

COVID-19 Preparedness Plan for:

Rockford Community Center and Community Education

Rockford Area Schools, Community Center, and Community Education is committed to providing a safe and healthy workplace for all our workers and customers/visitors. To ensure we have as safe and healthy workplace, we have 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, management, customers, and community. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. **Rockford Community Center and Community Education** managers and supervisors have our full support in enforcing the provisions of this policy and we encourage our workers to ask questions, raise safety and health concerns and offer suggestions related to the plan and its implementation.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at Rockford Area Schools ISD 883. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by asking questions, discussing concerns, and getting suggestions on how to make sure that we all stay healthy and safe. Our COVID-19 Preparedness Plan follows State of Minnesota Industry Guidance for our business, Centers for Disease Control and Prevention (CDC) Guidelines, federal Occupational Safety and Health Administration (OSHA) standards related to safety and health precautions required in response to COVID-19 and applicable executive orders. The plan addresses the following:

1. policies and procedures that assist in the identification of sick workers and ensure sick workers stay home;
2. implementation of engineering and administrative controls for social distancing;
3. worker hygiene and source controls;
4. workplace building and ventilation protocols;
5. workplace cleaning and disinfecting protocols;
6. drop-off, pick-up and delivery practices and protocols; and
7. communications, training and supervision practices and protocols.
8. what customers and clients can do to minimize transmission;
9. additional protections and protocols for receiving and exchanging payment;
10. additional protections and protocols for managing occupancy;
11. additional protections and protocols to limit face-to-face interactions; and
12. additional protection and protocols for distancing and barriers.

1. Policies and procedures that assist in the identification of sick workers and ensure sick workers stay home

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.

Health Screening:

- Staff, members, and visitors will be asked a series of health screening questions upon arrival.
- For the safety of members and staff, anyone not passing the screening will not be allowed into the building and will be asked to return home.
- Staff, members, and visitors should do a self-check before coming to the RCC and stay home if they are exhibiting any symptom of COVID or if they are sick.

Rockford has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when they are required 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.

We have 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. In addition, a policy has been implemented to protect the privacy of workers' health status and health information.

We are committed to following health and safety guidelines to help prevent the spread of the virus. However, if a staff person or member reports testing positive for COVID-19 while visiting the community center, Rockford Area Schools will maintain the confidentiality of the individual while communicating the potential exposure to anyone who visited the facility during that same timeframe.

- We will follow all CDC guidelines for handling exposure and mitigating risk if exposure occurs. The staff member will be isolated in a separate room while they wait to be picked up or until they are able to leave the facility on their own.
- After staff member leaves the facility, staff will disinfect areas where the staff were present.
- We will follow CDC guidelines for staff and building moving forward.

2. Social distancing – maintaining six feet of physical distancing

Social distancing of six feet will be implemented and maintained between workers in the workplace through the following engineering and administrative protocols: If more than one staff is on-site, we have marked 6 ft from the front desk station for all other employees to stand, while also maintaining at least 6 feet between themselves and members.

Social distancing of six feet will be implemented and maintained between workers and customers or clients in the workplace through the following engineering and administrative protocols: We have placed stickers on the floor and also added tables in front of the reception desk to insure that there is at least 6 feet of distance between staff and members/visitors. This barrier surrounds our reception desk to maintain this distance at all times. When staff is outside of the reception desk, we ask that members/visitors comply with the six foot distance. There will be marks on the floor to help visualize. The RCC has also blocked off most seating so that social distancing can occur. The few benches we do have are spaced or marked appropriately. There will be an exit and exit door for the building and all rooms that are clearly marked.

- Limited seating area
- Operating at 25% capacity
- Spaced out or taped off equipment to insure more space in between members
- Court space limited to 1 person per hoop or 1 household per hoop
- Barrier around reception desk
- Separate entrance and exit doors

Worker hygiene and source controls

Worker hygiene and source controls are being implemented at our workplaces at all times. In order to maintain the health and safety of all involved, we have implemented the following protocols. These plans may change as information is gathered or changed.

