

# COVID-19 Exposure Control and Recovery Plan

## DES MOINES POOL METROPOLITAN PARK DISTRICT

*This Plan was formally adopted by the Board of Commissioners on May 19, 2020 and may be modified by the District General Manager without further Board of Commissioner approval as necessary to meet changing circumstances.*

The Des Moines Pool Metropolitan Park District (hereinafter "District"), which governs and manages the Mount Rainier Pool takes the health and safety of our employees, patrons and the general public very seriously. With the spread of the coronavirus or "COVID-19," a respiratory disease caused by the SARS-CoV-2 virus, the District must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, we have developed the following COVID-19 Exposure Control and Recovery Plan to be implemented, to the extent feasible and appropriate, at the Mount Rainier Pool and District offices. The District has also identified its management team to monitor the related guidance that the State of Washington, King County Health, U.S. Center for Disease Control and Prevention ("CDC") and Occupational Safety and Health Administration ("OSHA") continue to make available.

This Plan is based on information available from the CDC and OSHA at the time of its development and is subject to change based on further information provided by the CDC, OSHA, and other public officials. The District may also amend this Plan based on operational needs.

### 1. Role of Management Staff

Management staff must be familiar with the Plan and be ready to answer questions posed by employees. Management staff must set a good example by following the Plan at all times. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Management staff must encourage this same behavior from all employees.

### 2. Responsibilities of Employees

The Mount Rainier Pool and the Des Moines Pool Metropolitan Park District is asking all of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at the pool and district office, everyone must do their part. As set forth below, the District has instituted various housekeeping, social distancing, and other best practices. All employees must follow any and all policies and procedures regarding this safety plan. In addition, employees are expected to report to the management team if they are experiencing signs or symptoms of COVID-19, as described Section 5 of this document for a full list. If you have a specific question about this Plan or COVID-19, please ask your direct supervisor. If direct supervisor is unable to answer the question, they will contact the District Manager, Scott Deschenes and report the information back.

OSHA and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.

- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Coughing;
- Fever; Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK** and call your direct supervisor and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider right away.

### 3. On-site Protective Measures

The District has instituted the following protective measures at all jobsites.

#### *General Safety Policies and Rules*

- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite and return home.
- All meetings will be by telephone or videoconference, if possible. If meetings are conducted in-person, attendance will be collected verbally and the lead staff at meeting will sign-in each attendee. During any in-person meetings, avoid gathering in groups of more than five (5) people or as modified by Governor Proclamations and participants must remain at least six (6) feet apart.
- Employees must avoid physical contact with others and shall direct others (co-workers/contractors/visitors) to increase personal space to at least six (6) feet, where possible.
- In closed spaces, only necessary employees should enter, and all employees should maintain social distancing while inside (when possible?).
  - A maximum of one employee should be in the following enclosed areas:
    - Aquatics Manager's Office
    - Aquatics Coordinator's Office
    - Elevated Desk in Back Staff Hallway\*
    - Front Desk Area\*
    - Men's and Women's Staff Locker Rooms
    - Pool Operator's Room
    - Control (Washer/Dryer) Room
    - Boiler Room

*\*These areas will be marked off with tape.*
  - A maximum of one patron/employee should be in the following areas unless patron is from same household:
    - Men's and Women's Hallway Restroom
- All in-person meetings will be as limited to necessity. To the extent possible, meetings will be conducted by telephone or via teleconference.
- Employees will be encouraged to stagger breaks and lunches.

- In addition to soap for handwashing, the District will provide, if available, alcohol-based hand sanitizers and/or wipes.
- Employees are encouraged to minimize ride-sharing. While in vehicles, employees must ensure adequate ventilation.
- Each employee should use their own equipment and not share with other employees. If there is not enough equipment, staff may wear glasses in place of eye protection or provide their own District approved masks. Staff may also bring their own protective gloves, if they do not feel comfortable using District provided gloves for deep cleaning.
- In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles provided by the District or bring their own reusable Water bottle pre-filled before arriving at work.
- Front desk employees and lifeguards must sanitize their work area upon arrival, throughout the workday, and immediately before departure. The District will provide alcohol-based wipes for this purpose. Staff will deep clean the locker rooms, the bathrooms and pool deck twice a day (once a day until hours change), and frequently clean door handles, handrails, benches and other high touch areas.
- Showers, lockers and drinking fountains will not be available at re-opening to reduce the number of high-touch and areas to sanitize in facility. Participants will be directed to show up ready to swim and provide their own water bottle. Areas adjacent to their appointed swim area will be set aside to store their personal items.
- Also, in an attempt to reduce face-to-face contacts and ensure six feet of distance. The following protocols will be established during re-opening:
  - Appointment only to utilize facility.
  - Lap swimming will be limited to one swimmer per lane. Water walking and water exercise will be limited to five or less participants at a time
  - A sneeze guard will be installed at the front counter.
  - No spectators will be allowed.
  - Patrons will have to walk through the facility in a controlled, one-way manner.
  - Patrons will be requested to not show up until five minutes before their appointment and leave promptly afterwards.
  - A social distancing officer will be on staff at all times to enforce social distancing and allow other staff to focus on their regular duties.
  - Staggered start times for Shallow and Deep End appointments to better ensure social distancing.

