

OREGON PARK DISTRICT ACTIONS DURING COVID-19

The stay at home directive issued by Governor Pritzker was lifted on May 29, 2020. It is critical for the Oregon Park District to proactively identify and establish protocols for the phased reopening of our parks, programs, and facilities. Recognizing there is no existing vaccine for the disease caused by the novel coronavirus SARS-coV-2, OPD is dedicated to implementing policies and measures to help mitigate the spread of COVID-19. This will require many significant changes to our operations, especially during the initial phases, to best ensure the well-being of our employees and the public we serve.

The Oregon Park District re-opening plan is based on recommended best practices from many sources, including the Restore Illinois plan, Center for Disease Control and Prevention, Illinois Department of Public Health and Department of Commerce and Economic Opportunity. This plan will be updated and revised as the Covid-19 crisis evolves. All decisions will be made based on new or revised mandates or recommendations from governing authorities.

This document should be used as a tool for re-establishing operations at Nash Recreation Center, parks, playgrounds, splash pad and other amenities within our park system.



Restore Illinois - Phase 3

As of May 29, 2020, our region of Illinois reached Phase 3 of the Restore Illinois plan. Phase 3 allows for outdoor recreation to resume in groups of 10 or fewer. Oregon Park District took the following steps to adhere to Phase 3 guidelines and begin to provide services to our community the week of June 1st.

- 1) Outdoor recreation programs resumed on June 1st for groups of 10 or fewer.
- 2) Nash Recreation Center remained closed to the public.
- 3) Playgrounds, outdoor restrooms, splash pad and dog park remained closed to the public.
- 4) All full-time staff could return to Nash Recreation Center to resume their regular duties on June 1st, 2020.

Return to Work Regulations

Full-time staff returned to work on June 1st, 2020. The District aligned the return to work guidelines with the guidelines issued by the Department of Commerce and Economic Opportunity. The links are below:

<https://dceocovid19resources.com/assets/Restore-Illinois/businessguidelines3/healthandfitness.pdf>

<https://dceocovid19resources.com/assets/Restore-Illinois/businessguidelines3/outdoorrecreation.pdf>

In addition to these guidelines, the District instituted the following:

General Health Monitoring Guidelines:

- 1) Employees will work with their immediate supervisor to assist in completion of a 40-hour work week, which may include tasks above and beyond the employee's normal responsibility. Your immediate supervisor will work with you to assign tasks above and beyond your normal responsibilities to assist in completion of a 40-hour work week.
- 2) All employees are required to sign the COVID-19 Return to Work Safety acknowledgement form prior to June 1st.
- 3) Upon reporting to the work site, a wellness screening will be completed. Employees who report to Nash Recreation Center should check in with either the Finance & Technology Administrator or Administrative Services Coordinator between 8am-8:30am in the staff lounge upon arrival (do not go directly to your office). Employees who report to the maintenance garage should check in with the Superintendent of Parks & Facilities by 7am.
- 4) Employees should not report to work if sick or symptomatic.
- 5) If an employee contracts COVID-19, they are required to remain isolated at home for a minimum of 10 days after symptom onset, feverless and have 2 negative COVID-19 tests.
- 6) Employees who have had close contact with someone with COVID-19 should quarantine for 14 days.
- 7) Travel restrictions for non-essential travel remain in place. The District will continue to follow the CDC guidelines and adapt as they release updates.

Physical Work Environment Cleaning & Procedures:

- 1) Employees should wear face coverings when they are unable to social distance 6ft from another person.
- 2) Bathroom use at Nash Recreation Center should be restricted to the restrooms by the gym. The locker rooms will be locked down.
- 3) Bathrooms will be cleaned a minimum of two times per day.
- 4) Sanitizing wipes will be placed in the men's and women's restrooms.
- 5) Sanitizing stations will also be placed throughout the building for use by staff.
- 6) All interior doors should be propped open in the hallways to reduce the number of times they are touched.
- 7) Employees should be prepared to bring their own beverages to the office or use the touchless bottle fill in the fitness center. An additional bottle filled will be installed in the hallway at Nash.
- 8) Employees that need to meet with someone from the public must meet outside of the facility or via zoom. No outside visitors will be allowed in Nash.
- 9) All common areas and surfaces touched by multiple people should be disinfected frequently.

