

RAMSEY COUNTY ARENA SYSTEM
COVID19 PREPAREDNESS OPERATING PLAN
Updated 8-07-20

OPERATING PLAN RESPONSIBILITIES

- I. Continue to review state and local government's orders, re-opening plans, social distancing rules and guidelines and adjust all operating plans as necessary.**
- A. Responsible Staff Member: Lisa Hanson-Lemay, Director of Arenas & Golf
Lisa.HansonLamey@co.ramsey.mn.us, Cell: 919-608-2341.
 - B. Responsible Staff Member: Joe Bergquist, Arena Operations Supervisor
joseph.bergquist@co.ramsey.mn.us, Cell: 612-961-4110.
- II. Communicate all COVID19 Operating policies and procedures to customers and users and schedule all events to comply with this COVID Operating plan and all state and local government orders, guidelines, and social distancing rules and guidelines.**
- A. Responsible Staff Member: Joe Bergquist, Arena Operations Supervisor
joseph.bergquist@co.ramsey.mn.us, Cell: 612-961-4110.
 - 1. Communications:
 - a. Direct Customer Email Notifications: Joe Bergquist
 - b. Website Updates: Nikki Wee-Moretto
 - c. Social Media: Nikki Wee-Moretto
 - d. TCO Marquee Signs: Mario Montanari
 - e. Interior Building Signage – Mario Montanari, Paul Haglund, Jim Welter
 - i. Hand Washing – All Restrooms
 - ii. CDC COVID Messaging – Entrances/Lobbies/Dressing-Areas/Hallways
 - i. Social Distancing Circles & Directional Arrows in lobby's, hallways, outside drop off and pickup areas, dressing areas, on ice rink glass.
- III. Ensure all facilities that are re-opened operate under the policies and procedures identified within this operations plan and continue to follow all state and local government orders, guidelines, and social distancing rule and guidelines.**
- A. YEAR-ROUND ARENAS
 - 1. TCO Sports Garden, 1490 East County Road E, Vadnais Heights, MN 55110. 651-481-1000
 - a. Responsible Staff Member: Mario Montanari – Recreations Program Supervisor
Mario.montanari@co.ramsey.mn.us, Cell: 651-248-4019
 - 2. Aldrich Arena, 1850 White Bear Ave, Maplewood MN 55109. 651-748-2510
 - a. Responsible Staff Member: Mario Montanari – Recreations Program Supervisor
Mario.montanari@co.ramsey.mn.us, Cell: 651-248-4019
 - 3. Highland Ice Arena, 800 South Snelling Ave, St. Paul MN 55116. 651-695-3766
 - a. Responsible Staff Member: Paul Haglund – Arena Superintendent
paul.haglund@co.ramsey.mn.us, Cell: 651-423-4329
 - 4. Pleasant Ice Arena, 848 Pleasant Ave, St. Paul MN 55102. 651-215-9030
 - a. Responsible Staff Member: Paul Haglund – Arena Superintendent
paul.haglund@co.ramsey.mn.us, Cell: 651-423-4329
 - B. SEASONAL NEIGHBORHOOD ARENAS (October thru February)
 - 1. Responsible Staff Member: Jim Welter – Arena & Parks Operations Supervisor
james.welter@co.ramsey.mn.us, Cell: 651-331-6619
 - a. Phalen Arena, 1320 Walsh Street, St. Paul MN 55116. 651-772-6161
 - b. Harding Arena, 1496 6th Street East, St. Paul. MN 55106. 651-772-6190
 - c. West Side Arena, 44 East Isabel Street, St. Paul MN 55107. 651-215-0000
 - d. Oscar Johnson Arena, 1039 De Courcy Circle, St. Paul MN. 651-643-3000
 - e. Shoreview Arena, 877 West Highway 96, Shoreview MN 55126. 651-766-4000
 - i. White Bear Arena, 2160 Orchard Lane, White Bear Lake MN 55110. 651-748-2525

IV. Employee Training

- A. County Wide online COVID Video/Exam taken by all staff.
- B. Training of all staff on preparedness operating plan and all policies, procedures, protocols, and guidelines.
- C. Cleaning & Sanitizing Training of staff on proper cleaning and sanitizing methods and procedures.
- D. On-gong daily staff check-in meetings at each facility with supervisors.
- E. Weekly Operations Meetings with all facility staff, supervisors, and managers.

