



## COVID-19 Preparedness Plan

Delano Area Sports Arena (DASA) 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. Delano Area Sports Arena managers and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at DASA. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by gathering their input through weekly meetings to discuss all impacts, utilize their knowledge and expertise, and determine appropriate solutions or changes based on experience. 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. Workers will be asked to submit a body temperature reading to their manager at least 1 hour prior to their scheduled shift. Upon entering the facility, each worker will again take a body temperature reading with a touchless thermometer and

record the body temperature in the daily log. At any point should an employee show signs of illness, they are to report it to their manager and either not come in to work their scheduled shift, or leave as soon as it is responsibly possible to do so.

DASA 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. DASA does not offer sick leave to part time employees. Should an employee be required to quarantine themselves as a result of COVID-19, they will be required to follow the standard COVID-19 quarantine practice. Employees may be eligible to use the standard Family Medical Leave Act policy regarding lost time at work. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. These employees will be required to wear a face covering while working their scheduled shift.

DASA 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. Should any DASA employee or known guest be officially diagnosed with COVID-19, DASA will contact by phone and by email any and all workers who may have been exposed.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. The identity of anyone being officially diagnosed with COVID-19 will be kept private under penalty of HIPPA law and may result in permanent loss of employment.

## **Executive Order 20-81**

As per the order above, employees will be required to wear a face covering while working. The only exemptions to this order are as follows:

- A. Individuals with a medical condition, mental health condition, or disability that makes it unreasonable for the individual to maintain a face covering. This includes, but is not limited to, individuals who have a medical condition that compromises their ability to breathe, and individuals who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. These individuals should consider using alternatives to face coverings, including clear face shields, and staying at home as much as possible. 4
- B. Children who are five years old and under. Those who are under two-years old should never wear a face covering due to the risk of suffocation. Those who are at least two are encouraged to wear a face covering if they can do so in compliance with CDC guidance on How to Wear Cloth Face Coverings, available at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-gettingsick/how-to-wear-cloth-face-coverings.html> (i.e., without frequently touching or removing the covering).
- C. Individuals at their workplace when wearing a face covering would create a job hazard for the individual or others, as determined by local, state or federal regulators or workplace safety and health standards and guidelines.

## 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 required to wash their hands prior to or immediately upon entering the facility. 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.

DASA has also purchased and placed hand sanitizer stations near strategic locations such as doorways or common areas. These stations include clear instructions for use. These stations are in addition to our existing bathrooms within the facility which also include clear instructions on handwashing for COVID-19.

## 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. COVID-19 “Cough and Sneeze” posters will be posted in clearly visible locations near common areas throughout the facility.

## Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: Groups and teams will be limited to 20 people on the ice at one time in two (2) pods of 10. Start times will be staggered to prevent overlap in departure and arrival. People will arrive through the front (west) doors and exit the arena through the north doors by the entrance to locker room 1.

When working in the facility, workers are asked to adhere to social distancing policy whenever possible.

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.

## 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. DASA staff will conduct hourly cleaning of all high touch areas.

## **Communications and training**

This Preparedness Plan was communicated by email to all workers on 6/29/2020 and necessary training was provided. Additional communication and training will be ongoing during scheduled shifts and if necessary additional time will be provided for those workers who did not receive the initial training. Managers and supervisors are to monitor how effective the program has been implemented by communicating with staff on a weekly basis. Management and workers are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by DASA management and was posted throughout the workplace 6/29/2020. It will be updated as necessary.

Certified by:

Troy Malo  
DASA General Manager

## Business Specific Policies

### For All Staff:

- Health screening and temperature checks before shift starts. Staff should not come to work and will be sent home from work at any sign of illness.
- Training in proper decontamination, hand washing and safety communication protocols.
- Contactless payments are preferred for all transactions. (Credit card, swipe or insert by customer, manual entry by staff if required). Cash and check will be accepted.
- As per Executive Order 20-81, a face covering is required inside the building. Face coverings are not provided by DASA.
- Follow social distancing practices when applicable and possible to do so.

