COVID-19 Preparedness Plan for Shakopee Ice Arena

Shakopee Ice Arena 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 staff, customers, and facility.

Management and employees are responsible for implementing and complying with all aspects of this Preparedness Plan. City of Shakopee managers and supervisors have our full support in enforcing the provisions of this policy.

Our employees are our most important assets. We are serious about safety and health and keeping our workers working at the Shakopee Ice Arena. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved city staff in the process by holding meetings since the first shutdown to discuss all impacts and utilize their knowledge and expertise to determine appropriate solutions. 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 employees; and
- management and supervision necessary to ensure effective implementation of the plan.

Masks

Effective July 25, 2020 – per the Governor's Executive Order 20-81[1] – people in Minnesota are required to wear a face covering in all public indoor spaces and indoor businesses, unless you are alone.

Additionally, employees are required to wear a face covering when working outdoors in situations where social distancing cannot be maintained. Research has shown that use of face coverings can greatly reduce the risk of infection when combined with other prevention efforts such as social distancing and hand hygiene.

This Executive Order is effective immediately upon approval by the Executive Council, with the requirement to wear face coverings starting July 25, 2020. It remains in effect until the peacetime emergency declared in Executive Order 20-01 ends or until canceled by a proper authority (Minnesota Statutes 2019, section 4.035, subdivision 2, and section 12.32).

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Employees 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 any of the symptoms they are to report it to their manager and either stay at home or leave work as soon as possible.

The City of Shakopee and Shakopee 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. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

Shakopee Ice Arena has also implemented a policy for informing employees 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 Shakopee Ice Arena employee or known guest be officially tested with COVID-19 Shakopee Ice Arena staff will contact by phone and by email all employees who may be 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 HIPAA law.

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.

The Shakopee Ice Arena has purchased and placed several hand sanitizers stations throughout the facility, such as doorways and common areas. These stations include clear instructions for proper use.

Respiratory etiquette: Cover your cough or sneeze

Employees 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.

Social distancing

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

Groups and teams will be limited to 25 players (Hockey) per team or less on the ice. Start times for all activities will be staggered to prevent overlap in arrival or departure. Groups need to submit their own preparedness plan before renting the facility.

Employees 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.

Employees are asked to work from home whenever possible. When working in the facility employees are required to wear a mask and gloves and adhere to social distancing policy whenever possible.

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, lunchrooms, 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. Staff will conduct hourly cleaning of all high touch areas. Locker room will be disinfected after each use.

Communications and training

This Preparedness Plan was communicated via email and posted in the arena office to all employees June 1, 2020 and necessary training was provided. Additional communication and training will be ongoing 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 performing weekly check-ins with employees. 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 Shakopee management and was posted throughout the workplace. It will be updated as necessary.

Certified by:

Troy Ciernia

Troy Ciernia
Shakopee Parks and Recreation Facilities Manager

For All Staff

- **Health screening before shift starts.** Staff will be asked to stay at home or will be sent home at any sign of illness.
- **Training in proper decontamination, hand washing, and safety communication protocols.**
- **Contactless payments for all transactions preferred.**
- **Required to wear masks and gloves when necessary.** Masks will be provided by the Shakopee Ice Arena. Staff will have the option to bring their own mask.
- **Follow social distancing practices when applicabl**e.

For the Facility

- Shared spaces (bathrooms, hallways, doorways, benches) are disinfected several times per day.
- Locker rooms and common areas will used for putting on skates. Locker room will be sanitized after each use.
- Public hand sanitizing stations are increased and placed in clearly marked strategic locations within the facility.
- Hand washing and sanitizing instructions are posted in bathrooms and appropriate work areas.
- Groups may only arrive 10 before scheduled ice time.

Hockey Specific

- Events to have 25 or less attendees per sheet of ice, including instructors/coaches - if using full ice sheet.
- Fifty or less attendees per sheet of ice if using Pods. No more than two Pods with a maximum of 25 people in a Pod including instructors/coaches Pods **CANNOT** inter-mingle.
- Events are scheduled ahead of time with the facility.
- Athletes are required to come dressed and use the areas and seating designated for putting on skates. They are to enter the facility no sooner than 10 minutes before the scheduled ice time.
- Goalies will be able to carry in their leg pads and skates and put them on. Goalies may arrive 15 minutes before scheduled ice time. Goalies may bring in a bag.
- 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.

- Players and coaches will always be required to wear a mask. Entry into building, while putting skates on, taking skates off and exiting the building.
- Athletes and coaches are asked to leave the premises 5 minutes after ice time is complete.
- Skaters can have 2 spectators for practices and games.
- Coaches are asked to follow social distancing practices during the event.
- Participants and coaches are required to wear a mask while on ice for their activity.
- Practice social distancing with each other – stay six feet or more away from others.
- No showers will be available.
- No use of public drinking fountains – bring water bottles from home.
- Failure to comply with posted rules will result in additional education or loss of ice time.
- Everyone will be asked to enter and exit through designated doors and follow directional signage inside the facility.
- We offer LiveBarn.com as an option to watch practices and games.

Figure Skating Specific

- Events to have 25 or less attendees per sheet of ice, including instructors/coaches - if using full ice sheet.
- Fifty or less attendees per sheet of ice if using Pods. No more than two Pods with a maximum of 25 people in a Pod including instructors/coaches Pods **CANNOT** inter-mingle.
- Events are scheduled ahead of time with the facility.
- Athletes are required to come dressed and use the areas and seating designated for putting on skates. They are to arrive no sooner than 10 minutes before the scheduled 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.
- Skaters and coaches will always be required to wear a mask. Entry into building, while putting skates on, taking skates off and exiting the building.
- Athletes and Coaches are asked to leave the premises 5 minutes after ice time is complete.
- Coaches are asked to follow social distancing practices during the event.
- All Participants and coaches are required to wear a mask while on ice for their activity.
- Figure skating coaches on bench or ice for practice are required to wear masks.
- Practice social distancing with each other – stay six feet or more away from others.
- No showers will be available.
- No use of public drinking fountains – bring water bottles from home
- Failure to comply with posted rules will result in additional education or loss of ice time.

- Everyone will be asked to enter and exit through designated doors and follow directional signage inside the facility.

Concession Stand Specific

- Concessions are leased and operated by the Shakopee Youth Hockey Association.
- Concessions will be open for games only and offer prepackages goods.

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 or has a measured temperature above 100.4°F, they should be advised to go home, stay away from other people, and contact their health care provider.

Visitor and Employee Health Screening Checklist

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 (100.4 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?

DEPARTMENT OF HEALTH

STOP THE SPREAD OF GERMS

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

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

cdc.gov/coronavirus

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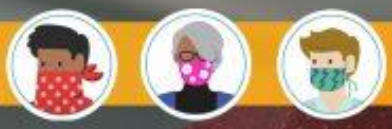
Cloth Face Covering Do's & Don'ts:

DO:



- ✓ Make sure you can breathe through it
- ✓ Wear it whenever going out in public
- ✓ Make sure it covers your nose and mouth
- ✓ Wash after using

DON'T:

- ✗ Use on children under age 2
- ✗ Use surgical masks or other personal protective equipment (PPE) intended for healthcare workers

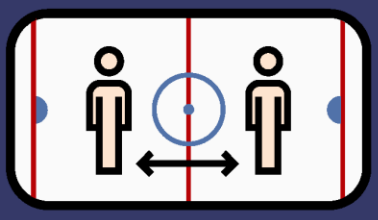
cdc.gov/coronavirus

COVID-19 BEST PRACTICES FOR ICE RINKS

1)

Wash and Sanitize Hands Often

2)

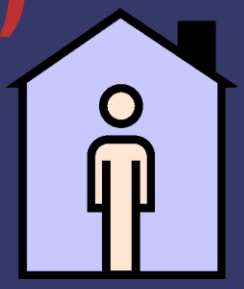


Maintain 6' of Social Distance

3)

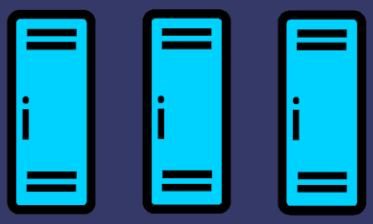
Cover Coughs and Sneezes

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

OSHA - Arena Specific Guidelines

USA Hockey, USA Figure Skating, US Ice Arena Association Guidelines

https://cdn4.sportngin.com/attachments/document/d8b1-2158869/Returning_to_the_RInks_05-05-2020_1_.pdf#_ga=2.230202204.1193028114.1588802052-493690253.1588802051

Ice Sports Industry Guidelines

https://www.skateisi.org/covid-19-pandemic-preparedness-response-plan-for-reopening-ice-facilities/

General

www.cdc.gov/coronavirus/2019-nCoV

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

www.osha.gov

www.dli.mn.gov

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

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.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

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

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

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

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

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

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

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.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf