

# COVID-19 Preparedness Plan for Hallett Center of Crosby Swim Lessons

The Hallett Center of Crosby (HCC) is committed to providing a safe and healthy environment for all workers and participants. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. All associates are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our programs, and that requires full cooperation among workers, management and participants. Only through this cooperative effort can we establish and maintain a safe and healthy space for the Hallett Center's program participants and workers.

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 participants

Through on site signage, participants and their guardians 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 participants' health status prior to the start of each lesson and for participants to report when they are sick or experiencing symptoms.

### TEMPERATURE SCREENING

All program participants will have their body temperature taken prior to the start of each lesson.

Use forehead thermometer to take temperature

- If temperature is above 100.4 °F, a guardian will be informed and asked to pick up the child immediately
- The participant will isolate until picked up and will be encouraged to go home and get appropriate medical care
- The participant will be allowed to return once they are symptom-free without the aid of any fever-reducing medicine, a doctor's note may be required

### MASKS

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

## REPORTING

Participants are asked 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 participants inform the staff if they are experiencing symptoms or have been exposed to a person with COVID-19.

## CONFIRMED CASE

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

- 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 program participants are to wash their hands immediately upon arrival for the program and after using the toilet. 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 participants 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 supported by making tissues and trash receptacles available throughout the facility.

Program staff will be required to wear a mask, participants are encouraged to wear a mask when in common areas such as hallways and locker rooms.

## Social distancing

Social distancing is being implemented throughout the pool following administrative controls. Participants will be in the water and the worker will instruct from the pool deck. Social distancing protocols of maintaining a 3-foot radius around each program staff member and participant, resulting in a six-foot total distance between any two people will be implemented whenever possible. Program staff are responsible for instructing program participants on proper distancing practices. If social distancing cannot be adhered to during an activity, program staff will cancel the activity. Workers will be giving verbal instructions throughout each activity.

In an extreme situation, the instructor may enter the six foot radius if immediate rescue measures need to be taken. Guardians of participants may be required to be in the water with the participant to help support the instructor.

## **Housekeeping**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of common areas such as locker rooms, showers, tables and chairs. All community supplies will be cleaned and disinfected by the instructor after each session. Cleaning will be conducted by both workers and participants and between uses by different groups. HCC will provide cleaning supplies available at the front desk. Personal items are to remain in the locker rooms. Participants will need to supply their own goggles, towel and toiletries.

## **Communications and training**

This Preparedness Plan will be communicated to all instructors and the necessary training will be provided before lessons take place. Additional communication and training will be ongoing through verbal and written communication and provided to all workers who did not receive the initial training. The Hallett Center of Crosby's full Preparedness Plan will be available at the service desk. Managers are to monitor how effective the program has been implemented by the end of the first few lessons. Management and workers are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by the City of Crosby City Council and will be on file at the front desk. It will be updated as necessary.

Written by:

Amber Moon

General Manager