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## COVID-19 PROCEDURES

The Northbrook Park District (“the District”) is committed to providing a reasonably safe environment for our employees, patrons, affiliates, independent contractors and vendors. The District has established procedures and protocols to mitigate the spread of the COVID-19 virus. These procedures and protocols are guided by information provided by the Centers for Disease Control (CDC), the Illinois Department of Commerce and Economic Opportunity (DCEO), the Cook County Department of Public Health (CCDPH) and the Illinois Department of Public Health (IDPH).

A patron is considered any individual who participates or engages actively or passively in a District program or visits a District facility to engage in business or activities.

Patrons should understand that COVID-19 is ever changing. The District will make every effort to keep the information below current, but it is possible that the information below may not reflect the latest guidance. The following information highlights key procedures that will guide patrons to have an active role in limiting the risk of potential exposure to COVID-19. This information does not provide details to each comprehensive step the District is taking or will take in the event of a positive case. All decisions are at the discretion of the District and are final.

### PARK DISTRICT PROTOCOLS

Protocols for programs vary by facility and/or program. Each set of protocols is designed to minimize risk for patrons and employees while allowing the District to quickly identify close contact in the unfortunate event of a positive case. An example of a program specific protocol is limiting summer camp groups to 10 participants per group, having a designated counselor and establishing group specific doors and traffic flow.

When attending higher risk youth and adult sports, as defined by the State of Illinois (available [here](#)) additional planning and precautions will be taken.

In addition to regular maintenance, the District has:

- Enhanced cleaning and disinfecting procedures for high-touch objects and surfaces
- Provided hand sanitizer at facilities for staff and patron use
- Adjusted or reduced class sizes
- Altered activities and staggered start times to address physical distancing parameters and to allow cleaning between groups
- Designated entrances/exits to control traffic flow
- HVAC systems have been adjusted to increase air flow

### COVID-19 INFORMATION

People who have tested positive for COVID-19 can exhibit a wide variety of symptoms ranging from mild to severe illness. Symptoms typically appear 2 – 14 days after exposure to the virus. Symptoms can consist of a cough, shortness of breath or difficulty breathing, fever, chills, fatigue, headache, congestion, runny nose, muscle or body aches, sore throat, new loss of taste or smell, nausea, vomiting or diarrhea. This list does not include all possible symptoms and not all infectious individuals exhibit symptoms.

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Patrons are encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center, or other testing location if they experience symptoms or have contact with someone with a diagnosed or suspected case of the virus.

While much is unknown about COVID-19, public health agencies and epidemiologists generally agree that COVID-19 spreads through respiratory droplets and aerosols that are expelled into the air by an infected person and can land in the mouths or noses of people who are generally within 6 feet of one another. The droplets that remain in the air can also be inhaled into the lungs of a person walking by. Another way COVID-19 can be spread is by touching a surface or object that has the virus on it and then touching one's own mouth, nose or possibly eyes.

## PATRON RESPONSIBILITIES

By voluntarily registering or participating in a District program or at a District facility, patrons agree to always exhibit appropriate behavior while participating in District programs and activities and while in District facilities. This includes respecting other patrons and District staff, as well as all equipment and all facilities used to conduct the program or activity. Patrons shall also comply with routine COVID-19 health and safety requirements. Failure to abide by these rules may result in a patron's dismissal from a program or facility.

### Health and Hygiene and Infection Prevention Practices

The District has implemented the following practices to be adhered to by its patrons and the community. Anyone not adhering to these practices may be removed from the program or facility. All patrons and employees will:

- Conduct a daily self-assessment and not attend a program or event or visit a facility if:
  - The individual is ill or exhibiting symptoms of COVID-19.
  - The individual or a household member has been in close contact with anyone who has tested positive for, been diagnosed with or is suspected to have COVID-19.
  - The individual has tested positive for COVID-19 and has not determined it is safe to return (see "When a Patron May Return" below).
- Wear face coverings in all areas, including outdoor spaces, when a 6-foot distance cannot be maintained between non-household individuals unless activity guidelines are established or approved by the District.
- Maintain physical distance of at least six feet between non-household individuals on all District property – including parks and parking lots unless different activity guidelines are established by the District.
- Wash hands with soap and water frequently for the recommended 20 seconds; use hand sanitizer regularly.
- Cover mouth and nose with a tissue or use the inside of the elbow when coughing or sneezing. Avoid touching the eyes, nose and mouth.
- Bring own equipment when applicable (exercise mat, golf clubs, etc.) and water bottle.
- Ensure reservations/registrations are completed prior to attending a program or visiting a facility.
- Be encouraged to travel to a facility, event or program alone or only with members of their immediate household.
- Consider their actions during time away from the District. These actions contribute to maintaining a safer environment for the individual, other patrons and employees. Click [here](#) for a list of low to high risk activities and a helpful [decision chart](#), both for your reference.
- Follow recommended travel guidance as outlined by the Cook County Department of Public Health including quarantining for 14 days prior to returning to District programming if they have visited one of the states identified on the [Travel Quarantine List](#). At the time of this information, if a patron chooses not to follow travel guidance, it is expected that they will follow all above participant responsibilities while visiting District facilities or participating in District programs. This is subject to change in accordance with direction from governing agencies.

