COVID-19 Preparedness Plan for the City of Cottage Grove Ice Arena

The City of Cottage Grove is committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following 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 that requires full cooperation among workers and management. 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 Preparedness Plan. Cottage Grove Ice Arena 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 the Cottage Grove Ice Arena. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by continually offering open lines of communication with the implementation of all COVID-19 related policy and procedures. Examples of this interactivity include virtual meetings, surveys, team meetings, virtual chat sessions, engagement with our Emergency Management team and more. Our Preparedness Plan follows 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;
- housekeeping – cleaning, disinfecting and decontamination;
- 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 and policies for employees exhibiting signs and symptoms of COVID-19

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. A list of COVID-19 related symptoms as articulated by the MN Department of Health will be emailed to all employees (Exhibit A1). A poster with visitor and employee Health Screening Checklist from the Minnesota Department of Health (Exhibit A1 & A2) with these symptoms will be placed prominently in front of the time clock and in the office where all employees report to work at the beginning of the day. Additionally, a detailed list of actions that must be adhered to when exhibiting any of those symptoms will be included in the email and posted next to all symptom posters (Exhibit B). Staff has been and will continue to encourage conversation on the topic and assure employees that protecting themselves and those around them is the highest priority. To that end, the City has
put in place leave policies to ease concerns about potential job loss due to an inability to work as a result of these procedures.

The City of Cottage Grove 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. The City has authorized an additional 12 weeks of FMLA and 80 hours of annual leave for any time lost at work due to COVID-19 related issues. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

The City of Cottage Grove 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.

In addition, a policy has been implemented to protect the privacy of workers’ health status and health information. Guidance includes:

1. Employees who begin experiencing symptoms of COVID-19 (which means a combination of a 100F+ fever, persistent cough, shortness of breath, headache, sore throat, chills, muscle aches, new loss of taste or smell), should immediately self-isolate and stay home.
2. Employees can return to work after these three things have happened:
   a. No fever for at least 72 hours (without use of fever reducing medicine)
   b. Other symptoms have improved
   c. At least 10 days have passed since first symptoms have appeared.
3. Employees who are sick or who have prolonged exposure to a COVID-19 positive or symptomatic person should contact their immediate supervisor and complete the Reporting of Exposure or Symptoms form found on the left navigation pane on the Emergency Management SharePoint site.

**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 visitors to the facility will be encouraged to sanitize their hands when entering. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Signs regarding handwashing etiquette will be displayed (Exhibit C).

Although access to clean handwashing sinks with soap are plenty, over 6 hands-free sanitizing stations have been added throughout the facility and particularly at areas of highest traffic and touch points.

**Respiratory etiquette: Cover your cough or sneeze**

Workers 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 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. Multiple posters visually displaying proper respiratory etiquette will displayed throughout the Ice Arena (Exhibit C).

**Social distancing**

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

1. Workers and visitors are prohibited from gathering in groups and confined areas, including elevators, and from using other workers’ personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.
2. Cash transactions will be limited. Credit card payments will be encouraged and administered from behind a glass front with the credit card machine being sanitized after each transaction.
3. Restrooms will be cleaned and disinfected a minimum of every 3 hours during normal operations and include documentation on or near the door noting the time and employee responsible for the cleaning.
4. Locker room doors will remain open to avoid touch points. Occupancy limits will be posted on each door based on ability to meet the 6’ distancing guidelines.
5. Walk-in rentals and programs will not be offered. Only pre-rental and registration are allowed.
6. 15-minute intervals between ice time will allow for groups to disburse with minimal interaction between the groups before or after.
7. All customers will be notified upon rental or registration that they should arrive at the arena for their activity no earlier than 10 minutes prior. They will also be expected to disburse 10 minutes following their activity. This may mean equipping themselves at home or in their vehicles as necessary.
8. Minor athletes are only allowed to be accompanied by one adult during their activity. Adults are to remain in the rink bleachers and not enter locker room areas without prior approval by arena staff. Coaches will be expected to tie skates for players at the younger age levels as needed.
9. Coaches are expected to program activities in a manner that abides by social distancing. Ice shall be split to never have more than 10 people within the area of a half rink (including ice or turf). For the South rink, no more than 10 people are allowed on the entire ice sheet.
10. A letter/email detailing safety protocols and waiver of the facility will be sent to each customer who rents ice or participates in a program (Exhibit D). A larger poster with the protocols will be placed on the front doors to notify all entrants of expectations for safely utilizing the facility (Exhibit E1 & E2).

