



## **Wheaton Park District**

### **COVID-19 SAFETY GUIDELINES AND PROTOCOLS**

Effective: May 15, 2020; Revised July 9, 2020; Revised August 28, 2020; Revised February 26, 2021

The Wheaton Park District ("District") is dedicated to providing a safe work and play environment for everyone associated with the District. Therefore, the District is implementing and administering the procedures and protocols set forth as a top priority to mitigate the spread of the COVID-19 virus at the District. These procedures and protocols are established from information provided by various authorities such as the Centers for Disease Control (CDC), Park District Risk Management Agency (PDRMA), Illinois Department of Commerce and Economic Opportunity (DCEO), Illinois Department of Public Health (IDPH), DuPage County Health Department (DCHD) and Occupational Safety and Health Administration (OSHA).

These guidelines may change as more information becomes available and will be distributed when updated.

Individual Park District facilities may have specific protocols based on state guidelines.

#### **Definitions Used in This Document**

Close Contact – any individual who is closer than 6 feet to a person with COVID-19 (positive test, confirmed/diagnosed, or probable) for at least 15 total minutes in a 24 hour period in the 2 days (48 hours) before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated. This includes individual exposures over the course of a 24 hour period totaling 15 minutes. For example, 2 exposures of 4 minutes each and one exposure at 7 minutes, or 3 5-minute exposures, etc. that total 15 minutes.

Individual – used to represent the following: participant, member, patron, athlete, parent/guardian, coach, umpire, spectator, vendor, supplier, volunteer, trainer, independent contractor, and visitor, unless otherwise specified.

Isolation – separates sick people with a contagious disease from people who are not sick.

Mask or Face Covering – consists of two or more layers of non-stretchable fabric, worn snugly but comfortably over the nose and mouth and covering the chin without gaps by individuals age two or older. Must be washable or disposable. A nose wire is preferable to reduce gaps around the nose and prevent slipping. The face mask should not be touched while wearing to prevent transfer of the virus to other surfaces. Wearing a mask or face covering is complementary to and not a

replacement for physical distancing. Be aware, masks and face coverings will not prevent the wearer from contracting COVID-19, it is to reduce likelihood that the wearer will infect others.

Programs/Programming – consists of all programs offered by the District which includes, but is not limited to: camps, pre-school, athletics, fitness center, special events, etc. requiring registration or ticket purchase.

Quarantine – separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

Social Distance – a distance of at least 6 feet from other people/individuals.

### **Designated COVID-19 Contact for Employees, Participants, Patrons, Etc.**

The designated contact person will be the Human Resource Manager. The Human Resource Manager will be responsible for coordinating COVID-19 related situations such as isolation/quarantine, documentation, contact tracing, return to work/programming, etc. with individuals; and staying up-to-date with changes to guidance from the CDC, OSHA, and State and Local laws that will be incorporated into our workplace. A designee may be assigned to act on behalf of the Human Resource Manager. Contact information is available at the end of this document.

The District will protect the identities and confidential health information (including the identity of those who are diagnosed with or suspected to have COVID-19) as required by applicable laws.

### **How COVID-19 Spreads**

While much is unknown about COVID-19, including how it spreads, public health agencies and epidemiologists generally agree that COVID-19 spreads mainly from person-to-person through respiratory droplets produced when an infected individual coughs, sneezes, talks, sings or breathes. These particles can be inhaled into the nose, mouth, airways, and lungs of people who are nearby.

The virus that causes COVID-19 spreads very easily and sustainably between people. In general, the more closely a person interacts with others and the longer the interaction, the higher the risk of COVID-19 spread.

It may be possible that an individual can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

### **Reinfection of COVID-19**

Reinfection is when an individual was infected once with COVID-19, recovered, and then later became infected again. The CDC states that cases of reinfection with COVID-19 have been reported, but remain rare. The best way to prevent reinfection is to take steps to prevent getting COVID-19 by wearing a mask when around others, maintain a distance of 6 feet, wash hands frequently, and avoid crowds and confined spaces.

