



# COVID-19 Preparedness Plan

## **Introduction**

The Apple Valley Parks & Recreation Department is committed to providing a safe environment for its customers. To meet this commitment, the following COVID-19 Preparedness Plan has been developed. The goal of this plan is to continue to provide responsive and high-quality services in a collaborative way while mitigating the potential for transmission of COVID-19 in our community. All Parks & Recreation participants and facility visitors are responsible for implementing and complying with all aspects of this COVID-19 plan.

The following principles will be used to guide the implementation of this plan:

- Employee and visitor safety are the top priority.
- Implementation of the plan will be done in a deliberate, thoughtful, and incremental way.
- Implementation of this plan will not be driven by arbitrary dates or decisions; rather it will be based on preparedness measures being in place (policies and protocols, physical improvements, PPE availability), business needs, best practices, directives from the state and/or federal government, and guidance from Centers for Disease Control and Prevention (CDC)/Minnesota Department of Health (MDH).

## **Opening Facilities**

The opening of facilities to the public may be done in phases, based upon the city's business needs, level of community transmission, direction from state and federal officials and/or advice of CDC/MDH, and preparedness measures being in place (policies and protocols, physical improvements, PPE availability). Movement from one phase to the next may vary by department, division, or facility based on these factors. In each phase, departments will implement physical and practical changes to customer-facing transactions, which are described in the city's document: [\*Non-Emergency Customer Facing Business during COVID-19 Community Transmission\*](#).

## **Preparedness Plan and Safety Precautions**

This COVID-19 Preparedness Plan follows CDC/MDH guidelines, federal OSHA standards related to COVID-19, and Minnesota governor's executive orders. The plan addresses:

- hygiene and respiratory etiquette;
- controls for physical distancing;
- customer controls and protections for drop-off, pick-up and delivery;
- housekeeping, including 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.

## **Handwashing**

All visitors to facilities are requested and encouraged to wash their hands prior to or immediately upon entering the facility. Some city facilities 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.

Restrooms are readily available in city buildings and are stocked and maintained by custodial staff. Restrooms are cleaned and sanitized each day. Sanitizing products are also throughout the building for general use.

## Respiratory Etiquette

Visitors are 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 supported by making tissues and trash receptacles available to visitors.

## Masks and Face Coverings

[Cloth face coverings](#) may prevent people who don't know they have the virus from transmitting it to others. Employees are permitted to wear cloth face coverings that are appropriate for the workplace. The city **may require** that employees wear a cloth face covering when physical distancing (at least 6 feet) is difficult to maintain and/or to staff who are interacting with people or the public or are carrying out activities in which physical distancing is not possible.

The city will encourage and **may require** members of the public to wear a face covering to enter a city facility to receive service or use city equipment, etc. Signs will be clearly posted with instructions for the public to follow.

## Physical Distancing

Visitors should maintain separation of at least 6 feet from others. When interaction is necessary to conduct business and separation of 6 feet cannot be achieved, interactions should be as brief as possible and less than 10 minutes. Customers are encouraged to conduct business via email, telephone, or online as much as possible.

Workers, visitors, and customers should not gather in groups. Workers, visitors, and customers should not gather in confined areas, including elevators, or use other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices, or other personal work tools and equipment. The city will provide physical barriers at service counters, signage, and floor marks to encourage physical distancing by workers, visitors, and customers wherever possible. Additional measures, such as removing tables and chairs or closing access to small meeting rooms, may be implemented to support physical distancing.

## Housekeeping

Regular housekeeping practices have been implemented, including routine cleaning and disinfecting of public spaces including restrooms, gyms, locker rooms, meeting rooms, work rooms, handrails and doorknobs and drop-off and pick-up locations.

## Stay Home if Feeling Ill

Visitors are asked to refrain from visiting city facilities if they are feeling ill.

## Self-Monitor for Symptoms

Visitors **may be** required to self-monitor for symptoms before entering a facility. Such requirement may vary by facility and will be determined based on the business use of the facility and other relevant factors. If implemented, the requirement will be consistently applied to all visitors, and signs will be clearly posted with instructions for the public to follow.

The need to self-monitor for symptoms is heightened for visitors who have traveled, and they must adhere to precautions included in CDC [public health guidance for cruise and international travel](#) and [domestic travel](#).

## Arena Specific Policies

The following policies are in place based on the Minnesota Governors Executive Order 20-103 and Executive Order 21-01.

