

## COVID-19 TRAINING FOR EMPLOYEES – Phase 3

The Illinois Department of Commerce and Economic Opportunity (IDOC) requires training on the following nine topics as they relate to the Waukegan Park District.

### 1) Sources of exposure to the COVID-19 virus

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread the virus to other people. The virus is thought to spread mainly from person to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. 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, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

Although the United States has implemented public health measures to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur. The Centers for Disease Control and Prevention (CDC) website provides the latest information about COVID-19 transmission.

### 2) Hazards associated with exposure to the virus

The virus that causes COVID-19 is infecting people and spreading easily from person-to-person. On March 11, 2020, the COVID-19 outbreak was characterized as a pandemic by the World Health Organization (WHO). Reported illnesses have ranged from very mild (including some people with no reported symptoms) to severe, including illness resulting in death.

#### Medium Exposure Risk

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with the virus, but who are not known or suspected COVID-19 patients. In areas where there is ongoing community transmission, workers in this category may have contact with the general public or co-workers who are unaware that they are infectious.

#### Lower Exposure Risk (Caution)

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

### 3) Best practices to reduce exposure to the virus, including but not limited to general hygiene, social distancing and use of face coverings and other PPE (e.g., how to put on, how to clean and maintain)

Protecting workers will depend on emphasizing basic infection prevention measures. As appropriate, all employees should implement good hygiene and infection control practices, including:

- Exercise frequent and thorough hand washing for 20 seconds. If soap and running water are not immediately available, use alcohol-based hand rubs containing at least 60% alcohol.
- Stay home if sick.
- Practice respiratory etiquette, including covering coughs and sneezes.
- Increase the physical distance among employees and between employees per recommendation to social distance at least 6 feet.
- Use a face covering when in a facility or when social distance of 6 feet cannot be obtained outside. (see Proper Use of Face Coverings)
- Do not use other workers' phones, desks, offices, or other work tools and equipment, when possible.
- Partake in routine cleaning and disinfecting of shared surfaces, equipment, and other elements of the work environment after use (copier and other work room equipment, tools, lunchroom appliances). Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., Bleach water contact time is 10 minutes, DNC contact time is 5 minutes).

**4) Appropriate workplace protocols to prevent/ reduce likelihood of exposure to the virus, including but not limited to: - Disinfection of common workspaces, materials, equipment, etc. - Use of face coverings by customers and other visitors - Safe work practices**

There are advantages and disadvantages to each type of control measure when considering the ease of implementation, effectiveness, and cost. In most cases, a combination of control measures will be necessary to protect workers from exposure.

Engineering Controls

Engineering controls involve isolating employees from work related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement. Engineering controls include:

- Increasing ventilation rates in the work environment; this can be achieved by opening windows and running HVAC fans.
- Installing physical barriers, such as clear plastic sneeze guards.
- Purchasing mechanical sprayers to apply disinfectants more efficiently.
- Purchasing no touch thermometers.

Administrative Controls

Administrative controls require action by the worker or employer. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard. Examples of administrative controls include:

- Encouraging sick workers to stay at home.
- Minimizing contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework when feasible.
- Establishing alternating days or extra shifts that reduce the total number of employees in a facility at a given time, allowing them to maintain distance from one another while maintaining a full onsite work week.
- Limiting the number of people that can gather in one place per 'Restore Illinois' Guidelines.
- Allowing staff to take breaks in their vehicle or at their desk, or staggering break times.
- Propping open doors to limit the amount of times handles are touched.
- Requiring regular hand washing or use of alcohol-based hand rubs. Workers should always wash hands when they are visibly soiled and after removing any PPE.

### Safe Work Practices

Safe work practices are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard.

Examples of safe work practices include:

- Providing resources and a work environment that promotes personal hygiene. For example, provide hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants approved by the EPA, and disposable towels for workers to clean their work surfaces.
- Post reminder signs for disinfecting surfaces after use, handwashing, social distancing, and wearing a face covering.
- Implementing self-regulated daily wellness checks upon arrival to work and mid-shift; having thermometers available for employees to check their temperature at any time.
- Limiting or eliminating the sharing of tools and equipment; when elimination is not an option, disinfect tools and equipment before and after use.
- Preparing COVID-19 specific training and protocols.

