Operations Manual in Response to Coronavirus – COVID-19
Introduction

The National Ability Center is committed to operating its facilities and programs in a manner that provides a safe place for NAC staff, participants, and volunteers. The NAC Operations Manual provides additional policies and procedures to reduce potential exposures to and spread of the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2), the virus that causes COVID-19. This information is consistent with the health and safety recommendations and ongoing monitoring efforts stated by the U.S. Centers for Disease Control and Prevention (CDC) in determining whether to open and operate NAC programs during the COVID-19 pandemic. The CDC Decision Tool prioritizes three steps in making the decision to open and operate camp. The NAC used this tool to determine that opening could be achieved in a controlled and safe manner. The State of Utah and Summit County Health Department also provided guidance and information on assessing the current level of mitigation needed based on levels of COVID-19 community transmission and the capacities of the local public health and healthcare systems, among other relevant factors. NAC’s policies and procedures meet or exceed guidelines set for by the CDC, State of Utah and Summit County.

As additional information becomes available through governmental agencies, medical authorities, academic institutions, and professional industry associations, the policies and procedures in the NAC Operations Manual will be updated. Staff and volunteers will be trained on policies and procedures as they evolve.

COVID-19 Risk Factors

According to the Federal Government the high-risk factors include age (60+) and underlying health conditions: cardiovascular or respiratory issues, diabetes, severe obesity (body mass index [BMI] of 40 or higher), chronic kidney disease undergoing dialysis, liver disease, and those who are immunocompromised due to cancer treatment, smoking, bone marrow or organ transplantation, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications. Residing in a congregate care facility may compound existing individual risk factors.

In addition, while disability alone may not be related to a higher risk for getting COVID-19 or having severe illness, individuals with limited mobility or who cannot avoid coming into close contact with others, those who have trouble practicing preventative measures such as hand washing and social distancing, and those who may not be able to communicate symptoms of illness may be at higher risk of becoming infected or having unrecognized illness.
Table of Contents

Section 1: Reopening Guidelines
Section 2: Communication
Section 3: Health - Screening and Preventing COVID-19 Infections
Section 4: Facilities Management – Cleaning and Disinfection
Section 5: Resources
Section 1

REOPENING GUIDELINES

Our services will be offered using a strict phased entry approach. First and foremost, policies and procedures outlined in this plan are subject to change at any time, based on local and federal mandates that are issued or suggested during this pandemic. We will continuously evaluate with use of the CDC Decision Tree outlined below.
NAC COVID-19 Team:

- Executive Team: makes policies/procedures related to COVID-19 and responsible for enforcement within own area of responsibility
- Workplace Coordinator: Kristi Brangle
- Sanitation & Disinfection Lead: Jeff Dinger
- PPE & Materials Lead: Dallas Green
- External Communications: Whitney Thompson

As the NAC implements the phased re-opening of programs, it is important our team remains strong and cohesive and exemplifies our NAC Core Values.

LIMITED NUMBERS ON CAMPUS

The NAC is following the guidelines set forth by the State of Utah and Summit County. The NAC will continue to keep social distancing requirements in place when possible and limit the number of staff, volunteers, and participants who will be able to assemble in one location.

Staff who can work remotely will continue to do so throughout the phased re-opening. Staff requests for on-site work will continue to use SignUp Genius and will require Executive Team approvals.
SAFETY

If providing emergency medical assistance is a requirement of your position, you will be expected to follow NAC protocol and applicable training in an emergency. Staff must be willing and able to support and fulfill duties to assist those in programs.

PHASES OF PROGRAMS

A chart at the end of the manual can be referenced for the phases and stages for beginning programming.
SECTION 2

COMMUNICATION

The NAC team will relay pertinent guidelines and updates related to COVID-19 to staff, participants, guardians, and volunteers (stakeholders). The NAC will continue to follow the guidelines of both the CDC and other health officials.

