



## Pandemic Response Procedures

The Northfield Park District (Park District) performs essential functions and services that may be adversely affected in the event of a natural or man-made disaster. In such events, The Park District will adhere to its formal response procedures to assist in the continuance of their essential functions and services. The Park District recognizes that it may be forced to suspend some operations due to the severity of a disaster. In such cases, the Northfield Park District Board of Commissioners (Board) and Executive Director (Director) or designee shall make decisions to protect the health and safety of patrons and staff.

The Park District's Pandemic Response Procedures has three levels: *Precautionary*, *Moderated*, and *Temporary Closure*.

Should the situation or event call for a more nuanced response than is outlined here, the Board and Director may adjust the Park District's response to meet emergent needs.

### *Level I: Precautionary*

1. Cleaning & Supplies
  - a. Purchase additional cleaning and disease prevention supplies as available.
  - b. Provide hand sanitizer at the entrances in public areas, as available.
  - c. Perform additional routine cleaning, as needed, of frequently touched surfaces in the District.
  - d. Provide staff with disinfectant wipes as available for quick and immediate use.
  - e. Staff should contact the Superintendent of Parks & Recreation if an area needs to be thoroughly cleaned.
2. Work Adjustments
  - a. Local, State, and Federal authorities may request that persons on staff returning from an infected area of the world not return to work for a period of time. Staff are required to follow those recommendations. Absences for this purpose will be excused.
  - b. Any staff member presenting symptoms congruent with the outbreak will be asked to return home and/or refrain from coming to work.
  - c. At management team level, determine best ways to deploy available staff to take on work-related responsibilities of sick staff members.
3. Communicate to the Public
  - a. Share official sources for health information with patrons.
  - b. Recommend that patrons and staff with symptoms not enter the building.
  - c. Promote healthy habits such as sneezing into one's elbow and hand washing.
4. Communicate to Staff
  - a. Share the Pandemic Response Procedures.
  - b. Encourage staff members to receive appropriate vaccinations.
  - c. Emphasize that staff members should stay home when sick and follow respiratory etiquette and hand hygiene.
  - d. Communicate any Center for Disease Control (CDC) reporting requirements.
  - e. Advise traveling staff members to check the CDC's Traveler's Health Notices.
    - i. [Travel Health Notices | Travelers' Health](#)



- f. Promote health habits such as sneezing into one's elbow and hand washing.

*Level II: Moderated*

In the event that an official source declares a pandemic, the Park District will respond according to the official recommendations of the CDC, Cook County Health Department, or other appropriate public health authorities. The responses to the recommendations may include the following:

1. Service Adjustments
  - a. Alter staff work schedules to reduce the close proximity of people working with one another or authorizing staff to work from home if possible.
  - b. Reduce or suspend services. Public health authorities may advise that park districts minimize or entirely suspend situations where several individuals congregate in relatively confined spaces. In such cases, the Director may suspend some or all:
    - i. Programming
    - ii. Meeting room use
    - iii. Special Events
    - iv. Athletic Competitions
    - v. Public Park/Playground Use
  - c. Review and prepare options for emergency Park District services as necessary.
2. Work Adjustments
  - a. Cancel all Park District related travel to areas under a CDC Traveler's Health Notice Warning Level 3 (Avoid Nonessential Travel) and reconsider park district related travel to Level 2 (Practice Enhanced Precautions) areas.
  - b. Adjust staff work schedules as affected by service adjustments.
3. Communicate to the Public
  - a. Continue messaging as in Level 1 (Practice Usual Precautions). Messages should explicitly state that service reductions are being done to slow down disease transmission.
  - b. Post an alert on the website outlining adjustment to services.
  - c. Create signage with website links to official sources of information about the pandemic inside the Park District.
4. Communicate to Staff
  - a. Director will monitor and coordinate response among authorities and other village organizations as needed.
  - b. Review and adjust staff text and voicemail messaging list to ensure it is current.



### *Level III: Temporary Closure*

#### 1. Service Adjustments

- a. Temporary closure. During the course of a pandemic, the Director may temporarily close the park district facilities under one or more of the following conditions:
  - i. Public health authorities advise, request or order such a closure.
  - ii. Other village organizations such as the Village of Northfield, Sunset Ridge School District 29, and Northfield Branch Library close.
  - iii. Staffing levels are too low to operate the Park District.
  - iv. Any other conditions that prevent the Park District from operating the facility safely and effectively.
- b. Hourly team members are not required to remain "on call" during an extended closure.
- c. Schedule makeup for programs when possible.
- d. Put a temporary hold on all Fitness memberships and punch cards and extend expiration date.
- e. Post closed sign on all facility entrances.
- f. Inform vendors and delivery services, including Postal Services, that the Park District is closed and not accepting deliveries.

#### 2. Work Adjustments

- a. Staff and volunteers are to refrain from reporting to work in-person.
- b. Management team and Facility Managers, as needed, will continue to work remotely to monitor building and systems conditions, and to communicate with the public.
- c. Director and Department Heads will continue to work remotely to coordinate response among staff and with the Board.

#### 3. Communicate to the Public

- a. Post an alert message on the website indicating the Park District is closed.
- b. Post list of official sources of information about the pandemic to the Park District website homepage.
- c. Send emergency e-newsletter to subscribers indicating the Park District is closed.
- d. Post sign at facility entrance indicating the Park District is closed.
- e. Post on Park District's social media accounts information pertaining to the Park District's temporary closure.
- f. Post on the Emergency Closing Center website indicating the Park District is closed.
- g. Continue to share official sources of health information and park district service updates to patrons via digital communications and social media accounts.

#### 4. Communicate to Staff

- a. Director will continue to monitor and coordinate response among authorities and other village organizations as needed.
- b. Director will communicate all updates to staff members and the Board.