

COVID-19 Preparedness Plan for Hallett Center of Crosby

The Hallett Center of Crosby (HCC) is committed to providing a safe and healthy place for all our workers and patrons. 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 programs and center, and that requires full cooperation among workers, management and patrons. Only through this cooperative effort can we establish and maintain a safe and healthy space for the Hallett Center's users and workers.

Management and workers are responsible for implementing and complying with all aspects of this Preparedness Plan. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved key employees in this process through on-going communication. Key workers, with varying expertise, were given the opportunity to review the plan and provide feedback. As the information surrounding COVID-19 has evolved, ideas and feedback have been discussed and/or adopted in this plan. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) guidelines, 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

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.

TEMPERATURE SCREENING

All HCC associates are required to measure their own body temperature prior to the start of each work shift. Every staff person (FT, PT, and instructors) needs to check in at the screening station in the concession stand to take their temperature, answer screening questions and record completion on a Daily Screening Chart. Associates are encouraged to monitor for signs and symptoms of COVID-19 before coming to work. If workers are not feeling well, it is recommend to do a temperature pre-check at home and notify their supervisor.

Use forehead thermometer to take temperature:

- The thermometer should be disinfected before and after use
- If temperature is above 100.4 °F, the employee is not allowed to work
- The employee should notify their supervisor

- The employee should be encouraged to go home and get appropriate medical care
- The employee will be allowed to return to work after 14 days or once the employee is symptom-free without the aid of any fever-reducing medicine, a doctor's note may be required

MASKS

Masks are to be worn by all HCC associates upon entering the building and for the entirety of their shift. Masks will be provided to associates.

Care:

- Washing requirements are to use laundry detergent/warm cycle and dry in direct sun or in a dryer. Alternatively, associates may hand wash with warm soapy water for at least 1 minute and dry in direct sun.
- After washing and drying, HealthFitness recommends placing laundered masks in a sealable plastic bag to prevent contamination.
- The replenishment cycle time for damaged/worn-out masks is 15 washings, so we anticipate 15 weeks of use.
- Damaged or worn masks may be replaced by the associate and can use HealthFitness' preferred vendor.
- Masks should be professional (i.e. Basic colors only, no pattern or design, etc.)
- Home-made masks are not recommended due to the inconsistencies in materials and assembly.

July 23, 2020

Per Executive Order 20-81, beginning on Friday, July 24, 2020 at 11:59 p.m., Minnesotans must wear a face covering in indoor businesses and indoor public settings.

- A "face covering" must be worn to cover the nose and mouth completely, and can include a paper or disposable face mask, a cloth face mask, a scarf, a bandanna, a neck gaiter, or a religious face covering. Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow exhaled droplets to be released into the air.
- The following individuals are exempt from face covering requirements: 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. 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.
- Masks may be temporarily removed for swimming or showering. Cloth face coverings can make it difficult to breathe when wet, increasing the risk of drowning.
- Masks may be temporarily removed under the following circumstances: when exercising in an indoor business or public indoor space, while the level of exertion makes it difficult to wear a face covering, provided that social distancing is always maintained.

GLOVES

Gloves are to be worn when handling laundry, money, program and member paperwork, and while cleaning.

REPORTING

HCC employees will follow HealthFitness 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. HCC asks that associates inform their supervisor if they are experiencing symptoms or have been exposed to a person with COVID-19. During the temperature screening, if associates answer yes to any of the screening questions, the employee will not be allowed on site until symptom free for 72 hours and at least 7 days have passed since symptoms first appeared, or 14 days have passed since known exposure.

CONFIRMED CASE

If HCC is informed of a confirmed positive COVID-19 case of one of our staff or members:

- Disinfecting must be performed as soon after the confirmation of a positive test as practical.
- The business may shut down for a period of at least 72 consecutive hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.
- CDC protocols can be found online at: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html> and <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Screening and policies for users

HCC users 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 users' health status prior to entering the fitness center and for users to report when they are sick or experiencing symptoms.

TEMPERATURE SCREENING

All users are required to get a body temperature reading prior to the start of each workout. Every users needs to check in at the screening station located near the service desk to take their temperature and answer screening questions. Users are encouraged to monitor for signs and symptoms of COVID-19 before coming to the center. If users are not feeling well, it is recommend to do a temperature pre-check at home.

HCC Staff will use forehead thermometer to take the user's temperature:

- The thermometer should be disinfected before and after use
- If temperature is above 100.4 °F, the user is not allowed entry to workout
- The user should be encouraged to go home and get appropriate medical care
- The user will be allowed to return when they are symptom-free without the aid of any fever-reducing medicine, a doctor's note may be required

MASKS

Users are required to wear a mask during check-in and in common areas such as hallways, locker rooms and bathrooms; masks will not be provided. If a mask is not worn in common areas, users will be asked to leave. Users are to use their best judgement while working out whether to wear a mask or not.

REPORTING

HCC encourages users to stay 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. HCC asks that users inform the General Manager if they have been exposed to a person with COVID-19. During the temperature screening, if users answer yes to any of the screening questions, they will not be allowed on site until symptom free for 72 hours and at least 7 days have passed since symptoms first appeared, or 14 days have passed since known exposure.

CONFIRMED CASE

If HCC is informed of a confirmed positive COVID-19 case of one of our users:

- Disinfecting must be performed as soon after the confirmation of a positive test as practical.
- The business may shut down for a period of at least 72 consecutive hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.
- CDC protocols can be found online at: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html> and <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

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 encouraged to wash their hands immediately upon entering the facility. The Hallett Center will 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.

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.

Social distancing

Social distancing is being implemented in the workplace through engineering and administrative controls. Workers and visitors are prohibited from gathering in groups. Workspaces and fitness equipment will have 6 feet physical distancing or signage to support self-regulated 6 feet distancing where it is not possible to move equipment. Signage will be posted, physical markings will designate spacing and workers will stagger their shifts or distance their work spaces. No more than eight patrons and two staff will be in the fitness center at a time until MDH increases capacity restrictions.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, and areas in the work environment, including restrooms, common areas and meeting room. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, counter tops, door handles, copy machines, fitness equipment, etc. The common touch points will be cleaned four times daily and shared work spaces will be cleaned at the end of each shift following the cleaning checklist provided at the service desk. All associates are responsible for the assigned cleanings during their shift. Users are required to clean fitness equipment before and after use.

Communications and training

This Preparedness Plan is being communicated to key workers before the facility reopens and necessary training will be provided. This plan will be located at the service desk and available online for users to view. Additional communication and training will be ongoing, provided to all workers both verbally and in writing. Managers and supervisors are to monitor how effective the program has been implemented by the end of the first week after reopening. Management and workers are to work through this new program together and update the training as necessary, then an updated plan will be communicated to users both onsite and online. This Preparedness Plan has been certified by the City of Crosby City Council and posted at the service desk. It will be updated as necessary.

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General Manager

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

General

www.cdc.gov/coronavirus/2019-nCoV

www.health.state.mn.us/diseases/coronavirus

www.osha.gov

www.dli.mn.gov

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