Be Prepared:

- Official qualified spokespeople for the NAC will address questions and concerns related to COVID-19. They include the Executive Team: Kevin, Kristi, Tracy, and Katie
- Ensure all stakeholders understand the NAC’s preparedness and on-site plan
- Provide staff, volunteers, participants, and their families with updates about changes regarding the provisions of care and on-site expectations
- Tools for Communication
  - Email, website, social media, signage- led by reservations/marketing
- Communication for all stakeholders
  - Do not visit the NAC for any reason if you have a cough, fever or do not feel well
  - Admin Building, Cycling Shed and EQ Office Space is designated for staff use only
  - Maintain a minimum of 6 feet distance
  - Sneeze/cough into your elbow. Use a cloth or tissue if needed
  - No hand shaking or unnecessary physical contact
  - Face coverings are required anytime you are indoors or within 15 feet of another person
  - Restroom availability – Any person on campus other than staff may only use restrooms designated in program introduction and through facility signage
  - All phases: Encouraging use of own helmets
  - Phase 1 & 2
    - participants must bring caretaker to assist with close support needs (ex. transfers and behavior management)
    - Participants can only bring 1 caretaker, unless approved in advance
    - Participants must live in-state participants or must be in the state for 2 weeks before attending programming
- Communicate your plan for programs to ensure programs/maintenance/staff do not unnecessarily overlap in locations
- Meetings will be held virtually or outside
• An updated waiver must be completed by participants and volunteers before participating in programming.

SECTION 3

Health – Screening and Preventing COVID-19 Infections

PRACTICES FOR HEALTHY STAFF, VOLUNTEERS, & PARTICIPANTS:

• **Anyone feeling unwell should NOT report for their shift**
  - Contact an Executive team representative for more guidance

• **Any staff that travel out of state for business or personal reasons must report that to an Executive team member with city, state, and details. Staff may be required to work from home for 14 days after travel**

• **Reduce Covid-19 risk:**
  - Limit points of entry and manage traffic for optimal social distancing through signage and communication
  - Staff will have one point of entry and a separate point to exit
  - Volunteers, participants, and caretakers will have a specific program meeting place and assigned bathroom
  - Limit bathroom facilities: Facilities will be designated with signage for public and staff bathrooms
  - Initial health screening of all participants will take place by phone prior to scheduled program date
  - Volunteers, participants, and anyone else supporting a program, will have their temperature checked and a verbal health screening
  - All visitors will use sanitizer and put on masks when they arrive on campus
  - Participant and volunteer meeting locations will be outdoors

• **Health and Hygiene**
  - Social Distancing- Maintain 6ft Distance between all people in Phase 1 and 2. Where a task cannot be accomplished working alone, workers can limit their exposure by forming a “work team” in which people routinely work together, but they keep their distance from everyone else.
  - Handwashing with soap- If staff are working indoors, they must wash their hands with soap when arriving, leaving, after use of the restroom and before and after each lesson
  - Hand Sanitize- Staff, volunteers, participants, and caretakers must use hand sanitizer when arriving to the program check in point
    - Hand sanitizer will be at check in points and at program locations
  - Gloves – Must be worn when conducting temperature screenings, handling food, tickets, or any items on which infection can be transmitted, and when using disinfecting products as defined by the manufacturer’s guidelines on shared spaces
  - Face Coverings – A face covering will be provided to staff who do not already have one. They will also be available upon request for participants and volunteers. No more than one per person will be provided. Alternative strategies may be used for those whom breathing, sensory or other disability-related concerns preclude wearing a mask.
• Covering must cover nose and mouth
• Wash or sanitize your hands before putting on a face covering
• Put the same side against your face each time
• Remove your face covering using the straps
• Wash cloth face coverings after each use and wear other masks only according to the manufacturer’s specifications
• Single-use face coverings must be disposed of properly in the trash after use
• Be sure not to set down face coverings on surfaces to prevent cross contamination
• Face coverings may not be shared
  o Temperature Screening – At designated entrance/meeting location, a trained team member will do a temperature screening using a “no-touch” thermometer and a verbal health screening for symptoms related to COVID-19. Anyone displaying a temperature over 100.4 F will be required to leave campus immediately. Participants who are required to leave based on a high temperature, will be offered the opportunity to reschedule, receive a credit for a future booking or will be offered a refund
  o Touching your face- Everyone should avoid touching their eyes, nose, and mouth. Personal equipment should not be shared, and should be sanitized before and after each use
  o Cough and Sneeze etiquette- Everyone should cover their cough or sneeze with a tissue, or an elbow or shoulder if no tissue is available, followed by thorough handwashing and/or sanitizing.

SCREENING PROTOCOL

Employee Screening Protocol:

Effective June 1, 2020 all employees reporting to work will be screened for respiratory symptoms and have their body temperature taken as a precautionary measure to reduce the spread of COVID-19.