EMPLOYEE SAFETY AND SAFEGUARDS

I. Employee COVID19 Resources & Benefit Information (Attachments)

- A. [COVID-19/coronavirus FAQs for Ramsey County employees](#)
- B. [Families First Coronavirus Response Act \(FFCRA\)](#)
- C. [HR guidance for exposure to COVID-19 and leave time](#)
- D. [Health information: Prevention, symptoms and resources](#)
- E. [CDC guidance for employers, communities and individuals about slow the spread of COVID-19](#)
- F. [Emergency paid leave request \(PDF\)](#)

II. Employee Health & Safety Procedures, Screening & Protocols

- A. All employees with symptoms of illness or who have family members in their household with symptoms of illness should stay home and follow CDC and Dept of Health guidelines for self-quarantine before returning to work.
- B. High Risk Staff: Employees should notify their supervisor if they need further distancing than set forth in the following distancing protocols due to being high risk, someone you live with being high risk, or someone you care for who is high risk. Your supervisor will work with you to try and find a work assignment, which will meet both your needs and the county's during the COVID19 crisis.
- C. Employees are instructed to check their county email and the Ramsey Net COVID19 Info Page at the start and end of every shift for important COVID19 related announcements and updates. <https://www.ramseycounty.us/covid-19-info/county-employee-information-covid-19>
- D. Upon arriving at work all employees shall:
 1. Immediately wash their hands.
 2. Put on a mask whenever the facility is open to the public or working in the vicinity of other employees. Employees may remove their masks when working alone and away from any other persons.
 3. Disinfect the surfaces/computer at the check-in work station before clocking and signing in and then again after finished using the space.
 4. Complete an Employee Quick Check Health Form at the start of each workday.
 5. Have their temperature taken and recorded on the Quick Check Health Form.
 6. Employees indicating a potential exposure or symptom on the health form, having a fever of 100+, or displaying or developing any other symptoms will be required to leave work immediately, return home, and follow CDC and Dept of Health guidelines for self-quarantine before returning to work.

III. Employee social distancing work procedures and protocols.

- A. All staff should maintain a minimum distance of 6' from one another and all customers, vendors, residents, or any other person(s) you may be working with or near.
- B. Vehicles: Staff should make efforts to maintain social distancing in vehicles and minimize the number of people per vehicle. Vehicles should be cleaned/disinfected before and after each use. Staff may use personal vehicles for work travel and are eligible for mileage reimbursement in accordance with County policies.
- C. Working in pairs or small teams: Tasks should be evaluated with supervisors for compliance with social distancing requirements. If tasks can be safely completed alone, they should be. For work assignments still required to be completed in pairs or small teams, social distancing should be followed, and pairs/teams should remain consistent wherever feasible to limit potential spread.
- D. Shifts may be staggered to help avoid unnecessary congregating at the start and end of work days. Alternative reporting locations may also be utilized. Supervisors will communicate these items to staff.
- E. Lunch Breaks:
 1. Employees should not congregate at tables during lunch and should stagger lunch breaks so that the 6' rule is not violated.
 2. Wash your hands thoroughly for 20 seconds before eating.
 3. Find a seat or location 6' away from any other person.
 4. Clean and sanitize any surface(s) before sitting down to eat.

