



## RETURN TO PROGRAMS GUIDE

A guide for beginning in-person programming  
Updated 9.8.2020



As we continue to navigate this new normal and move into the next phase, we have developed a guide that reviews 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.

## **Decision Tree**

In order to determine how to run in-person programs and which programs are feasible, WDSRA has used up-to-date information from many sources which include federal, state, and local health organizations and our risk management provider.

<b>Risk Factor</b>	<b>Distancing</b>	<b>Staff Contact</b>	<b>PPE</b>
High	<ul style="list-style-type: none"><li>-Facility size not adequate</li><li>-Nature of activity doesn't allow for distancing</li><li>-Shared equipment needed</li></ul>	<ul style="list-style-type: none"><li>-Needs of participant require close contact from staff</li><li>-Participant unable to understand or follow verbal/visual cues to distance</li></ul>	<ul style="list-style-type: none"><li>-Requires full face mask, gloves, face shield</li><li>-Requires constant cleaning and sanitation</li></ul>
Moderate	<ul style="list-style-type: none"><li>-Indoor facility that allows for distancing</li><li>-Minimal shared equipment</li></ul>	<ul style="list-style-type: none"><li>-Staff required to come into close contact periodically</li><li>-Participant can follow verbal/visual cues but may need physical assistance</li><li>-Passive supports can be accommodated safely.</li></ul>	<ul style="list-style-type: none"><li>-Face covering needed at all times</li><li>-Gloves &amp; cleaning supplies- higher quantities</li></ul>
Low	<ul style="list-style-type: none"><li>-Outdoor Location</li><li>-Nature of activity allows for distancing</li><li>-Individual equipment</li></ul>	<ul style="list-style-type: none"><li>-Participant needs are low/performs ADL's independently</li><li>-Participant follows verbal cues to distance</li></ul>	<ul style="list-style-type: none"><li>-Face covering periodically</li><li>-Gloves &amp; cleaning supplies</li></ul>

## **Participant**

### **Participant Education**

In order to prepare participants to return to 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**

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 Screening Protocols**

Prior to admittance to the program area parents/guardians/participants must complete a brief health screening questionnaire. A paper form with screening questions, name and date must be completed for each participant prior to drop off. Upon arrival each day, each participant will be required to show his/her completed form to staff and then place the form in a designated container. Staff will not handle the completed forms.

Health screening questionnaire forms will be available on the WDSRA website for downloading and printing and onsite at the program. WDSRA will send copies via US mail upon request.

Parents/guardians choosing that option should contact the WDSRA office a minimum of seven days in advance.

Following is a list of questions included on the health screening questionnaire form:

### **Distancing Measures**

- 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?

### 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, join the group and provide their completed health screening questionnaire form to WDSRA staff. Drivers should wait to leave until WDSRA staff have reviewed the participant's form.

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, remain at least 10 feet away from other staff and participants in the drop off area. WDSRA staff should review a participant's completed questionnaire before departure of the parent/guardian.

### 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. WDSRA staff will collect completed health screening questionnaire forms from participants prior to the driver departing the drop off area.

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. Participants should provide their completed health screening questionnaire to WDSRA prior to departure of the parent/guardian.

Physical and Verbal Reminders of Distance- WDSRA staff will provide verbal reminders for physical distancing as needed throughout the program. Since this is a new concept for many, it is likely that frequent reminders will be needed. 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- At the present time, there will be no patron transportation permitted with WDSRA vehicles due to distancing concerns. Once we have safely implemented programming and are able to provide proper spacing, transportation will be introduced. It is likely that additional staff and vehicles will be needed to comply with the social distancing requirements that are in place.

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 -Both WDSRA staff and participants will be required to wear face coverings when 6 ft of distance is not possible and/or during indoor programming. Each program and situation will be assessed separately and staff will indicate when face coverings are necessary. When utilizing a member district facility or community venue, WDSRA staff and participants will be required to follow facility-specific guidelines in place. Participants must be able to independently put their face covering on and take it off.

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 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 reduce food preparation and service during programs at the present time. When eating during a program is necessary, participants are asked to bring food in disposable containers. Containers will be put in the trash after use. Participants may bring a refillable water bottle which should be taken home at the conclusion of each program.

Eligibility Reports – During the initial phase of programming, WDSRA staff will complete and send home a progress report so parents/guardians will know if their child is not being successful meeting eligibility requirements (social distancing, ability to follow verbal cues, independent in putting face covering on/taking it off, etc.). So that distancing measures are followed, WDSRA staff will hand completed reports to participants at the conclusion of the program. Participants will be asked to give the report to their parent/guardian.

## **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. 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-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. For programs of longer duration (3+ hours) WDSRA staff will complete multiple cleanings throughout the day. Shared equipment (such as chairs) will be sanitized daily. All cleaning products and methods will follow Centers for Disease Control recommendations.

isolation hygiene  
wash quarantine hands  
PPE healthy N95  
work virus  
social distance  
return prevention safety  
Facemasks  
Covid-19  
Pandemic