

Policies and Procedures: COVID-19

The following adjustments have been made to Chicago Adventure Therapy policies and procedures in order to address the risks of and prevent the transmission of COVID-19:

General Requirements

- Chicago Adventure Therapy will follow and comply with all federal, state, and local guidelines regarding COVID-19, including but not limited to those outlined by the CDC, OSHA, IDPH and CDPH. Also, CAT will continue to stay up-to-date on practices and protocols being developed by the outdoor industry.
- A statement addressing COVID-19 standards and expectations will be communicated to all participants and staff early in the planning process and then repeated upon arrival. Participant Agreements (liability waivers) will be updated with pertinent COVID-19 information.
- At the beginning of and throughout the program, CAT staff will discuss the importance of compliance with our protocols and the consequence for failure to comply, which may include immediate removal from the premises, and/or suspension or termination from the program.
- CAT will provide health and safety training related to COVID-19 for all staff when initially returning to / starting work and will provide further training as protocols change over time.
- CAT will educate all staff to recognize the symptoms of COVID-19 and provide instructions on what to do if they develop symptoms. At a minimum, any staff should immediately notify their supervisor and the CDPH if they develop symptoms of COVID-19. If staff contract COVID-19, they must follow all CDC guidelines before returning to work. (See Appendix A for more information on contacting CDPH and Appendix B for CDC guidelines for returning to work.)
- CAT will post signs in highly visible locations (entrances and exits, restrooms, vehicles) regarding health protocols and recommendations.
- Staff should work from home whenever possible.
- Whenever possible, CAT will use cashless/touchless transactions (direct deposit, pay online, etc.)
- CAT will seek to minimize the sharing of printed materials (such as waivers, Program Plans, etc.) Printed materials should be viewed electronically whenever possible or there should be one copy per person to prevent sharing. When participants need to fill out written forms, one CAT staff will be in charge of collecting these and offer hand sanitizer to all.
- Group size: CAT will adhere to the group size guidelines for each Phase of the Illinois and Chicago reopening plans. Specifically, no more than 10 people per program in Phase 3 and no more than 50 people per program in Phase 4.
 - Phase 3 (Illinois plan) allows multiple groups of no more than 10 people if 1) facilities allow for social distancing 2) 30 ft. of distancing is maintained between groups, and 3) areas for each group are clearly marked to discourage interaction between groups. CAT is adding a fourth stipulation that there must be no inclement weather in the forecast for the entire day. (<https://dceocovid19resources.com/assets/Restore-Illinois/businessguidelines3/all.pdf>)

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- CAT will make more conservative choices around rescheduling or cancelling in-person outdoor programs if inclement weather is predicted because of the inability to shelter in a socially distant manner.
- Partner agencies should assess the level of risk for participants and staff who may be at higher risk for severe illness (according to CDC guidelines) such as individuals who may have asthma, diabetes, or other health problems before allowing them to come to a program. CAT will communicate to Partner Agencies that minors at higher risk will not be allowed to participate without the permission of parents / guardians. (<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>)
- CAT staff should assess the level of risk for all participants and staff who may be at higher risk for severe illness (according to CDC guidelines), such as individuals who may have asthma, diabetes, or other health problems before allowing them to come to a program. Depending on the level of risk, CAT may have an in-depth conversation with them about the added risk, seek verbal confirmation that the individual understands said risk, and/or may ask the individual not to participate. For minors, CAT will need to speak with a parent/guardian before allowing participation.
- All participants, staff, and volunteers will follow social distance protocols while in the workplace, on program sites, etc. Social distance of at least 6 ft. should be maintained between non-household individuals at all times. Extra distance if possible should be maintained between the CAT program group and anyone not involved in the program (i.e. vendors, people passing by).
- Where practical, personal belongings brought to a program should be placed at least 6 ft. away from others personal belongings. Individuals who arrive in personal vehicles should leave belongings in the vehicle. Individuals who ride in the CAT van should leave belongings on their seat. For all other individuals, CAT will direct them as to where to store their belongings so they can be kept as far apart as possible.
- CAT will keep a log of participants and volunteers.
- For groups with young children, CAT will have an in-depth discussion with the parent / guardian about additional risks that may be present and how to mitigate those risks. (i.e. holding infants, children under 2 not wearing masks, etc.)