5. Ask others who may come and sit too close to move.
 6. Clean and sanitize the area after you are done.
 7. Wash your hands thoroughly before returning to work.
- F. Always should wear gloves whenever possible.
 - G. Whenever using a computer clean and sanitize surfaces before and after each use.
 - H. Keep bottles of disinfectant and paper towels in work areas and vehicles for easy access and use.
 - I. Wipe and sanitize vehicle steering wheels and controls before and after each use. (This includes Zambonis).
 - J. Wipe and sanitize all handles or controls on equipment before and after use. Examples; floor scrubbers, sweepers, hand tools, mop handles, lawn mowers, leaf blowers, etc.)
 - K. Never shake hands.
 - L. Always cover coughs and sneezes to protect people and surfaces near you.
 - M. Politely ask anyone who gets too close to step back.

FACILITY CLEANING AND SAFEGUARDS

I. Cleaning & Sanitizing

- A. Public Spaces
 1. All restrooms cleaned and sanitized between user groups.
 2. All dressing areas sanitized after each use.
 3. All high traffic touch areas/surfaces cleaned between user groups – Door/windows/counters/stations.
 4. Hand Sanitizer Locations
 - a. Building Entrances
 - b. Check-in Counters
 5. Documented deep cleaning of all spaces and surfaces used at the end of each day.
- B. Employee Work Areas
 1. Admin Work Stations: Disinfect wipes/sprays stationed at all work spaces, cleaned before and after each use by employees.
 2. Zamboni: Wipes/Sprays kept near all Zambonis for cleaning of steering wheel, seat, dash, handles/levers, and other touch points before and after each ride.
 3. Trucks, Mowers, & Lawn care Equipment: Wipes/Spray kept in/on all trucks, riding mowers, and utility vehicles for cleaning of touch surfaces before and after use.
 4. Hand Tools: Wipes and Sprays kept in all tool storage areas for cleaning before and after each use.
 5. Hand Sanitizer & Rubber Gloves
 - a. All admin desks and office locations
 - b. Zamboni Room & Compressor Room
 - c. In all vehicles
 6. Documented deep cleaning of all areas at end of each day.

II. Other Safeguards

- A. Separate Entrances & Exits at facilities.
- B. Stanchions for separating paths and closed off areas.
- C. One-way traffic patterns between areas.
- D. Remove tables and chairs.
- E. Limit & Restrict any gathering areas.
- F. Online & Phone purchase only. No onsite exchanges.
- G. Close off (social distance) toilet, urinals, and sinks as needed.
- H. Shut off and close access to all vending machines, games, water fountains and other high touch surfaces.
- I. Replace all towel dispensers with touchless paper towel dispensers.
- J. Prop doors open wherever able to.
- K. Require visitors to wear face masks to help protect employees.

RAMSEY COUNTY SOCIAL DISTANCING RULES AND GUIDELINES

I. GENERAL RESTRICTIONS

- A. No outside food or use of vending machines.
- B. No drinking fountains available (skaters must bring their own water bottle with name on it)
- C. No team warmup or dryland drills inside of facilities.
- D. No public open skating or hockey programs.
- E. No skate rentals.
- F. No Beginner/Learn to Skate Programs.
- G. No showers or private locker room space provided.
- H. No concessions or vending machines.
- I. On Ice Pods & Group Sizes - Current State Orders / Restrictions
 - 1. Practice & Training Activities
 - a. 2 pods of 25 or less skaters (includes coaches) allowed per ice rink, 1 pod of 25 if using entire rink.
 - b. Mixing of skater pods should be minimized. Example, coaches may work between pods but should maintain a 6' distance from skaters, but players in pods should remain separated.
 - c. User Group's Coaches and instructors are responsible to enforce social distancing on ice and in locker rooms during practices and training camps.
 - 2. Scrimmages & Games
 - a. No on ice social distancing rules for games.
 - b. Full team of skaters and coaches may participate along with referees and box officials.
 - c. Skaters must social distance off the ice in locker rooms and other rink areas.
- J. Spectators: (Masks Required)
 - 1. Practices/Training/Camps: No spectators are allowed for practice and training activities with the exception for children under 10, One adult per skater is allowed.
 - 2. Scrimmages & Games: Spectators for games and scrimmages are based upon each individual facility's ability to provide space required for social distancing. Example, if a rink needs to use the bleachers as a skater dressing area to meet social distancing requirements then parents and spectators will not be allowed.
 - 3. Game Spectator Capacity by Facility:
 - a. Aldrich Arena: Max = 160, (4 immediate family members per skater).
 - b. Highland Arena North Rink: Max = 80, (2 immediate family members per skater).
 - c. Pleasant Arena: No Spectators
 - d. TCO Sports Garden – TCO Rink 1: Max = 120, (3 immediate family members per skater).
 - e. TCO Sports Garden - Training Haus Rink 2: Max = 40, (1 immediate family members per skater).

