

# COVID-19 Preparedness Plan for Braemar Field

Braemar Field is committed to providing a safe and healthy environment for all our visitors. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our facility, and that requires full cooperation from visitors. Only through this cooperative effort can we establish and maintain the safety and health of our visitors, staff and facility.

All visitors are responsible for implementing and complying with all aspects of this Preparedness Plan. Braemar staff have the full support of the Parks and Recreation Director and City Manager in enforcing the provisions of this policy.

Our customers, guests, coaches and fans make Braemar the iconic facility that it is. We are serious about safety, health and keeping our guests and staff. Our Preparedness Plan follows the 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;
- customer controls and protections for drop-off, pick-up and delivery;
- housekeeping, including cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications that will be provided to visitors and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

Questions or concerns regarding this plan should be directed to the General Manager of Braemar Field. Visitors with a disability should contact the General Manager to discuss potential reasonable accommodations related to COVID-19.

## Screening and policies for guests exhibiting signs and symptoms of COVID-19

Customers have 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 visitors' health status prior to entering Braemar Field and for them to report when they are sick or experiencing symptoms. A sample monitoring document can be found at <https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>

### Stay Home if Feeling Ill

Many times, with the best of intentions, visitors enter the Field even though they feel ill, but guests should not come if they feel ill. If you feel ill, please inform your coach/group, leave immediately, and do not return until you are no longer ill, or a pandemic virus is unlikely. Guests who come to the Field ill will be asked to leave in

accordance with these health guidelines. The City may request appropriate information related to illnesses from any customer before they use the facility.

### Self-Monitoring

Visitors are expected to conduct a self-assessment each day before entering the facility to determine if any COVID-19 symptoms are present. Symptoms of COVID-19 include:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

It is critical that guests do not enter the Field while they are experiencing any of these symptoms or combinations of symptoms. Visitors who have exhibited symptoms of COVID-19 may return to the workplace when:

1. Guest has had no fever for at least 72 hours without the use of fever reducing medicine; and
2. Respiratory symptoms have improved; and
3. At least 10 days have passed since symptoms first appeared (or as recommended by the CDC).

# Visitor and Employee Health Screening Checklist

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Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Please answer “Yes” or “No” to each question. Do you have:

- Fever (100.4°F or higher), or feeling feverish?**
- Chills?**
- A new cough?**
- Shortness of breath?**
- A new sore throat?**
- New muscle aches?**
- New headache?**
- New loss of smell or taste?**



The City will inform employees if they are aware an employee has been exposed to a person with COVID-19 in the workplace. The City will protect the privacy of the infected persons' health status and health information. The name of the person testing positive will not be disclosed unless consent is provided by the person. Human Resources will work with that employee and their supervisor to determine who may have been in close contact with the person in the previous two working days and will notify employees and others who may have been exposed.

Braemar customers are encouraged to utilize the CDC's recommendations for guests who may have been exposed to COVID-19. Exposure is defined as “close contact within 6 feet of an individual for at least 10 minutes who is symptomatic or tests positive for COVID-19” without the use of personal protective equipment (PPE), a failure in wearing your PPE or there is a breakdown in your PPE. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. Persons with a potential exposure shall isolate at home for 14 days after last exposure and maintain social distance from others at all times, self-monitor for symptoms twice per day and avoid contact with people at higher risk for severe illness. Handwashing

Basic infection prevention measures are required at Braemar Field at all times. Guests are instructed to wash their hands for at least 20 seconds with soap and hot water frequently throughout the day, but especially when they enter the building, prior to activity, eating and after using the toilet. All visitors to the facility are asked to wash their hands prior to or immediately upon entering the facility.

Additional information about hand washing can be found at:

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

<https://youtu.be/d914EnpU4Fo>



## Respiratory etiquette: Cover your cough or sneeze

Employees and visitors are being asked to 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 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 workers and visitors.

Additional information on respiratory etiquette can be found at:

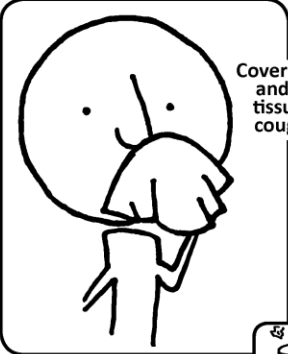
[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

[www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)



[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

**Stop the spread of germs that make you and others sick!**


# Cover your Cough



Cover your mouth and nose with a tissue when you cough or sneeze  
or  
cough or sneeze into your upper sleeve, not your hands




Put your used tissue in the waste basket.




You may be asked to put on a surgical mask to protect others.

## Clean your Hands

after coughing or sneezing.



Wash with soap and water  
or  
clean with alcohol-based hand sanitizer.



Any user, guest or visitor to Braemar Field is encouraged to wear a mask at all times.

Effective July 25, 2020 all users, guests or visitors to Braemar Field will be required to wear a mask per the Minnesota Governor's executive order 20-81.

Employees are required to wear a mask or facial covering per city policy. Groups may choose to have more stringent policies for wearing masks or Personal Protective Equipment (PPE).

The CDC recommends people wear cloth masks as a public health measure in public settings and where social distancing (a space of six feet apart) is difficult to maintain. Cloth face coverings are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for those providing direct patient care, as recommended by current CDC guidance. The face coverings do not have to be hospital grade, but need to cover the nose and mouth. Examples include bandanas, scarves, and fabric masks.