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## COVID-19 Notification/Reporting

We ask that patrons immediately contact the District to report any of the following conditions experienced during the past 14 days:

- When the patron has been in close contact\* to someone with COVID-19,
- When the patron has symptoms of COVID-19, or
- When the patron has been diagnosed with COVID-19, whether through a positive test or symptom-based diagnosis.

***\*NOTE: Close contact is defined by the CDC and IDPH as anyone that has been less than 6 feet from a COVID-19 positive individual for more than 15 minutes.***

If the patron is experiencing symptoms while attending a program/facility, the patron will be directed to leave the facility or wait in an isolated area. Any minors will be supervised while awaiting the parent/guardian to pick up the minor.

Patrons who are experiencing symptoms and/or who test COVID-19 positive may be contacted by the District's Risk Management Department.

## PARK DISTRICT NOTIFICATION TO THE COMMUNITY OF COVID-19 POSITIVE CASE

In the event a patron or staff member is diagnosed with COVID-19, the District will evaluate the situation on a case by case basis. Factors in deciding appropriate actions may include, but are not limited to, program location, activity, proximity and duration of exposure with other patrons or employees.

The CCDPH will be notified and parents, guardians, patrons and staff who had close contact with the individual diagnosed with COVID-19 will receive written notice while maintaining confidentiality consistent with the Americans with Disabilities Act and other privacy laws. Patrons not determined to have been in close contact with the individual, but who were involved in programming or visited the facility where the COVID-19 exposure occurred, will be notified.

## PARK DISTRICT CLOSURES OF FACILITIES OR CANCELLATIONS OF PROGRAMS

The District's COVID-19 activity and facility specific plans allow staff to evaluate each situation in a way that will minimize facility closure or program cancellation. However, the District will always strive to act in the best interest of the community, including erring on the side of caution and closing facilities or canceling programs as deemed necessary. If the District needs to close the facility and/or pause a program, all efforts will be made to minimize disruption. All decisions are at the discretion of the District and are final.

**Facility:** If for any reason the District is unable to determine close contact and/or locations that the COVID-19 positive individual visited while at the District, the decision will be made to err on the side of caution and close the facility for cleaning and sanitation based on CDC recommendations.

**Program:** If all patrons or a majority of the patrons in a program are determined to have been in close contact with the COVID-19 positive individual, the program will be canceled. However, if it is determined this is not the case, the program might be allowed to continue. If this cannot be determined, the District will err on the side of caution.

## WHEN A PATRON MAY RETURN

Whether an individual with COVID-19 or symptoms of COVID-19 is safe to end self-isolation varies on several factors and will be assessed in conjunction with the IDPH ["Releasing COVID-19 Cases from Isolation and Quarantine"](#) guidance and/or the individual's treating physician. Further, when an individual has COVID-19 or symptoms of COVID-19, the

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District may require a doctor's note clearing the patron to return to public programming. In general, the clearance guidelines are:

1. A patron who tests COVID-19 Positive with symptoms OR who exhibits COVID-19 symptoms without a confirmed test
  - At least 10 days have passed since your symptoms first appeared; and
  - They have had no fever for at least 24 hours (that is no fever without the use of medicine that reduces fevers); and
  - Other symptoms have improved (for example, cough or shortness of breath has improved)
2. A patron who tests COVID-19 Positive WITHOUT symptoms (asymptomatic) can return when:
  - At least 10 days have passed since the specimen collection date of positive test.
3. A patron that has been in close contact with someone with the virus (including but not limited to a household member) and is asymptomatic (has NO symptoms) can return when:
  - They have been home in self-quarantine for 14 days from the last time they were in close contact with someone with COVID-19.
4. A patron has been in contact with someone (including but not limited to a household member) reasonably suspected to have COVID-19 (but not diagnosed or known) can return when:
  - They have been home in self-quarantine for 14 days from the last time they were in close contact with someone suspected to have COVID-19; OR
  - The individual submits paperwork from a healthcare provider clearing them to return if the person with the suspected case tests negative.

If at any time a physician confirms the cause of the fever or other symptoms is NOT related to COVID-19, and/or approves the return prior to the recommended timeframes above, the patron must present a note from their medical provider.

## QUESTIONS & CONTACT INFORMATION

Terah Bozarth	Senior Human Resources Manager	<a href="mailto:tbozarth@nbparks.org">tbozarth@nbparks.org</a>	General COVID-19 Contact
Eileen Loftus	Director of Recreation	<a href="mailto:eloftus@nbparks.org">eloftus@nbparks.org</a>	Recreation Programs, Rentals, Affiliates, Leagues

## RESOURCES

[Centers for Disease Control and Prevention \(CDC\)](#)

[Illinois Department of Public Health \(IDPH\)](#)

[Illinois Department of Commerce & Economic Opportunity \(DCEO\)](#)

[Cook County Department of Public Health \(CCDPH\)](#)