

Andover Community Center

COVID-19 Preparedness Plan



Effective July 25, 2020

**15200 Hanson Blvd. NW, Andover, MN 55304
www.AndoverMN.Gov/ACC**

Section 1

COVID-19 Preparedness Plan for the Andover Community Center

The Andover Community Center is committed to providing a safe and healthy facility for all our staff and facility users. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers and staff are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace, and that requires full cooperation among staff and management. Only through this cooperative effort can we establish and maintain the safety and health of our staff and workplace.

Management and staff are responsible for implementing and complying with all aspects of this Preparedness Plan. Andover Community Center managers and staff have the City of Andover's full support in enforcing the provisions of this policy.

Facility staff are our most important assets. We are serious about safety and health and keeping our staff working at the Andover Community Center. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and Federal OSHA standards related to COVID-19 and addresses:

- Hygiene and respiratory etiquette.
- Engineering and administrative controls for social distancing.
- Housekeeping – cleaning, disinfecting and decontamination.
- Prompt identification and isolation of sick persons.
- Communications and training that will be provided to managers and staff.
- Management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Staff has been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. Employees will need to wear a mask when in public areas, employees in their offices do not need to wear one.

At any point should an employee show signs of illness, they are to report it to their manager and either not come in to work or leave work as soon as is possible.

The City of Andover has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

Special Sick Leave for COVID-19 Effective 4/2/20-12/31/20

Sick leave is available, up to 80 hours for full-time employees, to the extent that the employee is unable to work or telework due to a need for leave because:

- The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or is caring for an individual subject to such an order.
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19 or is caring for an individual advised to self-quarantine.
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- The employee is caring for a son or daughter if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions.
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Part time and seasonal staff members are not eligible for sick pay.

The City of Andover has also implemented a policy for informing staff if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. Should any Andover Community Center employee or known guest be officially diagnosed with COVID-19 the City of Andover will contact by phone and by email all staff who may have been exposed.

In addition, a policy has been implemented to protect the privacy of the employee's health status and health information. The identity of anyone being officially diagnosed with COVID-19 will be kept private under penalty of HIPAA law and loss of employment.

Handwashing

Basic infection prevention measures are always being implemented at our workplaces. Staff are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift. Prior to any mealtimes and after using the restroom. Some workplaces may have hand sanitizer dispensers that use sanitizers of greater than 60% alcohol. These hand sanitizers can be used for hand hygiene in place of soap and water if hands are not visibly soiled.

The Andover Community Center has also purchased and placed clearly marked hand sanitizer stations throughout the facility at or near strategic locations such as doorways and common areas. These stations will include clear instructions for use. These stations will augment our existing restrooms within the facility, which will now include clear instructions on hand washing for COVID-19.

Respiratory Etiquette: Cover your cough or sneeze

Staff and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, mouth, nose, and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all staff and visitors. COVID-19 "Cough and Sneeze" signage will be posted in numerous clearly visible common area locations around the facility.

Social Distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

Groups and teams will be limited to:

- 50 people split into two pods of 25 for ice sheet
- 25 people per fieldhouse court
- 25 people per meeting room

Groups are asked to have and submit their own internal policy regarding social distancing to the Andover Community Center for our approval and certification.

While working in the facility staff are required to adhere to social distancing policy whenever possible. Gloves and masks will be made available to staff and are encouraged.

Staff and visitors are prohibited from gathering in groups and confined areas, including elevators, hallways, the lobby and from using other staff's personal protective equipment, phones, computer equipment, desk, cubicles, workstations, offices or other personal work tools and equipment. Visitors should exit the facility promptly following their activity.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc. Full and part time staff will conduct hourly cleaning of all high touch areas. Locker rooms will be disinfected after each use.

Communications and Training

This Preparedness Plan was communicated via email and printed, posting in offices to all staff on July 13, 2020 and necessary training was provided. Additional communication and training will be ongoing and provided to all staff who did not receive the initial training. Managers and supervisors are to monitor how effective the program has been implemented by performing weekly check-ins with staff. Management and staff are to work through this new program together and update the training, as necessary. The Preparedness Plan has been certified by the Andover Community Center management and was posted throughout the workplace on July 13, 2020. It will be updated, as necessary.