## Symptoms of COVID-19

People with COVID-19 can have a wide range of symptoms ranging from mild to severe illness. Symptoms can appear in 2 – 14 days after exposure to the virus; on average it takes 5 – 6 days from when someone is infected with the virus for symptoms to appear. Symptoms can consist of one or more of the following but does not include all possible symptoms:

- Fever of 100.4 or higher
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Headache
- Congestion or runny nose
- Muscle or body aches
- Sore throat
- New loss of taste or smell
- Gastrointestinal (nausea, vomiting, or diarrhea)

Individuals are encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center, or other testing location.

If an individual is showing any of the following emergency signs, contact 911 immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion,
- Inability to wake or stay awake,
- Bluish lips or face,
- Any other symptoms whether COVID-19 related or not that appear to be a medical emergency.

## Requirement for Mask/Face Coverings and Social Distancing for ALL Individuals

The primary purpose of wearing a mask/face covering is to protect others from exposure from respiratory droplets while talking, sneezing, coughing, etc. **Be aware, the mask/face covering is not a guarantee the wearer will not contract COVID-19; it is to reduce the likelihood that the wearer will infect others.**

Indoors - All individuals age 2 and over must wear a mask/face covering at all times when in a District building and upon entry into any District building; and maintain a social distance from others of at least 6 feet.

Outdoors – All individuals age 2 and over must wear a mask/face covering at all times during work or play; and maintain a social distance from others of at least 6 feet.

Exclusions to wearing a mask/face covering are as follows:

- Eating or **drinking for brief periods** while maintaining at least 6 feet of distance from others;
- When maintaining a distance of at least 30 feet from others; and
- When occupying a single office while at their desk when no one else is present.
- Additional mask protocols may be applicable at different Park District facilities.

If there is a medical condition or disability that prevents the individual from safely wearing a mask/face covering, an accommodation may be made and must be requested in advance so long as the accommodation does not pose a direct threat to the safety of the individual or others. See the Human Resource Manager or Manager in charge of the program or facility to make an accommodation request. The request should be forwarded to the Human Resource Manager in consultation with the Manager to determine the safety of the request.

### Vaccinated Individuals

Individuals who are vaccinated will continue to follow all requirements listed in these protocols until such time as the federal, state, or local authorities lift the requirements.

### **Individuals at High Risk for COVID-19**

The District has taken every precaution to control the spread of COVID-19 as listed under the Health Hygiene and Infection Control section below.

The Centers for Disease Control has stated that individuals of any age with certain underlying medical conditions are at increased risk for severe illness from COVID-19. See the CDC website for a list of COVID-19 risks related to underlying medical conditions at [www.cdc.gov](http://www.cdc.gov).

If an individual has an underlying medical condition, please see the Human Resource Manager to request a reasonable accommodation.

### **Daily Self-Check Prior to Entering a District Building or Participation in a Program**

All individuals are required to adhere to these standards and perform a self-check for COVID-19 symptoms **prior** to entering a District facility or an outdoor field for a program. It is advisable that temperatures are to be taken at home just prior to leaving for the District.

Self-check health questionnaire:

1. Are you experiencing any of the following: fever of 100.4 or higher, cough, shortness of breath, sore throat, chills, muscle aches, headaches (not related to caffeine, diet, hunger, migraines, or tension), new loss of taste or smell, nausea, vomiting or diarrhea?
2. In the last 14 days, have you been in close contact with anyone that has tested positive for or been diagnosed with COVID-19?
3. Have you tested positive for COVID-19 in the last 14 days?

If you answer “YES” to any of the above questions: **DO NOT ENTER THE BUILDING OR PARTICIPATE IN THE PROGRAM. NOTIFY THE SUPERVISOR, PROGRAM MANAGER, COACH, OR CONTACT PERSON.** You will receive a phone call from the Human Resource Manager to determine the next steps.

