

## **Baker Station/Before the Bell Parent Handbook Addendum**

### **St. Charles Park District 2020 COVID-19 Guidelines**

The health and safety of St. Charles Park District participants and staff is our top priority. We will continue to follow a combination of guidelines from Community Unit School District 303 (CUSD303), the Illinois State Board of Education (ISBE), Center for Disease Control (CDC) and the Illinois Department of Public Health (IDPH), as they apply to schools and childcare centers as guidelines are updated. Modifications will continue to be made.

#### **Program Modifications:**

- Reduced program sizes while continuing to offer a 1:10 instructor to participant ratio
- Follow physical distancing guidelines of 6 feet, as appropriate
- Face coverings **required** unless eating or outside with proper distancing
- Minimize shared supplies, toys and equipment
- Frequent hand washing and/or hand sanitizing
- Pre-packaged snacks and inviting snacks from home
- Follow CUSD303 guidelines to not utilize playgrounds during the program
- Park District staff will be self-administering Wellness Checks prior to every shift
- Regular and frequent cleaning and disinfecting of supplies, equipment and physical spaces. Same cleaning materials and protocols will be in place as used by CUSD303
- Strict behavior policy, zero tolerance for certain high risk behaviors
- One authorized pick-up person must be available ASAP, if your child becomes ill during program time. We strongly encourage each participant to have one Authorized Pick-Up within 20 minutes of program site

#### **Participants will be expected to:**

- Have conducted CUSD303 DAILY Self-Certification screening measures
- Wear face masks as required
- Respect others' space by maintaining physical distancing of 6' or more
- Respect others' property by using your assigned supplies within your assigned area
- Notify a staff person immediately with concerns regarding mask usage, skin sensitivities to soap and other cleaning products
- Report to Baker Station at time of dismissal from school – Participant may not attend if they did not attend school or left school for any reason throughout the day

#### **Participants are encouraged to:**

- Bring 2 face coverings/masks
- Book, puzzle, card game, quiet toy – for use during quiet/homework time
- Water bottle
- Towel for sitting on the floor or outside
- Additional snack – if one pre-packaged snack will not be sufficient for your child
- Have general school supplies in backpack for activities to minimize shared supplies – pencils, crayons, markers

## **Refund Information**

If CUSD303 is canceled for emergency situations due to unforeseen circumstances, Baker Station/Before the Bell refunds for days missed will be processed as a household credit to your account in a timely manner. Payment plans may be paused for pro-longed closures.

Refunds will not be granted for missed days due to illness, behavior or any other personal reasons.

## **Modified Behavior Expectations**

Participants should be able to meet behavior expectations with or without accommodations. *Behaviors that could result in immediate dismissal from programs due to interventions requiring close proximity of staff and participant include, but are not limited to the following:*

- Spitting, licking, biting
- Hitting, grabbing, kicking, wrestling
- Running from the designated program area

## **Modified Scope of Inclusion Companions & Behavior Expectations for all participants**

Based on CDC and IDPH guidance, St. Charles Park District (SCPD) and Fox Valley Special Recreation (FVSPRA) staff is not to be within close contact of participants and staff when performing job duties. This restricts the ability to perform:

- Personal care
- Lifting and transferring
- Frequent interventions to emotional outbursts that require direct or close proximity or, which expose staff to respiratory droplets (i.e. spitting or biting)

While the CDC does not define 'close contact', SCPD and FVSRA will evaluate this on a case by case basis including but not limited to: exposure time, frequency, tasks to be completed, PPE necessary, or number of staff needed within the 6-ft. radius of a participant.

## Sick Employees or Participants

Refunds will not be granted for missed days.

- **If an employee or participant has been diagnosed with or is exhibiting symptoms of COVID-19**  
The employee or participant notifies the District that they have been positively diagnosed with COVID-19 or is exhibiting signs or symptoms of COVID-19.

### *Immediate Instruction*

- If the employee or participant is on property when COVID-19 symptoms present, participant will be removed from group setting and sent home immediately. If the individual is a minor, a parent will be notified for prompt pickup (within 1 hour). If the individual is exhibiting any emergency signs or symptoms, they should contact 911 immediately.
- Any District individual on property when COVID-19 symptoms present and interacted with the symptomatic individual as a close contact will be sent home immediately.
- The employee or participant will work with the respective Program or Facility Supervisor and/or HR Manager on a reintegration plan at a later date.

