

# **COVID-19 Exposure Control and Recovery Plan DES MOINES POOL METROPOLITAN PARK DISTRICT (September 21, 2021 Update)**

*The Original 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. On August 20, 2021, the Governor's office proclaimed that youth enrichment workers be vaccinated by October 18, 2021 and that all employees and visitors to the pool wear masks effective August 23, 2021. The Mount Rainier Pool is located on school district property and hosts high school swim practices and meets, which require it to meet these directives. The updated guidance was provided by the State Department of Health and Labor and Industries. This plan has been updated to reflect changes from those directives.*

**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.

Effective June 30, 2021, the District/Mount Rainier Pool will follow Labor & Industry Requirements and Guidance for Preventing COVID-19.

Requirements:

- The District ensures all employees wear a mask while working indoors.
  - Staff working in offices away from the public are able to take their masks off if they are within the space with vaccinated workers and have over six feet of social distancing.
- The District verifies vaccination status before lifting employee mask requirements and tracks this information to be able to show the process used for verification.
- The District will continue to keep employees with possible or confirmed cases of COVID-19 from working around others.
- The District provides handwashing facilities and supplies.
- The District will continue to train employees to recognize and respond to workplace hazards, including COVID-19.
- The District will continue to assess recognized hazards, including COVID-19, as part of the ongoing requirement to provide a safe and healthful workplace and, where appropriate, take additional steps to protect all employees.
- The District will notify employees in writing within one business day if someone they had close contact with tests positive for COVID-19 (without disclosing the person's identity).\*

Masks and Face Coverings

- The District will provide cloth face coverings or a more protective mask to all employees (or vaccinated employees requesting them), free of charge, when use of a mask is required.
- Although fully vaccinated employees are no longer required to wear a face covering, the District encourages mask use.
- The District recognizes an employees' right to wear a mask or other protective equipment, regardless of their vaccination status, as long as it doesn't create safety issues.

### **Verifying Worker Vaccination Status**

The District will track verification of employee vaccination status.

Acceptable types of verification include:

- Vaccine card or photo of vaccine card.
- Documentation from a health care provider.
- State immunization information system record.
- A hard copy or electronically signed self-attestation from the employee.

#### **August 9, 2021 Vaccination Directives:**

Effective October 18, 2021 all employees will need to be fully vaccinated or receive an exemption from the District. Copies of all documentation is tracked and available for health department inspections.

Effective September ??, the District will notify staff of vaccine requirements. The District will work with any staff member who actively pursues vaccination, but cannot get their doses prior to October 19, 2021 due to late arriving clarification from the state on directives. These accommodations will be made outside of Mount Rainier High School Swim and Dive Meets and Practices.

For more details on our Covid-19 vaccination process and requirements, view Policy 470, Covid-19 Vaccination on our website's governance page at [www.mtrainierpool.com](http://www.mtrainierpool.com).

The District will follow HIPPA and any other laws that may apply while coordinating the verification tracking process and all public records management and privacy rules.

### **Reasonable Accommodation and Discrimination**

The District will ensure the workplace remains safe and healthy for all, including employees with medical issues or disabilities (see the Americans with Disability Act, or ADA, at [www.eeoc.gov/laws/guidance/fact-sheet-disability-discrimination](http://www.eeoc.gov/laws/guidance/fact-sheet-disability-discrimination)).

Additionally, HELSA protects high-risk employees from being discharged, permanently replaced, or discriminated against in the workplace for seeking accommodation from exposure to an infectious or contagious disease during a public health emergency. HELSA is administered by L&I and currently applies to accommodations related to COVID-19.