II. PREPARING TO ARRIVE AT FACILITIES

- A. Anyone with symptoms of illness or who have family members in their household with symptoms of illness must stay home and follow CDC and Health Department rules and guidelines for self-quarantine.
- B. Masks are required in the building to help protect employees as well as all other visitors. (They may be removed for on-ice activities but should be worn at all other times)
- C. Skaters should arrive with most of their clothing and equipment already on.
- D. All dressing areas will either be in open public areas or have doors propped open. All dressing areas are considered coed, no one should be dressed down to undergarments at any time.
- E. Skaters should bring skate guards for dressing in areas that do not have rubber flooring or matting.
- F. Skaters should bring hand sanitizer with them for use before and after getting ready to skate.
- G. Skaters should arrive no earlier than 20 minutes prior to the start of their ice time.
- H. Skaters must have their own water bottles clearly marked with their name.
- I. Before each ice session check and verify your organization's schedule with Ramsey County's live on-line schedules at <https://ramseycounty.maxgalaxy.net/Schedule.aspx?GUID=3fedbc82-293f-4839-ba0a-168ac8f1aa5f> for rink assignments, schedule changes, or other important information.
- J. Parents and spectators are allowed in designated areas for games only.
- K. Spectators may not enter buildings any earlier than 5 minutes prior to the start of scheduled games.
- L. Spectators must remain in designated areas during all games and may not linger in lobbies and hallways or other traffic areas before or after games.
- M. Spectators must leave the building immediately following the conclusion of the game that they are attending.

- N. For children under 10 requiring parent assistance, only 1 parent is allowed with the child and must remain within the child's social distance area while assisting them before and after ice.
- O. After young skaters have gone onto the ice parents may stay in buildings that have designated spectator seating available, provided they follow all social distancing and mask requirements.
- P. Skaters and Spectators should follow all one-way directional signage inside facilities and abide by all designated entrance only and exit only locations.
 - 1. TCO Sports Garden – TCO Rink 1
 - a. Entrance Only- Northwest Entrance by Saks.
 - b. (Exit Only) - Northwest Entrance by Saks or TCO Rink 1 Locker Room Hallway Exit.
 - 2. TCO Sports Garden – Training Haus Rink 2
 - a. Entrance Only Northeast Main Entrance by Revolution Sports.
 - b. Exit Only- Northeast Main Entrance by Revolution Sports or Training Haus Rink 2 South Exit.
 - 3. Aldrich Arena
 - a. Entrance Only– East Entrance at top of the Ramp facing Golf Course.
 - b. Exit Only Northeast concourse doors
 - 4. Highland Arena
 - a. Entrance Only – Upper Lobby North Rink Entrance
 - b. Skater Exit Only) – Lower South Rink Exit
 - c. Spectator Exit Only – Upper Lobby North Rink Entrance
 - 5. Pleasant Arena (No spectator viewing available - bleachers used for player dressing)
 - a. Drop Off (Entrance Only) – Main Front Lobby Entrance
 - b. Pick Up (Exit Only) – Side Rink Exit

