

COVID-19 Staff Manual



July 20, 2020

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OVERVIEW

The Frankfort Square Park District is committed to abiding by the rules set forth by the State of Illinois regarding the COVID-19 situation in an effort to ensure the health and safety of its staff and patrons. This situation is rapidly evolving, and we continue to monitor the recommendations from the Centers for Disease Control and Prevention (CDC), the Illinois Department of Public Health (IDPH), the State of Illinois, as well as our applicable local health agency. Please visit the CDC's COVID-19 site to obtain updated information on COVID-19.

This is clearly an unprecedented situation and updated recommendations/requirements issued by federal, state, or local authorities are necessitating frequent changes. For now, please immediately notify your supervisor and/or the Executive Director if you:

- **Have a suspected or diagnosed case of COVID-19.**
- **Have had close contact with an individual, including but not limited to a member of your household, who has a confirmed or suspected case of COVID-19.**
- **Are experiencing symptoms of COVID-19, which can include: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and/or new loss of taste or smell. For a current list of symptoms, please visit the CDC's website on Symptoms of Coronavirus.**

Your health information (i.e., your name and details of your medical situation) will continue to be treated as confidential by the Frankfort Square Park District, as required by applicable laws, though your name may be provided to a local public health agency if requested to assist in contact tracing individuals with whom you may have had close contact for a prolonged period of time. However, we do want to provide timely notification (which will not use your name or personally identifying or confidential information) to potentially impacted individuals as necessary should they need to self-isolate, self-quarantine, and/or self-monitor for symptoms, as recommended by the CDC or other applicable public health agencies.

In the meantime, the CDC and similar agencies have continued to provide evolving guidance regarding how people can minimize exposure to COVID-19:

1. Practice **social distancing** by keeping more than 6 feet of distance between yourself and other people at all times possible.
2. **Cough or sneeze into your elbow or tissue, not your hands.** If you used a tissue, use it only once and throw it away in a lined trash can, then wash your hands (below).
3. **Don't touch your face** with your hands, especially your eyes, nose and mouth.
4. **Cover your nose and mouth with a cloth face covering when in public or around others and cannot maintain 6 feet social distance**, unless you have a medical condition that prevents you from doing so safely. (If that is the case and you cannot use a cloth face covering at work, please notify the Executive Director to discuss potential accommodations.)
5. **Wash your hands often with soap and water** for at least 20 seconds, especially after blowing your nose, coughing or sneezing. If soap and water are not readily available, alcohol-based hand sanitizer containing at least 60% alcohol may be used but washing with soap and water is more effective.

6. **Regularly clean and disinfect surfaces**, especially high-touch surfaces (such as cell phones, purses, computer keyboards, backpacks, etc.).
7. **Monitor yourself for symptoms of COVID-19**, as listed above.
8. **Stay home when you are sick** until you are free of fever for at least 72-hours without the use of fever-reducing medications AND other symptoms have improved (or do not exist) AND at least 10 days have passed since the symptoms first appeared. Employees who have been diagnosed as having COVID-19 (whether through a positive test or symptom-based diagnosis) or who are exhibiting symptoms of COVID-19 may be required to provide a release from the employee's healthcare provider indicating the employee is able to return to work.
9. **Stay updated on preventative steps**, such as by visiting the CDC's website page regarding prevention.

Please let your supervisor or the Executive Director know if you have any specific questions or concerns.

SICK LEAVE

Please stay home when you are sick. The following is an overview of the FSPD's sick leave policy. For more information, please see the Personnel Handbook. Please contact the Executive Director for more information regarding COVID-19-related leave.

If an employee is unable to report to work due to an illness or injury, he/she must notify his/her Department Head prior to the designated work starting time on the day the illness occurs. If his/her Department Head cannot be reached, the employee must notify the Director. If the Director cannot be reached, the employee must call the Park District office immediately upon its opening.