Supervision Requirements

- CAT will continue to maintain the same staff to participant ratios outlined in all other Policies and Procedures. This means that during Phase 3, when groups are limited to 10 people or less, CAT will have a minimum of two staff on every program.
- During Phase 3, and possibly continuing into Phase 4, specific CAT staff will be assigned to work with each specific group and will continue to work with that group as long as possible. CAT staff will not switch between groups except under extreme circumstances. This will limit exposure for staff and participants.

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PPE Requirements

- Face coverings must be worn over nose and mouth by all staff and participants over the age of 2 when within 6 ft. of others. Face coverings must be worn by everyone at all times during programs. Cloth masks are preferred.
- CAT will provide face coverings if participants and/or staff arrive without one.
- CAT will carry extra face coverings in the event that one gets wet, damaged, lost, or is otherwise deemed insufficient.
- CAT staff will teach and reinforce regular hand washing with soap and water for at least 20 seconds. CAT will provide an adequate supply of soap and paper towels at CAT facilities.
- CAT will provide an adequate supply of hand sanitizer (with at least 60% alcohol) in the event that hand washing is not available.
- All staff and participants will clean their hands upon arrival, before getting in a vehicle, before handling food or drinks, after using the restroom, after coughing, sneezing, or blowing one's nose, and at designated times throughout the program depending on the activity.
- For children under the age of six, hand sanitizer should be used with adult supervision.
- Keep hand sanitizer away from fire, flame, pets, and young children.

Screening Requirements

- Anyone with symptoms of COVID-19 (see the CDC list at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) will not be allowed to participate in CAT programs, and/or come to or be allowed to remain at work.
- Sick or symptomatic staff and participants will be encouraged to seek a COVID-19 test at a state or local government, healthcare or other testing facility.
- Anyone who has tested positive for COVID-19 in the last 14 days will not be allowed to participate in CAT programs, and/or come to or be allowed to remain at work.
- Anyone who has recently had close contact with a person with COVID-19 should stay home and monitor their health for 10-14 days after the last/most recent contact and should seek a COVID-19 test (according to CDC guidelines). Close contact is defined as within six feet for more than fifteen minutes.
- If CAT becomes aware of 2 or more cases possibly associated with CAT programs over a 14-day period, CAT is required to report cases to CDPH.
- CAT will notify families if we are made aware that a participant or staff has come into close contact with a participant and/or staff who has COVID-19 symptoms, tested positive, or has been in close contact with someone who has symptoms or tested positive in a manner consistent with our Close Contact Matrix. (See Appendix C: Close Contact Matrix)
- Prior to leaving home, all CAT staff and volunteers must self-identify symptoms and stay at home if symptomatic. CAT staff and volunteers must take their temperature and self-screen for COVID-19 symptoms (see CAT Screening Questionnaire) before coming to work / a program.

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- Upon arrival to work, staff will complete an in-person screening to verify no presence of COVID-19 symptoms. Mid-shift screenings will be completed when practical if staff are working for more than 4 hours. If at any point during a shift staff develop symptoms they must report this to a supervisor.
- Anyone with a temperature of 100.4°F or greater is not allowed to participate in CAT programs and must stay home, return home, or sit out with a Partner Agency staff (depending on the situation).
- Partner Agency staff must screen all participants and staff (including taking temperatures) before arrival / allowing them to enter their vehicle. Participants and staff will be screened again by CAT staff upon arrival to the program site.
- CAT Paddling Community members must self-screen for COVID-19 symptoms (see CAT Screening Questionnaire) before coming to a program. They should also take their temperature. CAT staff will screen individuals upon arrival or before allowing them in a CAT vehicle.

Office Requirements

- CAT community facilities (CAT office on Ogden) and work surfaces will be cleaned and disinfected according to the guidelines set forth by the CDC. Please see Guidelines for Cleaning & Disinfecting - COVID-19 Edition for more information.
- CAT will avoid seating staff facing each other when possible.
- CAT will minimize the number of in-person meetings.
- CAT will allow for 6 ft. of spacing between occupied workspaces.
- CAT will require staff to remove personal items from work surfaces to allow for easier cleaning.
- CAT will minimize the use of shared work materials and equipment (printer, refrigerator, microwave, office supplies, etc.).
- CAT will clean and disinfect common areas (restroom) and floors after periods of high and/or frequent use.
- CAT will clean and disinfect high touch surfaces such as doorknobs, handles, sink, toilet flusher and seat, etc. before leaving for the day.
- Workstations should be disinfected by staff upon entering the office and before leaving for the day.

