



Board and Office

NWSRA COVID-19 Response Plan

PHASE 1	PHASE 2	PHASE 3	PHASE 4	PHASE 5
<ul style="list-style-type: none"> • Office closed • Staff working remotely, stipend for all • Virtual programs Monthly Sign Up • Activity Center updated regularly • No Spending • Hiring Freeze FT • Hiring Freeze PT • Part time staff furloughed • No face to face programs • Marketing/Communication: calls and constant contacts/social media increased • All Virtual Meetings • All Virtual in-services • Emergency Board Meeting • Mileage stopped • Transportation/Vehicle maintenance stopped • Switched from Season to Month to Month Registration • Postponed SLSF events • Free Health Check Calls/Zoom to participants & families • Community outings cancelled • Brochure printing stopped • Inclusion services paused due to partner agency closures • NWSRA program spaces closed • FT staff evals continued with merit-based increases frozen • Clearbrook/Day Programs closed to stay at home order following DHS regulations 	<ul style="list-style-type: none"> • Office closed • Staff working remotely, stipend for all • Virtual programs Monthly Sign Up • Activity Center updated regularly • Emergency Budget • Hiring Freeze FT • Hiring Freeze PT • Part time staff furloughed • No face to face programs • Marketing/Communication: calls and constant contacts/social media increased • All Virtual Meetings • All Virtual in-services • Emergency Board Meeting • Mileage stopped • Transportation/Vehicle maintenance stopped • Month to Month Registration • Postponed SLSF events, Virtual started • Free Health Check Calls/Zoom to participants & families • Community outings cancelled • Brochure moved online • Inclusion services paused due to partner agency closures • NWSRA program spaces closed • FT staff evals continued merit-based increases frozen • Clearbrook/Day Programs closed to stay at home order following DHS regulations 	<ul style="list-style-type: none"> • Office Open: staggered schedules • Staff working remotely when not in office, stipend for all • Virtual programs Monthly Sign Up • Activity Center updated regularly • Approved Spending: Emergency Budget • Hiring Freeze FT • Hiring Freeze PT • Part time specialty staff return • Select face to face programs, per State & Federal guidelines • Marketing/Communication: calls and constant contacts/social media increased • All Virtual Meetings • All Virtual in-services • Emergency Board Meeting • Mileage tracked • Transportation/Vehicle maintenance stopped • Month to Month Registration • Postponed SLSF events, Virtual started • Switch to fee based Health Check Calls/Zoom • Community outings cancelled • Brochure online • Inclusion resumed with emergency decision process • NWSRA programs cleaned, set up and in use • FT staff evals continued merit-based increases frozen • Clearbrook/Day Programs closed to stay at home order following DHS regulations 	<ul style="list-style-type: none"> • Office Open: All FT staff return • Remote for approved positions only • Virtual programs Monthly Sign Up • Activity Center updated regularly • Approved Spending: Emergency Budget • Necessary FT hiring based on budget • Essential PT staff return as needed • Select face to face programs, per State & Federal guidelines • Marketing/Communication: calls and constant contacts/social media increased • Limited Face to face meetings based on State guidelines • Face to Face in-services • Emergency Board Meeting • Mileage tracked • Transportation/Vehicle Maintenance based on State guidelines • Month to Month Registration • Select SLSF events resume • Switched to fee based Health Check Calls/Zoom • Select Community outings based on State & Fed guidelines • Brochure online • Inclusion resumed with emergency decision process • NWSRA spaces in use • FT staff evals with merit-based increases based on emergency budget • Clearbrook/Day Programs open based on State regulations 	<ul style="list-style-type: none"> • Office Open to all • Remote for approved positions only • Virtual programs Monthly Sign Up • Activity Center remains available • Approved Spending: FY 2020 Amended Budget • Regular hiring procedures return • All PT staff return • Face to Face Programs return • Marketing/Communication: calls and constant contacts/social media continued as needed • Face to Face Meetings resume • Face to Face in-services • Return to regular Board Meeting Schedule • Mileage reimbursed • Transportation/Vehicle Maintenance resumes • Registration adapted to programming needs • SLSF events resume • Switched to fee based Health Check Calls/Zoom as needed • Regular community outings • Brochure online, printed upon request • Inclusion resumes per Park District needs • NWSRA spaces in use • FT staff evals with merit increases as budgeted • Clearbrook/Day Programs resume



