

Boone County Conservation District

Infectious Disease Outbreak Response Plan

- **Administrative Controls/Protocols:**

- Employees are directed to stay home when sick or have any of the symptoms identified in the Covid-19 posted signage. (see CDC and/or IDPH guidance)
 - Employees will notify their supervisor, which may/will trigger special sick leave criteria to be processed by the supervisor. See federal “Families First Coronavirus Response Act” requirements.
 - <https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>
- Employees will self-quarantine for 14 days if exposed or known to have been in close contact with someone who has tested positive for COVID-19.
- BCCD will require a daily, pre-work period health screening that includes:
 - Each staff member acknowledges their symptom status prior to starting work each day:
 - Each employee will submit a Covid-19 symptoms checklist to their supervisor each day.
 - Supervisors will retain these documents as part of the IDOR plan requirements.
 - Each staff member having a temperature check prior to entering their primary work area (building - i.e. Maintenance Building or Gustafson Nature Center). Anyone with a temperature of 100.4 degrees Fahrenheit or higher, or any other symptom of Covid-19 will need to go home.
- The number of staff in the Gustafson Admin/Nature Center will be limited to four staff, not including temporary visits from non-office staff. One staff person per office space.
- The number of public/visitors allowed in the Gustafson Admin/Nature Center will be limited to two people - no youth inside Nature Center (exceptions for translating).
- The number of staff in the Maintenance Facility will be limited to:
 - Two people in Natural Resource Office Space
 - One person in Maintenance Office Space
 - Four people in Maintenance Garage/Repair Area
 - Two people in Wood-Working Shop Area
 - One person in Welding-Metals Shop Area
 - Three people in Native Seed Storage Area
 - Four people in Chum’s Building
- Employee desks and/or workstations will be greater than six feet apart.
- Employees will be assigned to use specific work vehicles and each employee will be responsible for keeping their assigned vehicle’s commonly touched surfaces wiped down with IDPH or EPA approved sanitizers. (see BCCD vehicle protocols for infectious disease outbreak). Notices to remind employees of this protocol are placed in each vehicle.

- Meetings that cannot maintain the minimum social distancing requirements of six (6) feet between participants, will utilize a virtual platform such as Zoom Meeting.
- Non-essential travel is suspended.
- The BCCD will form an *Infectious Disease Outbreak Response (IDOR) Team*.
 - The IDOR team will consist of the Executive Director, the Director of Natural Resources, the Director of Land and Facilities, and the Education Director. A BCCD Trustee may also serve on this team.
 - The IDOR team will be responsible for continued monitoring of Covid-19 related information; developing adaptive responses and implementation strategies to improve safety and reduce risks associated with this pandemic.
 - The IDOR team will also provide updates to the BCCD Board of Trustees during monthly board meetings or, when circumstances warrant, on a more frequent or immediate basis.
 - The IDOR team will be responsible for ensuring all record keeping related to this IDOR plan is implemented and followed.
- **Active Screening Controls:**
 - Employees will be screened for body temperature using a hand held, no-touch, thermometer.
 - Employees are required to wear a mask during the temperature taking process.
 - Employees who have a temperature reading at or exceeding 100.4 degrees Fahrenheit shall be directed to return home to self-quarantine. Employees are not required to get tested for Covid-19, but are encouraged to do so.
- **Safe Work Practice Controls:**
 - All employees will follow IDPH and/or CDC Guidance (as described by posted signage) for personal hygiene.
 - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/index.html>
 - <https://www.dph.illinois.gov/covid19/community-guidance/workplace-health-and-safety-guidance>
 - All employees will wear a mask in common areas or when working with other people, regardless of location.
 - Employees will wear a mask if/when visiting a BCCD facility or building that is not their primary work area.
 - Employees will wear a mask when the minimum social distance provided by IDPH or CDC cannot be met at any time while working, during break periods, and/or during the daily temperature screening prior to beginning their work day.
 - Staff working outdoors at a BCCD site or facility are directed to remain at least ten (10) feet from any patron who approaches with questions or wants to communicate with that staff person.
 - **Practice Controls Specific to Gustafson Nature Center/Adm Offices:**

- Employees who use the copy machine or other office equipment that is shared shall be immediately responsible for cleaning the surfaces of the equipment that they have touched with IDPH or EPA approved disinfectant (provided by BCCD).
 - <https://www.epa.gov/coronavirus>
 - <https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf>
- Employees who use a restroom will be responsible for wiping down commonly touched surfaces in that restroom after each use.
- Employees will be assigned, on a rotating basis, cleaning and sanitization responsibilities; site inspection and documentation responsibilities; for all areas commonly used by staff and visitors.
 - The daily assigned staff person responsible for cleaning/sanitizing will monitor restroom use throughout the day and attempt to wipe down commonly touched surfaces after any visitor use. If this level of monitoring is interrupted for any reason, these restroom surfaces will need to have the commonly touched surfaces wiped down at least once every four (4) hours and just prior to the office closing for the work day.
 - Alternative Cleaning Option: If staff prefers, the entire office staff can elect to perform these cleaning and sanitizing duties as a group or team effort in exchange for individuals being assigned these tasks on a rotating basis. In either circumstance, each cleaning needs to be documented and all office staff will need to participate.
- Deep Cleaning procedures/services will be utilized for decontamination of areas known to have been touched or used by persons with confirmed infectious disease. BCCD Director of Land and Facilities will be responsible for facilitating these procedures/services.
- **Practice Controls Specific to Maintenance Facilities:**
 - Hand sanitizer, soap, paper towels, and other similar supplies will be available at the maintenance facilities and/or outdoor work sites, vehicles, or other locations/equipment (riding mowers, etc.) deemed appropriate.
 - Employees will be assigned tasks associated with cleaning and sanitizing commonly used surfaces, including but not limited to: restroom facilities, tools, equipment, handles for doors, storage bins, and/or other items of frequent or common use/touch. Daily cleaning activities shall be documented.
 - Restroom in the maintenance facility will be cleaned/sanitized daily, with each staff person who uses the restroom being responsible for wiping down commonly touched surfaces after each use.