The individual should care for themselves and consult with their medical provider for medical treatment if symptoms become severe. Testing may be available through the individual's medical provider, local pharmacies, the individual's county health department, the DuPage County Health Department. Information about COVID-19 testing by the DuPage County Health Department can be found at <https://www.dupagehealth.org/662/COVID-19-Testing-Other-Test-Site-Location>. Some testing providers may have requirements.

## **Notification of Exposure**

**Prompt notification** reduces the risk that other individuals will be exposed to the virus. Therefore, individuals must contact their supervisor, program manager, coach, or the Human Resource Manager if any of the following conditions apply:

- When the individual has been in close contact to someone with COVID-19, or
- When the individual has symptoms of COVID-19, or
- When the individual has been diagnosed (whether through a positive test or symptom-based diagnosis) with COVID-19, or
- When the individual is feeling ill.

## **When an Individual May Return to Work / Participation / Programming**

Individuals will communicate with the Human Resource Manager for coordination of their return to work or programming.

The length of time of isolation or quarantine will vary on a number of factors and will be assessed on a case-by-case basis in conjunction with the DuPage County Health Department and/or the individual's treating medical provider as needed.

Further, when an individual has COVID-19 whether through testing or diagnosis/confirmation, or symptoms of COVID-19, where a doctor's note is required in the criteria below, the Park District reserves the right to be flexible with such notes should the healthcare system become overwhelmed. This decision will be made on a case-by-case basis.

Documentation supporting a return to work/programming should be sent to the Human Resource Manager for review **prior** to the individual's return. The Human Resource Manager will notify the Manager of the employee or Supervisor responsible for the program and individual when they may return to work/programming.

In general, however, the clearance guidelines are as follows:

### **Return Following COVID-19**

- 1) An individual has tested positive for COVID-19 with symptoms, or has been diagnosed/confirmed with COVID-19 with symptoms, may return when they meet the following criteria:
  - a. Must have isolated for a minimum of 10 days\* after symptom onset, **AND**
  - b. 24 hours with no fever without the use of fever-reducing medications, **AND**

- c. COVID-19 symptoms have improved (for example, cough, shortness of breath, etc.) **AND**
- d. Must provide a doctor's note clearing the individual or a release letter from their local health department to return to work/programming.

*\*A limited number of individuals with severe illness or who are severely immunosuppressed may produce replication-competent virus beyond 10 days; this may warrant extending the duration of isolation and precautions for up to 20 days after symptom onset or first positive test (if no symptoms).*

- 2) An individual is asymptomatic and tests positive, may return when they meet the following criteria:
  - a. Must isolate for a minimum of 10 days from the date the specimen was taken with positive test results, **AND**
  - b. Must provide a doctor's note clearing the individual or a release letter from their local health department to return to work/programming.
- 3) An individual has one (1) or more symptoms of COVID-19, has not been diagnosed with COVID-19 may return when they meet the following criteria:
  - a. Must be fever-free for 24 hours without the use of fever-reducing medications, **AND**
  - b. Symptoms have improved (for example, cough, shortness of breath, etc.) **AND**
  - c. Must provide a doctor's note **specifically stating the illness is related to a non-COVID illness** that clears the individual to return to work/programming,

**OR**

  - a. Must be fever-free for 24 hours without the use of fever-reducing medications, **AND**
  - b. 1 negative PCR test result **AND**
  - c. Must provide a doctor's note clearing the individual to return to work/programming.

*Note, the CDC and IDPH no longer recommend the test-based strategy of two (2) negative tests in the majority of cases, however, we will accept two negative tests if taken at least 24 hours apart and a doctor's note is provided clearing the individual to return to work/programming.*

The DuPage County Health Department will be notified of all individuals with COVID-19 and COVID-19 symptoms.

