



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 ADVISORY COMMITTEE (UPDAC)
TUESDAY, AUGUST 25, 2020
7:00 PM
REMOTE MEETING VIA ZOOM
VIDEO: <https://us02web.zoom.us/j/88206722489>
PHONE: (312) 626-6799
MEETING ID: 882 0672 2489
PASSWORD: 745954

- I. Call to Order - Introductions**
- II. Public Comment**
- III. New Business**
 - A. UPD COVID-19 Reopening Plans – UPD Staff
 - B. Health and Wellness Facility Fundraising Efforts – UPD Staff
 - C. UPD Projects Update – Andy Rousseau
- IV. Questions and Answers**

Answer any questions as follow up from last month's meeting.
- V. Reports**
 - A. UPDAC Chair
 - B. Director
 - C. Board Representative
- VI. Approval of the Minutes of the June 23, 2020 Meeting**
- VII. UPDAC Member Comments and open discussion**
- VIII. Adjourn**

Upcoming meetings:

September 22, 2020

October 27, 2020

November 24, 2020

December – no meeting

*****This month's secretary is Ellen Kirsanoff*****

Note: The Meeting Agenda and 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 Advisory Committee (UPDAC) Meeting (Tuesday, August 25, 2020)

MEETING ID: 882 0672 2489

PASSWORD: 745954

Anyone can attend the meeting virtually via Zoom. 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 2-minute time limit. The Board typically 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 882 0672 2489.
- Enter meeting password 745954, 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 Advisory Committee 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 should see the meeting video stream through Zoom and hear people talking. The link to join by computer is:
<https://us02web.zoom.us/j/88206722489?pwd=MWpjdEtYVnRoYU9oNmZoM0ZMV0tBZz09>
- 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/enus/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 7:00 pm to erkirsanoff@urbanaparks.org – these will be read per Urbana Park District Board rules and time limits. This is a work in progress, and we ask your patience as we navigate this difficult situation.



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.

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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.

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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.
- 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.
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- 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.

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 - 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 to 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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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 UAIC 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 UAIC 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 UAIC.

- 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
- Kaiblooeey 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

UPDAC Meeting, June 23, 2020

Attending: Nicki Ambrose, Lori Ellinger, Jennifer Hardesty, Laura Hastings, Kay Holley, Ben Kaap, Vanessa Lane, Melissa Logsdon, Jean Paley, Sarah Roper, Howard Schein, Tim Stephens, Travis Schiess, Tim Bartlett, Derek Liebert, Corky Emberson, Caty Roland, Andy Rousseau, Ellen Kirsanoff, Nancy Delcomyn, Brad Hudson.

- Call to Order by Jean Paley at 7:00 PM.
- Public Comment
- New Business
- **East Urbana Parks and Champaign County Campus Area Planning Update**

(I came online here, while Tim was speaking and sharing a PowerPoint presentation)

Tim talked about the area UPD is looking at for a new recreation center. He noted that there is county interest in connecting trails and creating a better look and feel in the area. He also noted that the Lierman Ave. and Edgewood neighborhoods are outside of the UPD taxing district, creating a barrier to local neighborhood's use of the new facilities.

Tim explained that the UPD has been offered the option to purchase the Brookens complex. This was not a good choice as it is not the kind of space the UPD desires – too much covered indoor space. It would be very costly to update and maintain the building.

Tim gave some history of the Weaver Park area. There were ongoing issues with water management which led to flooding and then to abandoned property. Weaver Park was once the site of the Champaign County Poor Farm – a residence and workplace for indigent residents. *(I wrote a paper about the CC Poor Farm for a History Teacher's Project. It is a fascinating story!)* The UPD bought the Weaver Park site with a grant. Some years ago, the UPD sought the annexation of Southwood and some nearby areas. The residents resisted this initiative.

The Weaver Park Master Plan – map and discussion

Derek addressed the need for an Urbana Sports Complex. He said that Weaver Park was originally purchased for the creation of ball fields. It was discovered that the northeast corner of the park is the edge of Big Grove. Exploration of that corner led to the discovery of mature oaks that are more than 200 years old.