Outdoor Program Requirements

- 1) Hand sanitizing stations will be made available to all patrons who are participating in scheduled programs.
- 2) Social distancing signage must be displayed.
- 3) An employee of the District must be onsite to ensure social distancing guidelines are followed.
- 4) Instructors must wear a mask if unable to social distance before, during and after class.
- 5) Playgrounds, drinking fountains and restrooms will remain closed until we receive further guidance.
- 6) All outdoor programs must limit activity to groups of 10 or fewer.

Restore Illinois - Phase 4

Phase 4 for our region is eligible to begin as early as June 26, 2020. Phase 4 allows the recreation center to resume operations at limited capacities and gatherings of 50 people or less. Specific guidelines have not been provided by the State of Illinois, IDPH or DCEO at this time. Oregon Park District is pursuing Phase 4 utilizing the following procedures but is prepared to make changes as necessary when Phase 4 guidelines are released by the governing authorities mentioned previously.

Nash Recreation Center will tentatively open on July 8th with strict guidelines. Guidelines will include:



Time	Fitness Center	TRX Room
5:30 - 6:30am	20 Reservations	4 Reservations
6:45-7:45am	20 Reservations	4 Reservations
8-9am	20 Reservations	4 Reservations
9:15-10:15am	20 Reservations	4 Reservations
10:15-11:45am	CLOSED FOR CLEANING	CLOSED FOR CLEANING
11:45-1pm	20 Reservations	4 Reservations
1:15-2:15pm	20 Reservations	4 Reservations
2:15-3:30pm	CLOSED FOR CLEANING	CLOSED FOR CLEANING
3:30-4:30pm	20 Reservations	4 Reservations
4:45-5:45pm	20 Reservations	4 Reservations
6-7pm	20 Reservations	4 Reservations

Time	Gymnasium - Pickleball
9-10a	16 Reservations
10:15-11:15a	16 Reservations
4-5p	16 Reservations
5:15-6:15p	16 Reservations

Time	Pool
5:45-6:30am	Lap Swim - 6 Reservations
6:45-7:30am	Lap Swim - 6 Reservations
8-9am	Water Aerobics - 9 Reservations
9:15-10:15am	Deep Water Aerobics - 9 reservations
10:30-11:30am	Water Aerobics - 9 Reservations
11:45-12:45pm	Lap Swim - 6 Reservations
12:45-4pm	CLOSED FOR CLEANING
4-4:45pm	Lap Swim - 6 Reservations
5-5:45pm	Lap Swim - 6 Reservations
6-7pm	Water Aerobics - 9 Res (M/W only)

- 1) Nash Recreation Center will be open to members only from July 8th – July 31st due to expected capacity limits imposed by IDPH. The District will evaluate the capacity limits and determine if we will reopen to all users or continue to restrict use to members beginning August 3rd.
- 2) Nash Recreation Center hours will be adjusted to Monday – Friday 5:30am-7pm. The facility will be closed on Saturday and Sunday through July.
- 3) Drop in use of the facility will not be allowed. The lobby will remain closed for in-person registration. Registrations can be completed online at oregonpark.org or by calling 732-3101.
- 4) All members will be required to complete an updated facility waiver.