### For the Facility:

- Shared spaces (bathrooms, lobby, hallways, doorways) are disinfected every hour on the hour.
- In use locker rooms are disinfected after each use. Limited locker rooms may be available.
- Public hand sanitizing stations are placed in strategic locations within the facility.
- Hand washing and sanitizing instructions are posted in bathrooms and appropriate work areas.

### Hockey Specific (events to have 50 people or less)

- Events are scheduled ahead of time with DASA.
- 15 minutes between events to avoid arrival and departure overlap.
- Face covering must be worn into and out of the building. Face covering may be removed before going on the ice.
- Athletes & Coaches are asked to change before arriving and to arrive no sooner than 10 minutes before the scheduled ice time. Enter the facility on the west side (main entrance).
- Athletes & Coaches are asked to leave the premises at a maximum of 10 minutes after the ice time is complete. If there is a group on the ice immediately after your group, exit using the doors located by the entrance to locker room 1 on the north side of the building. If there is not a group after your event, you may leave through the west doors(main entrance).
- Minor athletes are allowed one adult chaperone during their event who can assist with tying skates. The chaperone must leave immediately after the athlete is ready to go on the ice.
- Coaches/Instructors are asked to follow social distancing practices during the event.
- Spectators are not allowed in the building.

## Business Specific Communication and Signage

### Hockey(email)

*Dear DASA partners and customers, due to our concern for your safety during COVID-19, we are implementing the following:*

#### ***What we are doing to keep you safe:***

- *Staff are required to submit body temperature readings and submit to a health check screening before starting each shift.*
- *We have added hand sanitizer stations in strategic locations near common entrance and exit areas.*
- *All bathrooms, doors, and other common areas are being disinfected on a regular basis.*
- *Locker rooms will be available for athletes to put on their skates, helmets, and gloves. Exception: goalies may use the locker room to get ready to go on the ice. Face coverings are required in the locker rooms.*
- *Locker rooms will be sanitized after each use.*
- *Locker room doors should remain open to facilitate air flow and reduce the need to touch them.*
- *We are scheduling 15 minutes between ice times. **NO ONE** will be allowed on the ice until the next scheduled time starts.*

#### ***What YOU need to do to keep everyone safe:***

- *Athletes & Coaches should show up to the arena no earlier than 10 minutes before their scheduled ice time starts.*
- *Athletes & Coaches should arrive with a majority of their equipment on to limit the amount of time spent in common areas together. All but skates, helmet, and gloves are required.*
- *Athletes & Coaches should exit the arena no more than 10 minutes after their ice time has finished through the doors near the entrance to locker room 1 on the north side of the arena.(facing the elementary school)*
- *Athletes should be dropped off at the main entrance, (west doors) and picked up on the north side of the arena. If athletes are unable to tie their own skates, one (1) chaperone or adult may be present to tie skates and then must exit the facility immediately.*
- *Coaches should enter through the main entrance, (west doors) and exit through the doors near the entrance to locker room 1 on the north side of the arena. (facing the elementary school)*
- *It is the responsibility of coaches and athletes to adhere to the social distancing guidelines.*
- *If there are procedures and policies a group has implemented as a result of COVID-19, please send a copy to DASA staff so we can be prepared to answer questions should they arise.*
- *Spectators are not allowed in the building for practices and clinics.*
- *Face coverings are required to enter and while inside of the building. Face coverings may be removed before going onto the ice. Immediately following the ice event, face coverings should be worn as you remove your skates, helmet and gloves and as you leave the facility.*

We appreciate your help as we work through these changes to keep everyone safe.

Troy Malo

DASA General Manager

# Appendix A – Guidance for developing a COVID-19 Preparedness Plan

## General

[www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

[www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

[www.osha.gov](http://www.osha.gov)

[www.dli.mn.gov](http://www.dli.mn.gov)

## Handwashing

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

<https://youtu.be/d914EnpU4Fo>

## Respiratory etiquette: Cover your cough or sneeze

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

[www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

## Social distancing

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

[www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

## Housekeeping

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

[www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

## Employees exhibiting signs and symptoms of COVID-19

[www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

[www.health.state.mn.us/diseases/coronavirus/basics.html](http://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](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)