Erick Sutherland
Recreational Facilities Manager
Andover Community Center

Section 2

Business Specific Policies

For All Staff

- Staff will be asked not to come in or will be sent home at any sign of illness.
- Training in proper decontamination, hand washing, and safety communication protocols.
- Contactless payments for all transactions, credit card only, manual entry by staff.
- Masks and gloves are provided by the Andover Community Center.
- Employees will need to wear a mask when in public areas, employees in their offices do not need to wear one.
- To follow social distancing practices when applicable.

For the Facility

- Shared spaces such as bathrooms, hallways, doorways, and other areas are disinfected every hour.
- Public hand sanitizing stations are increased and placed in clearly marked locations within the facility.
- Hand washing and sanitizing instructions are posted in restrooms and appropriate work areas.
- Lobby tables and chairs have been removed.

Ice Arena Specific

- Events are scheduled ahead of time with the facility.
- All visitors must wear a mask while in the facility.
- When participating in organized sports the mask may be removed when the level of exertion makes it difficult to breath.
- Any visitor showing signs of illness will be asked to leave the facility.
- There will be 20 minutes scheduled between events to avoid visitor arrival and departure overlap.
- Skaters and coaches are encouraged to come dressed and ready to skate and will put skates on in a locker room.
- Locker rooms are disinfected after every use. 2 locker rooms will be assigned to each rental. Coaches are responsible for assigning players to locker rooms based on their pod of 25.
- Minor athletes are allowed one adult chaperone to assist with equipment. Chaperones are encouraged to leave the facility.
- Social distancing will be maintained throughout facility.
- Only 2 "pods" of 25 skaters on the ice is allowed. 25 skaters on each side of the rink, this includes coaches.
- Skaters and coaches can enter the arena 10 minutes before the scheduled time and must be out 10 minutes after the ice rental. Organizers and coaches of the group need to coordinate these policies related to on-ice practice plan.
- Spectators are encouraged to remain outside of the facility until moments before a game or scrimmage begins.

Field House Specific

- Events are scheduled ahead of time with the facility.
- All visitors must wear a mask while in the facility.
- When participating in organized sports the mask may be removed when the level of exertion makes it difficult to breath.
- Any visitor showing signs of illness will be asked to leave the facility.
- There will be 20 minutes scheduled between events to avoid visitor arrival and departure overlap.
- Athletes and coaches are encouraged to come dressed to avoid changing attire in the restrooms.
- Minor athletes are allowed one adult chaperone to escort minor athlete to the field house. Chaperones are encouraged to leave the facility during the practice or scrimmage.
- Social distancing will be maintained throughout the court time.
- Scrimmaging within a pod will not be allowed, training only. This has been clarified with Minnesota Department of Health.
- Only 1 "pod" of 25 athletes per field house court, this includes coaches.
- Participants can enter the field house 10 minutes before the scheduled time and must be out 10 minutes after the court rental. Organizers and coaches of the group need to coordinate these policies related to a practice plan.

Meeting Room Specific

- Events are scheduled ahead of time with the facility
- All visitors must wear a mask while in the facility.
- Any visitor showing signs of illness will be asked to leave the facility.
- There will be 30 minutes scheduled between events to avoid visitor arrival and departure overlap.
- Minors are allowed one adult chaperone to escort the minor to the meeting room. Chaperones are encouraged leave the facility.

- Social distancing will be maintained throughout the meeting.
- Only 1 “pod” of 25 people per meeting is allowed, this includes meeting facilitators and chaperones.
- Visitors can enter the meeting room 10 minutes before the scheduled time and must be out 10 minutes after the reservation. Organizers of the groups need to coordinate these policies.