All employees upon arrival at work, will check in at the front desk and a trained staff member will take their temperature using a touchless thermometer and do a verbal health screening for symptoms (see below for screening questions for symptoms) related to COVID-19. An employee who has a temperature at or above 100.4 degrees Fahrenheit or who is experiencing symptoms related to COVID-19 like coughing or shortness of breath will be sent home and the Workplace Coordinator will be notified. The employee should monitor his or her symptoms and call a doctor or use telemedicine if concerned about the symptoms.
Screening Questions

Do you have the following?

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Have you or anyone you have been around tested positive for COVID-19 in the past 14 days?
- Have you traveled outside of Utah in the past 14 days?

Time spent waiting for the health screening should be recorded as time worked for nonexempt employees.

Symptomatic Employees:

- If an employee is exhibiting COVID-19 related symptoms upon arrival to work, or becomes sick during the day, their supervisor must separate them from other employees and participants and send them home and notify the Workplace Coordinator
- The supervisor should document the circumstances of the worker’s illness to help with contact tracing, as applicable and provide information to the Workplace Coordinator
- Because one can carry COVID-19 with no symptoms at all, anyone who has been in close contact with a person known to have had the virus, or whose family or friends show signs of exposure, should behave as if they are infected, isolate themselves, and contact their physician
- Returning to Work: Workers with symptoms of acute respiratory illness associated with COVID-19 may return to work after (a) home isolation for 14 days since their first symptoms or positive test, and (b) medical authorization

An employee sent home can return to work when:

- He or she has had no fever for at least three (3) days without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved; AND
- At least fourteen (14) days have passed since the symptoms began

An employee may return to work earlier if a doctor confirms the cause of an employee’s fever or other symptoms is not COVID-19 and releases the employee to return to work in writing.
An employee who experiences fever and/or respiratory symptoms while home should not report to work. Instead, the employee should contact his or her immediate supervisor for further direction.

Participants, Volunteers & Caretakers Screening Protocol:

Initial health screening of all participants will take place by phone prior to scheduled program date. This initial screening will include answering the COVID-19 screening questions.

- **Day of Program:**
  - An executive team member or other trained NAC staff will be on-site each day during phases 1 & 2 to administer wellness check for participants, volunteers & caretakers. The wellness check includes inquiring whether they have been in direct contact with anyone who has been diagnosed/confirmed with COVID-19 and/or has symptoms of COVID-19 (see below screening questions for symptoms) and taking temperatures before starting programs.
  - Check points will be set for each location
    - Outside of the Admin Building
    - Additional points will be added as programs continue to open

- **Screening Questions**
- Do you have the following?
  - Cough
  - Shortness of breath or difficulty breathing
  - Fever
  - Chills
  - Muscle pain
  - Sore throat
  - New loss of taste or smell
  - Have you or anyone you have been around tested positive for COVID-19 in the past 14 days?
  - Have you traveled outside of Utah in the past 14 days?
IF PARTICIPANT OR VOLUNTEER SHOWS SYMPTOMS OR ANSWERS YES TO THE SCREENING QUESTIONS

Practices for Sick Volunteers or Participants

All volunteers and participants will be screened upon arrival at a specified check-in site. A trained staff member will take their temperature using a touchless thermometer and do a verbal health screening for symptoms related to COVID-19. A volunteer or participant who has a temperature at or above 100.4 degrees Fahrenheit or who is experiencing symptoms related to COVID-19 like coughing or shortness of breath will be sent home and the Workplace Coordinator will be notified. The volunteer/participant should monitor his or her symptoms and call a doctor if concerned about the symptoms.

Symptomatic Volunteers and Participants

- If a volunteer or participant exhibits symptoms upon arrival to programs, or becomes sick during the day, the program staff must separate them from other volunteers, staff, and participants and send them home and notify the Workplace Coordinator. If a participant exhibits symptoms they will be removed from the group and their caretaker/guardian will be notified to take them home.
- The program staff will document the circumstances of the volunteer or participant’s illness to help with contact tracing, as applicable and provide information to the Workplace Coordinator.
- Because one can carry COVID-19 with no symptoms at all, anyone who has been in close contact with a person known to have had the virus, or whose family or friends show signs of exposure, should behave as if they are infected, isolate themselves, and contact their physician.
- Returning to NAC Programs: Volunteers and Participants with symptoms of acute respiratory illness associated with COVID-19 may return to NAC programs after (a) home isolation for 14 days since their first symptoms or positive test, and (b) medical authorization.