- Per the CDC and MDH guidelines, staff members will wear masks during the work day. If they have a medical condition that makes wearing a mask difficult or unhealthy, we will take precautions for more distance and put up a barrier between them and members.
- When wearing masks, staff will be careful not to touch their eyes, nose, and mouth to prevent potential contamination.
- Staff will wash their hands thoroughly before putting on or removing the mask.
- Staff will remove the mask carefully and wash their hands thoroughly after removing.
- Staff will wash their hands after touching their masks. Masks must be worn correctly (they must cover your nose as well as your mouth).
- Wearing masks does not replace the need to continue frequent hand washing, avoiding touching the face, and practicing social distancing.
- There are portable hand washing machines in the workout room as well as several hand sanitizing stations.
- Hand sanitizer can be used as a substitute to hand washing, however, if handwashing is available, it is the preferred method of cleaning.
- Handwashing instructions will be posted in the bathrooms and on the hand washing machines (wash for at least 20 seconds with soap and water)
- Staff and members are asked to wash or sanitize their hands upon arrival and periodically throughout the day.

3. Workplace building and ventilation protocols

Reopening the workplace includes necessary sanitation, assessment and maintenance of building systems including water, plumbing, electrical and HVAC systems.

- Our ventilation system is one that brings in outside air and does not recirculate air.
- Standing floor fans have been removed from the fitness areas to prevent spread.

4. Workplace cleaning and disinfection protocols

Regular housekeeping practices are being implemented, including routine sanitizing of the workplace and frequent sanitizing of high-touch areas. Workers have been instructed that personal equipment and tools should not be shared and, if shared, should be disinfected between users. Appropriate and effective cleaning and disinfectant 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.

- All areas of the building being used (classrooms, gyms, fitness center, common areas, etc.) are equipped with sanitizing sprays and gloves.
- Staff will clean and sanitize throughout the day and immediately after use of equipment by a member.
- The custodians will also do an anti-static sanitizing spray at least once a day.
- Floors will be scrubbed/ mopped at least once a day. Higher traffic areas will be more.
- There is a schedule for cleaning and disinfecting for staff. All staff will be responsible for cleaning and sanitizing throughout the day and initialing on the checklist after each time.
- There will be one staff member responsible for the weight room and another for the dance studio, classrooms, lobby, bathrooms, and fieldhouse.
- Sanitizing bottles and paper towels will also be available throughout the workout room for members to use on equipment.

Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially doorknobs, light switches, countertops, and workout equipment.

5. Communications, training and supervision practices and protocols

This COVID-19 Preparedness Plan was communicated to all workers on via email on 6/1/2020 and in person on 6/15/2020. Necessary training will be provided on 6/15/2020 and possibly again on 6/16/2020 if necessary. Managers and supervisors are to monitor how effective the program has been implemented by observing and documenting procedures. Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by **Rockford Community Center** management and was posted throughout the workplace on 6/11/2020. It will be updated as necessary.

6. What customers and clients can do to minimize transmission of COVID-19

See above.

Also, each member will be sent our new guidelines and procedures before opening. These procedures include health screening, handwashing and hygiene, social distancing parameters, and a link to STAY SAFE MN website on safe reopening of gyms and fitness centers.

7. Additional protections and protocols for receiving and exchanging payment

Members will not have to swipe in to use the facility and payments will be made automatically online. In the case that we need to take cash or check payment, staff members will wear gloves to receive payment and give change. Once the exchange has occurred, it will be suggested for the member to sanitize their hands and required for the staff member to wash their hands. We will still maintain the 6 ft distance by having a payment area on the reception desk for the money to be placed and then picked up.

8. Additional protections and protocols for managing occupancy

We will be operating at 25% capacity and moving and/or taping off equipment in order to keep distance between member.

9. Additional protections and protocols to limit face-to-face interactions

Members will not have to swipe in their membership cards upon arrival. They will just have to give their name and answer the short health survey, from a 6 ft distance. We are also requiring each person to wear a mask upon entrance and exit and while in the lobby area.

10. Additional protection and protocols for distancing and barriers

We will have areas marked for distancing and only allowing a certain number of people in each area based on square footage and ability to social distance.

Certified by:

[Signature]

[Title of management official]