#### **4. Patrons and Visitors to the Mount Rainier Pool**

The number of visitors to the Mt. Rainier Pool, including the lobby and stands, will be limited to meet social distancing directives from Washington State and King County Health Department directive.

- No spectators will be allowed in the initial phase of re-opening. During initial phase, no children under 13 will be allowed to use the pool.
- During subsequent phases:
  - Children 12 and under will only be able to use the pool once spectators are allowed into the pool.
- Site deliveries will be permitted but should be properly coordinated in line with the employer's minimal contact and cleaning protocols. Delivery personnel should drop items off at the door (if possible).

- Caregivers are allowed for patrons that need assistance in the water. The caregiver should be focused on the person using the water and cannot recreate separately. A caregiver is defined as a family member or paid helper who regularly looks after a child or a sick, elderly, or disabled person.

#### Facemasks:

- All patrons will be required to wear a face covering or mask anytime they are inside the building and outside of the water.
- Face coverings mean a disposable or cloth face mask that covers the nose and mouth. It can be:
  - A sewn mask secured with ties or straps behind the ears;
  - Multiple layers of fabric tied around the head;
  - Made from fabrics and materials, such as fleece, cotton; or,
  - Factory-made or made from household items.
- A face covering also includes a mask or covering a higher level of protection than cloth face covering, such as an N95 mask, though people are generally encouraged to use cloth face coverings to preserve access to the higher grade face coverings for healthcare and other settings where they are most needed.
- The following groups are exempt from wearing face masks:
  - Children younger than five years old; and
  - Persons with a medical condition, mental health condition or disability that prevents them from wearing a face covering. This includes, but is not limited to, persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Patrons that do not have a face covering or face mask will be provided a free paper face mask.
  - If a patron refuses, they will be asked to leave the facility.
  - Patrons that refuse to leave the facility will have the authorities called, and risk receiving a trespass warrant.
- Signage requiring face coverings and masks will be posted throughout the facility.
- Face covering or masks will be required until Proclamation 20-03 ends.

#### Guidelines:

The district has developed guidelines to give specific users of the pool to better understand how they specifically use the pool. Guidelines as the District gets closer to re-introducing programs. Below is a list of guidelines:

- [Lap Swimming](#)
- [Water Walking](#)
- [Water Exercise](#)
- Swim Lesson (T.B.D.)
- Swim Teams (T.B.D.)
- Rentals (Training)

Other guidelines will be added when implementing new programming.

## **5. Employee and Patron Screening**

Screen ***everyone*** who enters your facility, including:

- All employees before the start of each work shift.
- All visitors who enter the facility.

Ask the following questions when you screen employees and visitors:

“YES or NO, since your last day of work, or since your last visit to this facility, have you had any of the following:”

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

\*If an employee or visitor answers **YES** to any of the screening questions, immediately activate your agency’s emergency protocol for COVID-19. The designated screener should consider:

- A review of the screening results
- Recommendations for possible exclusion of the employee or visitor from the facility
- Recommendations for medical follow-up

## 6. Personal Protective Equipment and Work Practice Controls

- In addition to regular PPE for workers engaged in various tasks (fall protection, respirators, etc.), in response to COVID-19 the District will also provide:
  - Gloves: Gloves should be worn when performing emergency protocols. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including nitrile gloves. Employees should avoid sharing gloves. If a staff member is allergic to latex, please speak with management about alternatives.
  - Eye protection: Eye protection should be worn at all times while on-site.
  - Masks: in accordance with Washington Department of Health guidelines, or as required by Washington Department of Labor & Industries (L&I) safety rules, (masks) must be worn at all times by every employee on the worksite.
- Personal PPE: Staff have the right to wear their own masks, gloves and eye protection, but their equipment must first be inspected by Aquatics Manager or Coordinator.
  - If staff forgets their PPE for a shift, a paper mask will be provided.
- Site Shutdown: If appropriate PPE cannot be provided, the Mount Rainier Pool will be shut down until sufficient supplies are on hand

## 7. Sanitation and Cleaning

The District has instituted regular sanitization and cleaning practices, which include deep-cleaning and disinfecting frequently used areas daily, other high touch areas and equipment frequently. Employees should regularly do the same in their assigned work areas.