A volunteer or participant sent home can return to programs when:

- He or she has had no fever for at least three (3) days without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved; AND
- At least fourteen (14) days have passed since their first symptoms or positive test AND medical authorization

A volunteer or participant may return to programs earlier if a doctor confirms the cause of their fever or other symptoms is not COVID-19 and releases the volunteer/participant to return back to the NAC in writing.

Updated 5.27.20
A volunteer or participant who experiences fever and/or respiratory symptoms while home should not come to the NAC. Instead, volunteers should contact the Volunteer Coordinator and participants should contact reservations.

**Responding to Confirmed Cases Of COVID-19**

If an individual is confirmed to be infected with COVID-19, the Workplace Coordinator should immediately notify the local public health authority and do the following:

- The individual will be asked to leave the facility and go home. If needed, segregate the employee to limit exposure to others until they can go home.
- If a staff member, volunteer, or participant test positive for COVID-19 and they were onsite, the National Ability Center will shut down all services for a minimum of 14 days.
- The Workplace Coordinator will interview the individual to determine who they may have been in contact within the workplace in the 2 days prior to experiencing symptoms. Additionally, the individual will be asked to identify the areas of the workplace that they may have been in while experiencing symptoms.
- While the employer is obligated to notify the local health department of any confirmed cases of COVID-19, they must otherwise keep the identity of the individual private.
- Notify the impacted individuals that they may have had contact with an infected individual and encourage them to monitor their health and report any concerns to their healthcare provider.
- Any individual who tests positive for COVID-19 should remain in home isolation for not less than 14 days after symptoms begin. The individual should follow health authority guidance and their company policy.
- Impacted individuals who have been in close contact with a person who tests positive, but who are not presently symptomatic or suffering a fever greater than 100.4 F/38.0 C, should not come to work for 14 days after their last close contact, and quarantine themselves. During quarantine, they should watch for symptoms of COVID-19.
- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

**Paid Sick Leave:** Employees who are diagnosed with COVID-19 may be eligible for paid sick leave under the Families First Coronavirus Response Act. For questions regarding FFCRA, contact Kristi Brangle. Cases of COVID-19 will be reported to worker’s compensation and as a case on the OSHA 300 log.
ADDITIONAL WAYS TO PROTECT OUR PEOPLE

- No papers being passed
- Use your own pen
- No water fountains
- Programming will be in well ventilated areas/outside
- No handshakes/high fives
- Meetings will be held virtually or outside

SECTION 4

FACILITIES MANAGEMENT

Sanitizing the facility:

Cleaning and Disinfecting

- **Cleaning** removes dirt and impurities from surfaces and objects and may lower germ counts by removing but not necessarily killing them
- **Disinfecting** is thermal or chemical destruction of pathogenic and other types of microorganisms
- **Cleaning Technique.** Clean high-touch areas by using water and soap or cleaning solution to remove dirt and impurities from surfaces and objects and reduce germ counts
- **Disinfecting Technique.** High-touch areas should be disinfected using materials effective against COVID-19
- **Following the Manufacturer’s Instructions.** In all instances, it is important that cleaning procedures follow the manufacturer’s instructions. This will increase the likelihood of a thorough cleaning while not damaging the equipment or voiding a warranty
- **Disposal.** Place gloves and other disposable items used for cleaning and disinfecting in a garbage can that can be tied before disposing of them with other waste
- **Frequency.** The frequency of cleaning high-touch areas should be determined based on the surface or object and how it is used, applying guidance from local health authorities
- **Documentation.** Documenting that health and safety practices were followed at the correct intervals can help a business show that it behaved reasonably under its circumstances, which would be a key issue in a lawsuit. A supervisor should ensure that cleaning logs are carefully entered and preserved for reference. Events that contract to use a venue should request a copy of the venue’s cleaning and disinfection plan

Appropriate PPE when Cleaning

- When cleaning public and communal spaces staff should wear disposable gloves and a facemask
• Gloves should be removed properly to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves

Communal Spaces

Clean and disinfect communal spaces between users.

Sanitizing Communal Spaces: Surfaces and objects that are touched frequently, such as the ones listed below, should be regularly disinfected using products approved by the applicable health authority.