Transportation Requirements

- Whenever possible CAT participants, staff, and volunteers will use their own vehicles for transportation.
- Use of public transportation (CTA / PACE): Groups of people who are sheltering-in-place together (families, roommates, some homeless shelters, etc.) and/or members of the CAT Paddling Community may use public transportation to get to a program site with the following in place:
 - Face coverings are worn at all times.
 - Social distance protocols are followed.
 - Participants are informed of, understand, and assume the risk of using public transportation. If a participant is a minor, they must have permission from their parent / legal guardian.

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- Use of Ride Share (Uber / Lyft): Groups of people who are sheltering-in-place together and members of CAT PC may use Ride Share options to get to a program site with the following in place:
 - Face coverings are worn at all times.
 - Social distance protocols are followed.
 - Drivers are encouraged to keep the windows rolled down.
 - Participants are informed of, understand, and assume the risk of using Ride Share. If a participant is a minor, they must have permission from their parent / legal guardian.
- Use of the CAT van: CAT staff, volunteers, and members of CAT PC may ride in the CAT 12-passenger van with the following in place:
 - Face coverings are worn at all times.
 - Driver and passenger side windows must be rolled down at all times.
 - Social distance protocols are followed. A maximum of 5 people total can ride in the van: a driver, person in passenger front seat, and one person per back row (3 rows total).
 - Participants are informed of, understand, and assume the risk of riding in the van. If a participant is a minor, they must have permission from their parent / legal guardian.
 - All riders and drivers are screened before boarding the vehicle.
 - Everyone uses hand sanitizer prior to boarding the vehicle.
- CAT will consider the length of time an individual might spend in the CAT van when choosing program sites.
- Partner Agencies transporting groups of youth (non-family members, not sheltering-in-place together): CAT senior staff will discuss and evaluate each Partner Agency's protocols for transporting groups of youth prior to allowing this to happen. If CAT staff believes a Partner Agency is not following their protocols and/or meeting a minimum standard of care, then CAT has the grounds to cancel the program.
- CAT will not allow CAT Paddling Community volunteers to transport participants in their vehicles during Phase 3 if those participants are not sheltering-in-place with the volunteer. We will review this policy for Phase 4.
- Upon arrival: All participants, staff, and volunteers must wash their hands or use hand sanitizer upon arrival at a program site, regardless of how they got there.
- Non-essential business travel will be limited. If staff must travel, they should follow CDC considerations. Travel by staff and/or participants across state lines should be limited as much as possible during Phase 3 and 4.

Food Handling Requirements

- CAT will ask all participants and staff to bring their own water and snacks. If a group shows up without water, CAT will provide water in single use, sealed bottles.
- If a CAT PC member doesn't bring snacks, CAT will provide individually wrapped snacking items such as granola bars.
- CAT staff will wear gloves when handing out food or water.
- CAT staff will clean their hands before handling food or drinks.

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- In the event that a group is eating a meal together, CAT will ask participants and staff to bring and prepare their own food whenever possible. If CAT provides meals, they must be pre-packaged boxes or bags for each person instead of a buffet or family-style meal. CAT will avoid sharing food and utensils.
- During Phase 3, CAT will not prepare meals together. Upon transition into Phase 4, CAT will reassess meal preparation / cooking.
- Individuals must be at least 6 ft. apart while eating, at which point face coverings can be temporarily removed.

