potential need for contact tracing.

9. Participants and instructors will be required to practice social distancing in class-- maintain a minimum of 6ft apart.

Dance, Cooking, and General Interest Classes

1. Congregating before and after class in the lobby areas will not be permitted for the time being. Participants should wait in their cars or outside the building until 5 minutes before class begins.

2. Masks must be worn upon entering the facility. Masks are not required while dancing, but must be put back on as soon as class is finished.

3. Sanitize hands upon entering the building.

4. Staff will report to the staff check in station in the Carle Room for a temperature check prior to your class/shift.

a. Class participants will answer health screening questions in Appendix A and have temperature taken by office staffers at table in front lobby.

5. Classes must end 5-10 minutes early to allow for equipment sanitation time. It falls on the instructor to manage his/her time.

6. Class formats should NOT require sharing of equipment at this time (no stations or partner work).

7. Keeping accurate attendance will be more important now than ever due to the potential need for contact tracing.

8. Participants and instructors will be required to practice social distancing in class-- maintain a minimum of 6ft apart.

Phase 5 - operating normally. Pre-pandemic hours and policies will be in place.

Facility Attendance

In order to practice physical distancing while controlling the number of visitors at the Phillips Recreation Center, the following protocols will be in effect until Phase 5 has begun.

1. All customers will be required to sign in at the table in the front lobby and have temperature taken before being served.
2. Program attendees arriving early are prohibited in the building until their reserved class time and will be encouraged to wait in their vehicles.
3. Lobby furniture will be reduced and floor markings will indicate where to wait until your turn.

Cleaning (based on recommendations from IDPH)

Multi-Purpose Rooms and Kitchen

	Hourly	Daily	Weekly	As needed/used
Sinks/Countertops		X		
Restrooms (If App.)		X		
Tables & Chairs		X		
Carpets		X		
Cubbies			X	
Whiteboards			X	
Door Handles		X		
Phones		X		
Light Switches		X		
Thermostat Control		X		
Trash		X		
Kitchen Appliances Touch points		X		

Restrooms

	Hourly	Daily	Weekly	As needed/used
Sinks/Faucets	X			
Countertops		X		
Toilets/Urinals	X			
Stall Doors	X			
Stall Partitions		X		
Door Handles	X			
Toilet/Paper Dispensers		X		
Support Bars *If App	X			
Soap Dispensers		X		
Sanitary Nap Bin	X			
Mirrors		X		
Floors		X		

Hallways

	Hourly	Daily	Weekly	As Needed	Do Not Use/Remove
Drinking Fountains					X
Bottle filler	X				
Lockers *If App					X
Trash				X	
Table Tops	X				
Chairs	X				
Fire Doors		X			
Light Switches	X				
Building Alarm Pad		X			
Directional Signage				X	
Furniture (ie. Couches/soft chairs, Display tables, etc)					X

Admin Spaces & Office

	Hourly	Daily	Weekly	As Needed	Do Not Use/Remove
Phones		X			
Desktops/Chairs		X			
Countertops	X				
Fax Machines				X	
Copiers				X	
Door Handles	X				
Computers		X			
Table Surfaces		X			
Carpet/Rugs		X			
Plexi Shield		X			
File Cabinets				X	
Extra Furniture (Soft surfaces)					X

Appendix A

Patron and Staff Health Screening Checklist

The following are the questions which are included on the health screening questionnaire at front entrance for patrons and staff:

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 contacts include household contacts, intimate contacts, or contacts within 6 feet for 15 minutes or longer unless wearing N95 mask during period of contact)?		



COVID-19 Reopening Procedures
07/2020
LAR

Introduction

With the anticipated loosening of stay at home directives at both the state and local levels, it is critical that the Urbana Indoor Aquatic Center proactively identify and establish sound protocols for the phased reopening of our facility and programs. Recognizing there is no vaccine for the disease caused by the novel coronavirus SARS-CoV2, UIAC is dedicated to implementing policies and measures to help mitigate the spread of COVID-19. This may require significant changes in our operations, especially during phase 1, 2, and 3. This is to ensure the wellbeing of our employees and the public we serve.

This COVID-19 Reopening Procedure 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.

Restore Illinois

<https://coronavirus.illinois.gov/s/restore-illinois-introduction>

www.dph.illinois.gov/restore

<https://dceocovid19resources.com/restore-illinois/restore-illinois-phase-4/>

Within the Restore Illinois plan, Aquatics has been directed to our local Champaign Urbana Public Health District official. The link to the official CUPHD document is

<http://www.dph.illinois.gov/covid19/community-guidance/swimming-facility-guidelines>. Below are the major takeaways.

- Operators should limit group sizes to no more than 50 people, allowing for social distancing where possible.
- Operators, employees, and customers should wear face coverings when not engaged in swimming activities.
- Operators, employees, and customers should frequently wash their hands or use hand sanitizer containing at least 60 percent alcohol.
- Operators, employees, and customers should adhere to social distancing where applicable.
- Operators should make employee and customer temperature checks required upon entry to the facility, and at mid-shift screen employees to ensure the absence of COVID-19 symptoms.
- If an employee becomes infected with COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset OR until feverless and feeling well (without fever-

reducing medication) for at least 72 hours OR until confirmed to not have COVID-19 via two negative COVID-19 tests in a row done at least 24 hours apart.

- If a customer is experiencing symptoms of COVID-19, they should leave the facility. If an employee or customer is identified as COVID-19 positive, cleaning and disinfecting should be performed in accordance to Centers for Disease Control and Prevention (CDC) guidelines.

Staffing

Urbana Indoor Aquatic Center employees reporting to a job site must read, acknowledge, and comply with the established procedures.