HEALTH QUESTIONNAIRE FOR WELLNESS SCREEN RELATED TO COVID-19

The Frankfort Square Park District is committed to the safety of employees, patrons, and community, including during the COVID-19 pandemic. Employees and patrons will be required to self-assess using these questions each day prior to coming on-site. **If the answer is “yes” to any question, please do not come on-site** to prevent the spread of illness. Additionally, employees should notify their supervisor and patrons should notify the program supervisor of their absence and the reason for the absence.

- Do you have a fever of 100.4 degrees Fahrenheit or higher?
- Do you have a cough?
- Do you have a sore throat?
- Have you been experiencing difficulty breathing or shortness of breath?
- Do you have muscle aches?
- Have you had a new or unusual headache (e.g., not typical to the individual)?
- Have you noticed a new loss of taste or loss of smell?
- Have you been experiencing chills or rigors (i.e., a sudden feeling of cold with shivering accompanied by a rise in temperature)?
- Do you have any gastrointestinal concerns (e.g., abdominal pain, vomiting, diarrhea)?
- Have you tested positive for COVID-19 in the last 14 days?
- Is anyone in your household displaying any symptoms (as listed above) of COVID-19?
- To the best of your knowledge, in the last 14 days, have you come into close contact* with anyone who has tested positive for or been diagnosed with COVID-19?

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

*Close contact includes household contacts, intimate contacts, or contacts within 6 feet for 15 minutes or longer (10 minutes or longer for ambulatory care services) unless wearing an N95 mask during period of contact.

EMPLOYEE TRAVEL POLICY DURING COVID-19 PANDEMIC

During the pandemic, Frankfort Square Park District is limiting business travel to only that which is essential. Therefore, travel for professional development or training, as well as other non-essential travel is temporarily suspended. Personal travel is not prohibited, but to ensure the safest workplace possible, work restrictions may be placed on employees who travel to certain destinations or host travelers in their homes from certain locations. Employees who engage in personal travel off duty, or host travelers in their homes, must notify their immediate supervisor of the following information:

1. Their travel destination or the location from where guests in their home have traveled;
2. The mode of transportation to and from the destination;
3. The dates of their travel or hosting of travelers in their home.

On a case by case basis, the Frankfort Square Park District will evaluate not only the travel circumstances and destination, but also the job duties of the individual, as well as current public health alerts and guidance, to estimate whether the individual employee may pose an unacceptably high risk of exposure, and therefore, spread of the coronavirus in the workplace.

In all instances, the goals of the Frankfort Square Park District are to provide a safe work environment by reducing the possible spread of the coronavirus to the greatest extent possible, and to allow employees to resume their work assignments after travel or resulting from hosting travelers. The Frankfort Square Park District will make every effort to allow employees to remain at work regardless of their travel or hosting of travelers. In some instances the Frankfort Square Park District may temporarily modify the employee's duties, if possible, to ensure social distancing and/or requiring facial covering throughout the work day, along with greater hygiene requirements. In extreme instances (i.e. travel to current "hot spots" and inability of the employee to maintain social distancing throughout the work day) the employee may be prohibited from reporting to work through the 14 day virus incubation period.

Employees who are prohibited from working because of travel or hosting travelers in their home may be permitted to work from home if they are able to perform their job duties from home but those who may not perform their job duties from home may use any accrued benefit time for the period of their absence. If the employee tests positive for COVID-19 or is ordered by a doctor or health professional to quarantine or isolate during this period of time, the employee may be eligible for other paid benefit time under the FFCRA.

VIRUS TRANSMISSION, FACE COVERINGS, AND SOCIAL DISTANCING

Person-to-person spread

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.

The virus spreads easily between people

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious, like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, which means it goes from person-to-person without stopping.

The virus that causes COVID-19 is spreading very easily and sustainably between people. Information from the ongoing COVID-19 pandemic suggest that this virus is spreading more efficiently than influenza, but not as efficiently as measles, which is highly contagious.

The virus does not spread easily in other ways

COVID-19 is a new disease and we are still learning about how it spreads. It may be possible for COVID-19 to spread in other ways, but these are not thought to be the main ways the virus spreads.