Cleaning and Disinfecting Requirements

- CAT will require any outfitter that provides equipment or clothing to send us their cleaning and disinfection protocols for approval.
- CAT will seek to minimize sharing of equipment and basic office supplies whenever possible. Staff should use and not share their own computers, phones, and basic office supplies (pens, pencils, etc.). Staff should use their own vehicles whenever possible and not commute together. As few staff as possible should pack for programs and clean gear after programs. During programs, steps should be taken to minimize equipment sharing among staff and participants, including having adequate supplies on hand.
- When possible, rotate the use of equipment so that as many days as possible pass between each use.
- CAT will provide training to all staff on site prior to providing cleaning tasks. Training should include when to use PPE, what PPE is necessary, how to properly put on, use, and take off PPE, and how to properly dispose of PPE. Training will also include the safe and appropriate use of cleaning supplies.
- Instructions for cleaning facilities, vehicles, equipment and clothing will be posted in CAT facilities.
- While cleaning and disinfecting, CAT staff will wear skin protection and consider eye protection. This may include aprons, pants, long sleeves, closed toed shoes, glasses, sunglasses, etc. CAT staff will wear disposable gloves while cleaning, including handling trash.
- Where appropriate, while cleaning and disinfecting doors and windows should remain open for ventilation.
- If equipment must be shared during a program, CAT staff will sanitize in between use (if practical) and/or offer hand sanitizer to users.
 - Thermometers will be disinfected between each use.
- CAT vehicles (CAT van), clothing, and equipment will be cleaned and disinfected after each use according to the guidelines set forth by the CDC and found at <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- CAT will also consider additional guidelines established by leading outdoor retailers and outfitters.
- Hard (non-porous) surfaces: (e.g. helmets, paddles, boats, bathrooms, floors, counters, etc.) If hard surfaces are dirty, they should be cleaned with soap or detergent and water prior to disinfection. To disinfect, spray with an EPA-registered household disinfectant, following the instructions on the label. A list of these disinfectants can be found on the CDC site mentioned above. Diluted household

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bleach solutions (at least a concentration of 5%–6%, which is a half cup of bleach per gallon of water) can be used if appropriate for the surface. Special attention needs to be paid to the cleaning of carabiners, doorknobs, handles, buckles, and surfaces that are frequently handled.

- Soft (porous) surfaces: (e.g. lifejackets, ropes, straps, booties, rugs, upholstery) If soft surfaces are dirty, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces (water, soap, detergent, etc.) If the items can be laundered, launder items in accordance with the manufacturer’s instructions using the warmest appropriate water setting for the items and then dry items completely. Otherwise, spray with products that are EPA-approved for use against COVID-19 and that are suitable for porous surfaces.
- Laundered items (clothes, towels, some paddling clothing, etc.) In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry. Wash items as appropriate in accordance with the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people’s items.
 - Participants and staff who use CAT clothing should place the used clothing in a bin or bag by themselves as opposed to handing it to staff to put in the bin. Clean and disinfect bins for transporting laundry according to guidance above for hard or soft surfaces.
- Electronics: (e.g. printer, modem, cameras, laptops) Remove visible contamination if present. Follow the manufacturer’s instructions for all cleaning and disinfection products. If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.
- In the event that a staff or participant tests positive for COVID-19, CAT will close off areas visited by the ill person(s). Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection. Cleaning staff should clean and disinfect all areas such as offices, bathrooms, shared electronic equipment used by the ill persons, focusing especially on frequently touched surfaces.

Introduction and Debrief Requirements

- Social distance protocols must be followed when doing group introductions and debriefs. CAT staff should let participants know that standing farther apart and having to talk louder requires more vulnerability and attention. Participants should be encouraged to share but know they are not expected to share anything they don’t want a stranger to overhear.
- CAT staff should choose the most private areas possible (while still being outside) for introductions and debriefs to protect the confidentiality of discussions and prevent people passing by from hearing the discussion.
- CAT staff should consider alternate forms of debriefs, that don’t rely heavily on verbal communication and don’t require physical touch or handling shared materials.
- CAT staff should let Partner Agency staff know that more than ever we will need their help keeping participants engaged in introductions and debriefs.

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General Outdoor Programming Requirements

- At each venue and for each program, staff will plan the flow and stage equipment in a way that facilitates social distancing. Staff should consider where to complete the health screening, where to place clothing bins, where equipment will be placed, how equipment will be moved, etc.

Camping Requirements

- Only groups of people who are sheltering-in-place together may share a tent. Everyone else must use an individual tent.
- Carefully consider predicted weather before a camping trip. Rain may encourage clustering under tarps or shelters and make it harder to follow social distance protocols.
- See Food Handling section for more details on eating while camping.
- Face coverings may be removed by individuals who are alone, inside their individual tent.