**Housekeeping**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. 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, etc.
An hourly cleaning/sanitizing schedule for on-duty employees is included in this report as Exhibit F. Employees will be responsible to document the completion of those duties each and every time.

Our following cleaning schedule will be carried out as follows:

Hour 1 – Restroom, sink and drinking fountain cleaning and disinfecting

Hour 2 – Sanitizing railings, door handles and common touchpoints upstairs

Hour 3 – Sanitizing railings, door handles and common touchpoints downstairs

QT Plus is a EPA and CDC approved hospital-grade disinfectant/detergent that is an effective solution against COVID-19 that will be used to sanitize all surfaces throughout the facility.

Communications and training

This Preparedness Plan was communicated via email and in person to all workers 6/5/2020 and necessary training was provided. Additional communication and training will be ongoing by in person follow ups with staff and provided to all workers who did not receive the initial training. Managers and supervisors are to monitor how effective the program has been implemented by having weekly meetings. Management and workers are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by City of Cottage Grove management and was posted throughout the workplace 6/5/2020. It will be updated as necessary.

Certified by:

Jordan Hirman
Facility Services Manager
City of Cottage Grove
Phone: 651-458-3415
Fax: 651-458-3444
jhirman@cottagegrovemn.gov
Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

www.cdc.gov/coronavirus/2019-nCoV
www.health.state.mn.us/diseases/coronavirus
www.osha.gov
www.dli.mn.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html
www.cdc.gov/handwashing
https://youtu.be/d914EnpU4Fo

Respiratory etiquette: Cover your cough or sneeze

www.health.state.mn.us/diseases/coronavirus/prevention.html
www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

www.health.state.mn.us/diseases/coronavirus/basics.html
https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

**Training**

www.health.state.mn.us/diseases/coronavirus/about.pdf


www.osha.gov/Publications/OSHA3990.pdf
Is it COVID-19?

COVID-19 symptoms can include fever, cough, and shortness of breath. This may be similar to other illnesses, like the flu and common cold. Many people with COVID-19 have mild or few symptoms, and some may have no symptoms at all.

<table>
<thead>
<tr>
<th>SYMPTOMS</th>
<th>COVID-19</th>
<th>FLU</th>
<th>COLD</th>
<th>ALLERGIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cough</td>
<td>Often</td>
<td>Often</td>
<td>Sometimes</td>
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<tr>
<td>Fever</td>
<td>Often</td>
<td>Often</td>
<td>Rarely</td>
<td>Never</td>
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<td>Body aches</td>
<td>Often</td>
<td>Often</td>
<td>Rarely</td>
<td>Never</td>
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<td>Shortness of breath</td>
<td>Sometimes</td>
<td>Sometimes</td>
<td>Rarely</td>
<td>Rarely</td>
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<td>Headache</td>
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<td>Often</td>
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<td>Fatigue</td>
<td>Sometimes</td>
<td>Often</td>
<td>Sometimes</td>
<td>Sometimes</td>
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<td>Sore throat</td>
<td>Sometimes</td>
<td>Sometimes</td>
<td>Sometimes</td>
<td>Never</td>
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<tr>
<td>Loss of taste or smell</td>
<td>Sometimes</td>
<td>Rarely</td>
<td>Rarely</td>
<td>Rarely</td>
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<tr>
<td>Diarrhea</td>
<td>Sometimes</td>
<td>Rarely</td>
<td>Never</td>
<td>Never</td>
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<tr>
<td>Chest pain or pressure</td>
<td>Rarely</td>
<td>Rarely</td>
<td>Never</td>
<td>Never</td>
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<tr>
<td>Runny nose</td>
<td>Rarely</td>
<td>Sometimes</td>
<td>Often</td>
<td>Often</td>
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<tr>
<td>Sneezing</td>
<td>Rarely</td>
<td>Sometimes</td>
<td>Often</td>
<td>Often</td>
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<tr>
<td>Watery eyes</td>
<td>Never</td>
<td>Never</td>
<td>Never</td>
<td>Often</td>
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</table>

If you are able to manage your symptoms at home, you don’t need to seek care or get a COVID-19 test. Contact your medical provider for any symptoms that are severe. For medical emergencies, such as difficulty breathing, call 911.

