

Coronavirus Action Plan

Location: Morrison Arena
Effective Date: 9/11/2020



Morrison Arena (MA)

To help slow the spread of COVID-19 and safeguard our Arena Board and Staff has created an action plan for responding to COVID-19. This plan, which is based on Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance, highlights the responsibilities of managers and employees, and outlines the steps (MA) is taking to address COVID-19.

Manager and Employees Responsibilities

Employees play a critical role in (MA's) COVID-19 prevention efforts. To protect everyone in the facility, (MA) has a number of general best practices employees should follow:

- **Understand the signs and symptoms of COVID-19, and stay home if you are feeling sick**—Any employee who is experiencing symptoms of COVID-19 (e.g., fever, cough, shortness of breath, sore throat, runny nose, body aches, chills or fatigue) should stay home. Individuals experiencing such symptoms should also be instructed to consult guidance from the CDC on seeking medical care.
- **Practice good hygiene**—Employees should clean their hands often, either with an alcohol-based hand sanitizer or soap and water. Hand sanitizers should contain at least 60%-95% alcohol, and employees should wash their hands with soap for at least 20 seconds. In addition, employees should avoid touching their face and cough into their arm.
- **Practice social distancing**—Social distancing is the practice of deliberately increasing the physical space between people to avoid spreading illness (minimum 6 feet).

OPERATING PROTOCOLS

In order to keep staff safe and prevent the spread of COVID-19, (MA) requires the following workplace protective measures:

General Safety Policies

- Employees and customers who exhibit signs or symptoms of COVID-19 will be asked to leave the facility.
- (MA) Arena will place hand sanitizers in multiple locations to encourage hand hygiene.
- (MA) will provide no-touch disposal receptacles.
- (MA) will place posters that encourage hand hygiene to help stop the spread of the coronavirus

at the entrance to your workplace and in other work areas where they are likely to be seen.

- (MA) will limit the number of customers allowed in our facility at any one time per MDH guidelines.
- (MA) is aware that some employees may be at higher risk for serious illness, such as older adults and those with chronic medical conditions. To safeguard employees at-risk, we will take steps to ensure they have minimal contact with others.

Protocols for Workers

To ensure safety at (MA) facilities, employees will be asked to:

- Notify their supervisor and stay home if they are experiencing COVID-19 symptoms (e.g., fever, cough or shortness of breath). Sick employees should follow CDC-recommended **steps**. Employees should not return to work until the **criteria** to discontinue home isolation are met, in consultation with health care providers and state and local health departments. When self-quarantining, employees should:
 - Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available.
 - Not allow visitors.
 - Wear a face mask if they have to be around people.
 - Avoid sharing household items, including drinking cups, eating utensils, towels or bedding.
 - Clean high-touch surfaces daily.
 - Continue monitoring their symptoms, calling their health care provider if their condition worsens.
- Notify their supervisor and follow CDC-recommended **precautions** if they are well but have a sick family member at home with COVID-19.
- Take additional preparations in the event they are traveling:
 - Check the CDC's **Traveler's Health Notices** for the latest guidance and recommendations.
 - Be mindful of COVID-19 symptoms of COVID-19. If you start experiencing symptoms (e.g., fever, cough or shortness of breath), notify your supervisor and refrain from traveling. Promptly call a health care provider for advice if needed.
- Limit close contact with others, maintaining a distance of at least 6 feet when possible. Workers are encouraged to remind customers to maintain at least 6 feet of distance from workers and other customers. Above all, avoid job tasks that require face-to-face contact with others where possible. If this is unavoidable, employees will be provided with face masks, physical barriers and other workplace controls to ensure their safety.
- Wear face masks in public spaces.
- Refrain from sharing equipment. In instances where this is unavoidable, (MA) will provide alcohol-based wipes and other cleaning materials that employees can use to clean equipment.
- Clean and disinfect frequently touched surfaces, including workstations, door handles, tables and countertops on a regular basis.
- Practice proper hand hygiene. Wash your hands regularly with soap and water for at least 20

seconds. An alcohol-based hand sanitizer containing at least 60% alcohol can also be used. Employees should clean their hands:

- Before eating food
 - After using the restroom
 - After blowing their nose, coughing or sneezing
 - After putting on, touching or removing face masks
 - Before and after work shifts
 - Periodically throughout the day
 - Before and after work breaks
- Avoid touching your eyes, nose and mouth whenever possible.
 - Avoid contact with others whenever possible (e.g., handshakes).
 - Avoid gathering when entering and exiting the facility. Employees should also only enter and exit designated areas.