• Public Areas (2x per day, minimum)
  ▪ Lobby, hallways, dining and food service areas
  ▪ Door handles, handrails, push plates
  ▪ Bike rack or other barricades the public may touch
  ▪ Handrails for stairs, ramps, and escalators
  ▪ Elevator buttons – inside and out
  ▪ Reception desks and ticket counters
  ▪ Telephones, Point of Sale terminals, and other keypads
  ▪ Tables and chairs, including highchairs and booster seats
  ▪ Beverage stations, water fountains, vending and ice machines
  ▪ Trash receptacle touch points

• Restrooms – Public and Staff (2x times per day)
  ▪ Door handles and push plates
  ▪ Sink faucets and counters, and toilet handles
  ▪ Lids of containers for disposal of women’s sanitary products
  ▪ Soap dispensers and towel dispenser handles
  ▪ Baby changing stations
  ▪ Trash receptacle touch points

• Desk/Office Space – (Staff responsible for cleaning daily)
  ▪ Individual office and other room furniture
  ▪ Door handles, push plates, doorways, railings
  ▪ Light switches and thermostats
  ▪ Cabinet handles
  ▪ Telephones, computers, other keypads, mouse
  ▪ Trash receptacle touch points
Shared Items

Assign items where possible to reduce the quantity of items shared. All shared items must be cleaned between users. Once a person uses a space, they need to clean it.

Frequently Touched Surfaces (2x per day minimum)

Clean and disinfect frequently touched surfaces and common spaces multiple times daily.

Examples of frequently touched surfaces include tables, drinking fountains, door handles, hand railings, light switches, countertops, cabinet handles, desks, phones, keyboards, toilets, faucets, and sinks. Any other surfaces frequently touched by campers or staff should be cleaned and disinfected at least daily or, preferably, several times per day.

Cleaning of Outdoor Structures

Those made of plastic or metal can be carried out according to typical camp cleaning practices. More frequent cleaning of high touch outdoor surfaces, such as grab bars or railings, is recommended. Outdoor wooden surfaces, such as play structures or benches, will be cleaned daily with a spray disinfectant solution.

Program Equipment

See additional document for program protocol and guidelines.

Vehicles

All vehicles must be thoroughly wiped down after use. This includes anything that has or may have been touched, like steering wheel, arm rests, door handles, etc....

Please Note

- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol
- Make sure that your disinfecting product has EPA on the label or is EPA approved
SECTION 5

Resources

- Field Guide For Camps
  https://acacamps.app.box.com/s/7gkh9buu3ntssx2y38gajg4z94631lag

- Event Safety Alliance Reopening Guide

- SHRM
  https://campnurse.org/wp-content/uploads/2020/05/Pre-Camp-Health-Screening-51420.pdf
  https://coronavirus.utah.gov/utahs-health-guidance-system/
  https://summitcountyhealth.org/coronavirus/
# National Ability Center Phased Outline for Returning to Programming

* NAC will follow the NAC phases (0-3) even if Utah changes in the color phases. We will be following CDC guidelines and State/Local directives.

* NAC expects phases to last 2-3 weeks

* NAC has the right based on guidelines and continuous evaluation to make updates to the phases and requirements

*Virtual program and rentals remain available for the summer

<table>
<thead>
<tr>
<th>Phase 3</th>
<th>Phase 2 (Orange)</th>
<th>Phase 1</th>
<th>Phase 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red - High Risk</td>
<td>Orange - Moderate Risk</td>
<td>Yellow - Low Risk</td>
<td>Green - New Normal Risk</td>
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- All but most essential employees working from home
- All in-person programs are cancelled
- Development and implementation of virtual programming begins
- All staff and volunteers are required to wear face coverings when unable to maintain proper social distancing of 6 feet with others
- Symptom and temperature checking for all staff, volunteers, and participants
- Employees who can work from home will remain working from home
- Participants needing assistance will be required to bring support to allow for social distancing
- All approved programs are operational with reduced numbers and operating under stricter hygiene cleaning regimens

- All approved programs are operational with reduced numbers and operating under stricter hygiene cleaning regimens
- Symptom and temperature check for all staff, volunteers, and participants
- Face coverings worn in settings where other social distancing measures are difficult to maintain
- Encourage remote work when possible
- Transportation opportunities reintroduced
- High capacity lessons - staggered start times and start locations
- Lodging opportunities resume

### Step 0
- Virtual programming (will continue throughout the summer)
- Equipment rentals

### Step 1
- Limited 1-1 cycling & archery
- Virtual camps
- In-state participants only
- Paperwork must be completed in advance

### Step 2
- "Family unit" camps/groups w/ limited numbers, schedule and restrictions
- Cycling & archery session begins w/ reduced numbers and restrictions
- Paperwork must be completed in advance
- In-state participants only

