

Burnsville Ice Center COVID-19 Preparedness Plan



City of Burnsville Core Values

We believe our public service makes a difference through collaboration, innovation and excellence:

Collaboration: We value people and perspectives

Innovation: We are on the leading edge

Excellence: We expect the best

Effective Sept. 8, 2020

COVID-19 Preparedness Plan for Burnsville Ice Center

The Burnsville Ice Center is committed to providing a safe and healthy facility for all our employees and customers. To ensure that, we have developed the following **Preparedness Plan** in response to the COVID-19 pandemic. Managers and employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 at our facility. That requires full cooperation among employees 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 Burnsville management 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, health and keeping our staff working at the Burnsville Ice Center. Employee involvement is essential in developing and implementing a successful COVID-19 **Preparedness Plan**. We have involved City staff in this process by holding meetings since the initial 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
- Providing the management and supervision necessary to ensure effective implementation of the plan.

Masks

Effective July 25, 2020 – per the Governor’s Executive Order 20-81¹ – 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).

[Frequently Asked Questions About the Requirement to Wear Face Coverings](https://www.health.mn.us/diseases/coronavirus/facecoverfaq.html)
(<https://www.health.mn.us/diseases/coronavirus/facecoverfaq.html>).

Screening and Policies for Employees Exhibiting Signs and Symptoms of COVID-19

Employees have been informed of, and are encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms. At any point should an employee show signs of illness they are to report it to their manager and either stay at home (not come in to work) or leave work as soon as possible.

The City of Burnsville and the Burnsville Ice Center has implemented leave policies that promote employees 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 employees with underlying medical conditions or who have household members with underlying health conditions will be implemented.

The Burnsville Ice Center 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 Burnsville Ice Center employee or known guest be officially diagnosed with COVID-19 Burnsville Ice Center Staff or assigned City staff will contact by phone and by email any and all employees who may have been exposed.

In addition, a policy has been implemented to protect the privacy of employees' health status and health information. The identity of anyone being officially diagnosed with COVID-19 will be kept private under penalty of HIPAA law and loss of employment.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Employees are instructed to frequently wash their hands for at least 20 seconds with soap and water throughout the day. Especially, at the beginning and end of their shift, prior to any mealtimes and after using the restroom. 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 percent alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

The Burnsville Ice Center has purchased and placed clearly marked hand sanitizer stations throughout the facility at or near strategic locations, such as doorways and common areas. These stations include clear instructions for use. These stations will augment our existing bathrooms within the facility which will now include clear instructions on hand washing for COVID-19.

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 employees and visitors. COVID-19 “Cough and Sneeze” posters will be posted in numerous clearly visible common area locations around 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 (Hockey) and 20 people (Curling) or less on the ice. Start times for all activities will be staggered to prevent overlap in arrival and departure. Groups are asked to have and submit their own internal policy regarding social distancing to the Burnsville Ice Center for our approval and certification.

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.

Employees and visitors are prohibited from gathering in groups, confined areas and from using other employees' personal protective equipment and 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 and the meeting room. 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 rooms will be disinfected after each use.

Communications and Training

This **Preparedness Plan** was communicated via email and posted in arena office to all employees on June 1, 2020 and necessary training was provided prior to reopening. Additional communication and training will be ongoing and provided to all employees 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 employees are to work through this new program together and update the training as necessary. This **Preparedness Plan** has been certified by the City of Burnsville management and was posted throughout the workplace. This plan will be updated as necessary.

Certified by:



Garrett Beck,

Burnsville Recreation and Facilities Director

Business Specific Policies

The following policies are in place based on the Minnesota Governors Executive Order 20-56.
Using Guidance released on June 19, 2020

<https://www.health.state.mn.us/diseases/coronavirus/sportsguide.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 Burnsville Ice Center. 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) are disinfected several times per day.
- Locker rooms in use are disinfected after every 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.
- Meeting room is not available for public use of any kind. It will be used as a locker room for Rink 2.

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 to come dressed and use locker room(s) for putting on skates and bag storage. 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.
- Fifteen minutes between events to avoid arrival and departure overlap.
- Social distancing cannot be enforced in locker rooms, so players and coaches will be required to wear a mask at all times while in the locker rooms.
- Athletes and coaches are asked to leave the premises 10 minutes after ice time is complete.
- No parents/spectators are allowed in the facility for practices. Minor athlete(s) age 10 and under are allowed one adult chaperone for practice sessions.
- Two spectators per player are allowed in the facility for games/scrimmages. No siblings/children.
- Coaches are asked to follow social distancing practices during the event.
- All visitors and spectators are required to wear a mask while in the facility.
- Participants are required to wear a mask walking into the facility and walking out of the facility.
- Participants are not required to wear a mask while on ice for their activity.
- Coaches on bench for games, scrimmages or practice are required to wear masks.
- Active players and coaches will not be required to wear a mask while on the ice for practices.
- 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.
- No microphones will be issued.
- 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 competitions/games/scrimmages.