- All employees will restrict their use of phones to the phone assigned to their desk or work station and/or their assigned cell phone for work related communications. Employees will be responsible for cleaning the phone(s) they are using.
- Employees that utilize a work computer will restrict their use to only the computer assigned to their desk and/or work station. Employees will be responsible for cleaning the surfaces of their computer (keyboard, mouse, etc..)
- **Personal Protective Equipment (PPE) Controls**
 - Employees will be required to use PPE as indicated throughout this IDOR plan. PPE will be provided by the BCCD. Supervisors will distribute needed PPE and/or each employee will be provided as needed access to such equipment.
 - PPE cannot be shared between employees, volunteers or anyone else.
 - PPE shall be routinely inspected by the employee to ensure it remains effective during/after each use (depending on whether or not it can be reused). Damaged PPE shall no longer be used and/or replaced if needed.
 - PPE will be stored according to the manufacturer's or IDPH/CDC guidance.
- **Communications During Infectious Disease Outbreak:**
 - **Employee Communications:**
 - Signs have been posted to inform employees and BCCD visitors stating entry requirements and restrictions.
 - Signs are posted reminding employees and/or visitors of expected behaviors: i.e. social distancing, personal hygiene protocols, safe work practices, etc..
 - All employees will be provided a copy of this plan (digital or hard copy) and will be required to acknowledge their receipt, review and understanding of their role and responsibilities toward implementation of this plan.
 - **Consumer/Public Communications:**
 - Signs have been posted to inform employees and BCCD visitors stating entry requirements and restrictions.
 - Signs are posted reminding employees and/or visitors of expected behaviors: i.e. social distancing, personal hygiene protocols, safe work practices, etc..
 - Markings will be placed on the floor to provide visitors with the appropriate indicators for social distancing.
 - The Boone County Conservation District (BCCD) website will include a copy of the BCCD Infectious Disease Outbreak Response Plan, the BCCD hours of office operations, conditions for vulnerable populations, and any entry restrictions in effect. Other BCCD social media outlets will have links posted to this information. These communications will be documented and recorded.
- **Infectious Disease Exposure Controls (IDEC):**
 - Engineering Controls:
 - Gustafson Nature Center/Administrative Offices

- Floor markings to define social distancing inside Gustafson Nature Center - from customer service counter..
 - Barricades will be placed to define publicly restricted access areas.
 - Nature Center Rotunda (closed to public); individual office areas (closed to public); classroom area (closed to public)
 - BCCD Office staff will be assigned responsibilities to inspect and maintain barricades and floor markings on a daily basis.
- **Infectious Disease Exposure Control (IDEC) Training:**
 - The BCCD will provide all employees with IDEC training. The BCCD will document this for each employee. The BCCD will utilize training materials/programming provided by IPARKS.
 - The BCCD will implement training criteria identified/provided by Occupational Safety and Health Administration (OSHA). Including:
 - Record Keeping for work related injuries and illnesses
 - Safety training for Personal Protective Equipment (PPE), preventing exposure to pathogens, and other relevant elements.
 - OSHA Standards - <https://www.osha.gov/SLTC/covid-19/standards.html>
 - All training provided/completed will be documented.
- **Information Technology and Cyber Security:**
 - BCCD computer data will be backed-up daily following protocols provided by IPARKS guidance. The Office Manager will be responsible for implementation of this for the BCCD Administrative Office's primary computer
 - Laptops and other devices used for remote or portable computer usage shall be managed by each staff person who has been assigned such a device.
 - The BCCD does not have an IT professional on staff and does not have an agreement for such services due to cost. The BCCD is pursuing alternative options for Information technology support from other local units of government - specifically Boone County and/or Belvidere Community Unit School District 100 to provide technical support for these systems.
- **Recovery:**
 - The IDOR team will be responsible for monitoring changing conditions and state, federal or local government mandates relating to the Covid-19 pandemic.
 - The IDOR team will monitor the impact of infectious disease outbreak on the BCCD operations and budget. Specifically tracking:
 - Covid-19 expenses (purchases of equipment, supplies, or materials needed to function or maintain operations).
 - Changes in staffing to adapt operations in response to Covid-19. Additional staff or fewer staff and how that affects operational capacity.
 - Program changes - cancellations, adaptive changes (virtual or remote programming) and the effect this has on public engagement and/or interaction with schools, teachers, and students.
 - Volunteer programming:

- Cancellations - volunteer programming that did not occur as a result of Covid-19 and the impact that had on sites, programs, etc..
- Adaptive modifications - practices employed to facilitate volunteer efforts.
- Impacts on accomplishing volunteer functions/goals/objectives.

- **Employee Acknowledgement of Infectious Disease Outbreak Response (IDOR) Plan**

- I, _____ acknowledge that I have received, reviewed and understand my responsibilities as an employee of the Boone County Conservation District in implementing this IDOR plan. I agree to support and implement this plan.
- I, _____ understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection.
- I, _____ understand that I play a crucial role in keeping everyone safe and reducing the risk of exposure by following the practices outlined herein.
- _____ / _____ /2020