



**Dorchester Swim and Tennis Club
Belleville, IL
COVID-19 OPERATIONS GUIDANCE**

Introduction

Dorchester Swim and Tennis Club (Dorchester) recognizes the potential of exposure to the Coronavirus (COVID-19) on property and the impact it could have on our employees, members, and guests. We are committed to providing a safe, healthy, and secure club. Accordingly, we have developed the following plan to assist in the prevention of the spread of COVID-19 for our club and to ensure safety and well-being while we continue to deliver a fun and safe environment.

This protocol applies to Dorchester Swim and Tennis Club, Belleville, IL, including but not limited to, employees, members, guests, service providers, and visitors to assist in the prevention of the spread of COVID-19. Dorchester may at any time and for any reason, with or without notice, deviate from this plan and/or may modify or amend this plan as additional information becomes available.

This plan development was based on information from the State of Illinois, St. Clair County, CDC, and OSHA and is subject to change based on further information provided by these organizations and other public officials/entities.

Summary of Safety Practices

- Supply of face coverings, masks, hand sanitizer, and disinfecting wipes are on hand in the office for visitors and/or any office staff member that needs additional supplies.
- Signage is installed to remind all to remain six feet away from reception desk.
- Signage is installed to remind all to stay home if sick, practice social distancing, and use proper hygiene.
- Stay home if you are sick, except to get medical care.
- Employees will disinfect high touch areas regularly.
- Members and guests are requested to disinfect their areas before and after use.
- Main doors, where possible, are to propped open to allow entry without touching door handles.

Arrival and Departure

- By entering Dorchester persons are attesting that:
 - They are not experiencing any of the following:
 - Temperature of over 100.0°F
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - Nor have they been in close contact with someone exhibiting symptoms of COVID-19, suspected of having COVID-19, or who has tested positive for COVID-19.
 - Nor are they suspected or diagnosed with COVID-19 within the last 10 days.
 - Entering Dorchester will also certify that persons have not traveled within the last 10 days to a location outside the United States or a cruise.
- Persons with a temperature of 100.0°F (38°C) or above, or who answer yes to any of the above questions are not be allowed to enter the club. Persons who develop any symptoms of respiratory illness while at the club must immediately be sent home.

Social Distancing

The primary means to prevent the spread of COVID-19 is to reduce close contact with others (CDC defines close contact as within 6' of another for 15 minutes.)

- Limit exposure and keep your distance to at least 6' from others, when possible.
- Delivery drivers/visitors are to be managed with the same social distancing and separation when possible.
- Avoid using other's phones, pool equipment, towels, etc. when possible.
- Avoid physical contact such as hand-shaking and other contact greetings.
- Pool Capacity is 400 persons. 50% capacity in the pool area is allowed for a total of 200 persons.
- Group sizes should be limited to no more than 50 people, allowing for social distancing where possible. Three areas will be designated for groups of 50 people or less. These areas are the top seating area under the sails, main area near concession stand, and lower area near tennis court. Efforts should be made by each group to maintain 30 feet of distancing between groups. Areas will be marked.

Face Coverings and Masks

- Employees are to wear face coverings while at work, unless such employee is working alone in an enclosed area or has a medical reason not to wear a face covering. Masks are on hand in the office, but it is strongly recommended that employees bring their own face coverings.
- Members and guests are encouraged to wear face coverings while at the club.

Handwashing / Hygiene

- Clean your hands often.
- Dorchester has provided hand sanitizers for your use.
- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cough or sneeze into a tissue or your elbow while facing away from people or food.

Communications

Communications are critical to inform and educate people regarding the changes in the pandemic status. As this is an ongoing and ever-changing situation, regular communication will be provided to all.

Managing Sick Employees

In a continuing effort to prepare for the impact of the COVID-19 situation, the below information will serve as a guideline for all Dorchester employees.

Our first responsibility is to ensure the safety of all personnel. Understanding the risk of an incident is vital to minimizing impact. Employees are also strongly encouraged to use the guidelines below to prepare for an event.

Potential Exposure

If employee notifies a supervisor of a potential exposure the Incident Plan is to be implemented. The CDC defines a potential exposure as: Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated. **

* Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes). Data are limited, making it difficult to precisely define "close contact;" however, 15 cumulative minutes of exposure at a distance of 6 feet or less can be used as an operational definition for contact investigation. Factors to consider when defining close contact include proximity (closer distance likely increases exposure risk), the duration of exposure (longer exposure time likely increases exposure risk), whether the infected individual has symptoms (the period around onset of symptoms is associated with the highest levels of viral shedding), if the infected person was likely to generate

respiratory aerosols (e.g., was coughing, singing, shouting), and other environmental factors (crowding, adequacy of ventilation, whether exposure was indoors or outdoors). Because the general public has not received training on proper selection and use of respiratory PPE, such as an N95, the determination of close contact should generally be made irrespective of whether the contact was wearing respiratory PPE. At this time, differential determination of close contact for those using fabric face coverings is not recommended.

** For persons previously diagnosed with symptomatic COVID-19 who remain asymptomatic after recovery, retesting is not recommended within 3 months after the date of symptom onset for the initial COVID-19 infection and are not considered a potential exposure.

Notify your supervisor if this has occurred.

Employees will be placed in one of the tiers below per contact tracing results.

Tier 1: Suspected or Confirmed Individual- Suspected or Confirmed with COVID-19 - Not allowed on site until negative test after three days from potential exposure event or 10 days self-quarantine and 72 hours with no signs or symptoms without the use of medication.

Tier 2: Potentially Exposed Employees - Not allowed on site until negative test after three days from potential exposure event or 10 days self-quarantine and 72 hours with no signs or symptoms without the use of medication.

Tier 3: Not Potentially Exposed Employees - Does not meet the definition of potentially exposed. Allowed on site.

Incident Actions

Control the Site

Should there be a person that shows up on site sick send them home immediately. Signs of sickness include but are not limited to cough, fever, and shortness of breath. If available offer an N95 facemask to reduce the probability of spread.

If the person notifies Dorchester that they were on site previously but are not currently and have received a confirmed positive test, control the area where the person was working.

Contact Emergency Services

Call 911 if you have a medical emergency: If you have a medical emergency and need to call 911, notify the operator that you have or think you might have, COVID-19. If possible, put on a facemask before medical help arrives.

Secure the Area

If necessary, the area where the person went will be secured and all other persons will be restricted from that area. Should the area need to be disinfected, complete the work following the CDC guidelines.

Telephone Coverage at the Site

Ensure the team has telephone coverage and are available to respond.

Gather Information

Continue to gather information from those that work with, for, and around the suspected individual.

Identify those that may have been in close contact. Considerations when assessing close contact include the duration of exposure (e.g., longer exposure time likely increases exposure risk) and the clinical symptoms of the person with COVID-19 (e.g., coughing likely increases exposure risk, as does exposure to a severely ill patient).

Keep Detailed Logs

Document the times and facts of notifications, calls, instructions, or any other pertinent details immediately as they happen. This will allow you to continue your investigation and incident response and maintain accurate records.

Return to Work

People with COVID-19 or those who are exhibiting symptoms of COVID-19 (cough, fever, respiratory issues) who have stayed home in isolation should follow the guidance of their healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances. In absence of direction from a local health department, please follow current CDC guidelines.

Resources

- CDC, OSHA, The State of Illinois, St. Clair County