### *Self- Isolation*

- The diagnosed or symptomatic individual (“isolated individual”) will be required to self-isolate at home consistent with their treating healthcare provider’s directions. Symptomatic individuals are encouraged to get a COVID-19 test.
- Self-isolation for an isolated individual **may end only after all of the following are true:**
  - No fever for at least 24 hours without medication;
  - At least 24 hours of no symptoms or symptom improvement, including coughing or shortness of breath; **and**
  - At least 10 days have passed since symptoms first appeared.
- Alternatively, self-isolation for an asymptomatic individual who tested positive for COVID-19 may end if he/she is confirmed to not have COVID-19 via 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart.
- The isolated individual will not be permitted to return to programming until they have met the minimum criteria above and after the program or facility supervisor and the HR and Risk Manager have reviewed and approved. If the individual has concerns or additional inquiries, he/she should contact HR to discuss.

### *Contact Tracing*

- If an individual is diagnosed positive with COVID-19, IDPH will take the lead in contact tracing in consultation with HR, the individual, and the appropriate supervisor(s).
- HR will notify local IDPH regarding such individual’s positive test and request guidance about self-quarantine or self-isolation and contact tracing.
- Contact tracing may be conducted by the IDPH and/or the District (under the guidance of the IDPH) to identify all individuals who have been in “close contact” with the diagnosed individual.
- “Close contacts” include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

### *Cleaning, Disinfecting and Closure of Area*

- If an individual is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting will be performed according to CDC guidelines.
- HR, supervisors, and facility managers will identify and close off all areas used by the diagnosed individual.
- Facility manager will open outside doors and windows and take any engineering steps to increase air circulation in the area, while maintaining safety.
- The area will be cleaned and disinfected according to CDC/EPA guidance.
  - If it has been 7 days or less since the diagnosed was in the building, the area will be closed for 24 hours before deep cleaning and disinfecting, if possible.
  - If it has been more than 7 days since the diagnosed was in the building, deep cleaning and disinfecting is not required.
- After proper cleaning and disinfection is complete, the area can be opened for use.

### *Notice to Individuals*

- HR will notify individuals who may have come into close contact with the diagnosed individual of the situation and provide instructions. As a precaution, individuals will be asked to self-quarantine according to IDPH guidelines.
- **Individual has been in “close contact” with a person diagnosed with COVID-19**  
The participant or renter notifies the District that they have been in close contact for a prolonged period of time (for at least 15 minutes) with a person diagnosed with COVID-19 within the last 14 days.
    - If the close contact occurred more than 14 days ago, no symptoms have developed and the contact is not on-going, then generally the individual may continue visiting/attending on-site.

### *Immediate Instruction*

- If the participant or renter is on property when they are notified, they will be removed from a group setting and sent home immediately. If the individual is a minor, a parent will be notified for prompt pickup (within 1 hour).
- If the participant or renter is off-site, they should remain off-site and not visit Park District facilities.
- The participant or renter will work with the respective Program or Facility Supervisor and/or HR Manager on any cancellations/reintegration plan at a later date.
- Superintendent and HR should be notified immediately.

### *Self- Quarantine*

- As a precaution, such close contact individual will be required to self-quarantine at home consistent with IDPH guidelines and their treating healthcare provider’s directions. However, a person in close contact with someone diagnosed with COVID-19 should stay home until 14 days after the date of the last exposure.
- If the individual is a caregiver for an individual with COVID-19, the total amount of time to stay home may exceed 14 days as the exposure could be on-going.

*Contact Tracing/ Notice to Individuals*

- Unless otherwise advised by local IDPH, contact tracing and notification to other individuals is not required where the potentially exposed individual remains asymptomatic and does not test positive for COVID-19.

*Cleaning, Disinfecting and Closure of Area*

- Unless otherwise advised by the local IDPH, routine cleaning and disinfecting of facilities will be conducted and no deep cleaning and disinfection, or closure of the work areas are required.
- If the exposed individual develops symptoms of or is diagnosed with COVID-19, then proper deep cleaning and disinfection will be required.