### Step 3: TBD and to be reviewed mid-June
- Reduced capacity organized groups that are housed together for cycling & archery with no hands-on assistance
- Potential: Rafting, Equestrian, Paddle sports, indoor climbing-reduced capacity & w/ restrictions
- Increased capacity and reduced restrictions for camps and session programming
- Paperwork must be completed in advance
- In-state participants only

Symptoms include fever of 100.4 degrees Fahrenheit or above, cough, trouble breathing, sore throat, sudden change in taste or smell, muscle aches or pains
NOTES:
The National Ability Center is committed to opening the lodge to guests in safest way possible, limiting individual’s potential exposure to COVID-19 and preventing the spread of the virus. The following are procedures the NAC will be following and expectations of guests/groups that are utilizing the lodge. The policies listed below are in addition to our COVID-19 Operating Procedures and must be followed in conjunction with the policies outlined there.

Guest Safety and Check In
- Anyone who presents symptoms of COVID-19 before their visit to The National Ability Center is not allowed to come on-site. This includes having a temperature of 100.4 or higher and any symptoms related to the virus. If you need to cancel your trip due to COVID-19, please review our cancellation policy. Once a guest arrives at The National Ability Center, they will be screened prior to entering any NAC building. Anyone will with symptoms of COVID-19 will not be allowed on campus.
- Masks/face coverings are required in common/public areas of the lodge at all times. Masks are not required when guests are in their room with the door closed.
- The front desk will not be staffed, but a phone number to the lodge caretaker will be provided to the guest/group organizer.
- Lodge guests are required to follow all current COVID-19 and any other safety policies and procedures already set by the NAC.
- NAC will be practicing a contactless check-in and out. Keys will be left in the room and rooms will be assigned in advance.
- The NAC will prohibit anyone except those staying in the lodge and appropriate staff from entering the lodge during the time it is being occupied by a group.
- When possible, only one group will be in the lodge at a time and a minimum of 24 hours between groups/room use will be scheduled. If possible, NAC will limit to one person per room.
- When possible, one room will remain empty to use as a quarantine site in the instance an individual becomes sick and needs to be separated from the group.
- Hand sanitizer will be in common areas of the lodge for guest use.
- Ventilation helps limit the spread of the virus, guests are encouraged to open their windows in their room.
- Lodge guests are required to follow all State of Utah and Summit County health orders.
- Group organizers are requested to monitor their group for symptoms every day during their stay.
- NAC staff will do health screening of lodge guests each day prior to any program participation.

Lodge Amenities
- The gym located on the second floor is closed.
- Upstairs kitchen is closed.
- The downstairs dining area is closed when not in use.
- The upstairs laundry facility is closed.
- Hand sanitizer is available in the common areas and the dining area of the lodge.
- NAC will routinely and frequently clean all hands-on surfaces including entrance/exit doors (a minimum of 2x per day).
• Lodge guests should only use the sliding glass door for entrance and exit of the building to avoid touching additional surfaces.
• Guests should only use the restrooms in their room.
• All water fountains are closed – but guests will have access to bottle refilling stations and the ice machine. Housecleaning and linen service will not take place when the lodge is in use. Extra blankets will be provided upon request and will be laundered after each use.
• There will be no loaner clothing available.
• If there is an emergency in a room, both the guest and NAC representative must wear masks.

Common Spaces
• Many shared items will be removed from common areas, such as games, movies, books & more. These items are available by request only.
• Hand sanitizer stations will be in all public areas, at the most heavily used entrances and exits, outside, lobby and on each floor.
• Elevators should not be occupied by more than one person at a time, unless occupants share a room.
• Social distancing is encouraged in all common areas and signage will be posted.
• Spaces that are not booked for use will be blocked off.

Symptomatic/Sick Guests
• Guests who become symptomatic after arriving at the NAC must quarantine in their room or in a room set aside for this purpose for the duration of their stay.
• If a guest tests positive during their stay at the NAC, the entire group is required to leave or quarantine to the lodge for the duration of their stay.
• If a guest tests positive during their stay at the NAC, the staff working directly with the group will follow the procedures set in Amendment I.
• If a guest or group is quarantined and cannot leave the lodge, the next group scheduled may be cancelled or other accommodations may be provided.
• Areas visited by the symptomatic individual will be closed until they can be properly cleaned.
• Food will be provided to symptomatic guests to their room and must be eaten in the room.
• Group leader & NAC staff will monitor individual and support transportation if additional medical care/testing is required.