III. ARRIVING AND CHECKING IN

- A. All visitors and skaters must use the designated entrance/exit locations at all facilities.
- B. To protect employees, coaches, skaters, and guests, all visitors including coaches and skaters must wear a mask except when participating on the ice.
- C. Skaters and visitors must all use hand sanitizer upon entering the building.
- D. Skaters must check-in at the designated check-in areas with their User Group's check-in person taking attendance for MN Health Department Contact Tracing and performing your user group's health screening procedures and temperature checks. All user groups are responsible for their own attendance, checking temperatures, and health screening. (Ramsey County does supply a temperature gun)
- E. Skaters will receive a dressing area assignment at the check-in counter.
- F. After check-in skaters must proceed directly to their dressing areas.
- G. All User Groups are required to have staff in their designated dressing areas supervising, directing, and enforcing social distancing rules whenever their skaters are in the dressing areas or other areas of the rinks. Coaches and instructors are required to dress with the organization's skaters and spread out between the various dressing areas to assist with enforcing social distancing rules.
- H. After getting dressed skaters should use the hand sanitizer brought with them.
- I. After getting dressed all skaters should keep their gloves on at all time, including when picking up pucks and equipment.
- J. After finished getting ready all personal items must be secured and stored inside each skater's bag and placed next to the social distancing seat circles.
- K. Skaters are not be allowed to leave their dressing areas until they are directed to by their coaches and instructors. Coaches and instructors should not lead players out from the dressing areas any earlier than 30 seconds before the start of their ice time.
- L. Skaters should proceed to the ice in the order of closest to the exit/entrance to last and remain 6' apart at all times by using seat and floor distancing circles.

IV. ON THE ICE

- A. Practices & Training Camps
 - 1. 2 pods of 25 allowed (Included skaters and coaches) per rink or 1 pod of 25 if using the whole ice.
 - 2. Skaters and coaches all should abide by social distancing rules and guidelines while on the ice whenever possible.
 - a. Social distancing circles have been placed on the glass to help monitor and enforce distancing rules.
 - b. Coaches should use the social distancing circles on the on the glass whenever possible to start and end drills or when giving directions or chalk talks.
 - c. When breathing heavily after a drill, skaters should face away from other skaters.

- d. Coaches should not skate alongside or with players performing drills.
3. Masks are not required on the ice but are recommended.
4. No spitting, yelling, or other actions that may cause additional droplet spray. Cough and sneeze into your arm and jersey.
5. Skaters must always keep their gloves on (includes picking up puck or other equipment).
6. All on ice activities must end 1-2 minutes before the scheduled end time to allow time for picking up equipment and organizing players to leave the ice socially distanced.

B. Games

1. No pod limitations during games. Full team with coaches, referees, and box staff are acceptable.
2. Skaters should spread apart equally on benches as far apart as possible.
3. Skaters on the bench should face away from other players and minimize talking directly towards one another whenever possible, especially when breathing hard after a shift.
4. Social Distancing is still required in locker rooms and all other rink areas.

V. AFTER ICE

- A. Skaters should use the social distancing circles on the glass to line up when leaving the ice surface.
- B. Skaters must remain in their assigned dressing area seat until all skaters are ready to leave.
- C. Use hand sanitizer after undressing and packing up your equipment and bag.
- D. All players should be ready to leave the facility within 10 minutes of leaving the ice and must wait for all players in their pod to be ready to leave the building together.
- E. Instructors are required to lead skaters socially distanced as pods or teams to the exits.
- F. Instructors are required to wait with the skaters at the pickup locations to enforce social distancing rules and must remain with them until all skaters have been safely picked up.
- G. Upon getting home skaters should disinfect sticks, helmet, skates, gloves, and other equipment and wash clothing at high temperatures after each session.

USER GROUP RESPONSIBILITIES

All user groups (organizations, and individuals) renting ice times are responsible and liable to monitor and supervise all skaters, coaches, instructors, employees, guests, members, and spectators attending their events and enforce all rules and guidelines set forth in this preparedness plan and all current state executive orders, MN Health Department of Health guidelines, and all CDC guidelines.