- **From touching surfaces or objects.** It may be possible that a person 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. This is not thought to be the main way the virus spreads, but we are still learning more about this virus.
- **From animals to people.** At this time, the risk of COVID-19 spreading from animals to people is considered to be low.
- **From people to animals.** It appears that the virus that causes COVID-19 can spread from people to animals in some situations. CDC is aware of a small number of pets worldwide, including cats and dogs, reported to be infected with the virus that causes COVID-19, mostly after close contact with people with COVID-19.

Protect yourself and others

The best way to prevent illness is to avoid being exposed to this virus. You can take steps to slow the spread.

- Maintain good social distance (about 6 feet). This is very important in preventing the spread of COVID-19.

- Wash your hands often with soap and water. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- Routinely clean and disinfect frequently touched surfaces.

Everyone Should - Wash your hands often

- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Everyone Should - Avoid close contact

- **Avoid close contact with people who are sick, even inside your home.** If possible, maintain 6 feet between the person who is sick and other household members.
- **Put distance between yourself and other people outside of your home.**
 - Remember that some people without symptoms may be able to spread virus.
 - Stay at least 6 feet (about 2 arms' length) from other people.
 - Do not gather in groups.
 - Stay out of crowded places and avoid mass gatherings.
 - Keeping distance from others is especially important for people who are at higher risk of getting very sick.

Everyone Should - Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when around others.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

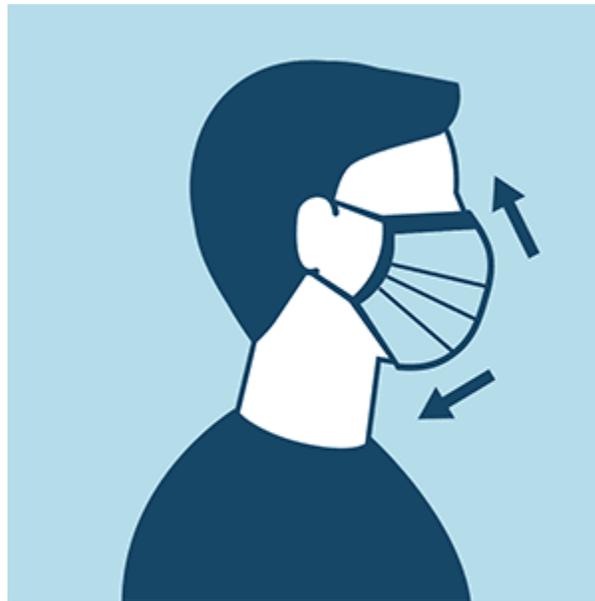
Everyone Should - Cover coughs and sneezes

- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Everyone Should - Clean and disinfect

- **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common EPA-registered household disinfectants will work.

How to Wear a Cloth Face Covering



Cloth face 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 able to be laundered and machine dried without damage or change to shape

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.

Please understand cloth face coverings are NOT considered PPE, but as part of the state mandate it is required and could help prevent the spread of COVID-19.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask

without assistance. If you are unable to wear a face covering, please speak with the Executive Director before returning to work.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.



Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a face covering.

How does one safely remove a used cloth face covering?