#### Return Following Close Contact

When an individual has had "close contact" with another person who tests positive for COVID-19, or is diagnosed/confirmed with COVID-19, or has 1 or more COVID-19 symptoms, the individual who had "close contact" may return to work/programming when the following criteria has been met:

- 1) The individual who had close contact with a person who has tested positive for COVID-19; or has been confirmed/diagnosed with COVID-19 may return to work/programming when

the following is met:

- a. 10 days self-quarantine from the date of last contact with the COVID-19 case, without being tested, if they have not experienced any COVID-19 symptoms when conducting daily monitoring; **OR**
  - b. 7 days self-quarantine from the date of last contact with the COVID-19 case, if:
    - i. The close contact individual has not experienced any COVID-19 symptoms while conducting daily monitoring; **AND**
    - ii. The close contact individual receives a negative result from a **PCR or Antigen** test taken within 48 hours of when they plan to end quarantine which would typically be on day 6 of the quarantine depending upon return time. (Note that given the 48 hour window and delays in receiving test results, it is possible that an individual would not be able to return after 7 days.)
- 2) An individual lives with a person who has tested positive for COVID-19; or has been confirmed/diagnosed with COVID-19 **AND** the individual can avoid further close contact, the individual may return to work/programming when the following is met:
- a. 10 days self-quarantine from the date the person begins home isolation, without being tested, if they have not experienced any COVID-19 symptoms when conducting daily monitoring; **OR**
  - b. 7 days self-quarantine from the date the person begins home isolation, if:
    - i. The close contact individual has not experienced any COVID-19 symptoms while conducting daily monitoring; **AND**
    - ii. The close contact individual receives a negative result from a **PCR or Antigen** test taken within 48 hours of when they plan to end quarantine which would typically on day 6 of the quarantine depending upon return time. (Note that given the 48 hour window and delays in receiving test results, it is possible that an individual would not be able to return after 7 days.)
- 3) An individual who is in quarantine for close contact with a person who has tested positive for COVID-19; or has been confirmed/diagnosed with COVID-19 **AND** has had additional close contact with someone else who tested positive for COVID-19; or has been confirmed/diagnosed with COVID-19, the individual may return to work/programming when following is met:
- a. Restart the 10 days self-quarantine from the date of last contact with the COVID-19 case, without being tested, if they have not experienced any COVID-19 symptoms when conducting daily monitoring; **OR**
  - b. Restart the 7 days self-quarantine from the date of last contact with the COVID-19 case, if:
    - i. The close contact individual has not experienced any COVID-19 symptoms while conducting daily monitoring; **AND**
    - ii. The close contact individual receives a negative result from a **PCR or Antigen** test taken within 48 hours of when they plan to end quarantine which would typically be day 6 of the quarantine depending upon return time. (Note that given the 48 hour window and delays in receiving test results, it is possible that an individual would not be able to return after 7 days.)

- 4) A individual lives with a person who tested positive for COVID-19; or has been confirmed/diagnosed with COVID-19 **AND** cannot avoid continued close contact (e.g., shared kitchen/bathroom, etc.), the individual may return to work/programming when the following is met:
- a. 10 days self-quarantine from the date the person who has COVID-19 meets the criteria to end home isolation, without being tested, if they have not experienced any COVID-19 symptoms when conducting daily monitoring; **OR**
  - b. 7 days self-quarantine from the date the person who has COVID-19 meets the criteria to end home isolation, if:
    - i. The close contact individual has not experienced any COVID-19 symptoms while conducting daily monitoring; **AND**
    - ii. The close contact individual receives a negative result from a PCR or Antigen test taken within 48 hours of when they plan to end quarantine which would typically on day 6 of the quarantine depending upon return time. (Note that given the 48 hour window and delays in receiving test results, it is possible that an individual would not be able to return after 7 days.)
- 5) A person who “probably” has COVID-19 and is waiting for test results, the individual may return to work/programming when the following is met:
- a. 10 days self-quarantine from the date of last contact with the COVID-19 case, without being tested, if they have not experienced any COVID-19 symptoms when conducting daily monitoring; **OR**
  - b. 7 days self-quarantine from the date of last contact with the COVID-19 case, if:
    - i. The close contact individual has not experienced any COVID-19 symptoms while conducting daily monitoring; **AND**
    - ii. The close contact individual receives a negative result from a PCR or **Antigen** test taken within 48 hours of when they plan to end quarantine which would typically be on day 6 of the quarantine depending upon return time. (Note that given the 48 hour window and delays in receiving test results, it is possible that an individual would not be able to return after 7 days.)