User Group Preparedness Plan

In addition to the County's Preparedness Plan all user groups are required by the MN Department of Health to also have their own individual preparedness plan in place to protect their employees, volunteers, skaters, coaches, members, and visitors. All User Groups must agree to abide by Ramsey County's Preparedness Plan by answering the questions and signing below, which may act as the User Groups Preparedness Plan as well. Groups may also submit their own detailed preparedness plans but must still complete and sign the County Plan.

Attendance Records & Participant Contact Information

All User Groups (organizations or individuals) renting ice are responsible for recording and maintaining accurate attendance records and participant contact information for their on-ice skaters and participants at their events. These records are necessary for MN Department of Health Contact Tracing should an infection or exposure occur.

If you receive notification that a skater, coach, or other participant has tested positive for COVID 19 you are responsible to contact the MN Department of Health immediately and follow their instructions.

If contacted by the Department of health and notified that individuals from your programs or teams may have been exposed to COVID you are responsible to provide them with accurate attendance records and contact information and follow all instructions given by them.

If either of the above infection or exposure situations occur, you must also contact and inform Ramsey County immediately.

Health & Safety Screenings

All user groups are responsible and liable for developing their own health and safety screening policies and procedures, which should include temperature checks for their skaters, coaches, volunteers, employees, spectators, and other persons attending their activities and events.

Check-In Manager/Coordinator

All user groups must provide a check-in manager or coordinator to check-in, screen, and direct all skaters, coaches, volunteers, employees, spectators, and other persons attending their activities and events.

Check-In Responsibilities

Arrive 30 minutes prior to scheduled ice time (10 minutes before skaters) to receive dressing area assignments from rink staff prior to skaters arriving. Skaters will not be allowed in the building until the user's check-in manager or coordinator has arrived.

Have a copy of the user group's preparedness plan and contact information for all skaters available during all rentals and be prepared to provide it to any MN Department of Health Inspector should arrive for an inspection.

Take attendance and Screen all user group's skaters, coaches, volunteers, employees, spectators, and other persons attending their activities and events as described in the user's group's preparedness plan.

Ensure all user group's skaters, coaches, volunteers, employees, spectators, and other persons attending the user groups activities and events have and wear masks.

Provide dressing area assignment to all skaters & coaches by Pods or teams.

Instruct all user group's skaters, coaches, volunteers, employees, spectators, and other persons attending their activities and events to immediately use hand sanitizer upon entering the building.

Check-in Manager/Coordinator must remain at the Check-In counter/area until all registered skaters are confirmed and checked in for practices and training camps.

Tournaments must have a check-in person at all gates throughout the entire tournament.

Dressing Area Manager/Coordinators/Instructors Responsibilities

A minimum of 1 Dressing area manager/coordinator must arrive 30 minutes prior to their ice time (10 minutes before skaters). Coaches and Instructors can act as Dressing Area Managers.

Be present and remain in dressing areas before and after all ice sessions to monitor and enforce all social distancing rules and procedures. Coaches and instructors are required to dress with the organization's skaters and spread out between the various dressing areas to assist with enforcing social distancing rules.

Manage the flow of players to dressing areas, to and from the ice, as well as exiting the building.

Skaters are not be allowed to leave their dressing area seat until they are directed to go onto the ice by their coaches and instructors. Coaches or instructors should not lead players out from the dressing area any earlier than 30 seconds before the start of their ice time.

After getting ready all personal items must be secured and stored inside each skater's bag and placed next to social distancing seat circle before leaving to the ice.

RAMSEY COUNTY COVID-19 POSITIVE TEST PROCEDURES

Notification:

Positive COVID-19 Test

It is likely that we will be notified after a certain period of time has passed since a positive participant was in the facility, unless coaches/staff notice someone who is exhibiting symptoms, in which case they should be isolated and asked to leave the facility. The critical time period where exposure can occur is 48 hours prior to showing symptoms to 10 days after positive test. If it has been longer than 48 hours before symptom occurred the chance of exposure is very low.

