

## COVID-19 PREPAREDNESS PLAN FOR MINNESOTA ONE VOLLEYBALL, INC

Updated 7/13/20

Minnesota One Volleyball, Inc is committed to providing a safe and healthy workplace for all our coaches and customers. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Management and coaches 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 coaches, management, and customers. Only through this cooperative effort can we establish and maintain the safety and health of our coaches, customers and facility.

Management and coaches are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Minnesota One Volleyball, Inc coaches have our full support in enforcing the provisions of this policy. Our coaches and staff are our most important assets. We are serious about safety and health and keeping our coaches working at Minnesota One Volleyball. Coach and staff involvement are essential in developing and implementing a successful COVID-19 Preparedness Plan. We have consulted with experts, other club owners and leaders in the volleyball community to develop the policies and procedures we have adopted in accordance to CDC and MDH regulations. We encourage open communication with our staff, coaches and customers in efforts to ensure a safe and healthy environment. 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:

- prompt identification and isolation of sick persons
- hygiene and respiratory etiquette
- engineering and administrative controls for social distancing
- protection and controls for pick-up and drop-off
- cleaning, disinfecting, decontamination, and ventilation
- communications and training that will be provided to managers and workers
- communications and instructions for customers
- management and supervision necessary to ensure effective implementation of the plan

## SCREENING AND POLICIES FOR EMPLOYEES EXHIBITING SIGNS AND SYMPTOMS OF COVID-19

Coaches and staff 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 staff and coaches' health status prior to entering the workplace and for coaches and staff to report when they are sick or experiencing symptoms.

- Employees are to contact M1 management by phone if they are experiencing any symptoms or elevated temperature while at home. They will be asked to not come into work until they are symptom free for three days.
- If employees are experiencing symptoms at work, they are to immediately notify management, gather all personal belongings, and avoid contact with all other individuals in the process. The employee is also required, to their best recollection, to notify management of what areas they have personally come into contact with so management can disinfect appropriately.

### Taking Temperatures of Employees

The temperature of each employee will be taken upon arrival at the facility. If this indicates an employee has a temperature over 99.5 degrees Fahrenheit, then the employee will be sent home if displaying and/or reporting any of the following symptoms: cough, shortness of breath, difficulty breathing, chills, muscle pain, headache, sore throat, and new loss of taste or smell.

Employees sent home with a fever can return to work when:

- He or she has had no fever for at least three days without taking medication to reduce fever during that time; **AND**
- Any respiratory symptoms (cough and shortness of breath) have improved for at least three days; **AND**
- At least seven days have passed since symptoms began.

The employee may return to work earlier if a doctor confirms the cause of the employee's fever or other symptoms is not COVID-19 and provides a written release for the employee to return to work. If the employee tests positive for COVID-19 after being sent home, contact the M1 Volleyball office.

### Employee Tests Positive for COVID-19:

The employee should stay home from work and notify the M1 Volleyball office immediately.

#### 1. M1 Volleyball Will Contact the Employee:

Obtain detailed information by asking the employee the following questions:

- a. What date did your symptoms begin?
- b. Did you attend any meetings/activities 2 days prior to symptoms beginning up through your last day at work? If so, who attended those meetings/activities?
- c. To the best of your recollection, what employees and participants have you been in close contact (within 6 feet for 15 minutes or more) with starting 2 days before you were tested or when you started feeling sick? Please provide specific names if possible.
- d. To the best of your recollection, what areas of the M1 Volleyball building did you access within the 2-day window before your symptoms appeared or testing positive (gym areas, office rooms, store, coaches' room, which restroom did you use, which building doors did you use).
- e. Did you use equipment that is also used by others? (gym equipment, anything in the coaches' room, refrigerator, microwave etc.)

During the conversation, M1 management will also inform the employee that:

- Per current CDC guidelines, they must stay home from work until the following have occurred:
  - For employees who experienced symptoms **and** tested positive:
    - It has been a minimum of 3 days (72 hours) since "recovery," defined as resolution of fever without the use of fever-reducing medications **and** they feel better: **and** at least 10 days have passed since they got tested or first started feeling sick
    - OR**
    - The employee has received a negative follow-up COVID-19 test (contingent on availability of tests).
  - For employees who had no symptoms **but** tested positive:
    - It has been 10 days since their positive test and have had no subsequent symptoms.
- The employee must contact the M1 office prior to returning to work.
- M1 Volleyball will notify potentially exposed employees and participants (identified in questions b & c) immediately.
- M1 management will reassure the infected employee that every effort will be made to protect their identity. They will not be identified by name as part of the notification process. The message to the potentially exposed employees/participants will be that they may have come into contact with someone at the gym who has tested positive for COVID-19 and as a precaution, we request they quarantine at home for 14 days from the time they were last close to the person who tested positive.