- Workers should be encouraged to leave their workstations to wash their hands regularly, before and after going to the bathroom, before and after eating and after coughing, sneezing or blowing their nose.
- Offices and breakroom areas will be cleaned at least once per day. Employees performing cleaning will be issued proper personal protective equipment (“PPE”), including nitrile/vinyl gloves gowns, boots, and respirators as recommended by the CDC.
- Any trash collected from the pool must be changed frequently by someone wearing nitrile, or vinyl gloves.
- Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.
  - A list of high-touch areas is attached to this document.
- Regularly used equipment/tools should be cleaned at least once per day and before change in staff.
  - Bins for “New” and “Used” equipment will be set up for staff to better disinfect used equipment.
- The District will clean those areas that a confirmed-positive individual with which may have had contact and it will do so before employees can access that workspace again.
- The District will ensure that any disinfection shall be conducted using one of the following:
  - Common EPA-registered household disinfectant;
  - Alcohol solution with at least 60% alcohol; or
  - Diluted household bleach solutions (if appropriate for the surface).
  - The District will maintain Safety Data Sheets of all disinfectants used on site.
- Post, in areas visible to all workers, required hygienic practices, including not to touch face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use hand sanitizer with at least 60% alcohol; cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).
- Make disinfectants available to workers throughout the worksite and ensure cleaning supplies are frequently replenished.

## 8. Training

### *Employees*

Employees will be trained on the following areas before the facility is re-opened:

- COVID-19 Specific – Emergency Action Plans
- How to Wear PPE
- Wash Hands and Sanitation
- Cleaning and Disinfecting Procedures
- New Processes including Social Distancing, COVID-19 Rules and New Reservation Process
- Health Screening including Training on Thermometer Usage (State Mandated Training)
- Conflict Resolution and De-Escalation

## 9. Exposure Situations

### *Employees*

The District is legally required to respond when an employee exhibits symptoms, tests positive or has been in close contact with someone who exhibits symptoms.

- **Employee Exhibits COVID-19 Symptoms:** If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The District will similarly require an employee who reports to work with symptoms to return home until he or she is symptom free for 72 hours (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.
- **Employee Tests Positive for COVID-19:** An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test and have not had a subsequent illness. Employees who test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery; and (2) at least seven (7) days have passed since symptoms first appeared. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The District will require an employee to provide documentation clearing his or her return to work for anyone who has tested positive for COVID-19.
- **Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19:** Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as six (6) feet for a prolonged period of time. If the District learns that an employee has tested positive, the District will conduct an investigation to determine co-workers who may have had close contact with the confirmed-positive employee in the 14 days prior and direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, the District will also notify any contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a member of the management team of the close contact and self-quarantine for 14 days from the last date of close contact with that individual.
- **Note- At initial re-opening, staff will be broken up into two groups to better attempt to continue operations if there is an outbreak.**

**Patrons/Public**

If a patron exhibits **COVID-19 symptoms**, the patron will be restricted from access until he or she is symptom and provides a doctor's note clearing them to return to use of the facility.

- The note must include contact information for staff to confirm the authenticity of the note.
- Please allow three-business days for the note to be processed.
- All correspondence should be sent to Scott Deschenes, District General Manager at [info@mtrainierpool.com](mailto:info@mtrainierpool.com).
- Questions can be referred to Scott Deschenes, District General Manager. at (253) 245-3810.

**For public safety, District staff have the right to refuse entry to anyone that shows symptoms.**

**10. COVID-19 Related Staff Leave**

All employees risk exposure to COVID-19 from patrons, other employees and members of the public. This risk is present, even if all safety measures including health screening, masks and increased cleaning are met. Any exposure will require the staff to be away from work for periods of 72-hours up to two weeks.

1. The District will follow the Emergency Family Medical Leave Act, including but not limited to:
  - a. For full-time employees, 80 hours of paid sick leave is required.
  - b. For part-time employees, a number of hours equal to the number of hours that such employee works, on average, over a 2-week period is required.
  - c. The sick leave benefits will be paid at the employee's regular rate (a maximum of \$511 per day and \$5,110 in the aggregate) for conditions a-c listed under Benefit Triggers.
  - d. For Benefit Triggers d-f listed below, the sick leave will be paid at two-thirds the employee's regular rate (a maximum of \$200 per day and \$2,000 in the aggregate).
  - e. If an employee receives regular wages, sick pay, other paid time off or unemployment compensation for any day, those days do not count as leave days for purposes of this benefit.
  - f. Paid sick time under this section shall not carry over from 1 year to the next.
2. Benefit Triggers:
  - a. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
  - b. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
  - c. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
  - d. The employee is caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in paragraph (2).
  - e. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions.



- f. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

### **11. OSHA Record Keeping**

If a confirmed case of COVID-19 is reported, the District will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule. OSHA requires employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 Log, as well as complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries. For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that (1) results in a fatality, or (2) results in the in-patient hospitalization of one or more employee. "In-patient" hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

OSHA has made a determination that COVID-19 should not be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an "illness." However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 but is not a confirmed diagnosis, the recordability analysis is not necessarily triggered at that time.

If an employee has a confirmed case of COVID-19, the District will assess any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside of the work environment. Thus, if an employee develops COVID-19 solely from an exposure outside of the work environment, it would not be work-related, and thus not recordable.

The District's assessment will consider the work environment itself, the type of work performed, the risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, the District will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident.

### **12. Confidentiality/Privacy**

Except for circumstances in which the District is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. The District reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. The District also reserves the right to inform sub-contractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.