



# RETURN TO PROGRAMS GUIDE

A guide for in-person programming during COVID 19

Summer 2021 Update



This guide was developed to address safety precautions to help prevent the spread of 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 WDSRA staff, participants and families. The purpose is to ensure that WDSRA is following the most recent guidance from federal, state, and public officials. As provisions change, this guide will be modified to reflect changes.

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# **PARENT GUIDE**

## **Guidance Used in Decision Making**

Western DuPage Special Recreation Association is committed to the health and safety of all stakeholders; employees, parents, community members, and participants. In order to best prevent the spread of Coronavirus in our workplace and within agency programs the following procedures have been put into place utilizing the most recent information from local and federal health organizations.

Coronavirus is a respiratory virus that is contagious and potentially fatal. At the present time, there is no vaccine, cure, or specific treatment. The time interval from infection to onset of symptoms, is from two to 14 days. During this period, an individual can be infected and spread the virus even if asymptomatic and not experiencing signs and symptoms of the virus. Currently there is no vaccine to prevent infection.

## **Participant**

### **Participant Education**

In order to ensure participants are successful during in-person programs WDSRA will provide resources both virtually and onsite at programs to help educate participants regarding necessary protocols such as wearing a face covering, hand washing, and social distancing. Resources will include videos and visuals on our website and Pinterest page as well as verbal and visual reminders at programs.

Participants will be educated to prevent the spread of COVID-19 by following the guidelines below:

- Stay more than 6 feet away from people.
- Avoid touching your face.
- Frequently wash your hands for 20 seconds with soap and water or using alcohol-based hand sanitizer with a minimum of 60% alcohol if hands are not soiled.
- Cover your mouth and nose with a tissue when coughing or sneezing, disposing of the tissue in the trash, and wash your hands or use hand sanitizer.
- Frequently cleaning commonly touched surfaces (i.e.: doorknobs, tables) with antiseptic cleanser.
- Cover your mouth and nose with a cloth face covering or mask when around others.

### **Participant Eligibility-Unvaccinated Individuals**

If a participant is unable to meet the following expectations, he/she may be unable to participate at this time in accordance with current federal, state, and local mandates and guidelines. We expect guidelines to become less restrictive as Illinois passes through each Restore Phase. Staff will consistently evaluate participant progress in meeting these criteria on a weekly basis and communicate any concerns with parents.

- Participants must be able to independently provide self-care such as bathroom needs, hand washing, eating, personal hygiene, and dressing
- Participants must be able to maintain physical distance expectations with verbal reminders
- Participants will need to be able to refrain from physically aggressive behaviors such as biting, spitting, scratching, hitting, kicking, etc. or behaviors that require direct or close proximity intervention from staff
- Participants must be able to independently put on and wear a face covering when directed for the duration of the program or when needed
- Participants must be able to stay in safe proximity to the group and refrain from elopement or wandering
- Participants must be able to respond to verbal prompts and lack the need for hand-over-hand instruction
- Participants must be able to be responsible for their personal items with verbal prompts and reminders

### **Participant Eligibility- Vaccinated Individuals**

Any participant who is fully vaccinated as defined by Centers for Disease Control (Individual has received both dose of two-dose or one does of single-dose vaccine and at least 14 days have passed since final dose) are allowed to participate in WDSRA programs without wearing a mask or the requirement to maintain 6 feet of distance. However, participants must still be able to wear a mask in situations that are dictated by state and local government as well as on WDSRA vehicles. WDSRA staff may provide close care contact to those who are vaccinated however families should be advised that at this time WDSRA cannot guarantee that all WDSRA staff will be vaccinated.

### **Participant Screening Protocols**

Participants (with the assistance of a parent or guardian if needed) must conduct a daily self-check to ensure the absence of COVID-19 Symptoms.

Please use the following daily self-check questions

- Has the participant experienced a fever of 100.4 or greater in the last 24 hours?
- Does the participant have a cough, sore throat, shortness of breath or difficulty breathing?
- Has the participant experienced muscle/body aches, fatigue, headache or chills?
- Does the participant have nausea, vomiting or diarrhea?
- Has the participant lost sense of smell or taste?
- Has the participant tested positive or been exposed to someone who tested positive for COVID within the past 14 days?

If the participant has symptoms they should stay home and not reenter the program until they are fever free for at least 72 hours without the use of fever reducing medication, other symptoms have improved, and at least 10 days after symptom onset. A participant may return sooner with proof of a negative COVID test after symptoms have improved.

Once per season WDSRA will ask parents to complete a survey indicating they are aware of WDSRA policy of daily self-checks and need to quarantine should symptoms be present.

