

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 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 this 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 this Plan and be ready to answer questions from employees. Management staff must set a good example by following this 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 (Des Moines Pool Metropolitan Park District) is asking every one 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 play their part. As set forth below, the District has instituted various housekeeping, social distancing, and other best practices. All employees must follow these. In addition, employees are expected to report to the management team if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your direct supervisor. If they cannot answer the question, please contact Scott Deschenes, District General Manager.

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.

A. *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 10 people 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.
- All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone.
- Employees will be encouraged to stagger breaks and lunches.
- In addition to soap for handwashing, the Company 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 or bring their own reusable or disposable cups.
- 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 bathroom and pool deck twice a day, and constantly clean door handles, handrails, benches and other high touch areas.

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.

- 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).

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:"

- A new fever (100.4°F or higher), or a sense of having a fever?*
- A new cough that you cannot attribute to another health condition?*
- New shortness of breath that you cannot attribute to another health condition?*
- A new sore throat that you cannot attribute to another health condition?*
- New muscle aches (myalgias) that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?*

*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 at all times while on-site. 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 latex gloves. Employees should avoid sharing gloves.
 - 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, 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.
- Site Shutdown: If appropriate PPE cannot be provided, the worksite will be shut down until enough equipment can be .

7. Sanitation and Cleaning

The District has instituted regular housekeeping practices, which include deep-cleaning and disinfecting frequently used areas daily, and 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”), such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC.
- Any trash collected from the pool must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.
- Regularly used equipment/tools should be cleaned at least once per day and before change in operator.
- The District will clean those areas that a confirmed-positive individual may have contacted, and it will do so before employees can access that work space 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. Exposure Situations

A. 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 prior 14 days 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.

B. 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.
- Questions can be referred to Scott Deschenes, District G.M. at (253) 245-3810.

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

9. 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 conduct an assessment of 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.

10. 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.