#### 2. Immediately close off areas identified where the employee identified as having worked.

- See section 6 for guidance on disinfection.

3. Contact the Applicable State Department of Health

- While Minnesota One Volleyball, Inc may not be required to contact any agencies, it is recommended to contact the applicable state department of health for guidance on necessary steps based on the agency's assessment of the situation. Prior to contacting this department, we must have the answers to questions a through e above. Any guidance given by the department should be taken in to account when implementing this policy.
- If we cannot promptly reach someone immediately at the department of health, we may consider skipping this and moving forward with notifying identified employees, and we should begin deep disinfection of identified areas within the building(s).

4. Notify the Potential Exposed Employees:

- Management will connect individually with the employees identified in questions b & c above (likely by phone in order to minimize contact with potentially infected employees).
- *Management will not identify the infected employee by name.*
- Management will inform the employee of the following:
  - An employee who has been physically present in the workplace has tested positive for COVID-19, and you may have personally come into contact with this individual. Out of caution, Minnesota One Volleyball, Inc (M1) requests that you stay home from work for a minimum of 14 calendar days. Please quickly gather what you need and leave for home and avoid contact with other employees in the process. We would encourage you to self-quarantine from any other places during that 14 days. Please contact the M1 office at the end of the 14-day period before coming back to work. If you do not develop any symptoms by the end of the 14 days, you may be able to return to work at that time.
  - You can apply for unemployment insurance through the state.
  - If you begin to experience symptoms while you are quarantined, please contact us immediately after seeking appropriate medical help.
  - You may want to reach out to your healthcare provider to see if there are any additional steps they recommend you to take at this time.
  - We would like to remind you that *discrimination or harassment against individuals that are suspected to have tested positive for, or been exposed to, coronavirus, is strictly prohibited. Due to the sensitivity of this matter, we request that you not engage in conversation or speculation about who may have tested positive. Employees who engage in this behavior may be subject to disciplinary action up to and including termination.*

5. Communication to Other Minnesota One Volleyball, Inc Employees:

Send out a communication to notify other non-affected employees.

6. Disinfection:

- Follow guidance provided by state department of health and CDC.
- Isolate potentially infected area where employee worked until disinfection is completed.
- Wait 24 hours before disinfecting if possible, to minimize exposure of disinfection crew to droplets.
- Disinfect affected area per CDC disinfecting guidelines.
  - Use a disinfectant solution with at least 70% alcohol
  - Check to ensure product is not past its expiration date
  - Cleaning staff required to wear PPE
- Once disinfection is complete, the area can once again be used.

## Employee's Family Member Test Positive

The employee should stay home and notify their manager immediately.

In the event that a member of an employee's household tests positive, we will follow these procedures:

- Employee should notify M1 Management immediately.
- Management will inform the employee not to come in to work and to quarantine at home for 14 days.
- Management will instruct the employee to work with their manager in the rare event that working from home is a possibility.
- If the employee is unable to work from home, Management will provide the employee with other options or unemployment information.
- Management will ask the employee when the member of their household first experienced their symptoms.
- Management will ask the employee questions b-e in section 1 above.
- Management will instruct the employee to contact us at the end of the 14-day quarantine period. If they have not experienced any symptoms, they will likely be allowed to return to work.
- Management will follow Step 4 above.
- Other steps above may also be taken depending on the guidance provided from Step 4.

## SCREENING AND POLICIES OF PARTICIPANTS EXHIBITING SIGNS OF COVID-19

Athletes will be monitored for symptoms when they are dropped off at the gym. However, parents are encouraged to check their child's temperature and screen for COVID-19 symptoms before arriving at the gym each time. If the athlete has a temperature higher than 99.5 degrees Fahrenheit or is exhibiting flu-like symptoms they should stay home and the parent should notify the M1 office immediately. We can reschedule when the athlete is feeling better.

If a participant in any gym activities learns that he/she has tested positive for COVID-19, the participant or, if a child, the participant's parent, should notify their coach or the M1 office as soon as possible.

### 1. Management Will Contact the Participant/Parent:

Obtain detailed information by asking the participant/parent the following questions:

- a. What date did the symptoms begin?
- b. Did you/the participant attend any activities 2 days prior to symptoms beginning up through your last day at the gym? If so, do you recall other participants/attendees at those activities?
- c. To the best of your recollection, what participants and employees have you/the participant been in close contact (within 6 feet for 15 minutes or more) with during the 2 days prior to testing positive or feeling sick? Please provide specific names if possible.
- d. To the best of your recollection, what areas of the building did you/the participant access within the 2-day window before testing or symptoms appeared (gym areas, office rooms, store, which restroom did you use, which building doors did they use).
- e. What equipment did you use that is also used by others?