- 5) Members will be required to make a reservation for use of the pool, fitness center, TRX Room, and gymnasium.
 - a. Reservations will open 7 days in advance for each facility location. Members may begin registering for time slots for opening day on Wednesday, July 1st. Reservations can continue to be made on a 'rolling' 7 day advance period through the end of July.
 - b. Members can reserve (1) – one-hour time slot per day. Reservations can be made by visiting oregonpark.org or by calling 732-3101. Members will be required to notify the District if they are unable to attend their reserved time slot by calling 732-3101 or emailing info@oregonpark.org. Due to the limited number of reservations available, failure to notify the District will result in a temporary pass suspension.
 - c. Timeslots will be available in 1-hour increments with a 15-minute buffer in between to allow staff to clear the facility and conduct necessary cleaning prior to the next group arriving. All areas will be closed 1-2 times per day for a minimum of 1 hour for a thorough cleaning, in addition to a deep cleaning at the end of the day. Full facility schedules are available on our website and through the online reservation system.
 - d. This parameter will also allow the Oregon Park District to effectively perform 'contact tracing' should an individual be identified as COVID-19 positive.
- 6) The number of available reservation times will be limited per facility type based on capacity limits imposed by IDPH. Members arriving early will not be allowed to enter the facility until their reserved time and will be encouraged to wait in their vehicles.
- 7) Reservation limits will be:
 - a. Fitness Center – 20 Participants per time slot.
 - i. Machines will be a minimum of 8 feet apart and certain machines will be taken out of service to allow for proper social distancing.
 - ii. All users must be entering 9th grade or older to use the fitness center.
 - iii. Fitness Center lockers will remain closed.
 - b. TRX Room – 4 Participants per hour.
 - i. Machines will be a minimum of 8 feet apart and certain machines will be taken out of service to allow for proper social distancing.
 - ii. All users must be 18 years of age or older to use the TRX room.
 - c. Fitness Classes – Social distancing guidelines must be met. Maximum of 6 participants and 1 instructor will be allowed and all classes must be held in the River Room. Drop-ins will not be allowed. Outdoor classes will have a maximum of 9 participants and 1 instructor.
 - d. Gymnasium – 16 participants per hour.
 - i. The gymnasium will be available for scheduled pickleball times only during the month of July. This may be expanded for additional activities in August.
 - ii. Reservations are required and each hour reservation is limited to adults 18 years of age or older.
 - iii. Paddles and pickleballs must be checked out from the Front Counter to make sure that all materials have been properly disinfected.
 - e. Pool – Open for lap swim and water aerobics only.
 - i. Lap Swim – 1 participant per hour per lane using a reservation system during scheduled times.

1. All users must be 7th grade or older.
 - ii. Water Aerobics – 9 participants and 1 instructor per hour using a reservation system and proper social distancing at all times.
 1. All users must be 18 years of age or older.
 - iii. The spa will remain closed.
 - iv. The pool schedule may be expanded in August to resume swim lessons.
 - f. Locker Rooms – Shared locker room space is limited to registered participants of the pool. All other use is restricted. There will be no locker use allowed. Patrons that previously rented lockers will be issued a prorated refund and can pick-up their personal belongings at the front counter of Nash Recreation Center.
 - g. Racquetball courts will remain closed during the month of July. Staff will evaluate facility use and Phase 4 guidelines and consider re-opening the courts in early August.
 - h. Existing passholders that find the limited facility scheduling cannot accommodate their needs can request a prorated refund online at <https://www.oregonpark.org/covid-19-pass-refund-request/>. Members can call 732-3101 with any questions.
- 8) Facility access will be limited to a single point of entry for users. Members will be encouraged to use the Exit doors located by the fitness center entrance when leaving the facility.
 - 9) Prominent, easy to read signage should be posted at the entrance and throughout the facility regarding customer responsibilities, including social distancing, personal hygiene, and sanitation of equipment, encouraging the use of face coverings and advising those with any symptoms of illness not to use the facility.
 - 10) All public seating options will be removed in the lobby, hallways, fitness center and snack bar to discourage congregating in groups.
 - 11) Thermal temperature readings will be taken upon entrance to the facility for all staff and patrons.
 - 12) Directional signage will be placed on the floor to help guide patrons and control the flow of traffic.

General Cleaning and Precautions Procedures

- 1) All doorways able to be propped open will remain open in the facility to allow for less contact of common surfaces.
- 2) Sanitizing stations will be located throughout the facility. Members are encouraged to use hand sanitizer upon entering the facility and before and after equipment use.
- 3) The Oregon Park District has completed a facility inspection and has implemented a planned replacement to all touchless systems, including all soap dispensers and automated door operations.
- 4) Custodial staff's primary responsibility will be keeping sanitation supplies stocked and cleaning frequently touched surfaces throughout the facility. These surfaces include, but are not limited to:
 - a. Handrails & door handles
 - b. Foot pedals
 - c. Weights
 - g. Hooks
 - h. All high contact areas
 - i. Credit Card Readers

- d. Bathrooms/Locker Rooms
- e. Touchscreens or Buttons
- f. Lockers

Parks, Greenways, Open Spaces

Oregon Park District manages over 150 acres of parks, greenways, and open space.

