COVID-19 Preparedness Plan – Minneapolis Park and Recreation Board (MPRB) In-Person Programs

This plan addresses the MPRB’s in-person program delivery approach during the COVID-19 Pandemic. With COVID-19 still spreading throughout our community, it is important to remain vigilant in our professional and personal lives and to continue to follow the Minnesota Department of Health, MN Stay Safe and Centers for Disease Control and Prevention guidance.

The following policies and procedures are subject to change as we continue to respond to what has been an ever-changing situation.

The MPRB is committed to providing a safe and healthy environment for all workers and customers. To ensure that, we have developed the following COVID-19 Preparedness Plan for in-person programs in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, respect customers’ personal choices, and encourage cooperation among our workers, management and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces and public spaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan.

Our employees and customers are our most valuable assets. We are extremely diligent about safety and health and keeping our employees safe at the MPRB. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan.

The MPRB In-Person Program COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards and all State of MN Executive Orders related to COVID-19. It addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- customer controls and protections;
- housekeeping, including cleaning, disinfecting and decontamination where necessary;
- health screening requirements;
- communications and training that will be provided to managers and workers; and
  management and supervision necessary to ensure effective implementation of the plan.

Health Screening Requirements

- Staff, instructors, visitors/spectators and participants are required to self-assess prior to attending, working, participating in, instructing or being a spectator at an MPRB program. Spectators are not allowed for indoor in-person programs as per the MPRB’s Recreation Center Preparedness Plan. Spectators are allowed for outdoor programs but must follow all visitor guidelines.
MPRB Staff/Contractors/Volunteers Screening Requirements:

**Screening and policies for employees exhibiting signs and symptoms of COVID-19**

Employees are encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and/or procedures are being implemented for employees to assess their health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms to their supervisor.

Before coming to work, employees are directed to take their own temperature and review a list of screening questions for respiratory symptoms within an hour of reporting to work as a precautionary measure to reduce the spread of COVID-19. Any employee noting symptoms of a fever or respiratory illness as described below is asked to follow proper call-in procedures and not report to work.

**COVID-19 Screening Process (Two Steps)**

**Step 1: Monitoring Temperature**

For temperature taking, an employee may use a thermometer they already have at home.

An employee is considered to have a fever if the temperature reading is at or above 99.6 degrees Fahrenheit. An employee who notes a reading at or above 99.6 degrees Fahrenheit should wait three minutes and take a second temperature reading. If they obtain a second fail result, they should not report to work. (The employee must follow proper call-in procedures as required by their department.) If they get a different result on their second test, they should wait three more minutes and then take a third temperature reading. If they have two temperature readings at or above 99.6 degrees Fahrenheit, they should not come to work and should monitor their symptoms.

**Step 2: Screening Questionnaire**

For self-screening for COVID-19 symptoms, an employee should review the following questions prior to coming in to work.

**Am I experiencing the following prevalent symptoms associated with COVID-19?**

- Fever at or above 99.6 degrees Fahrenheit (and not taking a fever reducing medication)
- Cough (i.e. hacking, persistent) – not a minor, infrequent cough
- Shortness of breath or feeling breathless

If an employee is experiencing any of these symptoms, the employee should not report to work and should monitor their symptoms. (The employee must follow proper call-in procedures as required by their department.) If the employee believes there may be an alternative explanation for the presence of symptoms (i.e. seasonal allergies), the employee may offer an alternative explanation for the presence of the symptoms for the supervisor to consider and provide further guidance.

*If an employee has had close contact with anyone in the last fourteen (14) days who they know has tested positive or has a medical diagnosis for COVID-19 within the last 14 days:*
Close contact should be defined as being within 6 feet of a person without PPE for more than fifteen minutes or having direct physical contact or contact with someone residing in their household. If an employee answers yes to having close contact with someone who has tested positive or has a medical diagnosis for COVID-19 in the last 14 days, the employee should not report to work and should inform their supervisor of the circumstances of contact and when it last occurred. Human Resources will provide additional guidance regarding self-quarantine.

**Have you had close contact with anyone in the last fourteen (14) days who may have symptoms associated with COVID 19 (but no positive lab test or diagnosis)?**

Close contact should be defined as being within 6 feet of a person without PPE for more than fifteen minutes or having direct physical contact or contact with someone residing in their household. If an employee answers yes to having close contact with someone who may have symptoms associated with COVID 19 (but no positive lab test or medical diagnosis), the employee should not report to work and inform their supervisor of the circumstances of the contact and when it last occurred. Human Resources will provide guidance regarding workability. If the employee later becomes symptomatic, they should then notify their supervisor of this as well.