Section 3

Business Specific Communication and Signage

Ice Arena - Email and Posted

Dear Andover Community Center Ice Arena partners and visitors, due to our concern for your safety during COVID-19, we are implementing the following:

What WE are doing to keep you safe:

- *Staff will need to wear a mask when in public areas, employees in their offices do not need to wear one.*
- *We have added multiple hand sanitizer stations that are clearly marked and near common entrance and exit areas.*
- *All bathrooms, doors and other common areas are being disinfected every hour.*
- *Locker rooms are being disinfected after each use.*
- *We are scheduling 20 minutes between ice times. There will be 10 minutes of unused ice time between each group. **NO ONE** will be allowed on to the ice rink until the next scheduled groups’ time starts.*

What YOU need to do to keep everyone safe:

- *Anyone entering the facility for activities in the Ice Arena are required to wear a mask.*
- *Skaters and coaches should show up to the rink no earlier than 10 minutes before ice time starts.*
- *Skaters should arrive to the rink with most of their hockey gear on to limit the amount of time spent in the locker room together.*
- *You may have 2 “pods” of 25 skaters on the ice. 25 on each side of the rink, this includes coaches.*
- *Skaters can only remain in the locker room for no more than 10 minutes after their ice time is done.*
- *Minor skaters are allowed one adult chaperone to assist with equipment. Chaperones are encouraged to leave the facility.*
- *Spectating is discouraged at this time.*
- *It is the responsibility of coaches, athletes, and chaperones to adhere to the social distancing guidelines.*
- *If there are policies and procedures that a group is implementing due to COVID-19, please send them to the Andover Community Center so staff can answer any questions that arise.*

Field House - Email and Posted

Dear Andover Community Center Field House partners and visitors, due to our concern for your safety during COVID-19, we are implementing the following:

What WE are doing to keep you safe:

- *Staff will need to wear a mask when in public areas, employees in their offices do not need to wear one.*
- *We have added multiple hand sanitizer stations that are clearly marked and near common entrance and exit areas.*
- *All bathrooms, doors and other common areas are being disinfected every hour.*
- *We are scheduling 20 minutes between court times. There will be 10 minutes of unused court time between each group. **NO ONE** will be allowed on to the court until the next scheduled groups’ time starts.*

What YOU need to do to keep everyone safe:

- Anyone entering the facility for activities in the Field House are required to wear a mask.
- Athletes and coaches should show up to the field house no earlier than 10 minutes before court time starts.
- Athletes should arrive to the facility appropriately dressed for the activity to eliminate using the restrooms for changing attire.
- You may have 1 "pod" of 25 people per court, this includes coaches.
- Spectating is discouraged at this time. Spectators are to be included in the pod of 25 count.
- Athletes can remain in the facility for no more than 10 minutes after their court time is done.
- Minor athletes are allowed one adult chaperone to escort them to the field house. Chaperones are encouraged to leave the facility, no spectating.
- It is the responsibility of coaches, athletes, and chaperones to adhere to the social distancing guidelines.
- If there are policies and procedures that a group is implementing due to COVID-19, please send them to the Andover Community Center so staff can answer any questions that arise.

Meeting Rooms Email and Posted

Dear Andover Community Center Meeting Room partners and customers, due to our concern for your safety during COVID-19, we are implementing the following:

What WE are doing to keep you safe:

- Staff will need to wear a mask when in public areas, employees in their offices do not need to wear one. We have added multiple hand sanitizer stations that are clearly marked and near common entrance and exit areas.
- All bathrooms, doors and other common areas are being disinfected every hour.
- Meeting rooms are being disinfected after each use.
- We are scheduling 30 minutes between meetings. There will be 20 minutes of unused meeting room time between each group. No one will be allowed in the meeting room until the next scheduled reservation starts.

What YOU need to do to keep everyone safe:

- Anyone entering the facility for activities in the Meeting Rooms are required to wear a mask.
- You may have 1 "pod" of 25 people in the meeting room, this includes meeting facilitators and chaperones.
- Meeting participants should show up to meeting room no earlier than 5 minutes before the meeting starts.
- Meeting participants must immediately leave the meeting room at the end time of their reservation, lingering in the meeting room will not be allowed.
- Meeting participants can remain in the facility for no more than 10 minutes after their meeting is done.
- Minor meeting participants are allowed one adult chaperone to escort them to the meeting room. Chaperones are encouraged to leave the facility.
- It is the responsibility of the meeting facilitator, participants, and chaperones to adhere to the social distancing guidelines.
- If there are policies and procedures that a group is implementing due to COVID-19, please send them to the Andover Community Center so staff can answer any questions that arise.

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

www.cdc.gov/coronavirus/2019-nCoV

www.health.state.mn.us/diseases/coronavirus

www.osha.gov

www.dli.mn.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

www.health.state.mn.us/diseases/coronavirus/basics.html

<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf