

May 26, 2020

Exposure Protocols for COVID-19

As we work to slowly return to full operations, Gainesville Parks & Recreation Agency (GPRA) will be implementing additional guidelines to protect employees and the community while reducing the risk of exposure to COVID-19.

GPRA will follow the hygiene guidelines provided through the Centers for Disease Control and Federal Department of Labor's, Occupational Safety & Health Act (OSHA):

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds.
- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Practice social distancing by avoiding large gatherings and maintaining distance of approximately 6 feet from others when possible.
- Personal Protective Equipment (PPE) items are available and encouraged including masks and gloves, but not required.

In addition, full time staff will work in the office on rotating schedules to reduce the risk of exposure for an entire division. Upon arriving at work all staff will be asked to take their temperature and answer a few screening questions. This information will be collected to monitor employee safety.

- Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day will immediately be separated from others and sent home.

Detailed information regarding these guidelines can be found at

- <https://www.osha.gov/SLTC/covid-19/>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>

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Director

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While abiding by the guidelines provided through Federal & State authorities, GPRA will also abide by the Agency specific guidelines. Each division has created detailed sanitization plans, some of the general details are as follows:

	Administrative & Facility Services	Frances Meadows	Parks	Recreation
Monitoring	All staff will record temperatures upon entering facilities.			
Cleaning	Sanitize all frequently touched surfaces* & bathrooms 2x daily.	Sanitize all frequently touched surfaces* & bathrooms 5x daily.	<ul style="list-style-type: none"> Sanitize all frequently touched surfaces* & bathrooms 3x daily. Truck interiors to be sanitized daily. 	City vehicles to be sanitized after each use.
Patron Interactions	<ul style="list-style-type: none"> Partitions installed at front desk. Outside visitors prohibited past the front desk. 1 party at a time within the office waiting areas, others wait in main lobby or outside. 	<ul style="list-style-type: none"> Partitions installed at front desk. Tape on floors 6 feet apart. 	Staff are encouraged to wear masks and gloves in the field.	Outside visitors prohibited on 3 rd floor.
Hands Free	Eliminate as many scenarios as possible that include transfer of objects between staff and patrons. (i.e. ink pens, credit cards, etc.)			
Masks	<p>Staff who are:</p> <ul style="list-style-type: none"> Working indoors, in offices are encouraged but not required to wear a mask. Working indoors, directly with public are required to wear a mask.** Working outdoors are not required to wear a mask, unless approached by a citizen. Masks should be readily accessible. <p>**Programs/Classes may be an exception as it can significantly impede staff and participant interactions.</p>			

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*Examples of frequently touched surfaces and objects that will need routine disinfection following reopening are:

- tables
- doorknobs
- light switches
- countertops
- handles
- desks
- phones
- keyboards
- toilets
- faucets and sinks
- touch screens

A known exposure may be difficult to identify; but could include an employee that has worked at the facility and later tests positive, or a patron that visits the facility, becomes ill and self-reports to GPRA. In the event of a known exposure, GPRA will follow specific guidelines to ensure proper sanitization and safety.

Exposure in a facility:

- The facility will shut down immediately;
- All non-essential personnel will be sent home from the site;
- Sanitization of the entire facility will take place following the closure using the Bioesse (Thymol) sanitizer and pump sprayers;
- The Leadership Team will work to gather information regarding staff who have come in close contact with the case, and may have been exposed;
- Exposed staff will be removed from the workplace for the next ten days or until a negative COVID-19 test result is received.
- Any staff that feel unwell will be asked to stay home or leave during their shift.
- The facility may reopen as soon as sanitization has occurred, typically the next business day.

Exposure during a program:

- The facility in which the program is held will shut down immediately;
- All participants and non-essential personnel will be sent home from the site;
- Sanitization of the entire facility will take place following the closure using the Bioesse (Thymol) sanitizer and pump sprayers;
- The Leadership Team will work to gather information regarding staff and participants who have come in close contact with the case;
- GPRA will report the exposure to local health officials and follow their guidance on reopening;
 - A 2-5 day closure is likely in order to determine the best course of action;
 - It is possible the program would be suspended for ten days; or until a negative COVID-19 test result is received;
 - If there is a substantial transmission, local health officials may suggest and extended program dismissal or cancellation.

Additional detailed guidelines regarding sanitization and exposure protocols can be found here:

https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

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