

**East Chicago Waterway Management District COVID-19**  
**Safety Plan**

**1) General Rules**

ECWMD seeks to create a plan to provide a safe environment for all individuals who elect to attend monthly Board meetings in person. For as long as this Safety Plan is in effect, in-person attendance at monthly Board meetings shall be optional. Board members, contractors, and members of the public may participate in public Board meetings in-person or via Zoom video-conference.

All individuals who participate in Board meetings in person shall be subject to the following guidelines and requirements:

- In-person attendees of Board meetings shall be responsible for frequently washing hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Disinfectant wipes and hand sanitizer will be available at all Board meetings. Everyone must wipe down any area where the individual has been in contact with high-touch surfaces, including table-tops, chairs, keyboards, telephones, light switches, sinks, tables, and handles.
- All individuals must avoid touching their eyes, nose, or mouth, particularly with unwashed hands when at Board meetings.
- All individuals must follow appropriate respiratory etiquette, which includes covering the mouth and nose (with tissue, arm, or something other than his/her hands) when coughing or sneezing.
- Whenever and wherever possible, all individuals must avoid close physical contact (within 6 feet) with others.
- All individuals must avoid using other individuals' phones, desks, offices, or tools and equipment, whenever possible.
- All individuals must use face coverings while in attendance at Board meetings.

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**2) Health Screening Process**

The ECWMD has instituted the following health screening process for all individuals attending Board meetings in person:

- **Temperature Screening**

Before attending any Board meeting, every individual will have his or her temperature taken.

Any individual with a temperature of 100.4 degrees Fahrenheit or higher will not be permitted to attend the meeting in person and will be asked to leave the building immediately.

- **Symptom Assessment and Exposure Questionnaire**

Before attending any Board meeting, every individual will be asked to complete the COVID-19 Questionnaire to gauge whether they may be exhibiting symptoms consistent with COVID-19 and to determine whether they have been exposed to others who might have infected them. A copy of that Questionnaire is attached as Exhibit A.

Any individual who answers Yes to any of the questions on the COVID-19 Questionnaire will not be permitted to attend the meeting in person and will be asked to leave the building immediately.

**ECWMD COVID-19 Questionnaire****Symptom Assessment**

**Have you exhibited any symptoms of COVID-19 including fever, new cough, fatigue, shortness of breath, difficulty breathing, chills, body aches or muscle pain, sore throat, headache, diarrhea, nausea/vomiting, runny nose, or new loss of taste or smell, which are not caused by another diagnosed condition?**

**Y        N**

**Exposure Questions**

**Have you been in close contact (less than six feet for a cumulative total of 15 minutes within 24 hours) in the last 14 days with any persons who have been diagnosed with COVID-19 or who has symptoms consistent with COVID-19?**

**Y        N**

**Have you been advised by a healthcare provider to self-quarantine due to COVID- 19?**

**Y        N**

**Have you tested positive for COVID-19 since you last completed this questionnaire?**

**Y        N**

Printed Name

Signature

Date