

- Staff arrival and departure
  - Upon arrival to HISRA, staff members will be wearing a face covering and will enter through the employee entrance. At other locations, staff will enter front or designated door established based upon site plan. Staff members will sanitize their hands. Staff members will complete a wellness screening using the CDC produced wellness screening and a touchless thermometer prior to going to their group space. Staff members will clock-in and clock-out from the parking lot using an app on their personal cell phones. They will go straight to their group space and begin fulfilling their designated tasks.
  - Each staff member will be given appropriate symptom checklists to conduct a self-assessment prior to arriving for their assigned shift. If a shift is five hours or longer, a mid-shift screening will also take place. Staff will not report to work if any symptom is present. Staff will contact the supervisor on call immediately to report absence and symptom(s.)
  - After completing all daily tasks and participants have left, staff members will thoroughly clean and sanitize all group spaces and common areas. They will exit the building through the old staff entrance off of the kitchen.
- Staff wellness screening
  - Upon arrival to the site, each employee will be screened using the personal wellness screener provided through the Restore Illinois plan and IDPH. They will also have their temperature taken by a site manager. This information will be recorded.
  - The site manager will also be conducting the same wellness screening again mid-shift.
  - If a staff member has a temperature of, or higher than, 100.4 degrees or is showing any other COVID-19 symptom they will be immediately sent home and asked to self-quarantine for a minimum of ten days and is feverless for at least 72 hours without the assistance of fever-reducing medication. Management staff will contact the public health department at 309-679-6000 and encourage staff to get tested for COVID-19 or other targeted communicable disease.
- Participant arrival and departure

- Upon arrival to HISRA, participants will be dropped off at the front door. At all other used locations, HISRA staff will identify appropriate arrival and departure door to reduce traffic. Before entering the building, participants/parent will verify they have completed their daily personal wellness screening and are not experiencing any symptoms of COVID-19. This information will be collected through a google or paper form and will be stored by the HISRA management team. They will sanitize their hands and ensure they are wearing a face covering. Participants will enter the building without their guardians and will be escorted straight to their group space by a staff member from their own group. If able, participants will carry all belongings into the building independently.
- Staff members will ensure participants are ready to be picked up by the start of their group's designated pick-up time. At the designated time for pick-up, parents will call the curbside phone number and give an estimated time of pick-up. The staff member at the front desk will use their walkie talkie to communicate with group leaders that the specific participant needs to be brought up to the lobby. Once in the lobby, participants will wait in chairs that are six feet apart. Staff will structure pick up to have the least number of participants in the lobby as possible. Once the participant's transportation arrives, the participant will exit the building and the one providing transportation will ensure they are safely in the vehicle.
- At each site with multiple cohort groups, departure and arrival times of both staff and participants will be staggered by group or type of employee to reduce congregation of people from multiple groups as much as practicable.
- Lunch/ snacks
  - Participants and staff will be bringing their lunches from home in single use, disposable containers. Once the participant arrives in the group space, the group leader will take the lunch and place it in the participant's designated, labeled lunch bin. Once all lunches have been placed in their individual bins, the group leader will place the bins in the refrigerator located in, or near, the group space. Each group will have their own refrigerator to use. The individual plastic bins will be sanitized daily and will

- serve the purpose of ensuring that the disposable lunch containers will not come in contact with each other.
- If participants bring their lunch in a reusable container or lunch box, staff will put it in a sealed zip-lock bag prior to putting it in the fridge. Reusable boxes will be stored in sealed totes with bookbags.
- Groups will be eating lunch in their own group space in a facility where multiple groups exist. Group members will be at least 6 feet apart, when possible, while eating due to the removal of face coverings. Group staff will be responsible for ensuring the group has all necessary items to eat lunch prior to the start of the day. If needed, we will be providing single use, disposable utensils and paper products.
- Group staff will be using face coverings and gloves while distributing any lunches, paper products, and utensils.
- If a participant requires assistance while eating, the group staff will wear face coverings and gloves and remain as distanced as possible while safely meeting the needs of the participant.
- Participants will be able to bring refillable water bottles from home, and will have one provided to them if they do not have one. These bottles will be able to be filled using the touchless water bottle filling station outside of the kitchen in the HISRA facility. At other locations, bottled water will be provided if touchless water refilling is not available.
- Snacks will be pre-prepared and in individual packs. Distribution will be handled by group staff while wearing face coverings and gloves.
- Restrooms
  - Restrooms will be thoroughly cleaned every hour in a facility where personal care is provided. In addition, touch points such as door handles and faucets will be cleaned after each use. Upon entering the restroom, participants and staff will be directed to use a paper towel to close the door. Once finished utilizing the restroom and wiping down touch points, participants should use a paper towel to open the door and leave the door open. This will eliminate the need for the next user to use the outdoor handle to open the door. When practicable and if multiple groups are present, restrooms will be assigned to a group to limit cross contamination.

