

Fergus Falls Community Arena

COVID-19 Preparedness Plan for the City of Fergus Falls

The City of Fergus Falls is committed to providing a safe and healthy arena environment for the public we serve. To ensure we have a safe and healthy arena, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. We are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our employees and the public. Only through this cooperative effort, can we establish and maintain the safety and health of our employees and workplaces.

User=all who use the Fergus Falls Community Arena for figure skating, hockey, community event or school sponsored activities.

Key Contacts=Fergus Falls Figure Skating Club president, Fergus Falls Hockey Association president, Fergus Falls High School Hockey coaches

All users are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. The City of Fergus Falls department heads, supervisors, arena key contacts, coaches and school staff have full support in enforcing the provisions of this policy.

The Human Resources Director has the overall authority and responsibility for the plan, administers the COVID-19 Preparedness Plan. However, management and employees and arena users are equally responsible for supporting, implementing, complying with, and providing recommendations to further enhance all aspects of this COVID-19 Preparedness Plan.

Our employees and the public we serve are our most important assets. We are serious about health and safety for all users of the **Fergus Falls Community Arena**. Arena user involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by providing weekly updates, social distancing, engineering controls and barriers, limiting public access, reduced hours, and modified services while providing opportunities to work remotely when feasible.

Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- **Ensuring sick employees and users stay home and prompt identification and isolation of sick persons is made:**
- **Hygiene and respiratory etiquette;**
- **Engineering and administrative controls for social distancing;**
- **Cleaning, disinfecting, decontamination and ventilation;**
- **Prompt identification and isolation of sick persons;**
- **Communications and training that will be provided to managers and employees; and**
- **Management and supervision necessary to ensure effective implementation of the plan.**

The City of Fergus Falls has reviewed and incorporated industry guidance applicable to recreational facilities provided by the State of Minnesota in the development of this plan.

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

Employees and Users are encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures will be implemented to assess employees and users health status prior to entering the arena and for employees and users to report when they are sick or experiencing symptoms. Employees and users who have been exposed or contacted about exposure to a positive case or are exhibiting symptoms are to stay home and contact their immediate supervisor/coach.

The City of Fergus Falls Community Arena will follow these CDC guidelines:

- 1. If a user has direct contact with someone in your household exhibiting symptoms or have had direct contact with a confirmed positive, they will remain home for fourteen (14) days. Notify your group's key contact. Return to coaching/play after 14 days if no symptoms develop.**
- 2. If the user exhibits symptoms (coughing, shortness of breath, fever at or greater than 100.4) they will remain at home for ten (10) days, three (3) days consecutive with no fever (without using fever reducing medicine) and improvement of respiratory symptoms (cough, shortness of breath) whichever is longer.**
- 3. Users diagnosed or confirmed positive (based on lab test or symptoms) for COVID-19 will follow number two (2) per Minnesota Department of Health established protocols.**

Handwashing

Basic infection prevention measures are being implemented at the arena at all times. Users 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/practice/game, prior to and after consuming any food and after using the toilet. All users of the arena will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the arena so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

The Community Arena will have sufficient supplies, to properly sanitize users, employees, customers and visitors hands. These are available near entryways of each location, in employee common areas, and restrooms at the facility

Respiratory etiquette: Cover your cough or sneeze

Users should cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles 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 users, employees, customers and visitors. Instructions for proper respiratory etiquette and handwashing will be posted in all city and public facilities, restrooms and common areas.

Per Emergency Executive Order 20-81, Minnesotans are required to wear a face covering in certain settings to prevent the spread of COVID-19. The CDC has explained that face coverings are most effective when they are worn by all individuals in public settings when around others outside of their household because many people infected with COVID-19 do not show any symptoms.

Beginning on Friday, July 24, 2020 at 11:59 p.m., all city employees and Community Arena users must wear a face covering in indoor public work settings.

Signs will be posted at all city locations informing the public that face coverings must be worn per Emergency Executive Order 20-81.

Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, fitting rooms, locker rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. Internal maintenance employees will sanitize daily all common areas at the public library, city hall and Community Arena along with “non-common” areas such as players boxes and locker rooms.

Appropriate and effective cleaning and disinfectant supplies are available for use in accordance with product labels, safety data sheets and manufacturer specifications and must be used with the appropriate personal protective equipment for the following products:

- **Commercial Quats no rinse sanitizer**
- **Bleach**
- **Hard Surface Wipes**
- **Disinfectant**
- **Hand Sanitizer, 70% alcohol**
- **Hand Pump Sanitizer, 70% alcohol**

Fresh air is supplied to City Hall and the Public Library through HVAC systems, which includes a UV sterilizer in each loop. The police department, community arena and liquor stores have independent HVAC systems that are routinely maintained.

Communications and training

This COVID-19 Preparedness Plan was communicated through email distribution and to all representatives of each of the User groups of the Community Arena users on 9-9-2020. Ongoing messaging and additional

communication and training will be ongoing through memorandums and posted information on arena bulletin boards and emails to user key contacts. Instructions will be communicated to users and visitors about how drop-off, pick-up, delivery to ensure social distancing between the customers and employees; required hygiene practices. Citizens and visitors will be advised by signage posted in the lobby areas to not enter the building if they are experiencing symptoms or have contracted COVID-19. Key contacts from the user groups are to monitor how effective the program has been implemented by reporting daily any discrepancies found immediately to the Public Works Director. Management, employees and arena users are to work through this program together and update the training as necessary. This COVID-19 Preparedness Plan has been approved by the City Council and certified by the City Administrator.

Certified by:

A handwritten signature in black ink, appearing to be 'A. B. S.', written over a faint dotted line.

Title: *City Administrator*

Date: *9-10-2020*

Updated: 7/22/2020

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

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Minnesota Department of Health (MDH): Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

Businesses

CDC: Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

Respiratory etiquette: Cover your cough or sneeze

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

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

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

Social distancing

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

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

Housekeeping

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

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

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

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

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

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

MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf

State of Minnesota – <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

Training

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

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

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