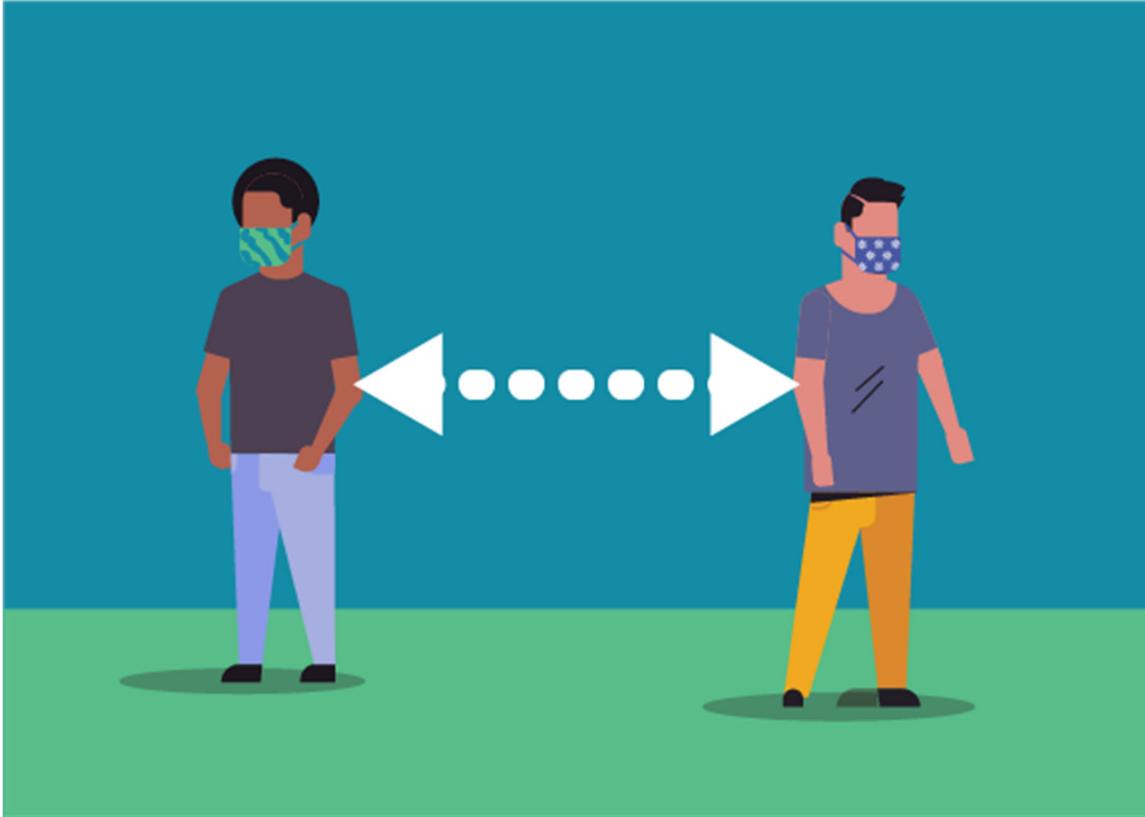
Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.

Social Distancing

Keep Your Distance to Slow the Spread

Limiting face-to-face contact with others is the best way to reduce the spread of coronavirus disease 2019 (COVID-19).

What is social distancing?



Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay at least 6 feet (about 2 arms’ length) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

In addition to everyday steps to prevent COVID-19, keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread locally and across the country and world.

Limit close contact with others outside your household in indoor and outdoor spaces. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you—or they—have no symptoms. Social distancing is especially important for people who are at higher risk for severe illness from COVID-19.

If you have been exposed or are sick

- Separate from others to limit the spread of COVID-19
- Take care of yourself while you’re sick

Why practice social distancing?

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. COVID-19 can live for hours or days on a surface, depending on factors such as sunlight, humidity, and the type of surface. Social distancing helps limit opportunities to come in contact with contaminated surfaces and infected people outside the home.

Although the risk of severe illness may be different for everyone, anyone can get and spread COVID-19. Everyone has a role to play in slowing the spread and protecting themselves, their family, and their community.

ENTRANCES/EXITS AND TRAFFIC FLOW

All staff must arrive at and exit the building wearing a mask. Specific entrances and exits at each building have been designated. Please see your supervisor for your specific building instructions.

The goal is to social distance and not cross paths with others. Wear a mask when moving out of your immediate workspace in case you encounter others.

Stay in your own workspace/office unless otherwise required, and notify co-workers of your intention/need to enter their workspaces. Use of phones/intercoms is preferred over entering others' work areas.

Be alert and look both ways before entering a hallway to ensure that no other individuals are present. If someone is, allow time for that individual to pass before you begin walking.

