

1. Infection Prevention Measures:

Wash your hands/use hand sanitizer often:

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Programs and outside organizations utilizing facilities must supply their own sanitizer when implementing this procedure.
- Community Groups must provide their own Personal Protection Equipment (PPE).
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Wash hands/use sanitizer when entering/exiting the building and at other times:
 - After using the bathroom
 - Before and after eating
 - After touching your face mask/removal of mask
 - After removing gloves (if activity requires gloves)

Encourage self care whenever possible.

When applying sunscreen

Minor first aid such as nose bleeds and minor cut and scrapes

Putting on and removing uniforms and equipment

Providing one's own hydration

Cover your mouth and nose with a cloth face covering when within 6 feet of others:

- You could be asymptomatic but not feel sick and spread COVID-19 to others.
- Do NOT use a face covering meant for a healthcare worker.
- During times of group mingling (such as student drop off and pick-up etc.) staff must wear a face covering.
- The cloth face cover is meant to protect other people in case you are infected.
- It is the responsibility of the person wearing the face-covering to maintain and clean the face-covering daily per the Minnesota Department of Health (MDH) guidelines.

Gloves

- Consider wearing gloves when caring for a symptomatic participant waiting to be picked up (due to potential for contaminated tissues etc.).
- Gloves are not currently recommended for daily activities, but if choosing to wear gloves:

- Never go from one activity to another (including people) without changing gloves and cleaning your hands.
- Gloves should not replace routine hand washing.
- Never touch your face with gloves.

Maintaining Healthy Environments

- Shared/communal food and/or drink is not permitted on school facilities (buildings and grounds). Eating is only permissible if medically necessary.
- Seed spitting and gum chewing is strictly prohibited.
- Participants and visitors are encouraged to share safety concerns with district staff.

Equipment

- Items that cannot be cleaned and sanitized should be removed from use within the small group setting.
- Do not share equipment between multiple groups. If this is not an option, then all items must be cleaned and sanitized at the end of the session before being utilized by another group according to MDH recommendations. (Refer to # 4 below.)
- Participants are encouraged to bring their own equipment with them and take the equipment home with them after the activity.

2. Prompt identification and isolation of sick persons

- If you are sick, STAY HOME
- If an individual becomes sick during programming:
 - Isolate student
 - Call parent/guardian to pick up immediately
- [COVID19 Exclusion document](#) AND screening tool/poster should be sent home for parent/guardian, these should also be posted at public entrances.
- Parents/guardians must take their child's temperature before coming to the facility.
- Parents/guardians must confirm that the child does not have symptoms of illness using the provided screening tool/provide poster upon arrival.
- Staff should make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid or difficulty breathing (without recent physical activity), fatigue or extreme fussiness.
- Persons who have a fever of 100.40 (38.00C) or above or other signs of illness should not be admitted to the facility.
- Create a contingency plan to replace a staff person who may become sick/ill during the scheduled activity.

3. Engineering and administrative controls for social distancing

- Within the program, create consistent pods of the same staff, volunteers and participants with a maximum number of 10 people for indoor activities, and up to 25 people per pod for outdoor activities.
- If the pod cannot adhere to 6 feet spacing between each individual within a space, the pod must be reduced in size to accommodate for social distancing guidelines.

- Adhere to Guidance for Social Distancing in Youth Sports for applicable programs.
- Follow tape lines and distancing markings for traffic flow.
- Post signage on Entrance and Exit doors and Pick-up and Drop off points.
- Post signage of personal hygiene reminders.
- Rearrange furniture, utilize tables to ensure social distancing.
- Locker room and weight room use is prohibited.
- Use bathrooms designated for your group.
- Staff are to adhere to social distancing guidelines in shared spaces such as break rooms. Staff are expected to clean tables, counters and appliances before and after use.

4. Cleaning, sanitizing, decontamination and ventilation

- Separate bags of equipment/toys per pod is ideal. If there is not enough equipment to segregate, then that equipment must be cleaned and sanitized by the individual program after each pod use.
- Clean and sanitize at least daily and between pods, frequently touched surfaces and objects. Materials must be obtained from Buildings and Grounds for sanitizing for BHM activities. Groups will be charged for these materials. Frequently touched surfaces and objects include but are not limited to:
 - door knobs and handles
 - stair rails
 - classroom desks and chairs
 - lunchroom tables and chairs
 - countertops
 - handrails
 - light switches
 - handles on equipment
 - push-buttons on vending machines and elevators
 - shared toys
 - sports equipment
 - shared remote controls
 - shared telephones
 - shared desktops
 - shared computer keyboards and mice

Note: Computer keyboards are difficult to clean. Shared computers should have signs posted instructing proper hand hygiene before and after using them to minimize disease transmission. To facilitate cleaning, consider using covers that protect the keys but enable use of the keys.
 - It is not necessary to routinely sanitize surfaces that are not high-touch or high-risk (e.g., floors, bookcases, tops of filing cabinets). Soft surfaces such as carpets, rugs and drapes can be cleaned using soap and water or a cleaner appropriate for the material.

5. Communication and training for managers and workers necessary to implement the plan.

- The program manager (i.e. community education director, community education coordinator, activities director, community group leader) is to provide communication and training to subordinate staff.
- Documentation of training records will be kept by the program manager(s).

- It is the responsibility of the program manager or group leaders to keep updated with changes to recommendations and guidelines provided by MDH.
- For required cleaning, sanitizing and disinfecting of any areas used, specific directives/assignments will be designated by custodial staff, program manager or group leader.
- Each organization will have one designated contact person to work with the Facility Use Coordinator. The designated person will be responsible for communicating with the Coordinator the following items:
 - Communicate confirmed cases of COVID-19
 - Management of Release forms and Waivers for the group
 - Daily Attendance records of all participants
 - Compliance with all aspects of the Preparedness Plan

6. Provision of management and supervision necessary to ensure effective ongoing implementation of the plan.

- The program manager (i.e. community education director, community education coordinator, activities director, community group leader) is required to ensure effective implementation of MDH/Minnesota Department of Education guidelines.
- Facility users not in compliance with COVID-19 guidelines will be given one warning for the entire organization. A second warning may constitute cancellation of the permit and future permits during the COVID-19 pandemic.

The place
to dream,
believe
and
achieve.