- If participants require personal care assistance in the restroom, staff and participants will follow the same guidelines as listed above. Additionally, both staff members and participants will be wearing gloves and face coverings.
- If participants require personal care assistance and the use of the changing room, both staff and participants will wear gloves and face coverings. Staff members will use paper towels to open and close all doors. Participant materials will be stored in a plastic bin clearly labeled with the participant's name and group number. The bins will be kept inside the changing room at all times. Before using the changing table, staff members will sanitize the pad. Once finished utilizing the changing room, staff members will sanitize all touch points, the personal materials storage bin, and the changing table.
- We will provide small bins in the restroom cabinets for participants to keep personal items in. The bins and materials will be labeled with the participant's name and group color.
- All parties will wear a facemask and gloves if a participant requires bathrooming assistance. Staff will provide as much distance as possible as often as possible including giving privacy and leaving the restroom when able.
- Hand sanitizer will be located at the door of each restroom for use when exiting the restroom.
- Outdoor play
  - Gym class will be held outside in the HISRA backyard. Participants will sanitize their hands upon entering the backyard, but will not have to wear a face covering unless unable to maintain six foot distance.
  - Participants will be encouraged to stay in designated spots that are clearly identifiable and will be six feet apart.
  - The use of equipment will be limited. If participants will be using gym equipment, it will be sanitized in between each participant's use. For example, while playing t-ball, multiple bats will be used and will be sanitized after each use and put into a rotation. In addition, if we do have enough pieces of equipment for each participant to have their own, they will be able to use it during the entire gym class. That equipment would then be thoroughly sanitized prior to the next group's arrival.
  - We will not be use any playgrounds.

- We will not be take any field trips or utilizing any HISRA transportation.
- Music/ Art/ Social Skills
  - These special classes will take place in the individual group spaces. Instructors will work with leaders to ensure that all supplies are prepared in the group spaces prior to the start of the day. Upon arrival in the group space, instructors will sanitize or wash their hands and any books or materials they may be using for each group. They will use the materials previously prepared to complete their lesson and activity. Before leaving the group space, they will sanitize or wash their hands and any materials they are taking out of the group space. All materials or equipment will be single use or sanitized between uses.
  - Moveable place markers will be used to ensure participants remain more than 6 feet away from each other while singing.  
\*\*In 2020, there will be no music instruction.
  - Shared materials will be staggered between group use.
- Group space
  - Groups will remain in the group space for the entirety of the camp day with the exception of gym class and personal care such as restrooming. The group staff will be thoroughly cleaning the entire group space prior to the arrival of participants. They will also be sanitizing between activities and/or every hour. After participants leave, group staff will again be thoroughly sanitizing the entire group space and materials.
- Common areas/ participant break rooms
  - Common areas will be thoroughly cleaned every hour. If a group decides to use a common area, individuals will remain in the designated spots that are six feet apart. Upon entering the space, group staff will sanitize all touch points. After utilizing the space, group staff will again sanitize all touch points and any surfaces touched or used.
  - Participant break rooms will be thoroughly cleaned every hour. If a participant requires the use of the break room, staff will take every reasonable precaution to stay six feet apart from the participant. Before returning to the group space, staff members will sanitize all touch points and any surfaces touched.
- Camp Shirts

