



## COVID-19 Preparedness Plan

Updated 1.21.2021

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 and while on the ice.
- Athletes & Coaches must arrive dressed and ready to go. Skates, gloves and helmets can be put on at the rink in designated areas changing areas.
- Changing areas West 1 and West 2 enter through the main door. West 1 exits through the main door and West 2 exits through North doors. Changing areas East 1 and East 2 enter through the North East doors(shooting area). East 2 can exit using the HS locker room doors or by returning to the North East doors.
- Locker Rooms 1, 2, 3 enter through the West door and locker rooms 4, 5, 6 enter through the East doors.
- Athletes & Coaches are asked to leave the premises at a maximum of 10 minutes after the ice time is complete.
- Coaches/Instructors are asked to follow social distancing practices during the event.
- Only one parent/guardian per player are allowed if necessary, for PRACTICE. Must practice social distancing in the stands/arena. Must wear a mask everywhere in the arena and must leave the arena immediately after practice is over. 5 years and under recommended but not required to wear a mask.
- Only two spectators per player are allowed for a SCRIMAGE/GAME and are allowed in 5 minutes before scheduled SCRIMAGE/GAME TIME or after all players from both teams have entered. Must wear a mask everywhere in the arena and must leave the arena immediately after the game is over. 5 years and under recommended but not required to wear a mask. NO waiting for players inside the arena. Siblings do not count toward the 2 spectators but are strongly encouraged to stay home when possible.

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)