Corky said that in the early 2000's, the existence of adult softball and multiple fast pitch teams required a four-plex of fields. Tournaments became countywide. Today there are more travel leagues, rental groups and some kickball groups using the fields. UPD's role has changed to more facilitation of teams rather than running leagues. UPD does still administer Pony League and T-Ball but other programs are also using UPD spaces. Canaday Park gets a great deal of rental use. Corky also noted that each T-Ball team is scheduled for one "under the lights" game at Canaday as a special event. Corky went on

talk about soccer. He has wanted to do more for soccer for years. He said that the fields at Brookens are “good enough” for current programs and rentals but noted the ongoing need for more open space and additional soccer fields. If Brookens were to be torn down, that land could possibly be used for those needs. UPD is looking at land at both Brookens and Weaver Park for soccer fields and open space areas. Brookens is the most visited space in the UPD (*? Is this correct?*) Brookens and the adjacent soccer fields are considered UPD program space.

Derek talked about the east side of Weaver Park and pointed out the First Phase parking lot for the Rail Trail.

Tim noted that the nursing home is no longer owned by Champaign County. UPD may revisit the drainage agreement previously created for them. He also said that there are possible changes coming to the nursing home and jail sites – such as improved signage and access roads.

The proposed Health and Wellness Center.

Derek shared drawings of the Base Concept and the Full Concept plans. The Base Concept contains about the same amount of gym space as Brookens and adds a walking track and two fitness rooms. The Full Concept adds gym space equal to two full gyms and includes four fitness spaces, a play space, additional parking and a splash zone. He shared videos of both proposals, including both indoor and outdoor space. (*I lost my connection and missed part of this section*). Derek talked about the potential impact of COVID on these plans.

Travis talked about the bathrooms being designed to welcome everyone. He also talked about the use of special sunshades in the building that can adjust to changing natural light and keep out glare.

Ellen opened the floor to questions.

Jean asked about heating/cooling and the windows. Some discussion ensued about plans for window shading and cooling of spaces with a lot of sun from the west. Sarah asked about the use of solar to help with the energy usage, and also asked about gender-neutral restrooms in this facility. There are plans for a gender-neutral restroom on the second story. Travis explained how some of the new regulations are allowing for some new design layouts for gender-neutral restrooms.

Ben would love to see a large soccer complex here. More of those amenities would be great. We could make great use of more land. Kay asked if we could put in soccer complex at Brookens area, then we would not need to put them on Weaver, correct. Yes, that's true. Kay is in favor of keeping more open space at Weaver and sports fields more toward Brookens. Laura agrees that if we could get more of the land there it would be perfect. Get rid of Brookens. Sarah agrees, visibility of the ball fields would be important as well.

Melissa mentioned about the parking, likes natural features of the parking if there can be done that way. Will there be enough parking spaces for all the users. Tim said there are about 260 spaces as

designed. Thinking about function of the parking to make it the most efficient. Green parking features are good for design.

Laura thinks that shared parking is not as good as designed sometimes. Jean asked about lighting and what it might mean for the neighbors. How might that impact those neighbors. Good lighting designs can make it less impactful to surrounding areas.

Ben thinks it will be more attractive and draw more people who will then discover what other things they can do. Creating a synergy that opens up new opportunities. Kay thinks this development will make it feel more welcoming, more inviting. Make the neighborhood feel more like they belong more to the city. Sarah asked if landscaping can make a difference with separating the different areas from each other. The landscaping can really make a difference on how you navigate.

Nancy talked about how landscape design that's curvilinear are more welcoming and comforting. We should make sure to think of that as we design the exterior park space. Will Weaver have the same bike paths/access that Meadowbrook Park has? Yes, we think it will.

Sarah asked about a "proximity" fee that makes it affordable for those who live close by but are not "in district". This is something that needs to be closely looked at. Some discussion ensued about what it means to be "in district" and "out of district".

UPDAC Chair report - None

Directors report - COVID update, CLPFAC will not open this season and we need to see what we can do at the UIAC. Staff are looking at that now. In addition, Black Lives Matter is even more important now than ever before. Tim sees our faces in everything we do, and it's important in all our planning and programming.

The Charity Harvest was done on Monday morning. Staff have worked hard to be not emotional about this decision and professional in handling this situation. We need to have all our communities work comprehensively to handle this situation so it's not a hard situation for some but a better situation for all. Tim mentioned Howard's letter to Smile Politely, that's an example of what UPDAC can do to help us. There was good feedback from that letter. Nancy gave kudos to the staff for handling this situation so well.

Andy provided the Project update to UPDAC. He talked about the work about to begin on CLP redevelopment. More social media for the redevelopment project, with a page that provides continual update for the project where the public can get information. It will look like a construction zone for a while.

The minutes of the May meeting were accepted and the meeting was adjourned.

Minutes by Lori Ellinger