In the event an employee experiences symptom associated with COVID 19 or becomes ill while at work, they shall contact their supervisor and leave work immediately avoiding contact with others.

Visitors and Participants Screening Requirements

- All visitors, and participants are required to do a Self-Health Screening per the State of MN Stay Safe Visitor and Employee Health Screening Checklist. [https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)
- If a visitor or participant answers yes to any of the screening questions, they are advised to go home, stay away from other people and contact their healthcare provider.

Program Delivery

In-Person programming resumes for the summer season on June 8, 2020. These programs have been modified to accommodate for social distancing, decontamination and group size restrictions. MPRB will continue to adhere to Minnesota Department of Health Guidance and apply changes accordingly, including group size thresholds. Park users are encouraged to direct any questions to the MPRB Customer Service Department.

Program Space/Delivery:

- Activity start and end times will be staggered to minimize the number of people in any one place at a time.
- Registration process will allow for controlling group sizes to recommended levels.
- All programs should be offered outdoors on park property as long as weather allows.
- All interactions with MPRB staff will comply with social distancing.
- All staff are encouraged to wear face coverings when working outdoors with the public, however circumstances exist which may prevent some employees from wearing a face covering.
• Any indoor programs will require staff to wear a face covering when interfacing with the public.

• In the event that social distancing is not possible outdoors, a face covering is required.

• All interactions with the public will comply with social distancing.

• Facilities and/or equipment are sanitized periodically during the day, as necessary.

Public Restrooms:

• Public restrooms are not available at all program locations.
  o Public restrooms will be cleaned and sanitized every morning.
  o Appropriate PPE shall be provided to staff who perform cleaning and sanitizing.

• Portable restrooms may be provided at programming sites. These facilities will be serviced and cleaned by the associated vendor.
  o Vendors will log their cleaning activities on a log sheet on the physical portable restroom.

Handwashing:

• Employees and customers are encouraged to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially before and after any mealtimes and after using the restroom.

Hand Sanitizer:

• All program participants are encouraged to sanitize their hands when utilizing public spaces. Customers are encouraged to bring their own sanitizer as it will not be provided at the site.

• Managers and workers are instructed to sanitize their hands periodically throughout their workday.

Social Distancing/Group Size:

• Social distancing is required as part of in-person program delivery and participation, except for during athletic play.

• Customers and staff are prohibited from gathering in groups in accordance with the relevant Executive Orders. Within these groups, social distancing must be adhered to for those not from the same household.

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, mouth, nose or eyes with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.
Respiratory etiquette is considered the norm and most everyone is aware of this etiquette. Staff are encouraged to wear face coverings when working outside and required to wear face coverings inside.

**Housekeeping**

- Regular housekeeping practices are being implemented, including routine cleaning, trash removal and cleaning and sweeping of outdoor surfaces, equipment, tools, etc.
- High public use areas and high touch surfaces will be cleaned daily and as necessary.
- Cleaning and disinfecting materials are available in Rec Centers for use by MPRB staff.

**Communications and Training**

- A Preparedness Plan for programming is mandatory. The Preparedness Plan is made available to all staff conducting in-person programs.
- Instructions will continue to be communicated to customers about COVID-19 restrictions, social distancing and facility use.
- Additional communication and training will be ongoing using signs, floor decals, posters and emails.
- Managers and supervisors are to monitor how effective the Plan has been implemented and to make real time adjustments as necessary
- Management and workers are to work through this new plan together and update the Plan as appropriate.
- This COVID-19 Preparedness Plan has been certified and posted on MPRB website on the COVID-19 section. It will be updated as necessary.

Certified by:

Annie Olson, Director of Customer Service

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

**General**


MDH Coronavirus – [www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)


**Businesses**


DLI Updates related to COVID-19 – www.dli.mn.gov/updates

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.health.state.mn.us/diseases/coronavirus/prevention.html
www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html
Social distancing
www.health.state.mn.us/diseases/coronavirus/businesses.html
Housekeeping
www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
Employees exhibiting signs and symptoms of COVID-19
www.health.state.mn.us/diseases/coronavirus/basics.html
www.health.state.mn.us/diseases/coronavirus/facilityhealthscreen.pdf
Training
www.health.state.mn.us/diseases/coronavirus/about.pdf
www.osha.gov/Publications/OSHA3990.pdf