**OR**

- c. The person with symptoms has one negative test.

If the individual with close contact develops symptoms, they should follow isolation instructions listed above.

If an individual had close contact with another person that had close contact with someone else (a third party) who tested positive or was confirmed/diagnosed with COVID-19, no quarantine or isolation is needed for the individual.



## **Process of Handling COVID-19 Symptoms and Exposure of Participants**

The Human Resource Manager will be in communication with the individual to coordinate self-isolation, self-quarantine, leaves of absence, returning to work/programming, etc. Cooperation is expected to assist in reducing the spread of the virus. A questionnaire will be completed by the Human Resource Manager with assistance from the individual to learn more about the individual's illness and contact with others.

Individuals with COVID-19, or tests positive for COVID-19, or has COVID-19 symptoms will be isolated according to the protocols above. Individuals with close contact to another person determined to have COVID-19 will be quarantined according to the protocols above.

### **Disinfecting and Cleaning After COVID-19 Exposure**

The Human Resource Manager, appropriate supervisor and facility manager will identify and close off all areas by the employee or participant who is ill. The facility manager should arrange to open outside doors and windows where possible and as long as safe to do so to increase air circulation. If it has been **7 days or less** since the infected person was in the building, the agency will close the area and wait 24 hours before deep cleaning and disinfecting. The District will provide applicable personal protective equipment (disposable gloves, masks, etc.) for employee(s) assigned to perform the deep cleaning and disinfecting. Appropriate EPA registered disinfectant and cleaning products will be used in accordance with directions. A third-party vendor may be used for this purpose. If it has been **more than 7 days** since the sick person was in the building, the District generally does not need to perform a deep cleaning and disinfecting, but will follow its routine cleaning and disinfecting practices consistent with CDC/EPA guidelines. Once the area has been cleaned and disinfected appropriately, the area can open for use.

Anyone with questions or concerns about workplace safety and health should notified the Human Resource Manager promptly.

### **Pick up Protocol**

If an individual exhibits any symptoms while attending a program/facility, the individual will be directed to wait in an isolated outdoor area. If the inclement weather makes this unsafe, the individual will be directed to an isolated area inside and away from others. At all time, the minor individual will be supervised. The parent/guardian will be called and must pick-up their child withing thirty (30) minutes of notification. The parent/guardian should wait at the designated pick-up area. Transportation will not be provided for participants.

### **Health Hygiene and Infection Control Prevention Practices by the District**

The District has implemented the following practices to control the spread of COVID-19 to employees, participants, patrons, and the community during this pandemic:

- Engage in daily cleaning and sanitizing of high touch areas and surfaces at the facilities.
- Limit the number of people allowed to gather in rooms and communal areas to the minimum capacity currently allowed by the IDPH.

- Use signs, tape marks, or other visual cues on the floor, placed 6 feet apart, to indicate where to stand for people in common areas and entrances.
- Install barriers for where patrons interact with customer service personnel where applicable.
- Post signage encouraging proper hygiene practices for all.
- Provide employees with soap, paper towels, hand sanitizer and tissue.
- Provide employees with masks and require their wear.
- Always maintain a distance of at least 6-feet apart from other individuals.
- Employees shall disinfect and clean high touch items in their workspace as directed.
- Train employees on preventing the spread of COVID-19, hygiene measures and the proper use of face masks.

## **Contacts**

Matthew Jay  
Human Resource Manager and COVID Contact  
Email: [mjay@wheatonparks.org](mailto:mjay@wheatonparks.org)  
Work: 630-510-4952  
Cell:

Mike Benard  
Executive Director  
Email: [mbenard@wheatonparks.org](mailto:mbenard@wheatonparks.org)  
Work: 630-510-4945  
Cell: 630-945-7726

Becky Mendenhall  
Human Resource Associate  
Email: [rmendenhall@wheatonparks.org](mailto:rmendenhall@wheatonparks.org)  
Work: 630-510-4986