

WSRA Safety Precautions

(Updated 4/1/21)

WSRA Safety Guidelines and eligibility requirements, subject to change based upon the current laws and recommendations for Lake County, IL. For more information, see the information listed.

Illinois COVID-19 Hotline

1-800-889-3931

dph.sick@illinois.gov

Lake County Health Department Communicable Disease Program

(847) 377-8130

Health Department Emergency Response

(847) 377-8186

General Questions

COVID19@lakecountyil.gov

Eligibility for all Participation

New participants to WSRA must schedule an in-take to determine eligibility.

All participants who would like to attend WSRA in-person programs will need to meet the following eligibility requirements:

- Have not been exposed to anyone with a positive COVID diagnosis within 14 days
- Ability to contain all bodily fluids including saliva and mucus with appropriate protective equipment such as masks
- Ability to maintain a 6-foot physical distance from other participants and staff
- Ability to properly put on, wear, and take off a face covering when necessary, for the duration of the program
- Participants must provide their own face coverings
- Independent personal care (toileting, handwashing, drinking, all personal care/hygiene)
- WSRA will maintain “zero tolerance” regarding spitting, biting, licking, drooling, and signs/symptoms of illness. Negative behaviors that involve saliva and/or mucus, or feces will result in immediate suspension from WSRA programs.
- All participants deemed appropriate for in-person programs will be reassessed for behavioral related eligibility on an ongoing basis
- Participate within a ratio of one staff to four participants with minimal visual and verbal prompting
- Ability to follow the WSRA Code of Conduct and other pre-determined guidelines

Health Monitoring Requirements

- Mandatory In-Person Eligibility Form must be completed upon arrival to each program
- WSRA will have a thermometer on hand if anyone feels they may need it
- If anyone shows signs or symptoms of COVID, they must remain home for a minimum of 10 days since their symptoms first appeared. They may return sooner under written consent from a doctor in case of other health conditions such as allergies that have same symptoms.

Although recreation programs always have an inherent risk, WSRA has taken several measures to promote safety and wellness in our programs:

Program capacity will be a maximum of **10 participants* and 4 staff members / some programs may be smaller based on facility space.

Staff must perform an at home self-health check every day prior to arrival at program. Participants and staff must wear face coverings at all times.

Staff have developed a drive-through pick-up and drop-off system for each program to ensure proper physical distancing. See image below for example of WTC drive-through system. The Greenleaf location would follow the same type of drive-through system, in the larger back parking lot.



Staff will clean and disinfect frequently touched surfaces (tabletops, door handles, etc) before and after activities and in between uses of different individuals, and use a spraying disinfecting system.

WSRA will take measures to promote 6 foot physical distancing such as seat assignments, use of visual spacing, outdoor activities when weather permits, and traffic flow patterns.

Only registered participants and staff will be allowed to attend programs.

To protect the participant and those they interact with, participants who do not adhere to program rules and program eligibility requirements and guidelines may be removed from the program.

Participant Screening Protocols

Prior to admittance to the program area, parents/ guardians/participants must provide WSRA staff with the WSRA In-Person Eligibility Form and turn in to a full time staff member with parent/guardian signature and date, at each program.

Hand washing

Participants and staff will be asked to wash and sanitize hands prior to entry to the program room and area throughout program and/or at transitions. Hand sanitizer will be readily available at each program. Participants must be able to independently comply.

Face Coverings

Both WSRA staff and participants will be required to wear face coverings for the full duration of the program. Participants must be able to independently put on and take off their face covering. Participants will be required to provide their own face covering. Face coverings should 1. Fit snugly but comfortably around the face 2. Be secured with ties or ear loops 3. Preferably have multiple layers of fabric 4. Allow for breathing without restriction 5. Be clean. Disposable face coverings should not be worn more than one time. Fabric coverings should be laundered regularly.

Verbal Reminders of Distance

WSRA will provide verbal reminders for physical distancing as needed throughout the program. When possible, use visual reminders as well. Examples include changing the location of the equipment and furniture to allow for social distancing, taping areas/markers on the floor, creating physical barriers and displaying signage with reminders and expectations.

Distancing Measures

Drive-through Drop off process

- Driver pulls up to the designated meeting location where WSRA staff will greet them. All participants must have face mask on before staff approach vehicle.
- Driver will remain in the car with the participant. A staff member will collect the WSRA In-Person Program Eligibility Form through vehicle window. A clipboard and extra forms will be provided as needed.
- Once staff collect and review the eligibility form, staff will guide the participant to the group. Only the participant should be permitted to enter the program area.