Once staff receives notification/or identifies a symptomatic person

Symptomatic person

1. Person should be asked to leave facility
2. Immediately clean areas that the person has occupied or touched

Notification of a Positive Test

1. If its within 24 hours since the player was in the building
 - a. Isolate all areas that an infected player has occupied for 24 hours from the time the player left the facility where possible.
 - b. This may include closing down a rink and having to move or cancel ice rentals or redirecting traffic to avoid infected areas.
 - c. Open outside doors and windows and use ventilating fans to increase air circulation in the area if possible
2. Notify your direct supervisor and Lisa HansonLamey
3. Once it has been 24 hours after the player occupied a space, or if the notification came more than 24 hours after a player occupied facility immediately deep clean and disinfect all areas player occupied including (but not limited to) bathrooms, locker rooms, common areas, benches that the team/player was in, floors, fencing/stair rails, drinking fountains, walls around bathroom entrances and locker room entrances, doors (not just the handles) that the team used and any other non-common touch points and spaces where coughing, sneezing, spitting, etc. could have reached.
4. Restrict any new groups from entering contaminated spaces until they have been cleaned and disinfected
5. Once areas have been cleaned, disinfected and dried we can open spaces up to the public
6. At the end of the day deep clean and disinfect entire building
7. Supervisors will be in contact with any staff that may have had an exposure.
8. We will communicate to the groups that were in facility after infected person that there has been a positive test.

A few things to note, our current procedures help control the spread after each team by

1. Cleaning and disinfecting high touch areas and locker room/changing areas after each use
2. Regular cleaning of bathroom, high touch areas in lobby and check in areas
3. Disinfection of each building at the end of each evening.

Please continue to keep up these procedures as they are in place to keep us and the participants safe and minimize the spread of infection.

Team positive player was on –

1. Joe Bergquist, Lisa HansonLamey or another designated staff member will speak with coaches to ensure their COVID-19 Preparedness Plans are carried out (all groups are required to submit one prior to taking the ice), discuss recommendations, concerns for future exposure and reducing the risk for infection for other players and staff
2. If their plan is followed, they will be allowed to return to the rink for practice/game



USER GROUP COVID-19 Preparedness Plan for Ramsey County Ice Arena Facilities

Ramsey County is committed to providing a safe and healthy workplace for all our workers and visitors to our Ice Arena Facilities. We have developed this facility preparedness plan that meets the state of Minnesota requirements for reopening. All User Groups must agree to follow and abide by the policies and guidelines as outlined within this plan by signing below.

The MN Department of Health also requires that User Groups renting our facilities for providing services, programs, activities, and events to submit their own preparedness plan for their organization’s programs and activities to ensure the safety and health of their employees, members, and customers.

User Groups may also use this Preparedness Plan as your User Group’s preparedness plan by answering the following questions. User groups may also submit their own plan, which must address the questions below as a supplement to the questions.

1. Please identify the primary person(s) responsible for your plan with their contact information. This should be the contact person for the MN Department of Health should an infection or exposure occur and contact tracing is required.

Name: _____ Cell Phone: _____ Email: _____

2. Please Identify your Check-In Manager(s) and Dressing Area Manager(s) responsible for working with Ramsey County staff and enforcing all rules, guidelines, and protocols of your skaters and staff.

Name: _____ Cell Phone: _____ Email: _____

Name: _____ Cell Phone: _____ Email: _____

3. Please list your procedures for screening, identifying, isolating, and handling a symptomatic participant.

4. Practices & Training Programs should be structured to allow for social distancing and minimal contact between players and coaches. Identify how your staff and coaches will enforce these on and off the ice.

5. Please list what coaches and participants will do to help with cleaning, disinfecting and decontamination.

6. List your plan for communications and training requirements for players/participants/members for complying with the preparedness plans, including preventing symptomatic participants from coming to the arena.

7. Please describe the procedures and safeguards you will follow when you are notified that a person within your group tests positive for COVID-19.

{Legal name of User Group or Individual}

Certified by: _____
{Printed Name}

[Title of management official]

Signature

Date

(Typing your Name in the signature line constitutes an electronic signature and agreement of this document.)