- *Shift Manager* – The shift manager is responsible for the overall operation of the facility. They are there to answer any questions patrons may have and regulate social distancing, mask wearing, and cleaning duties. Shift managers will be responsible for all high touch cleaning and ongoing cleaning of the facility during shifts.
- *Lifeguard* – The lifeguard's main duty is to maintain safe water. Any questions asked to the lifeguard will be rerouted to the shift manager on duty. Lifeguards will not share equipment during shift. Shared equipment (tubes) must be cleaned and disinfected after each shift. Hand sanitizer will be provided for each lifeguard to keep in their hip packs. Cleaning duties will be assigned to lifeguards at the end of their shifts.
- *Slide Top* – The slide top's duty is to regulate the patrons going down the waterslides. They must measure the patrons and make sure the path is clear. Slides will be closed every 30 minutes for cleaning of the handrails and waterslide entrances. Cleaning duties will be assigned to slide tops at the end of their shift or during if deemed necessary.
- *Cashier* – The cashier's duty is to man the front desk reception area. They will make sure members are signing in, daily admissions are received, phones are answered, and the front desk area is constantly sanitized.
- *Water Aerobics Instructors* – Water Aerobics Instructors are responsible for their classes in the Urbana Indoor Aquatic Center. Instructors are expected to maintain social distancing within classes, wear face masks unless in the water, provide access to water aerobics equipment, clean/sanitize water aerobics equipment after each use and store water aerobics equipment. Any facility questions should be directed to the shift manager on duty.
- *Swim Instructor* – Swim Instructors are responsible for their classes in the Urbana Indoor Aquatic Center. Instructors are expected to maintain social distancing within classes, wear face masks unless in the water, provide access to lesson equipment, clean/sanitize equipment after each use and store water aerobics equipment. Any facility questions should be directed to the shift manager on duty.
- *Swim Coaches* – Swim Coaches are responsible for their practices at the Urbana Indoor Aquatic Center. Instructors are expected to maintain social distancing within practices and wear face masks unless in the water. Any facility questions should be directed to the shift manager on duty.

Return to Work Regulations

Recalling part time employees

Part Time employees who were employed by the Urbana Indoor Aquatic Center prior to the closure of the facility due to COVID-19 mandates will be contacted first, before conducting any more lifeguard certification courses. Recertification classes will be held and in-service trainings will be mandatory to sharpen lifeguarding skills. The positions which will be needed are Lifeguards, Cashiers, Slide Top, and Swim Instructors.

General Guidelines

In order to promote a safe environment for UIAC staff and the patrons that participate and utilize programs and services offered, the following parameters will be strictly enforced until the State of Illinois progresses to Phase 5. In some instances, as noted within the plan, staff with increased exposure to the public may be required to continue testing, self-health screening, and utilization of personal protective equipment.

- Frequently wash hands with soap and water for at least 20 seconds. When soap and running water are not available, use an alcohol-based hand sanitizer with at least 62% alcohol. Always wash your hands that are visibly soiled.
 - UIAC will develop staff schedules that allow for short breaks to increase frequency with which staff can wash hands with soap and water.
 - Alcohol based hand sanitizer with at 62% alcohol shall be provided at work stations with high customer-volumes.
- Avoid touching your entire face, including your eyes, nose or mouth with unwashed hands.
- Practice good respiratory etiquette, including covering coughs and sneezes.
- Stay home if sick.
- Recognize personal risk factors. Certain people, including older adults and those with underlying conditions such as heart or lung disease or diabetes, are at higher risk of complications from COVID-19.

Personal Protective Equipment

Measures for protecting patrons and UIAC staff from exposure to, and infection with, COVID-19, depend on the type of work being performed and exposure risk.

- Staff is required to utilize cloth or disposable face covering during work hours. This may include, but is not limited to, cleaning public places, point of sale (passes, credit cards, etc.) and for first aid related emergencies. UIAC will have cloth face masks available for purchase if needed. It is highly recommended that coverings are cleaned each evening. Coverings should:
 - Fit snugly but comfortably against the side of the face.
 - Be secured with ties or ear loops.
 - Include multiple layers of fabric.
 - Allow for breathing without restriction.
 - Be clean. Disposable face coverings should not be worn more than one time.

- 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.
- Staff must utilize disposable gloves for work that requires high customer-volume environments who have frequent contact with the public. This may include, but is not limited to, cleaning public places or first aid related emergencies. Care must be taken to not cross contaminate other areas or work spaces when disposable gloves are utilized.
 - Before putting on gloves staff should clean hands with soap and water following hygiene guidelines noted above.
 - Gloves that become worn or visibly contaminated should be replaced and disposed of properly.
- Face shields will be provided in emergency response bags to be used when treating patrons that require staff to be within a close proximity.
- After removing PPE, always wash hands with soap and water for at least 20 seconds, if available.
- Seal-Easy's are personal belongings. Do not share them.

Daily Health Screenings

Employees who are experiencing symptoms of COVID-19 (symptoms listed below) should NOT report to work and contact to their direct supervisor.

COVID – 19 Symptoms

Common human coronavirus usually cause mild to moderate upper-respiratory tract illnesses, like the common cold. You should not report to work if you are experiencing symptoms of Coronavirus Disease (COVID-19), including fever (100.4° or above), cough, shortness of breath, sore throat, chest tightness, extreme fatigue, loss of sense of taste or smell, diarrhea, muscle aches, or headaches.

If you are experiencing any of these symptoms, stay home and call your doctor.

Champaign Urbana Public Health District states that if an employee reports having any COVID-19 related symptoms, they should remain isolated at home for a minimum of 10 days AND until feverless and feeling well (without fever reducing medication) for at least 72 hours OR confirmed to not have COVID-19 via 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart.

Employees will clock in and report to the shift manager to get their temperature checked. Employees must keep a 6 foot distance from one another while waiting for their temperature to be checked. During this process, a non-contact infrared thermometer will be used to take the employees temperature.

A “cool off” room will be available for those who walk or bike to work and may be over heated. If there are multiple employees needing to utilize this space, a 6 foot distance must be kept. You are able to stay in this room up to 10 minutes before getting your temperature checked. Staff who need to use this accommodation will need to arrive to their shifts early to ensure shifts start on time.

If an employee registers a temperature of 100.4 degrees or higher, they will be sent home. If this is to occur, please follow the steps below.

For the Employee Health Screening Checklist, please see Appendix A

Health Considerations after Return/CDC Guidelines

The circumstances in which the District requires employees to self-quarantine are outlined below:

For Illnesses other than COVID-19:

Employees showing signs of cold or flu must stay home and not return to work until they have been free of fever* and other symptoms, without the aid of medication, for 24 hours. This preventive measure is crucial to mitigate the spread of the virus and, as such, employees who report to work while ill may be sent home by his/her supervisor. *The CDC defines fever as 100.4 degrees Fahrenheit or 37.8 degrees Celsius.

Employees will be required to self-quarantine at home for a period of 10 days if:

- The employee has received a confirmed, positive COVID-19 diagnosis
- The employee has been in close contact* with an individual who received a confirmed COVID-19 diagnosis (including coworkers)
- The employee has been in close contact with an individual from one of the CDC-defined high-risk locations in the world The District understands that COVID-19 testing may not be readily available and it could be difficult to receive a confirmed, positive diagnosis.

While employees are required to self-quarantine if they meet any of the above criteria, any employees who are exhibiting COVID-19 symptoms (cough, fever, shortness of breath, etc.) should act as though they have the virus and go into self-quarantine accordingly.