### Personal Protective Equipment (PPE)

While engineering and administrative controls are considered more effective in minimizing exposure, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. PPE use may vary based on job tasks. Examples of PPE include:

- gloves, goggles, face shields, and aprons – used per manufacturer recommendation for disinfecting products being used.
- face coverings (protects others from the user) – used by per District requirements in the Proper Use of Face Coverings section.
- respiratory protection such as N95 or KN95 masks (protects user and others) – this style should be used sparingly due to the lack of supply. To be used per manufacturer recommendation for disinfecting products being used. May be used when cleaning bathrooms; when cleaning after a known positive case; and when available, may be used when sharing a vehicle. Employees choosing to use an N95 or KN95 for tasks, other than when recommended by the manufacturer when handling a chemical, are doing so voluntarily and do not require a medical evaluation or fit test.

It is the employee's responsibility to:

- Wear the proper PPE when there is a hazard to the worker.
- Properly fit and wear the PPE. (such as covering nose and mouth with a face covering)
- Regularly inspect, maintain, and replace, as necessary.
- Properly remove, clean, and store or dispose of, as applicable, to avoid contamination of self, others, or the environment.

### **5) Symptoms of COVID-19 and what to do if sick**

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

Contact your supervisor immediately if any of the following occur to you:

- Have a positive test.
- Are told by health department or doctor to quarantine (provide paperwork).
- Someone in household is told to quarantine (provide paperwork).
- Have come in *close contact* with someone who was positive, or had symptoms.

By arriving to work at a Waukegan Park District facility and starting your workday, you are acknowledging that you have completed a personal wellness screening. Answering “No” to all Waukegan Park District Employee Wellness Screening questions verifies that you do not have any COVID-19 symptoms. By remaining at work and continuing your shift you are also acknowledging that you can continue to answer “No” to all wellness screening questions.

If you answer “Yes” to any of the Waukegan Park District Employee Wellness Screening questions, please follow the post-screening practices.

Waukegan Park District Employee Wellness Screening questions:

- ✓ Have you felt feverish?
- ✓ Do you have a cough?
- ✓ Do you have a sore throat?
- ✓ Have you been experiencing difficulty breathing or a shortness of breath?
- ✓ Do you have muscle aches?
- ✓ Have you had a new or unusual headache (e.g., not related to caffeine, diet, or hunger, not related to a history of migraines, clusters, or tension, not typical to the individual)?
- ✓ Have you noticed a new loss of taste or loss of smell?
- ✓ Have you been experiencing chills or rigors<sup>1</sup>? <sup>1</sup> *Rigors: 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)?
- ✓ Is anyone in your household displaying any symptoms of COVID-19?
- ✓ To the best of your knowledge, have you or anyone in your household come into close contact<sup>2</sup> with anyone who has tested positive for COVID-19? <sup>2</sup> *Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer (10 minutes or longer for ambulatory care services) unless wearing N95 mask during period of contact.*

Post-Screening Practices:

- An employee who is experiencing any of the symptoms on a pre-shift screening should immediately notify their supervisor and stay at home.
- An employee who is experiencing any of the symptoms while at work or on a mid-shift screening should immediately separate themselves from other employees, customers, visitors, and guests. The employee should notify their supervisor and leave work to return home.
- All sick employees or employees with any symptoms are encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations and follow Health Department recommended steps.
- Refer to the Waukegan Park District Procedure for a Possible Exposure of COVID-19 in the Workplace for additional steps.

## **6) Definition of high-risk populations**

COVID-19 is a new disease and there is limited information regarding risk factors for severe disease. Based on currently available information and clinical expertise, older adults, people of

any age who have serious underlying medical conditions, and certain populations, might be at higher risk for severe illness from COVID-19 and should take extra precautions.

Older adults:

- People aged 65 years and older
- People who live in a nursing home or long-term care facility

People of all ages with underlying medical conditions, particularly if not well controlled:

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
  - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

People in certain populations:

- People with dementia
- People with disabilities
- People who are pregnant or breastfeeding
- People experiencing homelessness
- Racial and ethnic minority groups

## **7) Isolation of individuals with suspected or confirmed COVID-19**

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors, and others at a worksite. Move potentially infectious people to a location away from others. Although most worksites do not have specific isolation rooms, designated areas with closable doors may serve as isolation rooms until potentially sick people can be removed from the worksite. Provide a face covering, if feasible and available, and ask the person to wear it, if tolerated; the covering acts to contain potentially infectious respiratory secretions at the source (i.e., the person's nose and mouth).

Isolation (stay away from others in separate living quarters when possible) and or Quarantine (remain home) time frames will vary depending on each situation. All will follow Health Department recommendations.

## **8) Reporting of possible cases**

Follow the procedure below if given notification that an *Infected Person* may have been in a District facility such that there was an exposure to others.