During the conversation, Management will also inform the participant/ that:

- Per current CDC guidelines, they must not participate in any activities at the gym until the following have occurred:
  - For participant who experienced symptoms and tested positive:

- It has been a minimum of 3 days (72 hours) since “recovery,” defined as resolution of fever without the use of fever-reducing medications **and** you are feeling better: **and** at least 10 days have passed since you were tested or first started feeling sick.
      - OR**
      - The participant has received a negative follow-up COVID-19 test (contingent on availability of tests).
    - For participants who had no symptoms but tested positive:
      - It has been 10 days since their positive test and have had no subsequent symptoms.
  - The participant must contact the M1 office prior to their return to the gym.
  - Minnesota One Volleyball will notify potentially exposed participants and employees (identified in questions b & c) immediately.
  - Management will reassure the infected participant or his/her parent that every effort will be made to protect their identity. They will not be identified by name as part of the notification process. The message to the potentially exposed individuals will be that they may have come into contact with someone at the gym who has tested positive for COVID-19.
2. Immediately close off areas identified where the parent/participant identified as having been present.
- See section 7 below for guidance on disinfection.
3. Communicate with Infected Participant’s Coach:
- What equipment did the infected participant use?
  - Has the coach had close contact with the participant in the previous 14-day period?
4. Contact the Applicable State Department of Health
- While Minnesota One Volleyball, Inc may not be required to contact any agencies, it is recommended to contact the applicable state department of health for guidance on necessary steps based on the agency’s assessment of the situation. Prior to contacting this department, we must have the answers to questions a through e above. Any guidance given by the department should be taken in to account when implementing this policy.
  - If we cannot promptly reach someone immediately at the department of health, we may consider skipping this and moving forward with notifying identified participants/employees, and we should begin deep disinfection of identified areas within the building(s).
5. Notify the Potential Exposed Employees and Participants:
- M1 Management will connect individually with the employees and participants (or their parents) identified in questions b & c above (likely by phone in order to minimize contact with potentially infected individuals).
  - *Management will not identify the infected participant by name.*
  - Management will inform participants (or their parents) of the following:
    - A participant who has been physically present in the gym has tested positive for COVID-19, and you may have personally come into contact with this individual.
    - We ask that you not participate in activities at the gym for a minimum of 14 calendar days from the time you were in close contact with the individual who tested positive.
    - Please contact the M1 Office at the end of the 14-day period before coming back to the gym. If the participant does not develop any symptoms by the end of the 14 days, you may be able to return at that time.
    - If the participant begins to experience symptoms while you are quarantined, please contact us as soon as possible.
    - You may want to reach out to your healthcare provider to see if there are any additional steps that they recommend you/the affected participant to take.

- Management will inform employee(s) of the following:
  - A participant who has been physically present in the gym has tested positive for COVID-19, and you may have personally come into close contact with this individual. Out of caution, Minnesota One Volleyball, Inc (M1) requests that you stay home from work for a minimum of 14 calendar days. Please quickly gather what you need and leave for home and avoid contact with other employees/participants in the process. We would encourage you to self-quarantine from any other places during that 14 days. Please contact Management at the end of the 14-day period before coming back to the gym. If you do not develop any symptoms by the end of the 14 days, you may be able to return to the volleyball gym at that time.
  - If you begin to experience symptoms while you are quarantined, please contact us immediately after seeking appropriate medical help.
  - You may want to reach out to your healthcare provider to see if there are any additional steps they recommend you to take at this time.
  - We would like to remind you that *discrimination or harassment against individuals that are suspected to have tested positive for, or been exposed to, coronavirus, is strictly prohibited. Due to the sensitivity of this matter, we request that you not engage in conversation or speculation about who may have tested positive. Employees who engage in this behavior may be subject to disciplinary action up to and including termination.*

6. Communication to Other Minnesota One Volleyball, Inc. Employees:

Send out a communication to notify other non-affected employees.

7. Disinfection:

- Follow guidance provided by state department of health and CDC.
- Isolate potentially infected area where participant was regularly present until disinfection is completed.
- Wait 24 hours before disinfecting if possible, to minimize exposure of disinfection crew to droplets.
- Disinfect affected area per CDC disinfecting guidelines.
  - Use a disinfectant solution with at least 70% alcohol
  - Check to ensure product is not past its expiration date
  - Cleaning staff required to wear PPE
- Once disinfection is complete, the area can once again be used.

## HYGIENE AND SOURCE CONTROL

Hygiene and infection prevention measures are being implemented at our facility at all times. Face masks, handwashing and respiratory etiquette will be used to help prevent infection. Drinking fountains will be closed but touchless bottle filler will still be available.