This list is not all-inclusive.
Health Screening Checklist

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

☐ Fever (100.0°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

If you answered “Yes” to any of the screening questions or if you have a measured temperature above 100.0°F, you should go home, notify your supervisor, stay away from other people, and contact your health care provider.
COVID-19
Stay at Home Guidance

Employees with symptoms

- If you begin experiencing symptoms of COVID-19 (which means you have a combination of a fever at or above 100.4 degrees Fahrenheit, coughing, difficulty breathing, sore throat, headache, and/or muscle aches), you should immediately self-isolate and stay home.
- You can return to work after these three things have happened:
  ✓ You have not had a fever for at least 72 hours (3 full days of no fever without the use of fever-reducing medication) AND
  ✓ other symptoms have improved AND
  ✓ at least 7 days have passed since your symptoms first appeared.

Employees without symptoms

- If you have had close contact* with someone who tests positive for COVID-19 or if you are living with someone who develops symptoms of COVID-19, you should stay home for 14 days after the exposure and carefully monitor your own health by taking your temperature twice a day and watching for other symptoms.

(*Close contact is defined as: a) being within approximately 6 feet of a person for a prolonged period of time; or b) having unprotected direct contact with infectious secretions (e.g., being coughed on, touching used tissues with a bare hand). Public health officials have insufficient data to precisely define the duration of time that constitutes a prolonged exposure; however, until more is known about transmission risks, it is reasonable to consider being within 6 feet of an infected person without PPE for greater than a few minutes as a prolonged exposure.)

Additional Guidance

If you are sick or if you are staying home for 14 days because you have had close contact with a COVID-19 positive or symptomatic person, contact your immediate supervisor and/or Captain Gwen Martin or Deputy Fire Chief Jon Pritchard. Please let them know the date your symptoms first appeared or when/how the close contact prolonged exposure occurred.

MDH Hotline for health questions:
651-201-3920 or 1-800-657-3903
7 a.m. to 7 p.m.

MDH: https://www.health.state.mn.us/diseases/coronavirus/index.html

Stop the Spread of Germs

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

Avoid close contact with people who are sick.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

Avoid touching your eyes, nose, and mouth.

When in public, wear a cloth face covering over your nose and mouth.

Stay home when you are sick, except to get medical care.

Clean and disinfect frequently touched objects and surfaces.

Wash your hands often with soap and water for at least 20 seconds.

cdc.gov/coronavirus
Dear Cottage Grove Ice Arena Customers,

Due to our concern for your safety during COVID-19, we are implementing the following:

**What WE are doing to keep you safe:**
- Multiple hand sanitizer stations are located throughout the facility including entrance and exit areas.
- Workers and visitors are prohibited from gathering in groups.
- Restrooms will be cleaned and disinfected a minimum of every 3 hours during normal operations and include documentation on or near the door noting the time and employee responsible for the cleaning.
- Walk-in rentals and programs will not be offered. Only pre-rental and registration are allowed.
- Clearly marked entrance and exit signs will be placed in the lobby and on the rink boards to limit close contact between users.
- 15-minute intervals between ice time will allow for groups to disburse with minimal interaction between the groups before or after.
- All customers will be notified upon rental or registration that they should arrive at the arena for their activity no earlier than 10 minutes prior. They will also be expected to disburse 10 minutes following their activity. This may mean equipping themselves at home or in their vehicles as necessary.
- Coaches are expected to program activities in a manner that abides by social distancing. North rink ice shall never have more than 25 people for full sheet play or 2 pods of 25 each within the area of a half rink (including ice or turf). For the South rink, no more than 25 people are allowed on the entire ice sheet.

**What YOU need to do to keep everyone safe:**
- Skaters should show up to the rink no earlier than 10 minutes before ice time starts. Skaters should exit ice immediately after completion and leave the facility within 10 minutes.
- Skaters should arrive to the rink with a majority of their hockey gear on to limit the amount of time spent in the locker rooms together.
- Minor athletes are only allowed to be accompanied by one adult during their activity. Adults are to remain at the mezzanine level and not enter locker room areas without prior approval by arena staff. Coaches will be expected to tie skates for players at the younger age levels as needed.
- It is the responsibility of coaches and athletes to adhere to the social distancing guidelines.
- User groups must adhere to the locker room schedule posted. Clearly marked X’s will be placed on benches in locker rooms to adhere to 6 feet social distancing requirements.
- User groups are allowed games and scrimmages as of July 1st 2020.
Waiver, Release, and Indemnification Agreement

This Waiver, Release and Indemnification Agreement ("Agreement") is entered into between the City of Cottage Grove ("City") and ("User") for use of the following City facilities: ("City Facilities") by the User for the following events and/or activities: ("Events and Activities").

