

Minneapolis United Soccer Club

COVID-19 Preparedness Plan

Minneapolis United Soccer Club (“MU”) is committed to providing a safe and healthy workplace for all staff, members, and players. To ensure we have a safe and healthy workplace, MU has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Directors 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 and Directors. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by MU’s COVID Committee, which consists of the President of the Board, Executive Director, Competitive Administrator and Registrar. This committee maintains the overall authority and responsibility for the plan. However, Directors and staff are equally responsible for supporting, implementing, complying with, and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. MU’s Directors have our full support in enforcing the provisions of this plan.

Our staff are our most important assets. MU is serious about safety and health and protecting our workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by providing health education in advance of each season, providing COVID@minneapolisunited.org as a place for staff to submit suggestions or changes, open lines of communication on a daily basis, and weekly feedback and “what we learned” messages to the entire organization.

MU’s COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota’s relevant and current executive orders. It addresses:

- Ensuring sick workers stay home and prompt identification and isolation of sick persons.
- Social distancing – workers must be at least six-feet apart.
- Worker hygiene and source controls, including face coverings.
- Workplace building and ventilation.
- Workplace cleaning and disinfection details.
- Drop-off and pick-up best practices and protocol.
- Communications and training practices and protocol.

MU has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including the following industry guidance for youth sports organizations. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our organization include:

- If you feel sick, STAY HOME.
- Families and coaches limit carpooling to and from the facilities. Only carpool if absolutely necessary.
- No spectators at indoor facilities, with one exception: Sunday morning Recreation soccer for very young ages are limited to one guardian per player.
- Face covering/mask MUST be worn at all times, including on the field of play.
- Use the TeamSnap app and the player and/or coach “availability” function. This will be used for any contact tracing.
- Do not share water bottles and MU will not provide sources of hydration like a large water cooler for refilling water bottles.
- Do not spit or blow your nose onto the playing surface.
- Wash hands before and after practice. Use hand sanitizer at breaks when possible.
- Designated cones spread 6-10’ apart for each player to use as their personal station for the gear and to use at water breaks.
 - Only coaches should handle the cones.
- Bibs/Pinnies should only be used by one player for one use before they are washed and/or sanitized.
- Design practice plans to limit contact between players at practices to a minimum.
- During practices, MU coaches should direct players to keep physically distanced as much as possible.
- MU coaches should continuously remind players of safe decisions. An example of this is when players are given a water break, coaches should remind players to keep physical distance and return out to the field as soon as possible.
- Occupancy inside domes will be limited to 100 individuals maximum, as set by MN Dept. of Health based on square footage of each domed field space.
- Pods of 25 kids maximum during phase 3, larger pods when in phase 4 and 5.
- If a player or coach has traveled or gathered, MU asks that you refrain from in-person training for 7 days from the date of your return.
 - Travel is defined as using public transportation (plane, train, bus, car where non-family members are present).
 - Gathering is defined as being either indoors with families from more than one household or outdoors with families from more than three households.

Ensure sick workers stay home and prompt identification and isolation of sick persons

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. Coaches are expected to communicate by email to their Director of Coaching (Aaron Paye, Kelsey Hans or Tamba Johnson) and COVID@minneapolisunited.org if experiencing any symptoms as defined by the CDC. MU will find a replacement coach for sessions. Coach should be tested for COVID as soon as possible and self-isolate until cleared to return to work per CDC guidelines.

MU has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. If coaches must remain at home while sick, quarantining or in isolation, that coach will be paid for their scheduled hours. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. Under the Family First COVID Relief Act passed in 2020, as an employer with less than 500 employees MU is required to provide emergency paid sick leave and medical leave if an employee needed to quarantine, was sick with COVID-19, or caring for family members having to quarantine. Employees were paid regardless of being present at work during 2020.

However, this benefit was discontinued in the new Federal Act that was signed on December 31, 2020. Therefore, MU's Executive Committee of the Board of Directors has decided that beginning on January 4th, as MU returns to Winter Training, three scenarios will be handled as follows:

1. Coach or family member is sick and the employee stays home either in isolation or quarantine.
 - a. The employee will be paid for normal time.
 - b. The employee's replacement will be paid for the time.
2. Coach has an underlying health issue and should not work until it is safe (i.e. vaccination or a return to outdoor practice).
 - a. The employee will not be paid for time missed.
 - b. Instead, the employee's replacement will be paid for the time.
 - c. Unemployment can be filed.
3. Although youth sports are approved by the MN Dept. of Health, the Coach doesn't think it is safe for youth sports to be operating and won't return to work.
 - a. The employee will not be paid for time missed.
 - b. Instead, the employee's replacement will be paid for the time.