*The CDC defines “close contact” as:

- a) being within approximately 6 feet of a COVID-19 case for a prolonged period of time (15+ minutes) OR
- b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

Parameters for Return Employees may be required to go into home isolation/self-quarantine for different reasons, which may impact when they are allowed to return to work. See below for details on when employees may return to work after being in home isolation:

1. Employees who were exposed to COVID-19, but didn't develop symptoms may return to work when:

- The employee has completed the recommended home isolation period (currently, 10 days) without developing any symptoms and the employee has discussed his/her return to work with HR and supervisor, and notified them at least 24 hours in advance of his/her return to work date.

2. For those with confirmed COVID-19 diagnosis:

- The employee has completed the recommended home isolation period (currently, 10 days).
- The employee has been fever-free for at least 72 hours, without the use of medication.
- The employee's other symptoms have shown marked improvement
- The employee has been released to return to work by his/her healthcare provider*

- The employee has discussed his/her return to work with HR and supervisor, and notified them at least 24 hours in advance of his/her return to work date

*The District understands that healthcare providers will be strained to meet basic requests and that, consequently, it may be difficult to obtain a release to return to work. As such, the District will be flexible with employees on this matter, and ask that any employee with confirmed COVID-19 reach out their direct supervisor about what steps they should take when preparing to return to work.

Latent Onset of Symptoms

For the case in which an employee goes into self-quarantine because he/she was in close contact with a confirmed COVID-19 case. Initially, this employee didn't show any signs or symptoms of COVID19 (fever, cough, shortness of breath), but developed them sometime during the 10-day quarantine period. In this situation, the District requests that the employee notify their direct supervisor as soon as he/she has transitioned from being asymptomatic to symptomatic. The supervisor will then work with the employee to determine what, if any, additional steps should be taken prior to returning to work at the end of the 10-day quarantine period.

Positive COVID-19 employee or patron protocol

- Immediately contact your direct supervisor. Your supervisor will contact Human Resources, and their direct supervisor. If a patron calls and tells you that they are positive, immediately contact your direct supervisor.
- Champaign Urbana Public Health District (CUPHD) will be contacted. The staff at Urbana Park District will cooperate with the direction given.
- Contact tracing will be given to CUPHD.
- A general notice will go out to all employees. Any such notice should reassure employees that, unless the employee has been notified directly by CUPHD, HR, or their supervisor, it is not believed that the employee has been in close contact with or shared a common workspace with the infected employee. The employee should be reassured that the employer is only providing the general notice to dispel any rumors and so that employees may continue to monitor themselves for symptoms and seek treatment if needed.
- Employees should shut down those areas of the workplace identified by the employee until those areas can be cleaned in accordance with CDC guidelines.

Developing symptoms while in the facility

When a patron or an employee begins to show signs while in the facility, politely ask them to leave until they are feeling better. If a participant, patron or employee cannot leave, place them in an isolated room until a parent/guardian/EMS has arrived. If there is not an available isolated room, take the patron/participant/employee outside. CUPHD recommends a 10 day period to monitor symptoms. Always wear a mask and maintain social distancing. Clean and disinfect areas affected immediately. If an employee reports having any COVID-19 related symptoms, they are encouraged to contact their health care provider.

Employees Should Call Their Doctor If They:

- Develop symptoms or have been in close contact with a person known to have COVID-19.
- Have recently traveled from an area with widespread or ongoing community spread of COVID-19.

Employees MUST Provide Immediate Notice If:

- They have tested positive for COVID-19.
- They have had exposure to someone known to have tested positive for COVID-19.
- They have recently completed a trip to a Level 3 travel risk area (locations determined by the U.S. State Department).

Clocking In/Out

The front desk computer will be used to clock in and out. Once you have your temperature checked, please use the hand sanitizer provided and then clock in at the front computer. When your shift is done, or you are switching positions, please use the hand sanitizer provided and clock out.

Urbana Indoor Aquatic Center

Phase 1 - 3 – closed to public and staff

Phase 4 - facility open with limited use and hours. Hand hygiene areas will include the front admission desk and the lifeguard break room. Sinks and soap are available in each locker room. Only 50 people allowed at a given time, spectators and staff included.

Chemical Levels – Testing chemical levels are extremely important during this. Testing should be done and recorded frequently. Free chlorine levels should be from 2 ppm to 4 ppm with a maximum of 10 ppm to ensure circulating water in a pool is disinfected. The ideal pH range is from 7.4 to 7.6 to ensure proper disinfection rates.

Laundry – Towel laundering is more important than ever. Ensure proper amounts of soap are used, items are washed in the warmest advised temperature and that they are dried completely.

Front Desk – One employee should be working at the front desk at a time. Face masks are required at all times. If there is a need to have more than one person at the front desk, social distancing is required. A sneeze guard has been installed at the front desk. One window will be in use, the other one is to remain closed. Use cleaning wipes to cleanse the front desk area before, during and after your shift. High touch points (counters, credit card reader, etc.) should be cleaned more frequently (every 30 minutes). When possible, use walkie talkies to contact the manager. Do not leave the front desk.

Lobby – Social distancing and masks are mandatory. Patrons and staff must stay 6 feet away from one another. Floor markings and seat markings will be provided to show where 6 foot distances are throughout the facility. This is not a place to loiter. High touch points will be cleaned every 30 minutes.

Mezzanine – Social Distancing and masks are mandatory. Floor markings and seat markings will be provided to show where 6 foot distances are throughout the facility. Webber room will be locked during all hours besides private parties and special events. Tables and chairs will not be

available, unless there is a scheduled party or event. High touch points will be cleaned every 30 minutes.

Lifeguard break area – One person allowed in this area at a time. If there needs to be another person in this area, first aid as an example, both parties must be wearing a mask and practice social distancing as much as possible. First aid is hands on, so if social distancing is not possible, that is okay. Take all precautionary measures you can (gloves, masks, etc). Staff should NOT congregate in this area, as it does not provide the social distancing standards needed in an indoor space.

Pool Deck – Face masks and social distancing are required unless you are in the water or getting in and out of the water. Social distancing markers will be on the bleachers. Water fountains are closed to patrons and staff. High touch points will be cleaned every 30 minutes.

Office space – Face masks and social distancing are required in office spaces. If needed, staff will move their chairs/desks to accommodate for this space. If space does not allow, then there should only one person using the space at a time. Cleaning before and after using the space is mandatory. This includes desks, phones, computers/keyboard/mouse, writing utensils, etc. Anything touched needs to be cleaned before you leave. All shared objects (phones, printers, counter tops, etc) need to be cleaned on a more frequent basis – every 30 minutes.