# Cloth Face Covering Do's & Don'ts:

## DO:



- ✓ Make sure you can breathe through it
- ✓ Wear it whenever going out in public
- ✓ Make sure it covers your nose and mouth
- ✓ Wash after using

## DON'T:

- ✗ Use on children under age 2
- ✗ Use surgical masks or other personal protective equipment (PPE) intended for healthcare workers



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

## Social distancing

Social distancing is required in Braemar Field through the following engineering and administrative controls:

- Employees and customers will conduct as much business electronically or over phone as possible.
- Meeting between employees and visitors will be made by appointments only, when possible, to control the number of employees and visitors within a facility.
- Employees and visitors are to maintain a distance of 6 feet whenever possible. If not possible, additional precautions should be used such as wearing a face mask. Social distancing signage and floor graphics will be placed near each public service counter and throughout the facility.
- Interactions between guests and staff should be for business specific purposes, and only when alternative methods are not practical. Additionally, visitors should plan a route to their destination that allows them to best maintain social distancing.

- Staggering rental times to allow guests to arrive and depart at different times.
- Increase the time between user groups.
- Users are allowed in the building 10 minutes before their rental time and must exit 10 minutes after their time.
- Installation of plastic barriers at public counters and windows.
- Closure of the concession stand. Vending machines will be available.
- Anyone not directly involved with an on-field activity will not be allowed to enter the facility.
- Tables and congregate areas have been eliminated.
- Park in identified areas including during drop off and pick up.

In addition to the barriers and signage mentioned above, management will continue to evaluate the need for additional signage and markers to ensure social distancing is maintained by visitors.

If an employee notices an area or work situation where social distancing is not possible to maintain, they should report it to their supervisor and/or Human Resources immediately.

More information about social distancing can be found at:

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

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

[www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)



# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Stay at least 6 feet (about 2 arms' length)  
from other people.



6 ft



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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## Housekeeping

Braemar Field is cleaned, seven days a week, by professional cleaners or in-house staff. This includes mopping, vacuuming, cleaning bathrooms, kitchens, common office spaces, meeting rooms, conference areas, lobbies, empty all garbage and recycling, wiping down all doors, handles, elevator buttons and doors and other high-touch surfaces. Braemar Field cannot guarantee that spaces are cleaned and sanitized between users.

Visitors should wipe down shared equipment after their use to prevent the spread of germs. Shared equipment is not recommended.

## Communications and training

This Preparedness Plan was sent via email to all Braemar users who have rented time between September 19, 2020 – May 1, 2021 on September 8, 2020. Additional communications will be ongoing as needs and procedures change. Braemar staff will monitor effectiveness and ensure employees and guests understand and adhere to necessary precautions. All customers, guests and visitors are required to follow this plan and request clarifications as necessary.

This plan supplements existing Braemar Field policies, rules, procedures, and regulations. All current policies, rules, procedures, and regulations remain in full effect, except for instances where this plan directly contradicts another current policy, rule, procedure or regulation in which case this plan supersedes existing policy, rule, procedure or regulation. Therefore, users are encouraged to review all other such policies, rules, procedures, and regulations in conjunction with this plan. Please contact the Braemar Field General Manager with any questions or concerns.

Certified by:

**Chad Eischens**

**General Manager – Braemar Field & Field**

[ceischens@edinamn.gov](mailto:ceischens@edinamn.gov)

**952-833-9500**

## **Braemar Field COVID-19 Operational Changes**

Braemar Field is committed to providing a safe and healthy environment for all our visitors. We are implementing the following changes effective September 19, 2020. Our goal is to mitigate the potential for transmission of COVID-19 in our facility, and that requires full cooperation from all visitors. Changes to our operations and business practices reflect recommendations and requirements at the local, state and national level. These come from recommendations, requirements and policies from the CDC, MDH, DEED and the City of Edina.

All customers, guests, user groups, staff and visitors are responsible for implementing and complying with all aspects of these changes. Braemar staff have the full support of the Parks and Recreation Director and City Manager in enforcing the provisions of this policy.

### **The following are required policies for Braemar Field starting September 19, 2020 until further notice:**

- Capacity limits – The maximum dome capacity under current guidelines is 150 people. This includes all participants, coaches and spectators. The maximum capacity of the lobby is 16 people.
- Entrance and exit – The entrance and exit for the facility will be the main lobby doors.
  - Follow all traffic flow patterns. No loitering in the lobby.
- Users will be allowed to enter the lobby and Field no more than 10 minutes before their scheduled time.
- Users must exit the lobby and Field within 10 minutes after their scheduled end time.
- During a block of customer time there may be transition of participants. For example, in a two-hour block, a group may decide to rotate participants in two or three groups. This is permissible as long as maximum capacity limits are not exceeded. Groups are responsible for tracking numbers and staying under 150 people.
- Maintain social distancing (6 ft) while on the field and in the building.
- Masks must be worn at all times unless actively participating.
  - Coaches not actively participating in drills and demonstrations should wear masks.
- Spectators/chaperones are not allowed in the facility.
- Come as fully dressed as possible and ready to participate.
- One small bag is permitted to be brought in.
- Groups may have 4 pods of 25 people per quarter of field. The 25-person limit includes coaches.
  - The walking track and batting cages are considered a pod area bringing the total number of allowable pods of 25 to six.
- No loitering in lobby. All seating areas have been removed.
- Do not enter areas that are sectioned off.
- Walking track is closed during rentals.
- Water fountains will be turned off and not accessible. Water bottle filling station is accessible.
  - Bring your own water bottle pre-filled.
- Groups must have a COVID plan in place and on file with the Field before their first rental.
- Groups must have a process for tracking participants.
- Storage of equipment is not allowed outside of the vehicle air lock.
- No spitting.
- No handshakes or high fives.

- Groups not following Field, CDC, MDH and other guidelines or directions given by staff will have their future removed time removed for a period of time TBD.
- All payments will be handled online or over the phone when possible.
- Visitors should utilize parking spaces provided near the dome when dropping off and picking up. Idling and lining up to wait are prohibited.

Additional Resources

**BE A  
TEAM  
PLAYER**



**6 FT**

