



NATIONAL SPORTS CENTER COVID-19 PREPAREDNESS PLAN

The National Sports Center Foundation (NSCF) is committed to providing a safe and healthy workplace for all our workers and users of our facilities. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers 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 workers, management and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. NSCF managers and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at NSCF. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by asking all employees to send their feedback at our weekly all-staff meeting to our staff question email account. All questions and concerns were either answered directly, shared with the broader group, or integrated within the plan.

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:

- 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 workers; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening

Workers 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 workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. All NSCF employees are required to report their daily health profile through the Minnesota Symptom Checker. Employees may also use the CDC Symptom Checker for advice on when to seek medical attention or testing if they feel they may have the disease. <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>



People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

NSCF has also implemented a policy for informing workers 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. If an employee was discovered to have been exposed to a person with COVID-19 they will be contacted by phone immediately and asked to work from home for 14 Days.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. Should any National Sports Center employee or known guest be officially diagnosed with COVID-19 the National Sports Center will contact by phone and by email any and all workers who may have been exposed. In addition, a policy has been implemented to protect the privacy of workers' 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 being implemented at our workplaces at all times. Workers 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 toilet. All customers and visitors to the workplace 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 workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Soap dispensers will be provided at all bathrooms throughout the facility. Operations staff will check the dispensers 2x times per week to ensure no lapses in availability. Staff is asked to sanitize or wash hands after touching any shared hard or soft surface. Sanitizers will be posted at all entrances to facilities throughout the campus for staff and visitor usage. Signage will accompany sanitizer dispensers to encourage usage by all passing staff and visitors.

Respiratory Etiquette

Workers, customers 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, 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 workers, customers and visitors. Signage will be placed on thoroughfare windows and entrances to remind all staff and customers to cover their mouths and noses while coughing and sneezing. Signs are also posted to encourage individuals on campus to avoid touching their face. Employees and staff will be required to wear masks. Patrons will be strongly encouraged to wear masks when in buildings and in common areas.

Social Distancing

Social distancing of six feet will be implemented and maintained between workers, customers and visitors in the workplace through the following engineering and administrative controls: All staff that can work off-site has been asked to work from home. For necessary work on campus, no more than four employees are to be in a single room at a time. For individual offices, no more than two staff should be in a room at once. Signage in staff common areas is clearly posted to reflect this policy.

Business Specific Communication and Signage

What WE are doing to keep you safe:

- Staff members are required to submit body temperature readings and submit to a health check screening before starting each shift.
- 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 on the hour.
- Locker rooms are being disinfected after each use.
- We are scheduling 10-15 minutes between ice times.

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, lunchrooms, meeting rooms, checkout stations, fitting rooms, and drop-off and pick-up locations. 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, credit card readers, delivery equipment, etc. Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product. Listed below is cleaning product information with the following summary list for areas product is used.



Cleaning Products, Supplies and Purpose

ALPH HP (Counters)
Prominence (Floor Cleaner)
Spitfire Deep clean
Oxivir (wipes and chemical)
Glance (windows and surface)

The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people.

- Shared spaces (bathrooms, mezzanines, hallways, doorways, handrails) are disinfected every hour on the hour.
- Lobby's, Handrails, Doorways, Locker rooms, player benches in use are disinfected after every use.
- Public hand sanitizing stations are increased and placed in clearly marked strategic locations within the facility
- Hand washing and sanitizing instructions are posted in bathrooms and appropriate work areas.
- Exterior and/or Interior doors will be propped open as able to reduce touch points and increase building air circulation.
- HVAC Systems are monitored daily.

Communications and Training

This COVID-19 Preparedness Plan was communicated via the Kronos document acknowledgement system to all workers on Friday May 22, 2020 and necessary training was provided. Additional communication and training will be ongoing through the Kronos system or directly from your supervisor and provided to all workers who did not receive the initial training. All NSCF employees are required to acknowledge they have been issued this preparedness plan. Instructions will be communicated to customers and visitors about: how drop-off, pick-up, delivery and in-store shopping will be conducted to ensure social distancing between the customers and workers; required hygiene practices; and recommendations that customers and visitors use face masks when dropping off, picking up, accepting delivery or in-store shopping. Customers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. This will be communicated to customers by a clearly visible policy on our website and signage at all entrance points of the campus and facilities. Managers and supervisors are to monitor how effective the program has been implemented by monitoring all entrances during common entry/exit times at each facility. Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by NSCF management and was posted throughout the workplace and to the NSCF electronic document acknowledgement system on May 26, 2020. It will be updated as necessary.

Certified by: Jayme Murphy, Incident Commander, Steve Olson, COO