MU 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. MN Dept. of Health deems MU a "mandatory reporter." As such, MU must report a positive COVID case to the MN Dept. of Health within one working day. MU will fill out the COVID Case Report Form and communicate directly with the MN Dept. of Health. In addition, a policy has been implemented to protect the privacy of workers' health status and information. Per privacy laws, MU will not share the name of persons being held out due to COVID.

Social distancing – Workers must be at least six-feet apart

Social distancing of at least six feet will be implemented and maintained between coaches, staff, players, and guardians in the workplace through the following engineering and administrative controls:

- Occupancy inside domed fields will be limited to 100 individuals maximum.
- Pods of 25 kids maximum during phase 3, larger pods when in phase 4 and 5.
- Providing 15 minute gaps between each practice session.
- Coaches/ Directors walk players into and out of the domes at the start and end of each session.
- MU coaches should direct players to keep physically distanced as much as possible.
- MU coaches should continuously remind players of safe decisions. An example of this is when players are given a water break, coaches should remind players to keep physical distance and return out to the field as soon as possible.
- Stagger water breaks for players if possible.
- Designated cones spread 6-10' apart for each player to use as their personal station for the gear and to use at water breaks.
- No spectators at indoor facilities, with one exception: Sunday morning Recreation soccer for very young ages are limited to one guardian per player.
- No carpooling to work.
- If you or your player need a face covering or mask, email COVID@minneapolisunited.org.

Worker hygiene and source controls

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 restroom. All staff, players, and guardians/guests present to the workplace (field of play) are required to wash or sanitize their hands prior to or immediately upon entering the facility (note attendance restrictions at indoor facilities). Hand sanitizer dispensers (using 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. Restrooms with soap and hot water are available at each facility that MU uses. Source controls are being implemented at our workplaces at all times. Face coverings and/or masks must be worn at all times.

Workers and players 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, particularly their mouth, nose and eyes, with their hands. Workers and players and any visitors are expected to 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 and other persons entering the workplace at each facility.

Workplace building and ventilation protocol

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. MU will either be outside or in one of two domes, at the Academy of Holy Angels and at Augsburg University. The domes bring in outdoor air with a complete air replacement every four hours and 15 minutes. 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. As much as possible and when weather permits, MU will return to outdoor activities. This change to outdoor soccer typically happens towards the start of April.

Workplace cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, fitting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. The only high-touch areas are the entry/exit doorways and restrooms. The facilities that MU rents have their own posted sanitizing policies in place to ensure that they are meeting or exceeding industry best practice.

Appropriate and effective cleaning and disinfecting 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. Because MU rents our facilities, the sanitization falls on the owners of each facility. Coaches are expected to wash their bibs/pinnies after each use. This practice is an expectation of the job, even prior to the COVID-19 pandemic. Coaches are expected to wash their equipment with hot water and soap/detergent for a minimum of 20 seconds.

Drop-off, pick-up and delivery practices and protocol

- Providing 15 minute gaps between each practice session.
- Arrival at facilities limited to 5 minutes before scheduled start time.
- Coaches and/or Directors walk players out of the domes at the conclusion of each session.
- Coaches and/or Directors walk players into the domes at the start of each session.

Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated by email to all members and posted on the MU website on January 7, 2021, and necessary training was provided. Additional communication and training will be ongoing by email and virtual training sessions. Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all workers, including employees, temporary workers, staffing and labor-pools, independent contractors, subcontractors, vendors and outside technicians, and members about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off, pick-up, delivery and general in-store shopping; 3) practices for hygiene and respiratory etiquette; 4) requirements regarding the use of face-coverings and/or face-shields by staff and players. All staff, players and visitors will also be advised not to attend sessions if they are experiencing symptoms or have contracted COVID-19. This message will be communicated on a weekly basis by email and reiterated by coaches (to players) at the start of every session.

Directors are expected to monitor how effective the program has been implemented. Directors are present at all times when MU is participating in any indoor activity. Directors report back to the Executive Director and Board of Directors as needed. All Directors and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by MU Directors and the plan was posted throughout the workplace and made readily available to employees on January 7th. It will be updated as necessary by the Executive Director.

Additional protections and protocols

Other conditions and circumstances addressed in this plan that are specific to our business include:

MU will use MN Dept. of Health and CDC guidelines and recommendations as to if and when to notify the team of a positive COVID test. Additionally:

- MU's coaching staff has virtually met with a member of the MN Dept. of Health and has been instructed on safe and healthy guidelines.
- MU's staff will provide coaches with ongoing updates from the CDC, MN Dept. of Health, US Soccer, US Youth Soccer / MYSA and US Club Soccer / TCSL.
- MU coaches will diligently track attendance at all MU events to assist with contact tracing if needed. TeamSnap is the mode by which MU coaches will track attendance.
- MU's website has a page dedicated to COVID information and MU's preparedness plan.

Certified by: Gregg Olson, Executive Director on January 7, 2021

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