Locker Rooms – Showering and changing at home is advised. Lockers and suitmates will not be available for use. Three patrons will be allowed in the men’s and women’s locker rooms at any given time. Two patrons will be allowed in the all gender locker room at any given time. Families are considered one “patron.” High touch points will be cleaned every 30 minutes. Full locker rooms will be cleaned every hour. Deep cleaning of locker rooms will be done monthly by CINTAS.

Lap Swim – Lap swim will occur by registration only and will be for 45 minutes per time slot. 2 lap swimmers per lane will be the maximum allowed. 16 swimmers total per hour will be able to swim. 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.

UHS Swim Team – Teams are allowed to practice under the rules and regulations of USA Swimming and IHSA guidelines. All swimmers should enter through the front doors, and not the high school locker rooms doors. Swimmers will not be allowed into the facility prior to practice time. Showers will be off limits to the swim team swimmers. Restroom amenities will be available. Only 50 people are allowed to be in the facility at a time. Face masks and social distancing are required. Face masks are not required when in the water.

Open Swim – up to 50 individuals will be allowed in the facility. Proper social distancing is required. Face masks are required everywhere except for in the water. Patrons will be required to sign up for time slots through Urbana Park District’s ActiveNet registration software. 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.

Slide Tower – Face masks for employees are mandatory. Social distancing markings will be placed on the stairs to provide proper distancing for patrons. Handrails and slide entries will be cleaned and disinfected every 30 minutes. Slides will be shut down for this small amount of time.

Private Rentals – up to 50 individuals will be allowed in the facility. Proper social distancing is required. Face masks are required everywhere except for in the water. Entire facility should be cleaned and disinfected after each rental.

Lost and Found – All lost and found items will be kept in individual Ziploc bags for 24 hours before being discarded. Dates and times will be written on the outside of the Ziploc bag when found.

Phase 5 – operating normally. Pre-pandemic hours and policies will be in place.

Programs (swim lessons, special events, water aerobics, etc.)

Phase 1 - 3 – facility closed. No programs available. Travel not advised.

Phase 4 – Shared equipment is discouraged. Only 50 people are allowed in the facility at a given time, spectators and staff included.

Prior to admittance to the program area a staff member must ensure the participant has not answered “yes” to any of the questions on the participant screening checklist. Once a staff member has verified that the participant has not answered “yes” to any of the questions and is eligible to remain at the program, the patron/participant can enter the facility. If a participant answers “yes” to any of the questions on the form, staff members must ask the participant to leave and contact their supervisor immediately. *Please see Appendix B for participant screening checklist.*

For youth programming (swim lessons, swim team, etc.) – parents/guardians will be allowed in the facility while practicing social distancing and wearing a face mask. All parents/guardians should sit in the mezzanine area on the bleachers. Folding chairs will not be available at this time. Loitering in the front entryway will not be allowed. Parents/Guardians must assist in the participant screening checklist. 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. ONLY the participant will be permitted on the pool deck.

Swim Lessons - Swim Instructors are required to wear face shields while teaching swim lessons. All staff and participants are required to have their temperature taken prior to class beginning and entry into the facility. Face masks must be worn at all times when not in the water. Social distancing must be practiced. Swim Instructors are required to clean and disinfect all equipment each session that is used during their lessons. Instructors are responsible for maintaining social distance within their class. Parents must assist with restroom breaks for their children as needed. Beginner level will require parent assistance in the water.

Private Swim Lessons - Swim Instructors are required to wear face shields while teaching swim lessons. All staff and participants are required to have their temperature taken prior to class

beginning and entry into the facility. Face masks must be worn at all times when not in the water. Instructors are responsible for maintaining social distance within their class. Parents must assist with restroom breaks for their children as needed. Beginner level will require parent assistance in the water.

Special Events – All staff and participants must have their temperatures taken prior to entering the facility. Events are limited to 50 people, including staff. Social distancing is a requirement for all events. Tables and chairs must be spaced appropriately. Spacing must be clearly marked as a 6 foot distance.

Water Aerobics – All staff and participants must have their temperatures taken prior to entering the facility. Water aerobics instructors and participants are required to wear face masks while not in the water. Participants and instructors must practice social distancing. Due to the available exercise area with proper social distancing in mind, class sizes will be reduced. Flexi passes will not be accepted at this time. Only participants who have registered for this class will be allowed. Instructors are responsible for cleaning and disinfecting all equipment used during their class. Instructors are responsible for maintaining social distance within their class.

Tiger Shark Swim Team - Teams are allowed to practice under the rules and regulations of USA Swimming. Swimmers are required to bring their own equipment. Showers will be off limits to the swimmers. Restroom amenities will be available. Only 50 people are allowed to be in the facility at a time. Face masks and social distancing are required. Face masks are not required when in the water. Coaches are responsible for maintaining social distance between swimmers.

Aquatics Camp – All staff and participants must have their temperatures taken prior to entering the facility. Staff and participants are required to wear face masks while not in the water. Staff is responsible for keeping social distance within their camp. Participants are asked to bring food in disposable containers. Food containers should be placed in the trash when finished and not sent home. Participants may bring refillable water bottle and take it home at the end of the program.

Phase 5 - operating normally. Pre-pandemic hours and policies will be in place.

Facility Attendance

In order to practice physical distancing while controlling the number of visitors at Urbana Indoor Aquatic Center, the following protocols will be in effect until Phase 5 has begun.

1. Patrons will be required to sign up for designated time slots to utilize the facility through Urbana Park District's ActiveNet registration program. This will allow staff to control the number of individuals utilizing UAIC at any given time.
 - a. The UIAC will increase usage as administration deems appropriate. Times listed below will be a full program. The facility will begin with a limited schedule.
 - b. Timeslots will be available in 45 minute increments for lap swim, with a 15 minute buffer to allow for staff to clear the facility and conduct cleaning/sanitizing prior to allowing the next group of users entry to UIAC and 1.25 hour increments for opens swim, with a 30 minute buffer in between to allow staff to clear the facility and conduct cleaning/sanitizing prior to allowing next group of users entry to UIAC.

i. Whistles will be blown 5 minutes prior to the time slot ending and also at the end of the time period to alert swimmers to exit the pool.

ii. Available time slots will be

(Monday – Friday)