## **Distancing Measures**

### Outdoor Programs - Pick up and drop off process

The preferred process is for the driver to pull up to a spot that is in close proximity to the meeting location: the driver would remain in the car and the participant would safely exit and join the group. If that option is not possible an acceptable option would be for a parent/guardian to walk with their participant to the program area. They should, however, maintain distance from other staff and participants in the drop off area.

### Indoor Programs- Pick up and drop off process

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

If the program area is too far from the entrance and staff are not able to wait at the building entrance as participants are being dropped off, parents/guardians may walk their participant into the building but should remain in the hallway. Only the participant should be permitted to enter the room.

Physical and Verbal Reminders of Distance- WDSRA staff will provide verbal reminders for physical distancing as needed throughout the program. When possible, physical and visual reminders will be used as well. Examples include changing the location of equipment and furniture to allow for distancing, taping areas/markers on the floor, creating physical barriers and displaying signage with reminders/expectations.

WDSRA Transportation- WDSRA will reinstitute transportation at programs where possible. Mask are required at all times by both participants and staff while on the vehicle regardless of vaccination status. 6 feet of distance will not be possible due to vehicle set up. Staff will conduct daily cleaning and open windows for additional ventilation.

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

Face Coverings –WDSRA participants and staff who are considered fully vaccinated as defined by the Centers for Disease Control will be allowed to participate without a face covering once status has been verified and documented by WDSRA. WDSRA staff will be required to wear a mask when working with individuals under 12 years old. Individuals who are not vaccinated will be required to wear face coverings for the duration of the program and especially when 6 ft of distance is not possible. When utilizing a member district facility or community venue, WDSRA staff and participants will be required to follow facility-specific guidelines in place. Staff may implement a controlled mask break in which a participant is strategically distanced from others.

**Participants will be required to provide their own face covering to all programs regardless of vaccination status.**

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 face coverings should be laundered regularly and not be re-used when attending programs.

Equipment/Supplies Use – To reduce the sharing of items, WDSRA may request that participants bring their own equipment/supplies or provide items for individual use only. When items will be used by more than one individual, sanitation will occur between each use.

Food- WDSRA will continue to monitor food preparation and service during programs and reduce when it poses higher risk to the safety of the program and individuals involved.

Food will be allowed at a program when the program occurs over a meal time or the event is meal based, when participants are able to be stably distanced while eating, and individually packaged meals are available. Facility rules must allow for the food service and subsequent mask removal during that time. If participants are asked to bring food it should be in disposable containers. Participants may bring a refillable water bottle which should be taken home at the conclusion of each program.

Eligibility Reports –WDSRA staff will complete and send home a progress report so parents/guardians will know if their loved one is not being successful in meeting eligibility requirements (social distancing, ability to follow verbal cues, independent in putting face covering on/taking it off, etc.).

### **Isolation Procedures**

In the event a participant displays or develops symptoms of COVID during a program WDSRA staff will follow the procedures outlined below to isolate the individual until they can be picked up from the program site. Parents/Guardians or emergency contacts are required to pick up within 1 hour of the initial call, preferably much sooner.

Outdoor Programs-The participant displaying symptoms will be removed from the group to a location that is a safe distance from others. The individual will be asked to wear a mask if not already doing so and possible for that individual. A staff member will remain with the participant at a safe distance while reaching out to the emergency contacts and then waiting for them to arrive.

Indoor Programs- The individual will be asked to wear a mask if not already doing so and possible for that individual. If the facility has a designated isolation room, an individual displaying symptoms will be taken to that room until he/she can be safely picked up. If a designated room is not available WDSRA staff will take the participant to an outdoor location at the facility and wait at a safe distance until he/she can be picked up. In the event of inclement weather WDSRA staff will work cooperatively with the facility staff to determine a safe isolation location.

### **Communicable Disease Procedures**

WDSRA has utilized communicable disease procedures developed with guidance from local health departments and CDC regulations. Due to the serious nature of COVID and specific prevention recommendations WDSRA 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 an outbreak 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. WDSRA asks that all participants and families cooperate in any

investigation or tracing efforts WDSRA may conduct.

### **Cleaning and Sanitation**

WDSRA's member park districts have instituted enhanced cleaning procedures at their facilities. WDSRA will be following these guidelines as well. High touch areas will be cleaned prior to the start of each program. Shared equipment (such as chairs) will be sanitized daily. All cleaning products and methods will follow Centers for Disease Control recommendations.

### **Exposure Protocols**

In the event there is a confirmed positive case of COVID-19 by a WDSRA staff or participant while attending a WDSRA program the following steps will be taken:

\*Please note each situation is unique and may involve one or many of the steps listed below depending on the factors surrounding each case.