The parks department is responsible for maintaining these assets. While the COVID-19 pandemic gained momentum, OPD led the way in establishing closures, posting signage, and promoting CDC guidelines with the public and employee safety at the forefront of the decision making.

Playgrounds

Playgrounds will be reopened during Phase 4. Playground re-opening will require staff to resume regular operations of playground maintenance. The following protocols will be followed:

- 1) Resume weekly playground safety inspections by qualified staff.
- 2) Pick up playground of litter, debris, or sharp objects in, around and under all playground features and dispose of in the proper trash receptacles.
- 3) Empty trash cans. Use disinfectant to disinfect the waste receptable lids.
- 4) Fill safety surfacing from thicker areas back into worn areas such as under slides or swings.
- 5) Public will continue to be advised of social distancing guidelines and proper hygiene with signage.
- 6) Public shall place trash in proper receptacles and clean up personal items after use.

Splash Pad

Splash pad will reopen during Phase 4 and in unison with re-opening of playgrounds, restrooms, and dog park. Splash pad re-opening will require staff to resume regular operations of pad maintenance.



HELP US PREVENT THE SPREAD OF COVID-19

Please follow all of the guidelines listed below to protect yourself and others.

Stay at home.

If you don't feel good or have a fever, stay at home.



Wash your hands.

Wash hands with soap & water for at least 20 seconds. If soap and water are not readily available, adults and children who can safely use hand sanitizer should do so. Use hand sanitizer that contains at least 60% alcohol and rub hands together until dry.



Wear a mask.

Wear a cloth face covering, if you can. Cloth face coverings should not be placed on children under age 2, anyone who has trouble breathing, or anyone who is unconscious, can't move, or is otherwise unable to remove the cloth face covering without assistance.



Avoid touching face.

You could spread COVID-19 to others even if you do not feel sick. Avoid touching your face to prevent illness from spreading germs to frequently touched surfaces.



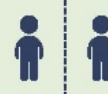
Cover coughs and sneezes.

If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth & nose with a tissue or use the inside of your elbow. Throw used tissues in the trash and immediately wash your hands.



Practice social distancing.

Maintain a distance of at least 6 feet away from people you don't live with. If social distancing is not possible, consider visiting another playground.



- 1) Resume daily splash pad safety inspections.
- 2) Public will continue to be advised of social distancing guidelines and proper hygiene with signage.

Park Restrooms

Restrooms are considered a support facility of park amenities and therefore will open during Phase 4. Custodial operations for cleaning restrooms are a step by step process outlined below and should be completed daily:

- 1) To minimize staff interaction with the public, restrooms will be closed while being cleaned.
- 2) Fogging disinfectant will occur in restrooms daily.
- 3) Use duster or broom, dust ceiling, corners, and high ledges.
- 4) Spray and wipe down mirrors.
- 5) Toilets and sinks should be cleaned daily.
- 6) Use disinfectant to spray handles, grab bars, changing stations, dispensers, stalls, latches, toilets, urinals, flush valves and other fixtures or ledges.
- 7) Empty out all trash cans and sani boxes.
- 8) Refill soap, toilet paper and sanitizer stations as needed.

Park Shelters

Shelters will re-open for public use and be available for reservations in Phase 4, taking into account the social distancing parameters outlined in the Restore Illinois plan. The following protocol will be followed:

- 1) Shelter reservations can only be made by calling 732-3101.
- 2) Only one reservation will be allowed per day to discourage multiple groups from congregating.
- 3) Shelter reservation signage will be posted when applicable.

Dog Park

Wiggly Field Dog Park will re-open during Phase 4. The area is a largely shared open space with minimal touch surfaces. The entry and exit gate should be disinfected daily.

1. Dog Park Permits for new users may still be purchased by calling Nash at 732-3101.

Fishing Permits

Fishing will continue to be allowed at all Park District river properties if social distancing guidelines are followed. New Permits may still be purchased online at oregonpark.org or by calling 732-3101.