Drive-through Pick up process

- WSRA staff will watch for parents/guardians to pull up to the designated area
- Driver pulls up to the designated meeting location where WSRA staff and participants will greet them
- Driver will remain in the car
- Participant will be directed to their vehicle

Equipment/Supplies Use

To reduce the sharing of items, WSRA will provide each participant with their own kit for each program requiring equipment or supplies. If items will be used by more than one individual, disinfecting will occur between each use.

Personal Belongings

WSRA will ensure that participant's belongings are separated in individually labeled storage containers, cubbies, or areas. Personal belongings must be taken home each day to be cleaned. When possible, belongings will be separated six feet apart.

Food

WSRA will not be offering food preparation or eating during programs, with the exception of day programs such as LEAP and Summer Camp. If eating is necessary at a program, (such as with medication) participants are asked to bring food in disposable containers. Participants may bring a refillable water bottle which should be taken home each day.

Cleaning and Sanitation

WSRA will be following enhanced cleaning guidelines at each facility. High touch areas will be cleaned prior to the start of each program. WSRA staff will clean and disinfect any shared equipment (such as chairs, tables, mats) daily. High touch surfaces may be disinfected after each use. Disinfecting wipes will be readily available. All cleaning products and methods will follow the Centers for Disease Control recommendation, additionally WSRA has a disinfecting spray system.

Isolation Procedures

In the event a participant displays or develops symptoms of COVID during a program, WSRA staff will follow the procedure outlined below to isolate the individual until they can be picked up from the program site. The sensory rooms will be our designated space at both locations.

- Both the participant and staff must wear a face covering
- A staff member will remain with the participant at a safe distance while calling the emergency contact and will wait with the participant for their ride to arrive
- Parents/guardians or emergency contacts are required to pick up within 15 minutes of the initial call, and provide secondary phone numbers in the event that they are unable to be reached.
- The participant displaying symptoms will be removed from the group to a location that is a safe distance from others. (The Sensory room, at both locations)

Communicable Disease Procedures

WSRA will utilize communicable disease procedure developed with guidance from a local health department and CDC regulations. Due to the serious nature of COVID and specific prevention recommendations WSRA has updated our policy to accommodate COVID related considerations. The policy has been developed for quick response and containment with the highest level of confidentiality. In the event of a confirmed COVID case, those considered at risk or who may have come into contact will be notified. To protect the identity of the person infected, only necessary details regarding the

situation will be communicated. WSRA asks that all participants and families cooperate in any investigation or tracing efforts WSRA may conduct.

Response to Known Cases or Exposure

If a participant has someone in their household who is symptomatic or has tested positive for COVID or has been exposed / in contact with someone who is confirmed to have COVID, they should stay home and self-quarantine for 14 days since last exposure per CDC guideline, and should seek a COVID test. "Close Contact" includes household contacts, intimate contacts, or contacts within 6 feet for 15 minutes or longer unless wearing a N95 mask during period contact.

If a participant or staff contracts COVID, they should immediately notify a WSRA full-time staff. WSRA will then notify PDRMA, local health officials, staff, and families immediately of any possible case of COVID while maintaining confidentiality as required by the American with Disabilities Act (ADA).

Exposure or Symptoms

- Participants and / or staff displaying symptoms of illness during the program will be removed from the group. An approved adult will be required to pick them up within 15 minutes of notification.
- Participants will be supervised by staff while removed from the group
- Participants will be required to have multiple emergency contacts to ensure that someone is available to pick them up if needed.
- If participants have illnesses like allergies, or other non-contagious conditions that may appear similar to a contagious illness, a note from a physician stating they are not contagious is required prior to attending program.
- If a participant has been in close contact with an individual who has COVID, per CDC guidelines, they must self-quarantine for 14 days since last exposure and therefore not permitted to attend programs during this time.
- If a participant tests positive for COVID, such as asymptomatic positive test, the participant must either have two negative tests in a row at least 24 hours apart, and must remain asymptomatic for a 10-day period following the test in order to attend WSRA programs.

WSRA In-Person Program Eligibility Form

Updated 2/26/21

Form must be completed upon arrival to each program and presented to WSRA staff (no exceptions). To reduce gathering, you may complete this form at home and bring it with you to each program.

1. **Is your participant experiencing any of the following symptoms?** Yes No
Fever of 100.4 or higher, new cough, shortness of breath, unexplained fatigue, sore throat, unexplained muscle or body aches, new congestion/runny nose, new onset of moderate to severe headache, diarrhea, nausea, vomiting, abdominal pain from unknown cause, or new loss of smell/taste?
2. **Has your participant been in close contact (within 6 feet for at least 15 minutes) with anyone diagnosed with COVID-19 in the last 14 days?** Yes No
3. **Has any health department or healthcare provider advised your participant or anyone in the household to stay home or quarantine?** Yes No
4. **Has your participant or anyone in the household been tested for COVID-19 within the past 14 days and results are pending?** Yes No
5. **Has your participant demonstrated any behaviors that spread mucus or saliva such as biting, licking, spitting or drooling?** Yes No
6. **Is your participant able to follow social distancing guidelines, independently wear a face mask, and have independent personal care skills (restroom, handwashing, drinking)?** Yes No

Person Completing Form: _____ Participant's Name: _____

Parent/Guardian Signature: _____ Date: _____

If you answered 'yes' to questions 1 – 5, participant will not be permitted into the program. Please stay home and call the WSRA office at 847-244-6619 to report their absence.