Cleaning Procedures
• Rooms will be sanitized between each guest stay.
• Linens and bedspreads will be cleaned between room stays with a product that also disinfects and is pre-approved by the EPA for use against emerging viral pathogens.
• Common areas and high contact items will be cleaned twice a day during the time there are guests in the lodge.
• Rooms keys will be sanitized after each use.

Other
• NAC will maintain records of who was in the lodge and working with groups to help in the instance that an individual becomes ill and contact tracing is required. This includes maintaining guest registration records and employee work assignments.
Food Services for Lodge Guests

- The NAC will not provide self-service food options in a buffet style. Any self-service food items will be individually packaged and sealed.
- Trays will be provided to participants and washed immediately after meals using the procedures outlined below. Disposable cutlery will be provided at each meal.
- A selection of snacks will be provided for each guest upon arrival. Consumption of snacks outside of mealtime is only permitted in guest’s lodge room or designated outdoor spaces where masks can be removed and social distancing maintained.
- Groups of patrons at a table must maintain a distance of 6 feet from patrons of other parties at all times.
- Outdoor dining will be encouraged whenever possible. Dining options will include the inside dining area and outdoor dining areas to increase ventilation and ability to social distance guests. Door will remain open when possible.
- Indoor dining area will be closed in between mealtime for cleaning and disinfecting.
- Masks/face coverings must be worn until a guest is seated at their table and ready to eat.
- All NAC food service staff must wear a mask/face covering and disposable gloves at all times in indoor and outdoor dining areas and kitchen.
- Coffee maker, coffee, filters, sugar, creamer, and disposable coffee cups will be provided on desk in the Lodge Lobby for self-service throughout a group’s stay. Coffee will be provided by our Chef at Breakfast time.
- Meal times will be staggered if necessary to reduce the number of individuals in one area. Food service may not operate if PPE, EPA-approved disinfectants and sanitizers, soap, and other necessary cleaning supplies are not available.
- All food preparation procedures will at a minimum follow cleaning protocol outlined by state, county, and city regulations. All cleaning products and procedures used during food preparation, service, and cleaning will also be in accordance with CDC and government guidelines.

Failure to Follow COVID Procedures

- Mask wearing has been found to be one of the most effective ways to prevent the spread of COVID-19 and is why masks are required in all public spaces, specifically common areas in the lodge. Failure to wear masks in common spaces or not following other COVID procedures, may result in lodge guests being asked to leave. Guests will be provided no more than two reminders before being asked to vacate NAC premises.
The Utah Department of Health does not recommend employers require evidence of a negative test result to come back to work.

**Cleaning After Positive COVID-19 Case**

- Wait 24 hours before you clean and disinfect. This reduces the chance for other employees to be exposed to respiratory droplets. If waiting 24 hours in not an option, wait as long as possible.
- Open outside doors and windows to increase air circulation in these areas during this waiting period.
- If it has been less than 7 days since the sick employee was at the NAC: Close off all areas used for long periods of time by the person who is sick. Wait 24 hours before you start to clean and disinfect.
- If it has been 7 days or more days since the employee was at the NAC: Extra cleaning and disinfection is not required. Complete regular cleaning and disinfecting of all high-touch surfaces.

*This same procedure will be followed if a participant and/or volunteer tests positive for COVID-19.*
The NAC is continually reviewing the latest information regarding COVID-19. Our primary goal is to follow recommendations and best practices to keep our worksite safe for employees, volunteers, and participants. The following are a compilation of changes.

**Health Screenings**
- Effective Monday, August 24, 2020 in person staff health screenings and temperature checks will end. Instead a daily health screening survey will be sent out. Any staff who will be on campus each day is required to complete the online health screening survey. The survey will be sent out through Paylocity by email. The survey can also be found on your app or on your self-service portal. It is still an expectation that staff are only coming to work if they are healthy.
- Effective Monday, August 24, 2020 participant health screenings will no longer include temperature checks. An updated list of health screening questions is being provided.
- Interns, volunteers and guests of the NAC will be required to have a health screening and will do that at any participant health screening location.

