
Purpose: The purpose of this plan and policies is to provide guidance and establish procedures in the event a pandemic illness or public health emergency is expected to, or currently is taking place, which may affect the operations of the Vashon Park District and/or pose a risk to the health or safety of staff and the community at large.

Objectives:

- Reduce the spread of disease amongst staff;
- Protect facility and park patrons from the spread of disease;
- Maintain necessary business operations.

Definitions:

- **Outbreak:** a widespread occurrence of an infectious disease in a community at a particular time with a hospitalization and/or mortality rate significantly higher than the common flu.
- **Pandemic:** a disease that is prevalent over a region, country, or the world

References:

- Chapter 7.05 RCW – Local Health Departments
- Chapter 70.26 RCW – Pandemic Influenza Preparedness
- RCW 38.52.070 – Emergency Powers
- Vashon Park District Personnel Policies
- Washington Department of Health: doh.wa.gov
- Public Health – Seattle & King County: www.kingcounty.gov/depts/health.aspx
- Centers for Disease Control and Prevention: www.cdc.gov

Determining Risk:

- To prevent stigma and discrimination in the workplace, VPD will use only the guidance described below to determine risk of COVID-19.
- VPD will not make determinations of risk based on race or country of origin. Confidentiality will be maintained for people with confirmed COVID-19.

Policy: It is the policy of the Vashon Park District to take all appropriate measures needed to address a pandemic and protect public health. Protecting the community and District staff is a top priority, and this policy establishes some of the actions that may be taken, and the authority, granted to address a pandemic.

Procedures: The following procedures are established to minimize disease exposure and maintain continuity of District operations in the event that a pandemic becomes a threat to the health or safety of District employees, their families, and the community at large.

- **Declaration of Pandemic and/or Public Health Emergency:** Public health professionals at organizations such as the Centers for Disease Control and Prevention (CDC), Washington State Public Health Department, Washington State Governor, and/or King County/Seattle Public Health Department may declare that a pandemic, outbreak, or public health emergency exists. Such declarations may contain instructions or recommendations to both private and public sector

entities. The District will follow all mandatory instructions and will implement recommendations to the extent it determines these to be applicable and/or feasible or practicable under the particular circumstances.

- Procedures to help minimize the spread of germs:
 - Employees are urged to practice standard Non-Pharmaceutical Interventions (“NPI’s”), including covering coughs by coughing into a tissue or, if a tissue is not available, into their elbows, regular hand washing at least 20 seconds , regular use of VPD-provided alcohol hand sanitizer, and avoiding touching eyes, nose, or mouth.
 - Posters will be placed at the entrance to VPD worksites and public indoor facilities (and areas where they are likely to be seen) that encourage individuals to stay home when sick, use cough and sneeze etiquette, and implement hand hygiene. Posters will describe VPD’s response plan.
 - VPD will provide tissues, disinfectant wipes, disinfectant sprays, latex gloves, and hand sanitizers that contain at least 70% alcohol for use by employees and patrons of indoor facilities.
 - Paper towels will be made available in public restrooms that currently contain hand dryers for use in opening doors.
 - Porta –potties will be stocked with hand sanitizers containing at least 70% alcohol.
 - Ober Park:
 - Performance Room class instructors will be instructed to wipe down door handles, countertops, the exercise bar, and mirrors following the end of their classes. Disinfectant wipes and sprays and latex gloves will be made available in the locked equipment closet for their use.
 - Instructors are encouraged to send users home if they appear sick then notify VPD.
 - Following Performance Room class use, a designated VPD office employee will wipe down office door handles used by the public.
 - The Ober Administration building will be surface-cleaned twice daily by VPD maintenance.

Note: VPD has purchased disinfectant supplies for these purposes. Disinfectant cleaning products were eliminated by Board discussion in August, 2017 following a user complaint desiring “natural cleaning products.”

- Pool:
 - Staff will disinfect door handles, countertops, restroom fixtures, water faucets, and bottled water handles 5 times daily.
- Lodging Facilities:
 - Disinfectant wipes are provided for guest use.
 - All reservation cancellations will be met with full refunds and no administrative fee.
- Employees who have symptoms of acute respiratory illness must stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
- All employees should familiarize themselves with VPD’s sick leave policies (provided as an attachment).
- VPD will talk with companies that provide scheduled VPD contract services about the importance of their sick employees staying home.
- A healthcare provider’s note will not be required for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices

and medical facilities may be extremely busy and not able to provide such documentation in a timely way.

- Proclamation of Emergency/Disaster Due to Pandemic: Upon the County’s proclamation of emergency/disaster due to pandemic, the following shall apply:
 - Employees who have a communicable illness or are experiencing flu-like symptoms (as then-defined by the applicable health authorities), are prohibited from coming to work for a total of 2 weeks or are no longer deemed infectious by a medical professional. Fellow employees will be informed of their possible exposure, but VPD will maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
 - Employees may use accrued sick and/or vacation time for hours of work missed during those 2 weeks. If sick and/or vacation time has been exhausted, employees will be paid their scheduled hours missed and incur a deficit of sick time relative to those hours missed. For those employees who work irregular hours, pay and associated “deficit sick time” will be calculated based on the weekly average of hours worked over the past three months. Employees who leave employment with VPD prior to making up the “deficit sick time” will have those hours deducted from their final paychecks.
 - “Deficit sick time” will not exceed their scheduled or average hours worked over a 2 week period. Employees who miss hours over and above scheduled or average hours worked over a 2 week period may be eligible for Washington’s Paid Family and Medical Leave. For more information: <https://paidleave.wa.gov/get-ready-to-apply/>
 - Employees may donate accrued sick leave to employees who do not have enough accrued leave balances to cover their absence.
 - Employees who are well but who have a sick family member at home should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure. Hours missed for the care of a sick family member are subject to sick/vacation time use as described above.
 - Employees who appear to have communicable disease symptoms upon arrival to work or become sick during the day will be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
 - At the discretion of the VPD Board or designee, VPD may alter its business practices, hours of business, and services provided. Examples of potential measures that could be taken include but are not limited to:
 - Greater use of e-mail, phone, and teleconferences as opposed to in- person meetings and contact.
 - Facilities
 - All indoor facilities closed and reservations canceled.
 - All outdoor facilities open pending staff availability for attending gates and lights.
 - Limiting or halting services at counters/areas of the District and other facilities where front-line services are typically provided.
 - Staff:
 - Telecommuting encouraged for office staff.
 - Critical office staff functions include:

- Executive Director for general management and staff/Board/public communications. Communication will be via email, website postings, and social media.
 - Accounting clerk for bill payments and payroll.
- Maintenance staff to attend to outdoor responsibilities and emergency indoor facilities only.
 - Critical maintenance functions include:
 - Necessary field maintenance for field health;
 - Trash removal;
 - Safety concerns;
 - Supply chain management.

Scope: This policy applies to all Vashon Park District employees.