Protocols for Visitors

To ensure safety at (MA) facilities, visitors will be asked to:

- Stay away from the facility unless you are an employee, coach, vendor or participant. Skaters Edge customers are permitted for skate sharpening. Competitive Edge appointments are permissible.
- Read and communicate (MA) safety protocols and why we are taking specific precautions through posted arena signage.
- Visitors to practice social distancing when in the facility. Visitors will be asked to maintain at least 6 feet of distance from others.
- Face masks must be worn in the facility by all. Athletes and Coaches can remove before taking ice if they prefer. Masks should go back on upon getting back to changing area until you leave the facility.
- Practice good hygiene and proper hand washing.

Additional Safety Policies

- Viewing areas including Birch's, Lobby and Bleachers are closed. Until further notice. For games all will open and allow 2 masked spectators per athlete.
- Lobby is closed except for pass through and Skaters Edge Customers. Until further notice.
- Weight area closed until further notice.
- Dryland area and shooting area closed. Open to Competitive Edge customers only.
- Removal of lobby tables and chairs to eliminate congregating. One set available for Skaters Edge customers.
- Lobby rest rooms closed. Use arena rest rooms behind players benches.
- Locker rooms closed except #1 which is essentially a large changing area. Will open for games and goalie clinics.

- Concessions closed until further notice.

Protocols for Rentals

Preparing to Arrive – What skaters need to know

- Anyone with symptoms of illness or who have family members in their household with symptoms of illness should stay home and follow CDC and Health Department rules and guidelines for self-quarantine before attending any ice sessions.
- Players should exercise a proper hand washing before they leave their home.
- Skaters should arrive no earlier than 10 minutes prior to the start of their ice time. Goalies 15 minutes.
- Skaters should be dropped off and picked up at the front entrance to Morrison Arena.
- For skaters requiring skate tying assistance only 1 masked parent or guardian is allowed in the building with the child and must remain within the child's social distance area while helping them.
- Skaters should arrive fully dressed except skates, helmets and gloves. Upon entering, lobby monitor will direct you to your changing area. There will be two socially distanced, open air, common area changing stations. #1 will be to your right as you enter the ice rink itself and will include the common area as you proceed down the ramp and locker room #1. The door to locker room #1 will be propped open at all times for ventilation. Changing area #2 will be off to the left and will include the bleacher area. No one should be dressed down to undergarments at any time. White dots have been placed on benches to provide direction where to sit and to socially distance. Skaters must remain in their assigned dressing seat until instructed to take the ice.
- After getting ready, all personal items must be stored inside each skaters bag and placed under or behind your seating area.
- For players and coaches: masks must be worn upon entering building. Athletes and Coaches can remove before taking ice if they prefer. Masks should go back on upon getting back to changing area until you leave the facility.
- Skaters must have own water bottles clearly marked with their name (No food or beverage brought from home allowed).

After Ice time

- All players should return to their socially distanced seat in the changing area, take off skates, helmet and gloves and leave the arena within 5 minutes through the main front entrance of Morrison Arena and remain 6' apart at all times. Place masks back on.
- Disinfect sticks, helmet, skates, gloves, and other equipment and wash your clothing at high temperatures each evening.

Additional Organization Protocols for Rentals

- Train all coaches, managers, and volunteers on organization's responsibilities, procedures and guidelines.
- Communicate with all skaters your COVID Operations Plan.
- Organizations and individual renters are responsible for enforcing all social distancing rules with regards to their skaters, parents, and members. Any violations by skaters, parents, and members to guidelines, procedures, and rules may result in ejection from a facility without a refund and full payment still due on all future scheduled ice time.

- All organizations or individuals renting ice are responsible to handle and assign all check in duties and dressing area management to monitor and enforce all social distancing, rules, and procedures.
- 25 skaters are allowed on the ice.
- On/Off ice social distancing.
- No warmup or Dryland Drills inside the facility until further notice.
- No showers.
- No use of player benches other than games or scrimmages.
- No spitting. Cough and sneeze into your arm and jersey.
- Have your own inhaler (if you use one) available.
- Skaters must have and keep gloves on at all times.
- All on ice activities must end 2 minutes before the scheduled end time to allow time for picking up equipment and organizing players to leave the ice socially distanced.

