



Richfield Ice Arena Covid-19 Preparedness Plan



COVID-19 Preparedness Plan for Richfield Ice Arena

Richfield Ice Arena is committed to providing a safe and healthy workplace for all our workers [and customers, clients, patrons, guests and visitors]. To ensure we have a safe and healthy workplace, Richfield Ice Arena has developed the following COVID-19 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 communities, and that requires full cooperation among our workers and management. 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 the facility manager, who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Richfield Ice Arena managers and supervisors have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. Richfield Ice Arena is serious about safety and health and protecting its workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by holding weekly meetings since the initial shutdown to discuss all impacts and utilize their knowledge and expertise to determine appropriate solutions.

Richfield Ice Arena COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, 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;
- Workplace building and ventilation protocol;
- Workplace cleaning and disinfection protocol;
- Drop-off, pick-up and delivery practices and protocol;
- Communications and training practices and protocol.

Richfield Ice Arena 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 Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business.

- 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
- Management and supervision necessary to ensure effective implementation of the plan



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. At any point should an employee show signs of illness they are to report it to their manager and either not come into work or leave work as soon as possible.

Richfield Ice Arena 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. Richfield Ice Arena standard sick leave is 3 days but is extended to 14 days to allow for an individual to follow standard Covid-19 quarantine practice. Beyond 4 employees would be eligible to use the standard Family Medical Leave act policy or either of our Short or long term disability benefits.

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

Richfield Ice Arena 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 Richfield Ice Arena employee or known guest be officially diagnosed with Covid 19 Richfield Ice Arena 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 loss of employment.

Social distancing/Best Business Practices

The following policies are in place based on the Minnesota Governors Executive Order 20-56.

Using new Guidance released on June 19, 2020

<https://www.health.state.mn.us/diseases/coronavirus/sportsguide.pdf>

- Social distancing of at least six feet will be implemented and maintained between workers and customers, clients, patrons, guests and visitors in the workplace through the following engineering and administrative controls:
- Groups and teams will be limited to 50 people (hockey) and 50 people (curling) or less on the ice. Start times for all activities will be staggered to prevent overlap in arrival and departure.
- Groups are asked to have and submit their own internal policy regarding social distancing to Richfield Ice Arena for our approval and certification.
- Workers and visitors are prohibited from gathering in groups and confined areas, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.
- We will place social distancing markers on the floors of all lobby areas and walk ways.



- We will put social distancing stickers on all benches in the locker rooms to maintain safe numbers in the locker rooms.
- Minor Athletes ages 10 or under are allowed one adult chaperone for practice sessions.
- Coaches are asked to follow social distancing practices during the event.
- Parents/Chaperones will be allowed in the facility for games.
- Events are scheduled ahead of time with the facility.
- No use of public drinking fountains-bring water bottles from home.
- No microphones will be issued.
- Failure to comply with posted rules will result in additional education or loss of ice time.
- All Clubs, Groups and Organizations along with participants will be responsible for their own health screening prior to entering the facility. Any participant showing signs of illness will be asked to leave the facility.
- Patrons and Staff must wear masks. See executive order below.
- Executive Order: <https://www.leg.state.mn.us/archive/execorders/20-81.pdf>

Adult Drop-in Hockey/Stick and Puck/Public skate

- Advanced reservations required for all sessions.
- Must sign Covid 19 waiver form online.
- Maximum of 25 skaters for public skate sessions.
- Maximum of 25 hockey players for stick and puck sessions.
- Maximum of 25 hockey players (three goalies) for adult drop in hockey.
- All Clubs, Groups and Organizations along with participants will be responsible for their own health screening prior to entering the facility. Any participant showing signs of illness will be asked to leave the facility.
- Failure to comply with posted rules will result in additional education or loss of ice time.

Curling Specific (events to have 32 or less attendees)

- Events are scheduled ahead of time with the facility.
- Locker rooms are closed.
- Equipment is disinfected by staff before use and again by staff after use.
- Customers will be encouraged to wear masks and wear gloves.
- Customers will be encouraged to follow social distancing practices during the event.
- Must sign Covid 19 waiver form online.
- Events
 - For instructed events we are having on-ice instruction only
 - There is a maximum of 8 people per sheet during events.
- Failure to comply with posted rules will result in additional education or loss of ice time.
- All Clubs, Groups and Organizations along with participants will be responsible for their own health screening prior to entering the facility. Any participant showing signs of illness will be asked to leave the facility.



The flow of traffic will be as follows:

- We will have one main entrance to the building with a divider into each rink.
- There will be arrowed stickers on the floor to help with the flow of traffic.
- All players, coaches, and parents will exit the southwest corner of rink 1.
- All players, coaches, and parents will exit the southwest corner of rink 2.
- We will encourage players to have all protective hockey equipment on prior to entering the building.
- We will also ask that players, patrons, and coaches do not enter the building until 15 minutes before their ice times and leave within 15 minutes of their ice time.

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, breakrooms, 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, railings, copy machines, etc. Full and part time staff will conduct hourly cleaning of all high touch areas. Locker rooms will be disinfected after each use.

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 customers, clients, patrons, guests and visitors to the workplace are required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use 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. Source controls are being implemented at our workplaces at all times. All workers will be provided with a standard medical mask and gloves during their shift. Employees must wear a mask during their shift.

Workers and customers, clients, patrons, guests 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, particularly their mouth, nose and eyes, with their hands. Workers and customers, clients, patrons, guests and 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 in the building.

Workplace building and ventilation protocol

We are going to increase run times to our HVAC systems in the locker rooms and lobby areas. They will be programmed to run 24/7. We will also start using Merv 13 filters in the HVAC units. Please note that some of our older HVAC units are not designed to run with Merv 13 filters.

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, locker rooms, break rooms, meeting 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, railings, copy machines, credit card readers, delivery equipment, etc. 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.

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

All deliveries will be dropped off at main entrance outside the building. We will also disinfect any packages upon entry to the building.

Communications and training practices and protocol



This COVID-19 Preparedness Plan was communicated on August 2nd staff meeting and emailed to all employees prior to reopening the facility. Additional communication and training will be ongoing and provided to all workers who did not receive the initial training. Managers and supervisors are expected to monitor how effective the program has been implemented. All management 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 Richfield Ice Arena management and the plan was posted throughout the workplace and made readily available to employees on August 2nd 2020. It will be updated as necessary.

Certified by:

Kris Weiby

**Facility Manager
Richfield Ice Arena**





COVID-19 BEST PRACTICES FOR ICE RINKS

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



VISITOR AND EMPLOYEE HEALTH SCREENING CHECKLIST



CONDUCT HEALTH SCREENING EACH TIME EMPLOYEES OR VISITORS ENTER THE FACILITY.

You may also opt to conduct temperature screening if it can be done with proper social distancing, protection, and hygiene protocols. However, temperature screening is not required.

If a worker or visitor answers "Yes" to any of the screening questions, they should be advised to go home, stay away from other people, and contact their health care provider.

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

Please answer "Yes" or "No" to each question. Do you have:

- Fever 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?

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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