1. 6:00 – 6:45 am (water aerobics/lap swim – by appointment)
2. 7:00 – 7:45 am (lap swim – by appointment)
3. 7:45 – 11 am (**cleaning/disinfecting**/UHS Swim Team tues/thurs)
4. 11 – 11:45 am (lap swim – by appointment)
5. 11:50 am – 12:40 pm (water aerobics)
6. 12 – 12:45 pm (lap swim – by appointment)
7. 12:45 – 3:30 pm (**cleaning/disinfecting**)
8. 3:30 – 4:30 pm (UHS Swim Team mon/wed/fri)
9. 4:45 – 8:30 pm (Tiger Shark Swim Team)
10. 6 – 6:50 pm (Water Aerobics)
11. 6 – 7:15 pm (open swim – when available)
12. 7:45 – 9:00 pm (open swim – when available)

(Saturday) – Private rentals available

1. 12 – 1:15 pm (open swim – when available)
2. 1:45 – 3 pm (open swim – when available)
3. 3:30 – 4:45 pm (open swim – when available)

(Sunday) – Private rentals available

1. 2 – 3:15 pm (open swim – when available)
2. 3:45 – 5 pm (open swim – when available)
3. 5:30 – 6:45 pm (open swim – when available)

2. Patrons arriving early are prohibited in the building until their reserved time and will be encouraged to wait in their vehicles. Patrons will be allowed in the facility 10 minutes prior to the reserved time or program time.
 - a. Patrons will be required to wait in a cueing line (with 6 foot distance) inside and outside of the facility before being admitted for their reserved timeslot.
3. Patrons will check in at the front desk to verify their reservation time.
 - a. Members will scan their passes at this time.
 - b. Patrons without memberships will provide payment at this time. Credit card is encouraged.

Cleaning

Staff members are dedicated to making sure the Urbana Indoor Aquatic Center follows all IDPH 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. See Appendix C for cleaning checklist, cleaning information, and cleaning products.

STAFF ACKNOWLEDGEMENT

I hereby acknowledge that I have received a copy of the UIAC Reopening procedures for COVID-19 and that I am fully aware of the employee responsibilities and procedures outlined within. I understand it is my responsibility to abide by the safety guidelines set forth and failure to do so could result in unsafe working conditions for myself and others.

I have received training on these guidelines and safety training on the prevention of spread of infection.

PRINT NAME

Signature

____/____/____
Date

Appendix A

Employee Daily Health Screening

Prior to reporting to work, the employee should ask themselves the following:

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 contacts include household contacts, intimate contacts, or contacts within 6 feet for 15 minutes or longer unless wearing N95 mask during period of contact)?		

Appendix B

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 contacts include household contacts, intimate contacts, or contacts within 6 feet for 15 minutes or longer unless wearing N95 mask during period of contact)?		

Appendix C - Cleaning

UIAC Hourly Cleaning Checklist								
SANITIZE:	6:00 AM	7:00 AM	9:00 AM	11:00 AM	1:00 PM	3:00 PM	5:00 PM	7:00 PM
Front Desk								
Computer Equipment - front desk								
Benches								
Guard Chair								
Guard Tubes								
Locker Room Door Handles								
Slide tower dispatch (when used)								
Ladder Handrails								
Slide Tower and Stair Handrails								
Shower Handles								
Mirrors								
Sinks								
Soap Dispensers								
Toilet Handles								

Initial box as task is completed.

Bi-Hourly Cleaning Checklist								
DISINFECT:	8:00 AM	10:00 AM	12:00 PM	2:00 PM	4:00 PM	6:00 PM	8:00 PM	Close
Benches								
All Door handles								
Locker Room Floors								
Lockers								
Pool Ladders								
Shower handles								
Mirrors								
Sinks								
Soap Dispensers								
Toilets								

Initial box as task is completed.

Daily Cleaning							
Task:	M	T	W	Th	F	S	Su
Dust mop mezzanine							
Empty trash and recycling							
Trash Cans							
Fill Soap							
Remove pool vac filter							
Rinse Deck & Squeegee							
Stock toilet paper							
Vacuum entryway							
Wash Towels/Mop heads							
Bleacher wipe down							
Light Switches							

Initial box as task is completed.

Pre/Post Rental Cleaning							
Task:	M	T	W	Th	F	S	Su
Disinfect:							
Tables							
Chairs							
Door handles							
Mezz. Handrail							
Floor							
Put away:							
Tables							
Chairs							
Clean:							
Sweep							
Remove Decorations							
Remove Towels							
Replace Towels							

Initial box as task is completed.

Weekly Cleaning list							
Task:	M	T	W	Th	F	S	Su
Sweep vestibule & entryway							
Sweep stairwell							
Mop vestibule							
Vacuum stairwell rugs							
Mop stairs							
Dust window ledges in Nat.							
Clean Windows							

Initial box as task is completed.

Task Breakdown:

Rinse Deck: Use pool deck hose to rinse all material on deck towards floor drains or pool gutters. Use Squeegee to push remaining water into floor drains or pool gutters.

Sanitize and wipe down locker rooms: Use microfiber towels from janitorial closet and NABC disinfectant to sanitize hard surfaces in locker rooms. Start with the door handles, benches, shower handles, Handicap accessible shower seat, move on to sinks and sink knobs, then toilet flush handle and stem on all toilets including urinals, last wipe toilet seat and Rim of toilet.



Stock toilet paper and fill soap dispensers: Use key hanging in janitorial closet to open toilet paper dispensers and replace rolls. Use Spartan lite n' foamy soap to refill soap dispensers in showers and near sinks.

Vacuum entryway rugs: Vacuum entryway rugs using vacuum located in janitorial closet. Use hose extension to vacuum under entryway benches. Check bag in vacuum before and after each use, replace as needed.

Empty trash and recycling bins: Consolidate recycling bins into a garbage bag and place in proper receptacle in fence near Urbana middle school. Remove trash bags if cans are more than half way full, and at close. Place bags in proper receptacle. Replace trash bags in cans.

Dust mop mezzanine: Use dust mop located in maintenance office to dust mop mezzanine. Push dirt and debris into one pile. Use broom and dust pan to pick up dust and debris and dispose of in trash can

Wipe down counters in manager's office: Use NABC disinfectant to spray counter tops in manager's office and wipe down with a microfiber towel.

Remove pool-vac filter and place on landing to filter room: Remove pool vac filter and place on landing of filter room, will need manager's keys to access. MAKE SURE DOOR IS LOCKED!

Sweep Vestibule and Entryway: Sweep and remove all debris from front vestibule and area around entryway rugs, and under benches.

Sweep stairwells: Use broom to sweep both front and back staircases starting at the top stair and working your way to the bottom. Use dustpan to pick up debris and discard it in the proper receptacle.