Employee Daily Self-Assessment

WSRA is committed to the safety of employees, patrons and community, including the COVID pandemic. Employees will be required to self-assess using these questions each day prior to coming to work. If the answer is “yes” to any questions, employee may not report to work in order to prevent the spread of illness. Additionally, employees should notify their supervisor of their absence and the reason for the absence.

1. Do you have a fever of 100.4 degrees Fahrenheit or higher?
2. Do you have a new cough?
3. Do you have a sore throat?
4. Do you have new congestion or a runny nose?
5. Have you been experiencing difficulty breathing or shortness of breath?
6. Do you have muscle or body aches?
7. Do you have fatigue from an unknown cause?
8. Have you had a new onset of moderate to severe headache?
9. Have you noticed a new loss of taste or smell?
10. Do you have gastrointestinal concerns (abdominal pain from unknown cause, vomiting, diarrhea, nausea)?
11. Have you or anyone in your household tested positive for COVID in the last 14 days?
12. Is anyone in your household displaying any symptoms (as listed above) of COVID?
13. To the best of your knowledge, have you come into close contact (within 6 feet for at least 15 minutes) with anyone diagnosed with COVID in the last 14 days?
14. Has any health department or health care provider advised you to stay home or quarantine?
15. Have you been tested for COVID within the past 14 days and results are pending?

By coming to work, you acknowledge that you have in fact conducted this self-assessment and the information provided above is true and accurate to the best of your current knowledge and beliefs.

Staff Acknowledgment

I hereby acknowledge I have received and reviewed the WSRA safety guidelines and eligibility documents and I am fully aware of the employee’s 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 disciplinary action and unsafe working conditions for myself and others.

PRINT NAME

/ / 2021

EMPLOYEE SIGNATURE

DATE

INFECTIOUS DISEASE PREPAREDNESS PLAN for Staff Members

WSRA makes safety a priority for its staff and participants. Although no plan can guarantee full or immediate resumption of operations with the unknown impact of COVID, creating a framework including strong process and control is paramount, which helps prepare employees to handle and manage restoration of operations while protecting staff and public and avoiding the spread of the virus.

Guidelines

This plan is based on requirements under Governor Pritzker's restore Illinois Plan, as well as recommendations from the Centers for Disease Control & Prevention (CDC), the Illinois Department of Public Health (IDPH), the Park District Risk Management (PDRMA) and the Lake County Health Department. This plan is subject to change based on the latest data and guidelines.

Responsibilities

Each WSRA full time staff is responsible for the review of and adherence to this plan, and any updates. As programs resume, full time staff are responsible for training the part time staff. Part time staff will be responsible for review and adhere to updated guidelines and training. Staff who do not adhere to these procedures will be subject to disciplinary action up to and including termination.

Recognizing signs and symptoms

Symptoms of COVID may occur 2-14 days after exposure. Employees must be aware of COVID symptoms including, but not limited to:

- Fever of 100.4 or higher
- New cough
- Shortness of breath
- Unexplained fatigue
- Sore throat
- Unexplained muscle or body aches
- New congestion/runny nose
- New onset of moderate to severe headache
- Diarrhea, nausea, vomiting, or abdominal pain from unknown cause
- New loss of smell/taste

In addition, individuals who show the following signs should seek emergency care immediately:

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

If Symptoms or exposure is detected/high risk individuals

Individuals exhibiting any of the above symptoms should not report to work and must notify their supervisor.

If these symptoms are experienced during work, and if not already wearing a mask the individual should immediately put on a face covering, inform their supervisor, and leave work. If they are unable to drive themselves home, they will wait in a designated area (for full time staff) with the door shut until their ride arrives. Or call for emergency services if needed.

Some employees are at risk for severe illness from COVID. Those more vulnerable include individuals over age 65 and those with underlying medical conditions such as, but not limited to chronic lung disease, moderate to severe asthma, hypertension, severe heart conditions, weakened immunity, severe obesity, diabetes, liver disease and chronic kidney disease that requires dialysis. Individuals who fall in to these categories are encouraged to self-identify and bring any accommodation requests to the Executive Director or Superintendent.