- Each participant and staff member will be wearing a color coded shirt each day at camp. The shirts will be colored coded to eliminate interactions between different groups. Once participants arrive in their group space, staff members will assist in putting the camp shirt on the participant if necessary. At the end of the day, participants will take off their shirt and place it in the group's laundry bag. Staff members will have the option to place their shirt in the group's laundry bag or to launder their own shirt at home. HISRA staff will ensure that group shirts are laundered each day.
- Medication
  - Participant medication will be stored in a locked cabinet. At the directed times, group leaders will sanitize their hands and put gloves on. They will then administer medication to the participant. Once finished, they will wipe down the container and lock it back in the cabinet. They will sanitize the cabinet once locked. All parties will be wearing a face covering during this process.
  - If a medication requires aerosolization, appropriate PPE will be used.
- Daily parent communication
  - If daily communication is necessary, Group leaders will be the only staff members filling out today at camp forms. At the end of the day, leaders will be responsible to take a photo of the form and post it to the participant portfolios on Class Dojo. They will then give the form to the camp specialist to file in the participant's file.
- Parent communication
  - All parent communication will take place via phone or Class Dojo messaging. There will be no in-person parent contact due to parents not entering the HISRA building.
- Utilizing the CDC guidelines and IDPH materials staff will be trained in the following:
- Symptom isolation
  - If a participant shows any signs of COVID-19 symptoms, they will be isolated in the designated symptom room. If able, they will be the only individual in the room. The staff member assigned to the participant will sit outside of the picture window to ensure participant safety. If the participant is not able to be in

the room alone, a staff member will be wearing a face covering, face shield, gown and gloves and will sit at least six feet away.

- Staff substitutions
  - If staff members call in due to illness, we will schedule additional program aides to serve as floats and substitutes. When needed, they will be assigned to specific groups to cover shifts that are left unfilled due to call-offs. Staff will only be assigned to one group a day. When not needed as a substitute, they will be utilized in specific groups to assist with daily activities and sanitization.
- Positive test process
  - Communication will go out to all parents/participants and staff based upon Health Department advice.
  - Peoria City/County Health Department will be contacted immediately: 309-679-6000.
  - Give formal notice to all staff members
  - HISRA will assign particular staff to monitor contact tracing
  - If a participant has come into contact with an individual that has been positively diagnosed with COVID-19 families will be asked to notify the HISRA team immediately.
- Monitoring absenteeism
  - The camp specialist, or site manager, will be taking daily attendance. This attendance will be collected by the electronic check-in as well as completing morning rounds to ensure they have an accurate attendance record.
  - The camp specialist, or site manager, will call any participant that has not shown up or given notice of their absence by 10:00 am to determine reason for absence.
- First aide
  - Non-permeable gloves and face masks will be worn by staff members administering first aide.
- Group sizes
  - Group sizes will be kept to less than 15. At all times group maximums will not exceed 50% of max capacity of room or space used.
  - Each group will have a minimum two staff members at all times.

- We will ensure that each participant has more than 50 square feet of room in their given group space.
- We have measured the square footage in each group space and common area to ensure that we remain below 50% of the maximum occupancy.
- Floating staff members
  - Floating staff members will not be transitioning between more than two groups per day. They will be required to wash their hands and change any PPE before transitioning out of a group.
- Signage posted
  - The participant entrance will have displayed signs for:
    - No entry without face mask
    - Protect yourself and others
    - Keep six feet distance
    - Premises have been sanitized
    - Maximum occupancy of 50%
    - Do not enter if you are exhibiting symptoms
    - This business practiced IDPH approved safety guidelines
    - Personal wellness screening
  - The employee entrance will have displayed signs for:
    - No entry without a face mask
    - Do not enter if you are exhibiting symptoms
    - Premises have been sanitized
    - If you are exhibiting symptoms please stay home
    - Pre-shift screening must be conducted before start of shift
  - Group spaces will all have displayed signs for:
    - Maximum occupancy of 50%, actual numbers also displayed on each room sign
    - Sanitize high touch points regularly
    - Protect yourself and others
    - Keep your six feet distance
    - Wash your hands frequently
    - Be a hero, wear a mask
    - Sanitation check-list
  - Restrooms will have displayed signs for:
    - Assigned group number that will be using the restrooms
    - Use paper towel to open doors
    - Wash your hands
    - Proper hand washing instructions