Climbing and Bouldering Requirements

- Indoor rock climbing and bouldering gyms remain closed in Phase 3. It is unclear if they will open in Phase 4. If indoor gyms open before there is a vaccine, CAT will ask to review the gym's COVID-19 policies and procedures. If CAT decides the gym has enough protocols in place to keep everyone safe, CAT can resume indoor climbing.
- Outdoor climbing resumes in Phase 3. CAT will ask to review outfitter's COVID-19 policies and procedures. If CAT decides the outfitter has enough protocols in place to keep everyone safe, CAT can resume outdoor climbing.
- Considerations for COVID-19 climbing and bouldering protocols:
 - Tying in: CAT is uncomfortable allowing participants to tie themselves in when a staff person can't be within 6 feet to check the knots. Gyms and outfitters should have participants clip in with a carabiner instead, which can be checked for proper use from 6 feet away using a squeeze test and demonstrating the carabiner is locked. This may mean participants can only use auto-belay systems in gyms.
 - Belaying: The more people who are belaying the more possibility of transmission from surfaces. CAT may limit belaying to gym or outfitter staff only. Belayers should use hand sanitizer between climbers.
 - Climbers: Climbers should use hand sanitizer before and after every climb.
 - Foot traffic choke points (i.e. spacing during entry, introductions, while in the climbing area, using bathrooms, and during debrief): It is the responsibility of the gym / outfitter to lay out social distancing protocols for foot traffic choke points, such as during check in and entry but CAT staff may add to the gym's / outfitter's protocols if we find them insufficient. The same is true for spacing while climbing. CAT staff may need to plan and manage the flow of programming more closely. This may include filling out waivers outside, doing introductions and debriefs outside, etc.

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Cycling Requirements

- CAT staff can't teach someone how to ride without breaking social distance protocols. Therefore anyone who wants to participate in a CAT cycling program must know how to safely ride a bike. Partner Agencies must ask all participants and staff if they know how to ride a bike before arrival at a program site. They must thoroughly explain the reasons why participation is limited to those who can ride a bike.
- If someone shows up for a program and can't safely ride a bike, they will either be sent home or asked to sit to the side with a Partner Agency staff until the biking portion is over. It may be possible to provide an alternate activity IF we're notified before-hand and our staffing allows.
- If a shelter-in-place group is interested in teaching a member of their group how to ride a bike, CAT will consider doing this in a way in which only folks who are already sheltering-in-place together touch one another while teaching.
- CAT will ask to review bike rental facilities' COVID-19 policies and procedures. If CAT decides the outfitter has enough protocols in place to keep everyone safe, CAT then we'll use their bikes.
- When using Divvy or other docking-type, self-serve rental bikes, CAT will bring disinfectant to clean bikes and helmets before use. All participants and staff will wash their hands or use hand sanitizer before and after riding bikes.
- CAT will seek to use bike trails that are less heavily trafficked. CAT staff will explain, emphasize, and heavily enforce biking rules of the road that deal with social distancing (such as pulling all the way off the trail when stopping).

Paddling Requirements

- Trailer loading and unloading: Only CAT staff, volunteers, and some CAT PC members can load and unload the trailer. Hand sanitizer should be used beforehand and social distance protocols should be followed.
- Providing clothing and footwear: Only one CAT staff per program should hand out and help participants find clothing and footwear. Ideally this should be the staff that packed those items. Participants are not allowed to "dig" through bins to find their size. They must tell the staff their size and allow the staff to find the item for them. If a participant tries on an item and chooses not to wear it, it must either be placed in the dirty items bin to be cleaned later or disinfected before another person uses it.
- PPE: Face coverings must be worn at all times while paddling. CAT staff will carry extra masks in their boats. In the event that a mask is lost or is damaged (gets wet), CAT staff will provide the paddler with a new mask.
- PFD fit: CAT staff will explain and demonstrate proper PFD fit. CAT staff will visually check each participant, looking at each zipper, buckle, and strap to ensure all pieces are fastened, tightened, zipped up, etc. Staff will also ask them to pull up on the shoulder straps to help assure proper fit. Only people who have been sheltering-in-place together may touch each other's PFDs.
- Boat selection: Although CAT usually allows participants to try out boats and see which one they like / fits them best, CAT staff will now assign boats to participants. Once a participant has sat in a boat,

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they may not switch to another boat unless it is truly necessary. If they do switch, they will need to wash their hands / use hand sanitizer and the boat may need to be disinfected.