Programs and Services

NWSRA COVID-19 Response Plan

PHASE 1	PHASE 2	PHASE 3	PHASE 4	PHASE 5
<ul style="list-style-type: none"> • NWSRA Main Office closed to public • Virtual programs available on website with Monthly registration • Activity Center located on website will be updated regularly • Part time staff furloughed • No in-person programs • Marketing/Communication: calls and constant contacts/ social media increased • Transportation to programs stopped • Switched from seasonal to Month to Month registration for programs • Postponed SLSF events • Free Health Check Calls • Community program outings cancelled • Inclusion services paused due to partner agency closures • NWSRA program spaces at Hanover Park, Rolling Meadows, Mt. Prospect, Wheeling and Buffalo Grove closed • Clearbrook/Day Programs closed to stay at home order following DHS regulations • NWSRA program brochure online 	<ul style="list-style-type: none"> • NWSRA Main Office closed to public • Virtual programs available on website with Monthly registration • Activity Center located on website will be updated regularly • Part time staff furloughed • No in-person programs • Marketing/Communication: calls and constant contacts/ social media increased • Transportation to programs stopped • Month to Month registration for programs continued • Postponed SLSF events, Virtual Events & Fundraising only • Free Check-in Calls • Community program outings cancelled • Inclusion services paused due to partner agency closures • NWSRA program spaces at Hanover Park, Rolling Meadows, Mt. Prospect, Wheeling and Buffalo Grove closed • Clearbrook/Day Programs closed to stay at home order following DHS regulations • NWSRA program brochure online 	<ul style="list-style-type: none"> • NWSRA Main Office closed to public • Virtual programs available on website with Monthly registration • Activity Center located on website will be updated regularly • Part time staff furloughed • Select in-person programs to be offered per Federal guidelines • Marketing/Communication: calls and constant contacts/ social media increased • Transportation to programs stopped • Month to Month registration continued • Postponed SLSF events, Virtual Events & Fundraising only • Switch to fee-based check-in calls/zooms • Community program outings cancelled • Inclusion resumed per State & Federal guidelines • NWSRA program spaces at Hanover Park, Rolling Meadows, Mt. Prospect, Wheeling and Buffalo Grove cleaned/sanitized, set up and in use • Clearbrook/Day Programs closed to stay at home order following DHS regulations • NWSRA program brochure online- families may request a printed copy 	<ul style="list-style-type: none"> • NWSRA Main Office closed to public • Virtual programs available on website with Monthly registration • Activity Center located on website will be updated regularly • Part time/specialty staff return if needed • Select in-person programs to be offered per Federal guidelines • Marketing/Communication: calls and constant contacts/ social media increased • Transportation resumes to select programs based on Federal guidelines • Month to Month Registration continued • Select SLSF events resume • Switch to fee-based optional 1:1 interactive calls/zooms • Select Community program outings per State & Federal guidelines • Inclusion resumed per State & Federal guidelines • NWSRA program spaces at Hanover Park, Rolling Meadows, Mt. Prospect, Wheeling and Buffalo Grove in use • Clearbrook/Day Programs open based on DHS regulations • NWSRA program brochure online- families may request a printed copy 	<ul style="list-style-type: none"> • NWSRA Main Office open to public • Virtual programs available on website with Monthly registration • Activity Center remains available • All Part time staff return • In-person Programs return as normal • Marketing/Communication: calls and constant contacts/ social media continued as needed • Transportation to programs resumes • Registration adapted to programming needs • All SLSF events resume • Discontinue 1:1 interactive calls/Zooms. Check-ins as needed. • Program Community outings resume • Inclusion resumes based on partner agency needs • NWSRA program spaces at Hanover Park, Rolling Meadows, Mt. Prospect, Wheeling and Buffalo Grove in use • Clearbrook/Day Programs resume • NWSRA program brochure online- families may request a printed copy