At this time, doors will be left open to prevent the need to touch door handles.

TIMECLOCK PROCEDURES

Disinfecting supplies and immediate access to sinks and hand soap is available near the timeclock for use after punching-in. Please immediately inform your supervisor of any missed punches or difficulties that would cause the timekeeping to be incorrect.

MAIN OFFICE AT THE COMMUNITY CENTER

At this time, the Community Center is closed to the public, and only extremely limited staff are accessing the main office per a specific schedule.

Staff are assigned to various facilities in the District, located at the Community Center, Golf Course, and Mary Drew depending on the best location for specific staff. This division of labor also safeguards the potential for wholesale exposure to COVID-19. A work from home component will remain available and employed to reduce in-person numbers at various locations.

COMMUNICATION REGARDING COVID-19

Please immediately notify the Executive Director if you:

- Have a suspected or diagnosed case of COVID-19.
- Have had close contact with an individual, including but not limited to a member of your household, who has a confirmed or suspected case of COVID-19.
- Are experiencing symptoms of COVID-19, which can include: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and/or new loss of taste or smell. For a current list of symptoms, please visit the CDC's website on Symptoms of Coronavirus.
- Witness or become aware of a program participant or facility patron who has a suspected or diagnosed case of COVID-19 or has had close contact with an individual, including but not limited to a member of their household, who has a confirmed or suspected case of COVID-19.

All COVID-19 – related communication will be conducted by the Executive Director. No comments shall be offered by staff.

Clearly, this is an unprecedented time for all of us, so we will utilize the following communication information from the Frankfort Square Park District's Emergency Action Plan to use at this time.

Statement of Admission

All employees are expected to act and conduct themselves at all times in the best interest of the agency. When an incident occurs, no matter how insignificant it may seem to be, it is of the utmost importance never to presume or admit guilt or fault of any kind. Employees should never speculate on the cause(s) of the accident or injury or discuss any facts. Employees should cooperate with investigating authorities and with any investigation conducted by or on behalf of the agency. Any and all questions relating to an accident involving agency property and/or personnel should be promptly directed to the Executive Director.

Role of Employees with News Media

All employees must recognize their role (or lack of) in an emergency. Employees must understand that it is the FSPD's policy and expectation that all information be released on behalf of the agency through the Executive Director.

Employees who were directly or indirectly involved must recognize and appreciate that they may be approached by reporters and other third parties. The following are guidelines employees can follow when approached by reporters and other third parties seeking information:

1. If you are questioned by a reporter or any person, you are not required to give an interview, and we ask that you direct the person to the Executive Director. ***“I’m sorry, I am not the best person to answer that question. Please contact the Executive Director at (815) 469-3524, and I am confident he can assist you.”***
2. It is acceptable not to know the answer to a question. Just openly admit, ***“I don’t know”***, and direct the individual to the Executive Director.
3. It is okay to express sympathy for any individuals injured. However, employees should direct any specific questions to the Executive Director.
4. Never say, ***“No comment.”*** Reporters may interpret the phrase to imply guilt or that you have something to hide. Instead, you can say ***“I have neither the facts nor the authority to speak for the park district. You should direct your inquiry to the Executive Director at (815) 469-3524.”*** OR ***“Please understand that I am not the best person to discuss this event. I would not want to unintentionally provide inaccurate or incomplete information. You should direct your inquiry to the Executive Director at (815) 469-3524.”***
5. Do not say anything you do not want to see in print. A negatively phrased “joke” loses its humor in print, and can be very embarrassing when read later.
6. Never make an “off-the-record” statement. There is no such thing as an “off-the-record” comment. Any statement made off-the-record can become front page headlines. The confidentiality of off-the-record statements cannot, and often will not, be guaranteed.