CLEANING AND DISINFECTING PROCEDURES

- Surfaces and equipment will be disinfected at the end of each shift, before and after use, or—for frequently touched items—multiple times a day. The following items will be cleaned regularly:
 - Door handles and push plates
 - Restrooms
 - Handles on all equipment doors
 - Touch screen on beverage dispensers
 - Refrigerator and freezer handles
 - Sink handles
 - Soap dispenser push plates
 - Towel dispenser
 - Trash receptacles
 - Cleaning tools
 - Telephones
 - Computers
 - Office cabinet handles
 - Conference room tables and chairs
 - Display screens on equipment
 - Thresholds and hand railings
 - Counters and other surfaces
 - Vending machine buttons
 - Baby changing stations in restrooms
 - Pens or other writing utensils
 - Clipboards
 - Elevator buttons
 - Floors
- Employees responsible for cleaning will be given the appropriate protective equipment. Cleaning should be completed using CDC-recommended products, including:
 - Environmental Protection Agency-registered household disinfectants
 - Alcohol solutions with at least 60% alcohol
 - Diluted household bleach solutions (if appropriate for the surface)
- Trash will be collected from the workplace regularly. Those collecting trash will be instructed to wear nitrile, latex or vinyl gloves.
- HVAC air filters will be cleaned and disinfected regularly.
- Hand sanitizer dispensers will be refilled frequently.

- When an employee has tested positive for COVID-19, deep cleaning will be triggered and (MA) will ensure areas in which the individual worked are cleaned thoroughly. In regard to deep-cleaning practices:
 - (MA) will identify an approved external company to complete a deep cleaning of the facilities. This external company will be equipped with the proper training, permits and cleaning equipment to complete the task.
 - Morrison Arena Management Team will coordinate and supervise deep-cleaning efforts to ensure:
 - There is a specific plan and strategy in place, and that plan accounts for all machinery, equipment, common areas, tools and offices.
 - Authorized individuals are the only ones allowed access to the site during the deep cleaning.
 - Employees are aware of deep-cleaning practices.
 - The company contracted to perform the deep cleaning uses the appropriate PPE during the process and disposes of potentially contaminated items properly.

EXPOSURE SITUATIONS

Morrison Arena has response plans in place for situations when employees exhibit symptoms of or test positive for COVID-19.

Employee Exhibits Symptoms of COVID-19 Before Entering the Facility

- The employee reports their symptoms to their supervisor, who then communicates that an employee is exhibiting symptoms of COVID-19 to the relevant parties (e.g., human resources).
- The employee is given a face mask and gloves, and is sent to a designated isolation room for further evaluation by (MA) management. This evaluation will examine an employee's symptoms in more detail, flagging employees who are experiencing the following:
 - A fever of 100.4 F or higher
 - Shortness of breath or difficulty breathing
 - A cough
 - A runny nose
 - Muscle pain
 - Tiredness
- If COVID-19 symptoms are confirmed, employees may be asked to go home and speak with their health care provider. Orono Ice Arena will ensure employees are able to get home safely before dismissing them. If, after an evaluation, the employee is not exhibiting COVID-19 symptoms, they may return to work at the discretion of the virus prevention and protocols lead.

Self-quarantining and Return to Work

Employees who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and self-isolate. When self-isolating, employees should:

- Stay away from other people in their home as much as possible, staying in a separate room and using a separate restroom if available.
- Not allow visitors.

- Wear a face mask.
- Avoid sharing household items, including drinking cups, eating utensils, towels and bedding.
- Clean high-touch surfaces daily.
- Continue monitoring their symptoms, calling their health care provider if their condition worsens.

Notably, employees who are symptomatic or who have tested positive should not return to work until the conditions outlined in the table below are met:

Return to Work Considerations	
Employee was symptomatic but was not tested for COVID-19.	Employee was tested for COVID-19.
<p>The employee may return to work if:</p> <ul style="list-style-type: none"> • They have not had a fever for at least 72 hours and have not used fever-reducing medication during that time. • Coughs and other symptoms have improved. • Ten days have passed since they first experienced symptoms. 	<p>The employee may return to work if:</p> <ul style="list-style-type: none"> • They no longer have a fever. • Coughs and other symptoms have improved. • They have received two negative COVID-19 tests in a row.

When an employee tests positive for COVID-19, deep-cleaning procedures will be triggered. Furthermore, employees who have been in close contact with an individual who has tested positive for COVID-19 will be instructed to self-quarantine.

OSHA RECORDKEEPING AND REPORTING

Morrison Arena will adhere to OSHA-mandated requirements as they relate to recording and reporting certain work-related injuries and illnesses.

QUESTIONS

If employees have any questions regarding the content of this action plan, they should be instructed to speak with their supervisor. Furthermore, while the strategies highlighted in this document can protect workers from COVID-19, it's important to follow CDC guidance at all times.