

Owatonna Park and Recreation COVID-19 Preparedness Plan

City of Owatonna 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. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces. This 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. City of Owatonna managers and supervisors have our full support in enforcing the provisions of this plan.

Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and OSHA standards related to COVID-19 and addresses:

- Prompt identification and isolation of sick workers and workers exposed to sickness.
- Reducing the spread of COVID-19 in the workplace.
- Additional information; and
- Communication and training

Screening and policies for staff and volunteers exhibiting signs and symptoms of COVID-19

Staff, volunteers and participants have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures have been implemented to assess staff, volunteers and participants health status prior to entering an activity/session and for staff, volunteers and participants to report when they are sick and experiencing symptoms.

- Any Park and Recreation staff, participants, volunteers and family members must not be or have been sick within the past 14 days. If any staff member, participant, or volunteer who does not comply will not be allowed at programs until the 14-day minimum has been reached.
- Staff and Participants will be checked upon arrival under the protocols by the Minnesota Department of Health and required by Owatonna Park and Recreation and data will be recorded. This will be conducted before each session to include the following COVID-19 Athlete/Coach Monitoring Form.
 1. Name of Staff/Participant with time information was taken.
 2. Are you experiencing symptoms of COVID-19? Symptoms can include: Fever, cough, sore throat, and shortness of breath.
 3. Have been in close contact or cared for someone with COVID-19?
 4. A non-touch temperature will be taken and recorded.

- If Staff or Participant answers yes to any of the above questions or a temperature of higher than 100.3 F is recorded, they will be sent home immediately.
- If you feel sick stay home. If staff, volunteers, and participants that develop COVID-19 symptoms after participation in a Park and Recreation activity/session, should communicate this to their supervisor or supervisor of the program.
- If a staff member, volunteer or participant feels sick while at activity/session, they should be removed from their pod and sent home.

City of Owatonna has implemented leave policies (Notice of leave options-COVID-19, dated 3/25/2020) that promote staff staying at home when they are sick, when household members are sick, or when required by health care provider to isolate or quarantine

Hand Hygiene and Respiratory Etiquette

Teaching and reinforce [handwashing](#) with soap and water for at least 20 seconds

If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).

All staff, volunteers, and participants are to wash their hands prior to and at the ending of the session/activity and after using the restroom.

Do not allow spitting and encourage everyone to cover their coughs and sneezes with a tissue or use the inside of their elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.

Staff/coaches will always remind participants throughout the sessions not to touch their face, mouth or eyes. Participants will also be reminded to cover all sneezes and coughs.

Participant and staff/coach interaction to include high fives, fist bumps, hugs or any other form of participant to participant or staff/coach to participant will not be allowed.

Sharing of food or drink will be strictly forbidden

Staff/volunteer is recommended to wear a mask, but not required in outdoor session/activity settings.

For camps, art supplies must be supplied by participant and not shared. When possible for sports, providing of own equipment when possible.

Social Distancing

Social distancing of six feet will be implemented and maintained between staff, volunteers and participants in the activity/session through the following engineering and administrative controls:

Within the program, create consistent pods of the same staff, volunteers, and participants with a maximum number of 10 people in each pod.

There will be no intermixing between groups.

- Will be following the outlined ratios for participants per field: ▪ One team/sport per field/rink/court at any time.
- Football/soccer field (approx. 57,600 sq. ft.) – no more than four pods of ≤ 10.
- Baseball field (40,000+ sq. ft.) – no more than three pods of ≤ 10.
- Ice rink (approx. 17,000 sq. ft.) – no more than two pods of ≤ 10.
- Basketball/volleyball court (4,700 sq. ft.) – no more than one pod of ≤ 10.
- Adhere to facility or field specific guidelines for COVID-19.

For sports activities that are part of a scheduled session/activity, or day camp program: ▪ Keep any “play” or interaction between players contactless. ▪ For example: Kick a soccer ball back and forth, but do not allow for training around stealing the ball where contact between players may occur.

Participants should be accompanied by parent/guardian at drop off (location will be communicated prior to the start of the program). Participants/Parents/Caregiver should remain in their car until staff are stationed at the communicated drop off site. Once staff are ready, Participants/Parents/caregiver can exit the car to a cone in the drop off location and should help participants with questions on COVID-19 Athlete/Coach Monitoring Form. Once test are complete parents/caregivers must exit the location of the program. Pick-up should not be done until staff/volunteer is stationed in the communicated pick up location and parent caregiver should not exit the car. No one will be admitted to activity/session after the scheduled start time.

No participants allowed on site prior to or after sessions/activity. We must minimize congregating.

Parents/Caregivers picking up students must be prompt as to deter congregating of individuals.

Staggered drop off times could be implemented and communicated as well.

Parents and caregivers should not attend practices/sessions (unless instructed to). If necessary, for them to be at practice/session, ensure that proper social distancing is maintained between parents/caregiver and staff/volunteer.

Provided signage and markings could be used for social distancing measures as well.

Cleaning and Disinfection

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of activity/session areas. This will include restrooms, drop-off/pickup locations, and equipment that is used for the programs. The cleaning will be conducted by staff/volunteers before, during and after programs are conducted. An approved bleach solution as well as hand sanitizer wipes containing at least 60% alcohol will be used. The listed cleaning supplies have been purchased, as listed above, 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.

Clothing, masks, equipment that is used by the participant should be sanitized after each session.

Communication and training

This COVID-19 Preparedness Plan was communicated to all Staff and Volunteers prior to the start of the respected program was started via email communication and any necessary training was provided to staff and volunteers as well. Additional communication and training will be ongoing, thru feedback, suggestions, etc. and provided to all workers who did not receive the initial training. Instructions will be communicated to participants about: drop-off, pick up, social distancing measures, required hygiene practices, and recommendations that participants and parents/caregivers remain in vehicle during drop-off/pick up. Staff, Volunteers and Participants are advised to not enter the area of the activity/session if they are experiencing symptoms or have contracted COVID-19. Managers and supervisors are to monitor how effective the program has been implemented by consist evaluation and feedback of Staff, Volunteers and Participants. Management and Staff/Volunteers are to work through this new program together and update the training as necessary. The COVID-19 Preparedness Plan has been certified by the City of Owatonna management and was posted thought-out session/activity locations and on the City of Owatonna website prior to the start of programs. It will be updated as necessary.

Notification and procedure if contacted by individual who test positive for COVID-19

If an individual notifies that they tested positive for COVID-19, the following protocol will be followed.

1. Individuals and staff will be notified if they encountered someone that tested positive via email and followed up by a telephone call.
2. They will be encouraged to get tested for COVID-19 and if they test positive, they must notify us that they tested positive.
3. If the COVID-19 test comes back negative they will be able to work/participate like they would, prior to the test.
4. If they test positive, they must go into self-isolation for a minimum of 14 days.

Revised June 22, 2020