- Contact the Dupage County Health Department to determine risk level and follow guidance
- Closing and cleaning the area impacted
- Notification to those at risk or potentially exposed
- Determination of quarantine timeline and return to program date

Individuals confirmed to be positive with COVID-19 will be required to following steps to be eligible to return to programs:

1. Quarantine for the designated amount of days as determine by the CDC and Dupage County Health Department
2. The agency may ask for further documentation from a health professional which may include:
  - Physician clearance to return
  - Obtain 2 negative tests with 24 hours in between each test
  - Letter of clearance from IDPH or other governing health agency
  - Other documentation or measure as deemed necessary by WDSRA

### **COVID 19 Vaccine**

As of January 2021 the State of Illinois has begun to administer vaccines. It is WDSRA's position that vaccination is the quickest course to ending the COVID-19 pandemic and support those who chose to be vaccinated. We highly encourage the education of oneself in order to make an informed decision. At this time the vaccine is not required for participation however those who are vaccinated are not required to wear and mask and WDSRA staff can provide close contact care. Those who are not vaccinated must continue to wear a face covering and meet the covid eligibility requirements for participation (see page 4).

### **COVID 19 Vaccine Verification**

Vaccinated participants who wish to remove their mask during program or receive close contact care from staff will need to provide proof of vaccination. Close care contact involves any interventions in which staff need to be in close proximity such as changing, toileting, feeding or behavior interventions. Participants must complete a **COVID Vaccine Verification Form** and submit to the front office in order to be approved at programs. Once received and processed, communication will be sent to program staff. COVID Vaccine Verification Form can be found on our website & emailed/mailed upon request. Proof of vaccination cannot be submitted at programs- they must be submitted through the WDSRA office.

## **FREQUENTLY ASKED QUESTIONS**

**Q. Am I or my loved one required to get the vaccine?**

WDSRA highly encourages staff and participants to be vaccinated however we encourage every individual to educate themselves and make an informed decision that is right for them.

**Q. Do I still need to wear a mask and distance if I am fully vaccinated?**

NO- Current information indicates that you do not have to wear a mask or distance if fully vaccinated. In order to do so at WDSRA programs participants must submit a COVID Vaccine Verification Form to the front office. This can be found on our website or sent upon request. Staff will have their status verified by the Support Services Team.

**Q. What if I or my participant cannot wear a mask due to medical needs?**

WDSRA will engage in the interactive process to determine if we can accommodate you without a direct safety threat to others. If you are vaccinated, you do not need to wear a mask as long as you have provided status proof to the front office.

**Q. Are masks required at outdoor programs?**

Yes- If the participant is not fully vaccinated. Staff do have the ability to implement mask breaks when needed and only when following specific safety protocols.

**Q. Can WDSRA support needs that require close contact if both participant and staff are vaccinated?**

If your participant is fully vaccinated and you have submitted the proper documentation to the front office, then WDSRA staff can provide close contact care. However, we cannot guarantee that staff will also be fully vaccinated. Currently labor laws make it difficult for us to require all staff to be vaccinated nor can we share vaccine information as an employer.

**Q. If I am fully vaccinated do I have to adhere to travel restrictions to quarantine if I leave the state?**

No-fully vaccinated individuals do not need to quarantine however WDSRA follows the Chicago Emergency Travel order and change our guidance accordingly.

**Q. If I am fully vaccinated do I still need to quarantine if I'm exposed to someone who is COVID-19 positive?**

No, current guidance indicates that an individual exposed to COVID-19 who is fully vaccinated is not required to quarantine UNLESS exhibiting symptoms.

**Q. Is participation not an option if unable to meet the essential eligibility?**

Only if unvaccinated does a participant need to meet essential eligibility. WDSRA will evaluate each situation to be able to accommodate as many people as possible.

**Q. Am I still required to complete a health screening form?**

No, WDSRA asks that every individual, staff and participants, complete a self-check prior to attending programs. We ask that everyone know symptoms and be courteous to all involved by making the safest choice for yourself and those around you.

**Q. Who can I contact for general questions?**

The Superintendent of Recreation and Recreation Managers are the best people to contact for program related questions.



## **RESOURCES**

Center for Disease Control Resources

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

World Health Organization

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

DuPage County Health Department

<https://www.dupagehealth.org/>

Illinois Department of Public Health

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

Illinois Department of Commerce & Economic Opportunity

<https://www2.illinois.gov/dceo/Pages/RestoreILP3.aspx>

Chicago Emergency Travel Order

<https://www.chicago.gov/city/en/sites/covid-19/home/emergency-travel-order.html>

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Contacts