- Except for paddling safety reasons, only shelter-in-place units may use multi-person craft (ie canoe, sit-on-top, tandem kayaks).
- Adjusting footpegs: CAT staff will explain and demonstrate how to adjust footpegs for each individual boat to the participant in the boat. If the participant is unable to properly adjust the footpegs by themselves, then CAT staff will ask that person to get out of the boat and step 6 feet away while the CAT staff adjusts the footpegs (after using hand sanitizer). Boats with difficult to adjust footpegs will be taken out of rotation or assigned to a specific staff person. If footpegs need to be adjusted on the water, CAT staff may need to have the whole group paddle to shore so the paddler can get out of the boat.
- Launching and Landing: Groups should spend as little time as possible in boat ramp or dock areas. Paddlers should ensure they are ready to depart quickly from the ramp or dock as soon as their boat is in or out the water. Those not actively launching or landing should clear the launch area. Staff will direct launching and landing one at a time.
 - Staff will stabilize boat as necessary by sitting at the stern of the boat as far away as possible from the paddler as possible and launching the boat away from them.
- Traditional T-rescues require people to get within 6 feet of each other and should not be used until Phase 5. Additional protocols for performing rescues:
 - Paddling programs other than CAT Paddling Community must either stay in shallow water where participants can stand up and walk their boat to shore OR stay close enough to shore that a CAT staff can quickly tow the capsized boat and participant to shore to empty the boat.
 - CAT Paddling Community programs (more experienced paddlers) can paddle in deeper water and/or farther from shore if everyone in the group is able to do a supported scramble onto their boat while a staff person holds the stern or bow.
 - While social distance protocols are in place, only CAT staff may assist in supported rescues and/or towing boats to shore. Interns may not do rescues until CAT staff are certain they can perform them in a safe and timely manner.
 - People who have been sheltering-in-place together (family members, etc.) may perform T-rescues for one another if they have been trained to do so.

First Aid Requirements

- CAT staff will follow guidelines issued by the American Red Cross when administering first aid: <https://www.redcross.org/take-a-class/in-the-news/coronavirus-prevention-information-for-students>
- Only CAT staff with current First Aid certification may administer first aid.
- Both the First Aid provider and the patient should wear a face covering at all times. The First Aid provider should wear respiratory protection (e.g. N-95 mask if available), eye protection, and disposable gloves.

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- Physical contact between the provider and the patient should be limited as much as possible. Consider talking the patient through providing their own care through demonstrations and careful instruction.
- Following care, first aid providers should perform hand hygiene as they would normally do and discard personal protective equipment (PPE) following usual procedures.
- While wearing PPE, clean and disinfect items which have touched the patient. After cleaning, dispose of PPE and perform hand hygiene.
- Although the risk of contracting COVID-19 through rescue breathing is low, CAT First Aid providers may choose to use Hands-Only CPR (continuous chest compressions without any mouth to mouth contact) until someone else takes over or emergency help arrives.
- Providers with contact with persons known or suspected to have COVID-19 should monitor themselves for symptoms. If these symptoms occur, the staff should self-isolate and immediately contact their healthcare provider.

CAT COVID-19 Screening Questionnaire

1. **Determine if the individual has a fever, by:**
 - Taking their temperature using a temporal thermometer

AND

 - Asking **“Have you felt like you had a fever in the past day?”**

2. Ask **“Do you have a new or worsening cough today that you can’t attribute to another health condition?”**

3. **“Do you have any of these other symptoms that you can’t attribute to another health condition?”**
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

4. **“Have you tested positive for COVID-19 in the past 14 days?”**

5. If the individual’s temperature is **100.4°F** or greater OR if the individual answers **“yes”** to any of the questions, inform them they will not be able to participate in the program and must either:
 - return home
 - stay at home
 - wait in a designated area until the program ends

Encourage the individual to contact their healthcare provider and seek out a COVID-19 testing facility.

From <https://www.cdc.gov/coronavirus/2019-ncov/community/homeless-shelters/screening-clients-respiratory-infection-symptoms.html> and <https://www.chicago.gov/content/dam/city/sites/covid/reopen-businesses-portal/guidelines/Be%20Safe.%20Childcare%20-%20City%20of%20Chicago%20Phase%203%20Guidelines.pdf>

Appendix A: Contacting Chicago Department of Public Health

To report COVID-19 cases to the Chicago Department of Public Health:

Please email us at coronavirus@chicago.gov or call 312-746-4835.

The Chicago Department of Health has established a call center to address questions from the public. Phone lines are currently staffed from 9 a.m. to 5 p.m. Monday through Friday.

Chicago Department of Public Health
333 S. State Street, Room 200
Chicago, IL 60604

(For 24-hour assistance or to report a public health issue, call 311.)

Phone: 312.747.9884

TTY: 312.747.2374

Appendix B: CDC Guidelines for Returning to Work

When You Can be Around Others After You Had or Likely Had COVID-19

If you have or think you might have COVID-19, it is important to stay home and away from other people. Staying away from others helps stop the spread of COVID-19. **If you have [an emergency warning sign](#) (including trouble breathing),** get emergency medical care immediately.

When you can be around others (end home isolation) depends on different factors for different situations.

Find CDC's recommendations for your situation below.

I think or know I had COVID-19, and I had symptoms

You can be with others after

- 3 days with no fever **and**
- [Symptoms](#) improved **and**
- 10 days since symptoms first appeared

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

I tested positive for COVID-19 but had no symptoms

If you continue to have no symptoms, you can be with others after:

- 10 days have passed since test

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart.

If you develop symptoms after testing positive, follow the guidance above for "I think or know I had COVID, and I had symptoms."

Appendix B: CDC Guidelines for Returning to Work (con't)

I have a weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?

[People with conditions that weaken their immune system](#) might need to stay home longer than 10 days. Talk to your healthcare provider for more information. If testing is available in your community, it may be recommended by your healthcare provider. You can be with others after you receive two negative test results in a row, at least 24 hours apart.

If testing is not available in your area, your doctor should work with [an infectious disease expert at your local health department](#) to determine if you are likely to spread COVID-19 to others and need to stay home longer.

For Anyone Who Has Been Around a Person with COVID-19

It is important to remember that anyone who has close contact with someone with COVID-19 should stay home for 14 days **after exposure** based on the time it takes to develop illness.

https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html

Appendix C: Close Contact Matrix

This matrix is based on current Center for Disease Control guidance in order to codify our response to any potential situations that may arise. The Matrix is in effect for all participants and staff. For the purposes of this document, ***“close contact” is defined as being within six feet of an individual for more than fifteen minutes.*** If it is disclosed to CAT that a participant or staff has come into close contact with a suspected infected individual, is symptomatic, or has tested positive for COVID-19, we will take all reasonable measures promptly inform affected individuals while protecting that person’s privacy.

Issue	Individual Response	Group Response
An individual is asymptomatic but tested positive and/or had close contact with a person who is symptomatic and/or tested positive for COVID-19.	The individual will be asked to quarantine for 10 days. If the individual becomes symptomatic and/or tests positive for COVID-19, the individual will be asked to quarantine for 10 days from when their symptoms began or 3 days after their symptoms end, whichever is longer.	Any individual who was in close contact with the suspected infected individual will be asked to quarantine for 10 days. If an individual becomes symptomatic and/or tests positive for COVID-19, the individual will be asked to quarantine for 10 days from when their symptoms began or 3 days after their symptoms end, whichever is longer.
An individual is symptomatic and/or tested positive for COVID-19	The individual will be asked to quarantine for 10 days from when their symptoms began or 3 days after their symptoms end, whichever is longer.	Any individual who was in close contact with the infected individual will be asked to quarantine for 10 days. If any individual becomes symptomatic and/or tests positive for COVID-19, the individual will be asked to quarantine for 10 days from when their symptoms began or 3 days after their symptoms end, whichever is longer.