BEHAVIOR MANAGEMENT POLICY

COVID-19 Expectations

- Participant and staff must wear a mask when required.
- Participant needs to social distance (6 feet) throughout the day.
- Participant needs to be able to follow directions with minimal intervention by staff.
- Participant must be successful with at least 6:1 staffing ratio and be devoid of emotional outbursts requiring 1:1 staffing support.
- Participant must be independent in managing personal care including toileting, feeding, and personal hygiene.

Code of Conduct

The Frankfort Square Park District is committed to providing a safe and fun environment for all participants and guests. By doing so, patrons are required to act appropriately, and are to be respectful of others at all times when using Frankfort Square Park District facilities.

Individuals using Frankfort Square Park District facilities are expected to behave in an appropriate and responsible manner. The Frankfort Square Park District Code of Conduct does not permit use of language or any action that may hurt or frighten another person or otherwise falls below a generally accepted standard of conduct. Directions issued by the park district staff must be followed at all times.

- Show respect for all participants, guests, spectators, staff, and volunteers
- Follow program rules and direction from staff
- Show respect for equipment, supplies, and facilities
- Use of abusive or foul language, arguing, fighting, and any other form of harassment or intimidation is prohibited
- Weapons, drugs, and alcohol are prohibited on school and park district property
- Report incidents where park district policies are disregarded to staff
- Report illegal activities to police/sheriff

This Code of Conduct is in place to help make the Frankfort Square Park District's facilities and programs safe and enjoyable for everyone. If inappropriate behavior occurs, a prompt resolution will be sought specific to each situation. The Frankfort Square Park District reserves the right to remove anyone whose behavior endangers his or her own safety or the safety of others.

Discipline

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each situation. The Frankfort Square Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

Procedures

Upon registration or entry into the program, the parent/guardian should be solicited for any information regarding special accommodations needed for the participant. If any of these special accommodations are behavior related, the parent/guardian should be contacted for information about any behavior modification programs in place at school or home. Attempts should be made to utilize these in the program. Also, the inclusion coordinator from the Lincolnway Special Recreation Association (LWSRA) should be contacted for guidance. Documentation should be maintained regarding any problem behaviors, special accommodations, and behavior modification programs.

If the participant exhibits inappropriate actions, the following guidelines should be followed. The Frankfort Square Park District reserves the right to forgo these steps for behaviors that create a direct threat of safety to staff and/or other participants.

1. Program staff should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:
 - A verbal warning.
 - A supervised time-out from the program. (Most experts agree that a minute a year is a good rule of thumb for time-outs). The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is used to protect against injury, the time-out should be documented on a conduct report. Any conduct report made should be given to the full-time supervisor.
 - A suspension from the program for a designated time period. When determining the timeframes of suspension, staff should consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
 - Dismissal from the program or activity. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the park district reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.
2. If a participant receives a time-out or a suspension, the supervisor of the program should contact the parent/guardian. The supervisor should explain the inappropriate actions that were observed by the staff. Documentation is strongly recommended.
3. Communication between staff and parent should be ongoing regarding any further incidences of inappropriate behavior. Some other options may be discussed with the parent/guardian including:

- Transfer to another program where inappropriate behavior may be less prone to occur.
 - Limited/reduced timeframe that participant is allowed to attend the program.
4. Appeals by the participant and/or participant's parent/guardian should be directed to the Executive Director.

When to Contact the Police:

- If a participant makes a direct threat of hurting himself, call the parent/guardian immediately. If a parent/guardian is not available, call the police.
- If a participant becomes overly aggressive and/or violent, call the police.
- If an individual sneaks into a program facility and refuses to leave when asked by park district staff, call the police.
- Staff safety is of the utmost importance, if a staff member ever feels unsafe or threatened, call the police.

Frankfort Square Park District COVID-19 Staff Manual
Acknowledgement Form

I acknowledge having received and read a copy of the COVID-19 Staff Manual, and agree to abide by its contents. I further agree to contact my supervisor if I do not understand or have any questions about the COVID-19 Staff Manual, and understand that policies and statements may change from time to time, and that updates will be made available to me.

Employee's Name (please print)

Employee's Signature:

Date: