



Rental Operational Procedures for Covid-19 Protocol

Rentals are limited to 50% of capacity or up to 50 people rentals must not exceed:

Room #1	50 people
Room #2	49 people
North Gym	50 people
South Gym	50 people
Dance Room	22 people
Fitness Studio	21 people
Pavilion	50 people

Due to Covid 19 we ask that renters follow these procedures to keep everyone as safe as possible.

Temperatures

Renter should ask all guests/participants to take their temperature at home, if temperature is 100.4 degrees or above do not enter our facility.

Symptoms of COVID-19

Renter should ask guests/participants if they are currently exhibiting COVID-19 symptoms. They must not come to our facility if these symptoms are exhibited: fever or chills, cough, 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 and/or diarrhea.

Travel

If you traveled to another state that has a surge in COVID-19 cases and you develop symptoms, please do not come to our facility.

Face coverings

Face coverings must be worn when entering and exiting facility. Patrons must wear face coverings over their nose and mouth when within 6-ft of others, unless eating or drinking. Exceptions may be made where accommodations are appropriate due to health conditions or under the age of 2.

Procedures for entry

Patrons open the front door with the ADA button using your elbow or use a paper towel; most other doors will be propped open. If a door is not open use a paper towel to open it and dispose of the paper towel immediately.

Patrons use hand sanitizer when entering the facility; hand sanitizing stations are located throughout the facility.

Patrons use foot and elbow to open/close doors when possible.

Distancing

Social distance of at least 6-ft. should be maintained between non-household individuals.

Renter must arrange tables and chairs 6 feet apart.

Renter should limit congregation during entry/exit throughout duration of the event.

Best Practices for Renter to implement

If possible eliminate common touch points and shared items.

Implement touchless check-in or registration; allow online check-in ahead of time if possible.

If practical, designate doors as entry only and exit only.

If there is an emergency evacuation, please maintain 6-ft social distancing.

Food Service

Renter must follow Restore Illinois plan for phase 4 for Restaurant and Bar guidelines for all food service.

Sanitizing

Patrons should use hand sanitizer prior to entering restroom.

Patrons must thoroughly wash hands for 20 seconds prior to exiting restroom.

Renter should sanitize shared items after each use.

Renter should clean and disinfect tables and seats between use by different groups.

Restrooms and high touch areas are disinfected regularly throughout the day by the Park District.

Rooms will be disinfected between groups by the Park District.

Signs of illness

If a patron shows illness symptoms, please leave the facility immediately, if this is not possible, please stay in the isolation room until picked up.

Exposure or diagnosis

Patrons should not enter our facility if exposed/diagnosed to COVID-19 until they have had no fever for at least 72 hours, other symptoms have improved, and at least 10 days have passed since their symptoms first appeared. If patron does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart.

Confirmed case of COVID-19

Please report any confirmed cases to the Safety Coordinator at the Prospect Heights Park District, confidentiality will be maintained and CDC guidelines will be followed.

Following Guidelines

Patrons assume personal responsibility and should abide by set guidelines. If the above guidelines are not being followed it will lead to immediate expulsion with no refund.

Thank you for your cooperation! If you have further questions, please contact Julie Caporusso , Superintendent of Recreation/Safety Coordinator at jcaporusso@phparks.org