Using Guidance released on December 28, 2020 EO 20-103

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

Using Guidance released on January 7, 2021 EO 21-01

[http://dli.mn.gov/sites/default/files/pdf/COVID\\_19\\_preparedness\\_plan\\_requirements\\_indoor\\_s\\_eated\\_venues.pdf](http://dli.mn.gov/sites/default/files/pdf/COVID_19_preparedness_plan_requirements_indoor_s_eated_venues.pdf)

### 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 and gloves will be provided by the Apple Valley Arenas. Staff will have the option to bring their own mask.
- **Follow social distancing practices when applicable.**

### For the Facility

- Shared spaces (bathrooms, hallways, doorways, benches, locker rooms) are disinfected several times per day.
- Locker rooms will be only used for putting on and taking off skates.
- Drinking fountains are not available with the exception of the bottle fill.
- No pro shop sale including skate sharpening
- Public hand sanitizing stations are increased and placed in clearly marked strategic locations within the facility.

### 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.
- Skaters 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 5 minutes before the scheduled ice time.

- Goalies will be able to carry in their leg pads and skates and put them on. Entry time for goalies is 10 minutes and 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.
- All clubs, groups and organizations will keep a list of spectators for games/events
- Fifteen minutes between events to avoid arrival and departure overlap.
- Players, coaches and spectators will be required to wear a mask at all times in the facilities.
- Athletes, coaches and spectators are asked to leave the premises 5 minutes after ice time is complete.
- No parents/spectators are allowed in the facility for practices. Minor athlete(s) age 9 and under are allowed one adult chaperone for practice sessions.
- Two spectators per player allowed for 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, bottle fill be available – 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.

### **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 5 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.
- All clubs, groups and organizations will keep a list of spectators for games/events
- Fifteen minutes between events to avoid event arrival and departure overlap.
- Skaters and coaches will be required to wear a mask at all times. 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.
- No parents/spectators are allowed in the facility for practices. Minor athlete(s) age 9 and under are allowed one adult chaperone for practice sessions.
- 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, bottle fill will be available – bring water bottles from home
- No microphones will be issued.
- All clubs, groups and organizations will keep a list of spectators for events
- 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.

#### Illness

A participant is required to stay home if they are [exhibiting symptoms of COVID-19](#) or if they have exposure to others with COVID-19 symptoms/illness in order to prevent the spread of COVID-19 to other people. The Parks & Recreation department will follow [Minnesota Department of Health \(MDH\) guidelines regarding how long to stay home if you're sick](#). If you have tested positive for COVID-19 and have participated in Parks & Recreation program, we would appreciate it if you contact our office as soon as possible.

### **Communications and Training**

This plan will be available by email or from a hard copy to review by anyone requesting to see it.

### **Coordination with Existing Policies, Rules, Procedures, and Regulations**

This plan supplements existing employment policies, rules, procedures, and regulations. Nothing in this plan establishes any precedent or practice. This plan will be updated as necessary. The city may change or eliminate these items, or portions thereof, at any time and without notice.

### **Contact**

Please contact Acting Parks and Recreation Director Mike Endres at [mendres@cityofapplevalley.org](mailto:mendres@cityofapplevalley.org) or Arenas Manager Brian Christianson at [brian.christianson@applevalleymn.gov](mailto:brian.christianson@applevalleymn.gov) with questions or concerns.

### **Approval**

This plan was recommended by Parks and Recreation Staff and approved by the Acting Parks and Recreation Director.



## APPENDIX A References and Resources

### City Documents:

[Non-Emergency Customer Facing Business during COVID-19 Community Transmission](#)

[Personnel Policy 9.1 COVID-19 Program for Employees](#)

[Procedure for Confirmed or Likely Case of COVID-19](#)

[Personnel Policy 9.2 Families First Coronavirus Response Act](#)

[Emergency Operations Plan](#)

[Pandemic Continuity of Operations Plan](#)

### Public Health Information:

Minnesota Department of Health:

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

Centers for Disease Control and Prevention:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

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### Health Screening Self-Assessment Questionnaire:

Per CDC/MDH guidelines, the following are health screening questions to ask when conducting self-assessments.

If a worker or visitor answers “Yes” to any of the screening questions or has a measured temperature above 100.4°F, they should go home, stay away from other people, contact their health care provider, and employees should notify their supervisor immediately.

**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 or activity?**

- Fever (100.4°F or higher), or feeling feverish?
- Chills?
- Fatigue?
- A new cough?
- Shortness of breath or difficulty breathing?
- A new sore throat?
- New muscle aches?
- New headache?
- New loss of taste or smell?