### **3. On-site Protective Measures**

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

*General Safety Policies and Rules*

- Effective June 30, 2021:
  - Employees:
    - All employees are required to wear a mask, practice social distancing and have health screenings when showing up for work (see below).
    - all vaccinated employees do not need to wear a mask or practice social distancing. For public confidence, these employees will wear a nametag with a sticker that shows they are vaccinated.
- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the site and return home.
- Effective June 30, 2021 all meetings will continue to be held virtually with one staff member present at the District Offices. The district will recommend that all attendees wear a mask, but will not require it. This is in accordance to the latest directives from the State of Washington on Open Public Meetings:
- (Miscellaneous Venues, COVID-19 Requirements) As of June 30, 2021 the following apply to governing bodies of public agencies opting to host in-person public meetings under the Open Public Meetings Act, as permitted under Emergency Proclamation 20-28, et seq.:
  - No restrictions on capacity.
  - No physical distancing requirements.
  - Follow current applicable face covering requirements as outlined in: Proclamation 20-25, et seq., Secretary of Health Order 20-03.2, and LNI Publication F414-179.
- All employees should try to 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.
- Unvaccinated employees should have the ability to attend in-person meetings remotely if necessary.
- 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.
- Each employee should continue to 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 cups 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 be available effective July 1, 2021. Staff will continue to deep clean to help sanitize high-touch areas in the facility.
- Also, in an attempt to reduce face-to-face contacts and ensure six feet of distance for swimmers. An appointment only time has been established for lap swimming on Weekday mornings between 8:00am and 9:00am.
  - Appointment only to utilize facility.
  - Lap swimming will be limited to one swimmer per lane.
  - Patrons will be requested to not show up until five minutes before their appointment and leave promptly afterwards.

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

Although social distance markings are no longer needed for vaccinated users to meet social distancing directives from Washington State and King County Health Department directive, staff will work with patrons to social distance outside the water.

- The District requires all patrons and visitors to wear a mask and practice social distancing outside the water and requests them to practice social distancing in the water.
  - The District has set aside lap swimming time between 8:00am and 9:00am for those that choose to or are unable to be vaccinated.
- 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 are no longer required to wear a face covering or mask anytime they are inside the building and outside of the water.
  - Although the District recommends that all patrons to wear a mask outside 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.

- All patrons that do not have a face covering or face mask will be provided a free paper face mask.
- Signage requiring all visitors to wear face coverings and masks will be posted throughout the facility.
- Face covering or masks for all visitors 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. (Effective June 30, 2021, all guidelines are indefinitely on hold in the case of increased restrictions due to future outbreaks.) Below is a list of guidelines:

- Lap Swimming (No Longer Valid)
- Water Walking (No Longer Valid)
- Water Exercise (No Longer Valid)
- Swim Lesson (No Longer Valid)
- Swim Teams: Teams are required to present their own safety plan that must be approved by the District before utilizing the pool.
- Rentals (On Hold Until Covid-19 Directives End)

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.
- Visitors who enter the facility can elect to use the standing thermometer to check their temperature.

The District will no longer screen visitors, unless directed by the State of Washington or the Department of Health. If required, the District will 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. New and Returning Staff COVID-19 Testing

- Any new and returning staff will be required to present either a proof of vaccination, physical (paper) copy or electronic copy of their negative COVID-19 test results to a supervisor before entering the facility and reporting for work.
  - An antibody test does not qualify an employee as eligible for work.
- The Des Moines Pool Metropolitan Park district will take on financial responsibility associated with requiring new and returning staff to returning a negative COVID-19 test before access to the facility.
  - Free COVID-19 Vaccinations are offered in the Greater King County area. Vaccination sites can be found here: <https://kingcounty.gov/depts/health/covid-19/vaccine.aspx>
  - Free COVID-19 Tests are offered in the Greater King County area. Testing sites can be found here: <https://kingcounty.gov/depts/health/covid-19/testing.aspx>
- Any new and returning staff that does not provide a proof of vaccination or negative test result will be denied access to the property until these requirements are met.
- Any staff required to be vaccinated or tested prior to work or returning to work will be paid their normal working wage for the time spent traveling to and from and while having test administered. Staff will not be compensated for time while awaiting results.

## 7. 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

## 8. 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.

## 9. 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

## 10. 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.**

**11. 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.

## **12. 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.

## **13. 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.