Response to known cases or exposure

If the individual has someone in their household who is symptomatic or has tested positive for COVID or has been exposed / in contact with someone with confirmed COVID, they should stay home and self-quarantine for 14 days per CDC guidelines, and should seek a COVID test. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop. "Close contact" includes household contacts, intimate contacts, or contacts within 6 feet for 15 minutes or longer.

If an employee becomes ill with COVID at work or contracts COVID, they should notify their employer. WSRA will notify PDRMA, local health officials, staff and families (if in a program season) immediately of any possible cases of COVID while maintaining confidentiality as required by the Americans with Disabilities Act (ADA). The areas the individual occupied should be closed off and need to be sanitized and not used. It will be sanitized after 24 hours to minimize exposure to the individual cleaning. If it has been more than seven days since the individual has been to the facility, additional cleaning and disinfecting is not necessary.

The following CDC recommendation should be followed regarding when an employee may return to work (please note, these guidelines are subject to change; the CDC website should be consulted for the most up to date information):

People with COVID who have stayed home (home isolated) can leave home under the following conditions.

- If you have not had a test to determine if you are still contagious, you can leave home /return to program after these three things have happened:
No fever for **24** hours, other symptoms have improved, and 10 days have passed since symptoms first appeared.

- People who DID NOT have COVID symptoms, but tested positive and have stayed isolated can return;

If you have not had a test to determine if you are still contagious, you can leave home following these guidelines:

10 days since the date of your first positive test, and you continue to have no symptoms since the test.

Employee Protocols and Responsibilities

Complete Daily Self-Assessment – All employees should complete a daily self-assessment prior to coming to work. If an employee exhibits any symptoms on the checklist, they must notify their supervisor, and are not to report to work.

Physical Distancing

Individuals must remain mindful and vigilant in maintaining recommended physical distance of six feet.

Face Coverings

Face Covering are required when the six feet distance cannot be maintained. They should be worn anytime an employee is in a common area of the office (this includes anyone outside of their office space). Employee may provide their own, but if they do not have one, WSRA will provide one. Individuals should wash hands before putting on their face mask. This face mask must cover the nose and mouth. They should fit snugly but comfortably against the side of the face, still allowing for comfortable breathing and be secured with ties or ear loops. Masks should not be worn on the forehead or around the neck. Cloth face masks need to be laundered regularly. Disposable face masks need to be discarded into a waste container after each shift. Individuals should not touch their eyes, nose, and mouth when removing their mask and should wash their hand immediately after removal.

General Hygiene

- Avoid touching face, nose and mouth
- Sneeze and cough into a tissue (which is immediately disposed of) or into your mask. Avoid using hands or crook of arm.
- Wash hands frequently with soap and water for at least 20 seconds. Utilize hand sanitizer or wipes (containing at least 60% alcohol)
- Wash hands (or sanitize) after blowing nose, coughing, or sneezing, using the restroom, before eating or preparing food, after contact with animals, after contact with “high-touch area”, and before and after contact with another person. Cleaning with soap and water reduces the number of germs, dirt, and impurities on the surface.
- Wear disposable gloves to clean
- Clean surfaces with disinfectant, and spraying disinfectant system at the start and end of each program
- Practice social distancing

WSRA Participant Code of Conduct

In keeping with our program goals, we encourage fun for all of our participants. However, certain rules are necessary to ensure everyone's safety and enjoyment.

Behavior

Participants are expected to exhibit appropriate behavior at all times. WSRA's behavior code is as follows:

Participants Shall:

Remain with group (not run off)

Show respect to all participants and staff

Refrain from using foul language

Refrain from causing bodily harm to self or others

Show respect to equipment, supplies, and facilities

Additional rules may be developed for specific programs, camps, and other activities as deemed necessary by the agency.

Discipline

A caring, positive approach will be used regarding discipline. WSRA staff will review rules and explain consequences at the beginning of the program. Each situation that arises will be evaluated on its own merit.

Procedure

Under ordinary and usual circumstances, if a participant exhibits inappropriate actions, the following general guidelines will be followed:

1. Warning is given
2. Time out from program
3. Report to supervisor
4. Parent contacted by supervisor if misbehavior continues, written warning administered
5. Plan formulated with parent to modify behavior

Ordinarily, if a participant's behavior does not improve after 3 written warnings, depending on the severity of the act, the participant will be dismissed from the program. However, WSRA reserves the right to dismiss a participant whose behavior endangers the safety of him/her self, others, or property, at any time. The Supervisor or Superintendent will make final determination on dismissals. If a dismissal is made, refunds for unused sessions will be determined on an individual basis.

I have read the Behavior Code of Conduct. I agree to abide by the policies as described.

Participant Signature: _____

Parent Signature: _____ Date: _____