### Source Control Face Coverings

- Masks are required to be worn by staff and coaches while around others and for the duration of their lesson/class or camp.
- Staff and coaches will be instructed on the proper and safe way to don and doff face masks.
- Athletes/customers are encouraged to wear face masks as recommended if they are comfortable doing so.

## Handwashing

Staff and coaches 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 immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the facility so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

- Staff, coaches and athletes will sanitize hands when they enter the facility
- Coaches be required to wash/sanitize hands again prior to beginning a new lesson and between sessions.
- Hand Sanitizer stations throughout the building will be accessible and monitored for refill.
- Doors that can be propped open will be. Door handles will be wiped and cleaned after use.
- Everyone will be asked to wash/sanitize their hands when they leave the building.
- The facility will have signage for proper handwashing etiquette located in each bathroom.

## Respiratory Etiquette: Cover your cough or sneeze

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.

## SOCIAL DISTANCING AND MANAGING OCCUPANCY

Social distancing of six feet will be implemented and maintained between staff, coaches and customers, in the facility through the following engineering and administrative controls:

- M1 Volleyball will be staggering the beginning and ending times of all group workouts to ensure limited exposure to others.
- Coaches will only be in contact with their specified group or individual lesson.
- Groups will be limited to 10 or less participants on a court and groups will not intermix.
- Athletes and coaches will have physical markers throughout the gym to ensure proper distance between all individuals.
- Athletes will have a designated space, 6 feet from others, to keep their bag/water bottle.
- Employees/coaches will be required to maintain physical distancing with all athletes and other coaches at all times.
- Drop Off/Pick Up is required; only participants and employees allowed in the gym at this time. Parents are asked to wait in the car or use the time to run errands.
- Carpooling is discouraged amongst those not residing in the same household
- Separate entrance and exit will be used to control physical distancing and traffic flow.
- The lobby, store, team room and coaches' room will remain closed at this time.
- Athletes should arrive dressed to play volleyball and should only need to change into volleyball shoes.
- Only one person at a time will be allowed in the restrooms
- All duties such as administrative, clerical, etc. can be done at home and electronically to ensure limited exposure to others.
- All payments for services will be made online.
- Gym occupancy will remain under 50%.

- Occupancy will be limited and monitored to comply with MDH guidelines
- Employees, customers, and visitors are encouraged to bring their questions and concerns to management. We strongly encourage the use of electronic methods of communication.

## CLEANING, DISINFECTION, AND VENTILATION

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work areas and frequent sanitizing of high-touch areas. Staff and coaches have been instructed that volleyball equipment and shared spaces should be disinfected between users - athletes and coaches.

- Drop-off/pick-up locations and restrooms will be cleaned regularly.
- Volleyball equipment, balls and areas used by athletes and coaches will be disinfected after each session, before new athletes/coaches come in to use the same space.
- We have designated 30 minutes between sessions to carry out all necessary cleaning/disinfecting protocol at the completion of the session.
- All surfaces or shared spaces will be disinfected between uses. Each employee is responsible for disinfecting the area before and after use. All coaches and staff will be provided with proper cloth face coverings, gloves and disinfectant to use while cleaning.
- CDC recommended products will be used to disinfect surfaces throughout the building.

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. Recommended products that are effective against covid-19 such as (Lysol disinfectant spray, Clorox bleach, hand sanitizer, Cavi-cide, Uno, Bac-san, Clorox disinfectant wipes, etc.). These will be used in accordance to the recommended cleaning protocol from the CDC.

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. Exterior doors will be propped open when feasible to allow for increased fresh air flow.

## COMMUNICATIONS AND TRAINING

This COVID-19 Preparedness Plan was communicated electronically and in person to all workers on 05/29/2020 and necessary training was provided. Additional communication and training will be ongoing electronically and in person and provided to all workers who did not receive the initial training.

Instructions will be communicated to customers and visitors about: drop off and pick up procedures, how volleyball instruction and payments will be conducted to ensure social distancing between the customers and workers; required hygiene practices; and recommended use of face masks. Customers and visitors will also be advised not to enter the gym if they are experiencing symptoms or have contracted COVID-19. All information will be posted on our website and posted in our facility and shared electronically when necessary.

Managers and supervisors are to monitor how effective the program has been implemented and additional communication and training will be ongoing. M1 management and coaches will work through this new program together and update policies and procedures as necessary. This COVID-19 Preparedness Plan has been certified Minnesota One Volleyball, Inc and was posted throughout the workplace and on the Minnesota One Volleyball website on 05/29/2020. It will be updated as necessary.



Certified by:

**Doug Bergman**

**Owner and Director of Minnesota One Volleyball, Inc**