Sweep and mop Weber Room: Use a broom and dustpan to remove any loose dirt and debris from floor. Then, Mop floor with bucket and string mop using mop solution from chemical dispenser in janitorial closet.

Mop Vestibule and Entryway: Use a bucket and string mop with mop solution from chemical dispenser in janitorial closet to mop front vestibule tile and floor surface area around main entryway rugs all the way to the locker rooms.

Vacuum stairwell rugs: Use vacuum from janitorial closet and vacuum rugs at bottom of stairs and on the landing on both front and back staircases.

Mop stairs: use a string mop and bucket with mop solution from janitorial closet chemical dispenser to mop stairs from top to bottom. Be sure to put wet floor signs out at top and bottom of staircase until dry.

Dust Window ledges and benches: Use a microfiber towel and NABC disinfectant to wipe window ledges along south wall and benches along south and west wall.

Chemical cleaning supply list

Kaivac Chemicals

- Kaibosh disinfectant
- Kai-O multipurpose cleaner
- Kaibloey restroom cleaner

Spartan Chemicals

- Neutral GS disinfectant 103
- Neutral GS disinfectant
- Clean by Peroxy 15
- NACS concentrate

Other:

- CLR
- Distilled Vinegar
- Glass Cleaner
- Muriatic Acid
- Oxvir Wipes and Spray



Return to In-Program Guide

As we move forward to phase in in-person programs, we have developed a guide that reviews our analysis and safety precautions to help prevent the spread of Sars-CoV-2, the virus that causes COVID-19. This is an evolving plan which will address procedures as we move through phases of local and federal guidelines.

This guide includes behaviors and practices to help promote a healthy workplace for CUSR staff, participants, and families. The purpose is to ensure that CUSR is following the most recent guidance from federal, state, and public officials. As provisions change, this guide may be modified to reflect changes.

CUSR virtual programs will be planned on a 4-9 week basis with the goal of returning as many in-person programs as safely as possible. We realize not all programs will return until we enter into Phase 5 of the Restore Illinois Plan.

Guardian GUIDE

Guidance Used in Decision Making

Champaign-Urbana Special Recreation 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. Each program was evaluated on risk analysis to determine the feasibility for each program to return.

CUSR Programs by Phase

Below is the current plan of how CUSR will respond due to a change in Phase. In-Person Programs will only be provided during Phase 4 or 5. During Phase 4 CUSR is unable to provide personal care or behavior support which would require staff and participants to be within 6ft of one another (Emergency support such as First Aid will be provided). We will continue to support individuals who require additional support through virtual programs. CUSR will investigate possible transportation services and program expansions throughout Phase 4.

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 unless social distancing can be accommodated	Restored
Physical Distancing	N/A	N/A	N/A	Required inside and outside	Restored
Transportation	N/A	N/A	N/A	To be determined	Restored
Personal Care/Behavior Support	N/A	N/A	N/A	Verbal Supports Only (staff not to be within 6ft)	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.

- Independently attend to 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.
- Participate in the activity without the need for physical assistance (i.e. hand over hand, lifting/transferring).
- Follow CUSR's Code of Conduct and participate without emotional outbursts that require direct or close proximity, which expose others to respiratory droplets (i.e. yelling, spitting or biting).
- 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. This includes but is not limited to refraining from yelling, spitting, biting, putting objects in your mouth, and eloping (running away from program space). |
| YES NO | I am able to complete activities of daily living such as toileting, feeding, changing or transferring without the need for physical assistance. |
| YES NO | I can provide my own transportation to and from program locations. |

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 CUSR to discuss program options.

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

CUSR 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. CUSR staff will also utilize previous participant program experience to assist in evaluating the above criteria. 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 Health Screening Protocols

All participants are required to complete a wellness screening prior to joining a program. CUSR staff will verbally ask participants and/or guardians a series of health screening questions at drop-off and record the answers. If participants are able to answer NO to the following questions, they may exit their vehicle and 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 displays any of the above symptoms, CUSR 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

CUSR staff and participants will be required to wear face coverings when 6 ft of distance is not possible and/or during indoor programming. Participants must provide their own face covering and must be able to independently put on, wear, and take off a face covering, when necessary and for the duration of the program. If food/drink is consumed, face coverings may be removed but physical distancing of 6 ft is

required. Each program and situation will be assessed separately and staff will indicate when face coverings may safely be removed.

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

Outdoor Programs - Pick up and drop off process

- The preferred process is for the driver to pull up to a spot that is in close proximity to the meeting location: the driver would remain in the car and the participant would safely exit, join the group after passing the wellness screening.
- If that option is not possible, or participant is late, an acceptable option would be for a guardian to walk with their participant to the program area. They should, however, remain at least 6 feet away from other staff and participants in the drop off area.

Indoor Programs- Pick up and drop off process

When possible, CUSR staff will wait near the building entrance so they are able to observe participants arriving. They will approach the vehicle to complete the wellness screening. If the participant passes the wellness screening, the staff member will observe them safely exiting their car and walking to the entrance. This will allow the person dropping off to remain in their vehicle.

If the program area is too far from the entrance and staff are not able to wait at the building entrance as participants are being dropped off, or participant is late, guardians may walk their participant into the building but should remain in the hallway. Face coverings must be worn within the facility and follow facility specific COVID-19 entry requirements.

Only the participant will be permitted to enter the room.

CUSR staff will provide any additional requirements of the program facility such as door to enter, temperature checks, etc. if known.

Physical and Verbal Reminders of Distance

CUSR staff will provide verbal reminders for physical distancing as needed throughout the program. Since this is a new concept for many, it is likely that frequent reminders will be needed. When possible, physical and visual reminders will be used as well. Examples include changing the location of equipment and furniture to allow for distancing, taping areas/markers on the floor, creating physical barriers and displaying signage with reminders/expectations.

Staff will communicate with guardians after each program if significant verbal reminders were necessary and encourage additional practice outside of the program. If the verbal reminders are not effective and/or cause safety concerns in the program, the participant will be asked to leave the program and will be suspended from all in-person programs until able to follow physical distancing requirements.

Other Expectations/Information

- CUSR Transportation will continuously be evaluated and guardians will be made aware if and when it is available, as well as any restrictions.
- Hand washing and/or sanitizing upon entry and at intervals throughout the program will be mandatory and participants need to be able to independently comply with requests.
- Equipment sharing will be limited; items with multiple users will be sanitized.
- Food sharing/potlucks will not be permitted.
 - If and when offering food at a program, food will be single-serve.
 - Participants bringing food, should have food in disposable containers.
 - Reusable water bottles are acceptable, but highly recommend one-time use bottles.
- Frequently touched surfaces will be cleaned according to CDC guidelines prior to the start of a program and for programs that are longer in duration, periodic cleaning and/or sanitizing will ensue.
- Any participant displaying symptoms associated with Covid-19 will be removed from the program and isolated with increased social distancing supervision. Guardian is expected to pick-up participant immediately.