- Leave door open while exiting
    - Please stand six feet apart while waiting in line
    - Sanitization checklist
  - Office spaces will have displayed signs for:
    - Sanitize high touch points regularly
    - Wear a mask at all times
    - Maximum occupancy of 50%
    - Keep your six feet distance
    - Sanitization checklist
  - The backyard will have displayed signs for:
    - No entry without face mask
    - Keep your distance six feet apart
    - Maximum occupancy of 50%
    - Sanitize high touch point areas regularly
    - Protect yourself and others
    - Sanitization checklist
  - The kitchen will have displayed signs for:
    - Wear a mask
    - Wash your hands frequently
    - Hand washing instructions
    - Maximum occupancy of 50%
    - Sanitize high touch points regularly
    - Sanitization check-list
    - Water fountains are closed, touchless filling station is open
  - The COVID-19 symptom room will have displayed signs for:
    - Safety zone sign
    - Stop sign
    - This area is closed sign
    - Sanitization check-list
    - Sanitize high frequency touch points often
- Visitors:
  - We will not be permitting any visitors into our building during the entirety of camp.
- Personal Protective Equipment
  - We will be asking participants to provide their own personal face coverings. However, we have adequate supply of disposable masks that will be utilized if they do not bring their own.

- Staff members will have the option to provide their own personal face coverings. HISRA has adequate supply of disposable masks that will be utilized if they do not have their own.
- We will be providing non-permeable gloves for staff and participants use.
- In the case of a face mask becoming soiled, we will provide a disposable mask for the remainder of the daily program.
- Supply storage will be monitored weekly. At HISRA, PPE and non-chemical cleaning supplies will be kept in the main lobby at HISRA. All PPE supplies will be kept together except for personal supplies that have been given to staff members. Each staff member will have a bag that they will wear at all times that include extra gloves, masks, sanitizer, and disinfectant wipes.
- HISRA has adequate supply of hand sanitizer and hand washing stations.
- Minimum supply list
  - Food Safe Sanitization spray
  - Disinfectant spray
  - Sanitizer
  - Gloves
  - Masks
  - Hand Soap
  - Towels
- Recorder of supplies
- Inventoried process: Staff members will take a visual inventory daily and a counted inventory weekly.
- Individual group supply will be monitored by the group leader.
- Groupings/ space
  - Each group will remain in their designated group space for the entire camp day with the exception of restrooming and transitioning to the backyard.
  - Participants will not mix with participants from other groups. These groups will be clearly identified by color coded t-shirts.
  - Participants and staff members will not be changed day to day between groups.
- Hand washing
  - Every hand washing station will have written instructions and visual aids on how to properly and effectively wash hands.

- Participants who need assistance in properly washing their hands will receive assistance from a gloved staff member wearing a mask.
- Personal contact between participants and staff
  - Staff members will wash their hands and put on gloves prior to touching the participant. They will immediately take off the gloves and re-wash their hands once they have stopped assisting their assigned participant.
- Sanitizer
  - Will be available for all staff and participants.
  - Hand sanitizer will not substitute the use of soap and water but will enhance the personal sanitization throughout the day.
  - There is a dispenser attached to the wall in every room and/or movable containers placed in common areas.
  - Staff members will also carry a spray bottle of sanitizer on their person at all times.
- Participant materials and group space items
  - All items that are not personal mobility items that cannot be cleaned have been removed from all camp spaces.
  - Any toy or item that is put inside someone's mouth will be immediately removed from the group space and will be thoroughly cleaned.
  - Any items such as legos, play-doh, or blocks have been packaged into individual kits of toys to be used by a single participant.
  - All art and craft supplies have been pre-packed into individual kits for each participant. There will not be any community supplies in any group space.
- Registration
  - Registration will be closed prior to the start of camp. Walk-in registrants will not be accepted.
  - Any participant needing to register prior to the start of camp will be required to set up an appointment. Registration will take place at both ends of a six foot table outside. Masks and sanitization will be required.
  - The HISRA business office will remain closed to non-registered business for the duration of the camp day. If absolutely necessary, business can be conducted by appointment outside

of the camp day and all sanitization will take place before and after.

- Third party vendors and maintenance staff
  - Third party vendors and maintenance employees who traditionally work at a different facility will not be admitted into the building during camp hours with the exception of remediating an unsafe situation.
  - If they do enter the building, they will be required to wear a mask and sanitize before entering.
- General cleaning
  - Outbreak Cleaning checklists have been developed for each space in a used building. Each checklist will be posted in each space and utilized for each cleaning. All materials used will be selected from the CDC list of approved products.