1. Employee notifies supervisor
2. Supervisor
  - a. Asks employee what specific areas of District facilities they had been in the seven (7) days prior to feeling symptoms or going for a test that resulted in positive.
  - b. If not at home already, send employee home and tell them to contact HR (emphasize the importance of regular contact with HR to provide updates on their status as they get it).
  - c. Tell employee that the employer will keep their information confidential and only inform those who need to know.

- d. Notify Human Resources.
  - e. Immediately shut down facility or areas of facility employee was in if known.
  - f. Inform Marketing to post the closing of this facility on the website as well as other needed notices to communicate to the public or staff.
  - g. Find alternate site for activities or cancel them; send notice to those it affects.
3. Human Resources
- a. Identify how to instruct employee by asking about their symptoms and exposure details.
  - b. Assist employee with needed leave and possibly health benefits.
  - c. Tell employee that the employer will keep their information confidential and only inform those who need to know. However, the following information is needed for us to protect others of a spread. When notifying other employees of a possible exposure, names are not disclosed.
  - d. Asks employee what specific areas of District facilities they had been in the 7 days prior to feeling symptoms.
  - e. Ask employee about employees they had close contact with 14 days prior to feeling symptoms, having been tested that resulted in a positive test, or being exposed to someone who was positive, had symptoms or was directed to quarantine. Further clarify who they may have been in 'close contact' with, when and how.
  - f. Inform Superintendent and/or Deputy Superintendent of areas needing to be cordoned off and disinfected.
  - g. Notifies Executive Director and Risk Manager of a case.
  - h. Prepare and send letters to employees who may have had close contact with the infected person the 14 days prior.
  - i. Prepare and send letters to employees who may have been in the same areas of a facility the fourteen days prior to the infected person being there.
  - j. Contact Health Department (847-377-8130) in the event of related cases (related case would be one or more other employees contracting it within the 14 days of being exposed to the first case).
  - k. Follow through with employee's case and request a return to work note.
4. Superintendent/Deputy Superintendent
- a. Coordinates disinfecting efforts to reopen closed areas/facility.
5. Risk Management
- a. Document Incident as a confidential event (Incident Report).
  - b. Follow up with Superintendent/Deputy Superintendent to confirm disinfection of facility.
  - c. Supports efforts of Human Resources.

## 9) Illinois Phase III workplace-specific guidelines and encouraged best practices

See ILDOC handout for the guidelines appropriate for your work environment.

Guidelines are available at <https://www2.illinois.gov/dceo/pages/restoreLP3.aspx>

- Office
- Service Counter
- Youth Sports
- Health and Fitness Center
- Outdoor Recreation
- Day Camp
- Restaurants and Bar

## PROPER USE OF FACE COVERINGS

### Wear Cloth Face Coverings

At the Waukegan park District, face coverings are to be worn when:

- Social distancing cannot be obtained of 6 feet or more indoor or out.
- More than one person is traveling in a vehicle together.
- Moving about an indoor facility. Exception would be if working in a space that is dedicated to that employee only, such as sitting in a designated office.
- Working in common areas of a facility such as the work room, lunchroom, copy area, or bathroom. Face coverings can be removed when in these areas to use a Kleenex or eat/drink; but social distancing of 6 feet must be maintained when face covering is removed.
- In an interior room with another person.



- Cloth face coverings provide an extra layer to help prevent the respiratory droplets from traveling in the air and onto other people and surfaces.
- Cloth face coverings will help people who may have the virus and do not know it (because of lack of symptoms) from transmitting it to others.

### Who should, and who should not, wear face coverings

Who should wear	Who should not wear
<ul style="list-style-type: none"> <li>• People older than 2 years of age in public settings where other social distancing measures are difficult to maintain</li> </ul>	<ul style="list-style-type: none"> <li>• Children under age 2</li> <li>• Anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the face covering without assistance</li> </ul>

### Wear your Face Covering Correctly, Care, and Maintain

- Wash your hands before putting on your face covering.
- Put it over your nose and mouth and secure it under your chin.
- Try to fit it snugly against around the bridge of your nose and against the sides of your face.
- Make sure you can breathe easily.
- To remove your face covering handle only by the ear loops or ties and fold in half so the outside surfaces are together. (tip: mark what side of your face covering is the outside by initialing it)
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately (or hand sanitize) after removing or adjusting.
- Launder cloth face coverings using regular laundry detergent with the warmest setting appropriate for the clothing you are washing, place in dryer or air dry in the sun.
- Non-washable face coverings can be reused as long as they are still clean and easy to breathe through; however, after use, they should be stored in a paper bag; any virus on them will die after 3 days.