Figure Skating Specific

- Events to have 25 or less attendees per sheet of ice, including instructors/coaches - if using full sheet of ice.
- 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 to come dressed and use locker room(s) for putting on skates and bag storage only arriving 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.
- Fifteen minutes between events to avoid event arrival and departure overlap.
- Social distancing cannot be enforced in locker rooms, so players and coaches will be required to wear a mask at all times while in the locker rooms.
- Athletes and Coaches are asked to leave the premises 10 minutes after ice time is complete.
- No parents/spectators are allowed in the facility for practices. Minor athlete(s) age 10 and under are allowed one adult chaperone for practice sessions.
- Two spectators per player are allowed in the facility for competitions/Ice Show/events. No siblings/children.
- Coaches are asked to follow social distancing practices during the event.
- All visitors and spectators are required to wear a mask while in the facility.
- Participants are required to wear a mask walking into the facility and walking out of the facility.
- Participants are not required to wear a mask while on ice for their activity.
- Non-active figure skating coaches on bench or ice for practice are required to wear masks.
- Active figure skating coaches will not be required to wear a mask while on the ice for practices.
- 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
- No microphones will be issued.
- 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 competitions.

Developmental Hockey and Freestyle Ice Specific

- Advanced reservations required for all sessions.
- Maximum of 25 Freestyle Skaters on the ice per hour, including coaches
- Maximum of 25 skaters on the ice per hour, including coaches.
- Developmental Hockey will have three zones for reservation
- 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.
- Athletes are to come dressed and use locker room(s) for putting on skates and bag storage only arriving no sooner than 10 minutes before the scheduled ice time.
- No parents/spectators are allowed in the facility for practices. Minor athlete(s) age 10 and under are allowed one adult chaperone for practice sessions.
- Athletes and coaches are asked to leave the premises 10 minutes after ice time is complete.
- Failure to comply with posted rules will result in additional education or loss of ice time.
- All visitors, spectators are required to wear a mask while in the facility.
- Participants are required to wear a mask walking into the facility and walking out of the facility.
- Participants are not required to wear a mask while on ice for their activity.
- Non-active coaches on bench for practice must wear masks.
- Active players and coaches will not be required to wear a mask while on the ice.

Curling Specific (events to have 20 or less attendees)

- Events are scheduled ahead of time with the facility.
- Locker rooms are closed.
- Equipment is disinfected by staff before use and again by staff after use.
- Customers will be encouraged to wear masks and wear gloves.

- Customers will be encouraged to follow social distancing during the event.
- Events
 - For instructed events, there will be on-ice instruction only (No classroom instruction)
 - There is a maximum of 8 people per sheet during events.
- Failure to comply with posted rules will result in additional education or loss of 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 visitors and spectators are required to wear a mask while in the facility.
- Participants are required to wear a mask walking into the facility and walking out of the facility.
- Participants are not required to wear a mask while on ice for their activity.
- Non-active coaches, instructors must wear masks.
- Active coaches, instructors will not be required to wear a mask while on the ice.
- Athletes are to come dressed and use locker room(s) for putting on skates and bag storage only arriving no sooner than 10 minutes before the scheduled ice time.
- Athletes and coaches are asked to leave the premises 10 minutes after ice time is complete.

Concession Stand Specific

- All transactions will be credit card only.
- All transactions will be contactless interaction.
- All staff will be required to wear masks and gloves.

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?**





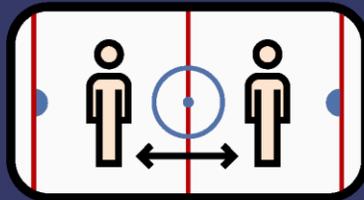
COVID-19 BEST PRACTICES FOR ICE RINKS

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

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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STOP THE SPREAD OF GERMS

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

Stay at least 6 feet (about 2 arms' length)
from other people.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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Cloth Face Covering Do's & Don'ts:

DO:	DON'T:
<ul style="list-style-type: none">✓ 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	<ul style="list-style-type: none">✗ Use on children under age 2✗ Use surgical masks or other personal protective equipment (PPE) intended for healthcare workers



cdc.gov/coronavirus

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

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](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