**Other**
- **Paper** – Passing of paper for completion of proper paperwork is now allowed. It is still preferred to maintain a paperless environment, but if that is not possible providing paper is acceptable. To do this, follow proper hand washing/sanitizing procedures by washing/sanitizing hands before and after handling paperwork.
- **Out of State Participation** – Effective immediately, out of state program participation is now allowed.
- **Providing Out of State Travel Information** – Effective immediately, staff are not required to provide out of state travel information to HR.
- **Campus Movement** – Effective immediately, movement around the outdoor spaces of campus are no longer restricted. All staff and guests are required to wear a mask when they are within 6’ of another person and staff are required to wear masks when program participants are present. Indoor spaces remain primarily reserved for staff unless already designated for other uses.
- **Sign Up Genius** – Sign up genius will no longer be used to track and approve employees working at NAC locations. Tracking of employees on-site will now be done through the health screening survey and not sign up genius.
- **Employees on Campus** – The NAC is no longer limiting the number of people allowed to be on campus at a specific time. Employees who need to be onsite to do their jobs are still the only
employees who should be there. Employees who can work from home are still requested to do so.

- **Airflow** – Airflow is a great way to reduce the chance of spreading COVID-19. If you are in a location where doors/window can be open – please open them to provide additional airflow.
COVID-19 Operating Procedures
Amendment III – October 27th, 2020

The NAC is revising the operating procedures around employees who test positive for COVID-19. The revisions are based on updated recommendations from the Centers for Disease Control and Prevention (CDC) and a desire to keep our organization operational. Our primary goal is to follow recommendations and best practices to keep our worksite safe for employees, volunteers, and participants.

NAC Programs and the NAC campus will remain open for operation unless multiple employees are testing positive for COVID-19 in multiple areas of the organization. If this is the case the NAC will move forward with a larger shutdown and follow procedures set forth in the COVID-19 Operations Manual. In this situation, the NAC executive staff will determine if a complete shutdown is required.

Prevent close contact

COVID-19 is spread mainly by close contact between people. Close contact means a person was within 6 feet or 2 meters of someone who tested positive for COVID-19 for 15 minutes or more over a 24-hour period starting from two days before illness onset (or, for asymptomatic patients, two days prior to test specimen collection) until the time the patient is isolated.

- Employees should maintain appropriate social distancing between each other and wear a face covering at all times when on campus
- Face covering are required inside all buildings and program areas of the NAC. Employees must follow all program procedures regarding safety and COVID-19, when working on programs, even if they vary from this amendment
- Employees should stay in their own workspaces and not mingle with other employees, volunteers, or participants if it is not directly required of their assigned job duties for that shift
- Employees should continue to work from home whenever possible and avoid contact with other employees, volunteers, or participants

Positive Employee Test

- An employee who test positive for COVID-19 or who has symptoms and is awaiting test results, should self-isolate for 14 days and is not allowed to enter any NAC property during this time
- The COVID-19 workplace coordinator is to be notified immediately of a positive test
- At the time of notification, a list of individuals that the employee was within six feet of, for 15 minutes or more, within the 48 hours prior to the employee testing positive or first showing symptoms recognized by the CDC, is to be provided (this list is to include employees, volunteers, and/or participants)
• Employees, volunteers, and participants who were in close contact with the positive employee will be notified by a member of the NAC Executive Team and should quarantine for 14 days and will not be allowed to enter NAC property

• Close contact means a person was within 6 feet or 2 meters of someone who tested positive for COVID-19 for 15 minutes or more over a 24-hour period starting from two days before illness onset (or, for asymptomatic patients, two days prior to test specimen collection) until the time the patient is isolated

• Any individual who came into close contact with the employee who tested positive will be asked to self-quarantine for 14 days from the date of the exposure and will be prevented from entering NAC property. They should monitor for symptoms during this time. It can take up to 14 days for someone to get sick with COVID-19 after exposure

• Employees should wait 7 days after they were exposed to get tested. Even if the employee tests negative, they must still finish the 14-day quarantine

• A medical professional may require a more extensive quarantine and NAC will follow those recommendations

The Utah Department of Health does not recommend employers require evidence of a negative test result to come back to work.

**Cleaning After Positive COVID-19 Case**

• Wait 24 hours before you clean and disinfect. This reduces the chance for other employees to be exposed to respiratory droplets. If waiting 24 hours is not an option, wait as long as possible

• Open outside doors and windows to increase air circulation in these areas during this waiting period

• If it has been less than 7 days since the sick employee was at the NAC: Close off all areas used for long periods of time by the person who is sick. Wait 24 hours before you start to clean and disinfect

• If it has been 7 days or more days since the employee was at the NAC: Extra cleaning and disinfection is not required. Complete regular cleaning and disinfecting of all high-touch surfaces

*This same procedure will be followed if a participant and/or volunteer tests positive for COVID-19.*