Post Exposure

If someone involved in the program 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.

There will be many factors taken into consideration for next steps to determine whether the program needs to be suspended for mitigation. These may include, timeline of confirmed case, time lapsed since the individual was last at the program location, type of program location, re-evaluation of program risk-assessment, etc. CUSR Administration will communicate program updates when available. The safety of participants and staff is our top priority.

Participants 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). A participant may return to program after 2 negative COVID-19 tests in a row, with testing completed 24 hours apart and documentation from a physician.

STAFF GUIDE

Training & Education

Before returning to work all CUSR employees must be educated on signs and symptoms of COVID-19, preventive measures to reduce the spread and CUSR procedures and protocols. Staff cannot return to work until they have attended training and signed & submitted the acknowledgement form.

Screening Protocols- Self/Employee

CUSR employees reporting to a job site must read, acknowledge, and comply with the established procedures. If the site is the property of a member agency or other institution, the employee must comply with facility safety requirements beyond CUSR's.

A copy of established Covid-related procedures and protocol to be followed may be provided and available at programs.

A face covering is required upon entry to program area. The covering can be removed when a 6 foot social distancing requirement can be met and facility specific protocol allows.

Employees will be responsible for completing a daily self-check before reporting to work.

Employees must carefully review the questions and information regarding sick employees below.

Answering "yes" to any of the items could indicate the employee should not report to work. Guidance is also provided regarding when a sick employee may return to work.

Prior to reporting to work, the employee should ask themselves the following:

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)?

Sick Employees

The CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e., cough, shortness of breath, etc.) upon arrival to work, or who become sick during the day, be separated from other employees and sent home immediately.

Individuals who have symptoms of acute respiratory illness should stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater), signs of a fever, and any other symptoms for at least 48 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). Individuals should notify their supervisor and stay home if they are sick.

Employees should be aware of COVID-19 symptoms, which may appear within 2-14 days after exposure):

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

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

Trouble breathing
Persistent pain or pressure in the chest
New confusion
Inability to wake or stay awake
Bluish lips or face

Employees Should Call Their Doctor If They:

- Develop symptoms or have been in close contact with a person known to have COVID-19.
- Have recently traveled from an area with widespread or ongoing community spread of COVID-19.

Employees MUST Provide Immediate Notice If:

- They have tested positive for COVID-19.
- They have had exposure to someone known to have tested positive for COVID-19.
- They have recently completed a trip to a Level 3 travel risk area (locations determined by the U.S. State Department).

If CUSR receives notice of any of the above, the COVID-19 Communicable Disease Procedure will be followed. The [Families First Coronavirus Response Act](#) ensures that sick leave policies associated with COVID-19 are in place. Employees should be aware of these protections. You

might be entitled to a leave of absence, please contact CUSR's Human Resources Department for information.

Employees Who Have Been Exposed to Someone with Confirmed Covid-19

Employees who have been exposed and are not experiencing symptoms will be required to stay home for 7 days from the time they were exposed to someone with a confirmed case of COVID-19. Likewise, if the employee was exposed and has symptoms, the employee will be required to stay home for at least 14 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).

If any time a doctor confirms the cause of fever or other symptoms is not COVID-19 and approves them to return to work, employees can return but must present a medical note to Support Services.

Participant Screening Protocols

Prior to admittance to the program area a staff member must ensure the participant has a completed health screening questionnaire form. A CUSR staff member will ask the participant and/or his or her guardian a series of health screening questions and record the answers given. Once a staff member has verified that the participant has not answered "yes" to any of the questions and is eligible to remain at the program, the staff member should file the questionnaire accordingly. Completed health screening questionnaire forms must be returned to the CUSR program supervisor at the completion of the program. If a participant answers "yes" to any of the questions on the form, staff members must ask the participant to leave and contact their supervisor immediately.

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

- 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 (e.g., 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 (e.g., 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 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)?

Program Procedures

Pick Up/Drop Off Process- For every program CUSR full time staff will designate which pick up/drop off procedure should be followed.

Outdoor Programs- pick up and drop off process

The preferred process is for the driver to pull up to a spot that is in close proximity to the meeting location: the driver would remain in the car and the participant would safely exit, join the group and provide their completed health screening questionnaire form to CUSR staff. Drivers should be asked to stay until CUSR staff verify that all questions were answered “yes” on the participant’s health screening form.

If that option is not possible an acceptable option would be for a parent/guardian to walk with their participant to the program area. They should, however, remain at least 10 feet away from other staff and participants in the drop off area. Parents/guardians will be asked to remain in the area until CUSR staff have reviewed the participant’s health screening questionnaire and verified the participant is eligible to stay.

At the conclusion of a program, a process similar to the one used for drop off will be followed. If parents/guardians brought participants to the program area, they will be asked to do the same when the program ends, remaining a safe distance from the group and other parents. If CUSR staff met participants at the pick up/drop off area at the beginning of the program, a similar procedure will be followed at pick up. CUSR staff will watch for parents/guardians to pull up to the designated area. Staff will send participants to their respective vehicles individually and watch them safely enter. Drivers should remain inside their vehicle at all times. If it is necessary for staff to speak to a parent/guardian at pick up, staff should only approach a vehicle if it safe to do so and a 6 foot social distance can be maintained. Matters of a confidential nature should not be discussed in this setting. Staff should contact their program supervisor to discuss the situation should this occur.

Indoor Programs- Pick up and drop off process

When possible, CUSR staff will wait near the building entrance so they are able to observe participants safely exiting their car and walking to the entrance. This will allow the person dropping off to remain in their vehicle. CUSR staff will collect completed health screening

questionnaire forms from participants and ensure they have responded “yes” to all questions prior to the driver departing the drop off area.

If the program area is too far from the entrance and staff are not able to wait at the building entrance as participants are being dropped off, parents/guardians may walk their participant into the building but should remain in the hallway. Only the participant should be permitted to enter the room. Participants should provide their completed health screening questionnaire to CUSR prior to departure of the parent/guardian.

A process similar to the one used for drop off should be used for pick up. If participants were brought into the building, parents/guardians should wait outside the room at pick up. If CUSR staff were able to wait near the building entrance, they will send participants to their respective vehicles as their rides arrive. Drivers should remain inside their vehicle. If it is necessary for staff to speak to a parent/guardian at pick up, staff should only approach a vehicle if it safe to do so and a 6 foot social distance can be maintained. Matters of a confidential nature should not be discussed in this setting. Staff should contact their program supervisor to discuss the situation should this occur.