THIS IS A WAIVER, RELEASE OF LIABILITY, AND INDEMNIFICATION AGREEMENT. THE USER MUST READ THIS DOCUMENT CAREFULLY BEFORE SIGNING.

User is using certain City Facilities for Events and Activities and prior to such use, City requires the release and indemnification of the City as set forth in this Agreement;

NOW, THEREFORE, in consideration for being permitted to use the City Facilities and engage in the above-described Events and Activities on the City’s property, User and its members, participants, representatives, servants, agents, successors, predecessors, assigns, employees, invitees, guests, officers, and directors (collectively referred to herein as "User") hereby acknowledge, represent, and agree as follows:

(1) User agrees to comply with all rules, regulations, policies and guidelines for use of City Facilities, including those related to COVID-19

(2) User understands that the use of the City Facilities and the participation in the above-described Events and Activities may involve risk of injury, loss, or damage to the participants and/or third parties. The User acknowledges that such risks may include, but are not limited to, bodily injury, personal injury, sickness, disease, including exposure to COVID-19, death, and property loss or damage. By executing this Agreement, User assumes all such risks.

(3) By signing this Agreement, User does hereby expressly assume all risk of injury, exposure to illness, including COVID-19, loss, or damage to User, its organizers, participants, members, spectators, invitees, agents, volunteers, vendors, contractors, employees, and guests, and any third parties, arising out of or in any way related to the above-described Events and Activities or use of the City Facilities, whether or not caused by the act, omission, negligence, or other fault of the City, its officers, officials, agents, contractors, servants, or employees, or by any other cause. This waiver does not apply to any injuries or damages that are the result of any willful, wanton, or intentional misconduct by the City.

(4) By signing this Agreement, User hereby except, release, discharges and holds harmless the City, its officers, officials, agents, contractors, servants, employees, and insurers, from any and all claims, demands, and actions for such injury, loss, or damage to persons or personal property suffered by User, its organizers, participants, members, spectators, invitees, agents, volunteers, vendors, contractors, employees, and guests, and any third parties, arising out of or in any way related to the above-described Events and Activities or use of the City Facilities, whether or not caused by the act, omission, negligence, or other fault of the City, its officers, officials, agents, contractors, servants, or employees, or by any other cause. This waiver does not apply to any injuries or damages that are the result of any willful, wanton, or intentional misconduct by the City.

(5) By executing this Agreement, User acknowledges that it has read this entire Agreement, understands and agrees to its content, and has explained it to the members of its organization, if any, and signs it as a free and voluntary act, on behalf of its organization having had an adequate opportunity to consider its terms and conditions. The User understands that entering into and signing this Agreement affects the User’s legal rights and results in the User giving up or waiving certain legal rights.

SIGNATURE OF USER
Printed Name:

DATE
1) Wash and Sanitize Hands Often
2) Maintain 6’ of Social Distance
3) Cover Coughs and Sneezes
4) If You are Not Feeling Well, Stay Home
5) Modified, Limited or No Locker Room Access
6) Handshakes Discouraged
7) No Spitting or Sharing of Water Bottles
8) Do Not Gather Before, During or After Ice Times
9) Keep Gloves on During Ice Times
For Everyone’s Safety

Use the multiple hand sanitizer stations

Do not gather in groups or wait in the lobby

Restrooms will be cleaned a minimum of every 3 hours

Entrance and exit signs will be placed to limit close contact

Skaters are allowed to be accompanied by one adult. Adults are to remain in the bleachers and not enter locker room areas.

Enter the arena dressed to skate no earlier than 10 minutes prior. Coaches are expected to tie skates as needed.

Exit the arena 10 minutes following rental and undress from gear at home.

South Rink:
1 pod
25 people or less

North & West Rink:
1 Pod = Full sheet 25 people
2 Pods = Half sheet 25 people per pod

Locker Rooms:
X’s are marked on benches to maintain social distancing

Pods must be kept separate during the duration of the ice time

People includes skaters, coaches, and goalies
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<tr>
<th>Day</th>
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