Physical and Verbal Reminders of Distance- CUSR staff will utilize constant verbal reminders for physical distance throughout the program. When possible, physical reminders will be used as well such as spacing of equipment and furniture, taped areas and markers on the floor, physical barriers, and also visual signage and systems.

CUSR Transportation- During Phase 4 of the Restore Illinois Plan, there will be no patron transportation permitted with CUSR vehicles due to distancing concerns. Once we have safety implemented programming and are able to provide proper spacing transportation will be introduced. At least initially, it is likely that additional staff and vehicles will be needed to comply with the social distancing requirements that are in place. When transportation resumes, cleaning and sanitation procedures will be developed. Staff will be required to comply with these procedures. When transportation resumes, weather permitting windows on agency vehicles should be open when there are passengers in an effort to provide an increased level of air circulation and ventilation.

Hand Washing – Participants and staff will be asked to wash or sanitize their hands upon entry to the program room or area and also throughout the day at transitions or specific intervals. Participants will need to be able to independently comply with these requests. 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.

Face Coverings – Both CUSR staff and participants will be required to wear face coverings when 6 ft of distance is not possible and/or during indoor programming. Each program and situation will be assessed separately and staff will indicate when face coverings are necessary. When utilizing a member district facility or community venue, CUSR staff and participants will be

required to follow facility-specific guidelines in place. Participants must be able to independently put their face covering on and take it off.

Eligibility Reports- Prior to the end of each program staff must complete an eligibility report for each participant. The report will indicate if the participant is meeting each criteria of the eligibility requirements always, sometimes or never. This will be a way to communicate with families while allowing for distancing and for CUSR to assess participants ability to safely participate.

Participants will be required to provide their own face covering. 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.

Equipment/Supplies Use – To reduce the sharing of items, CUSR 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.

To sanitize between users staff should wear gloves, take the item from one individual, clean it using suggested materials and then hand it to the next participant. Cleaning procedures will vary depending on the item. Program lesson plans will outline cleaning supplies needed and proper protocol.

Food- CUSR will reduce food preparation and service during programs at the present time. When eating during a program is necessary, participants and staff are asked to bring food in disposable containers. Food containers should be put in the trash after use and not be sent home. Participants may bring a refillable water bottle and take it home at the end of the program.

Isolation & Communicable Disease Procedures

Program Isolation Procedures

In the event a participant displays or develops symptoms of COVID-19 during a program CUSR 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 much sooner.

Outdoor Programs- **Call your CUSR supervisor immediately to notify of the situation!**

1. If not already wearing a face covering both the participant and staff must wear a covering.
2. Remove participant from group and take to a location that is a safe distance from others. At least 30 feet is ideal.

3. A CUSR staff member should supervise that individual, remaining at least 6ft away at all times while waiting for participant to be picked up.
4. Call emergency contacts to pick up the participant.
5. If participant is in immediate medical distress, call 911 immediately.

Indoor Programs- **Call your CUSR supervisor immediately to notify of the situation!**

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**, take the individual to that room. A staff member should stay with that participant, remaining at least 6 ft away at all times.
3. **If there is not an available isolated room** and it is possible, take the participant outdoors to a place removed from others. A staff member should wait with the participant to supervise at a safe distance (minimum 6ft).
4. If there is not an available isolated room and you cannot go outdoors, the individual must be removed from room. The individual should not go to a place that puts public at risk. Staff should consult with onsite facility staff regarding a location for the participant to go until picked up. A CUSR staff member should supervise from a safe distance.
5. Call emergency contacts to pick the participant up.
6. 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 CUSR office or while participating in a CUSR program or event and 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.
- Specific information will be obtained from the individual regarding the diagnosis, dates of illness, necessity for quarantine and release to return to work if the individual is a staff.
- Obtain an updated illness fact sheet to include with report.
- Identify all potentially exposed individuals and determine who should be notified of the situation and determine how that notification should take place.
- 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 and program. * The exception to this would be in the program capacity where CUSR

would need to notify a partner organization where the program runs – in that case, if it is in a specific location, it is advisable to notify the partner park district or business in order for their maintenance team to properly disinfect all surfaces, etc.

- All communications, notes, emails, etc. will be retained and filed by CPD Human Resources.
- If cleaning and sanitation is needed to restore areas and equipment the individual came into contact with prior to re-opening CUSR or CPD full-time staff member will contact responsible parties.

*Note: In the event the communicable disease is tied to Inclusion Staff, the Member Agency of the associated program should be notified and be responsible for handling notifications to parents and their staff according to their specific policies and procedures. CUSR will document such instances but will not be responsible for additional notifications unless deemed necessary through joint communications with the Member Agency.

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
- Chair Arm Rests
- Table surfaces
- Cabinet Handles
- Counters
- Appliances (microwave, refrigerator, etc.)

Cleaning

- Clean program areas after use- equipment and high touch surfaces. Equipment not being used until the following week (will sit untouched for 7 days) does not need to be disinfected.
- Staff will be trained on appropriate use of cleaning and disinfectant products for facility or specific equipment and provided cleaning products and PPE.

- Cleaning supplies are available with program supplies or in program room
- Provide recommended personal protective equipment (PPE) for cleaning staff. CUSR staff will be trained on how to properly use PPE.

Program Signage to Reinforce Safe Practices

- If feeling sick, go/stay home
- Required face masks when distancing not possible
- Wiping down common areas after use
- Frequent Hand Washing (Minimum 20 Seconds)
- Avoid using/touching others' phones, bags, equipment etc.
- Social distancing when possible
- Cover sneezes/coughs etc.

RESOURCES

Center for Disease Control Resources

<https://www.cdc.gov/>

World Health Organization

<https://www.who.int/>

Champaign-Urbana Public Health District

<https://www.c-uphd.org>

Illinois Department of Public Health

<https://www.dph.illinois.gov/>

Illinois Department of Commerce & Economic Opportunity

<https://www2.illinois.gov/dceo/Pages/RestoreLP3.aspx>

STAFF ACKNOWLEDGEMENT

I hereby acknowledge that I have received a copy of the CUSR Return to Program Guide for COVID-19 and that I am fully aware of the employee responsibilities and procedures outlined within. I understand it is my responsibility to abide by the safety guidelines set forth and failure to do so could result in unsafe working conditions for myself and others.

I have received training on these guidelines and safety training on the prevention of spread of infection.

PRINT NAME

____/____/____