MPRB COVID-19 Preparedness Plan for Minneapolis Park and Recreation Board
Recreation Centers

Preparedness Plan Purpose and Scope:
The Minneapolis Park and Recreation Board (MPRB) is committed to providing safe and healthy Recreation Centers for all employees and program participants and has developed the Preparedness Plan (the “Plan”) in response to the COVID-19 pandemic. The Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines related to COVID-19. The purpose of these Recreation Center Preparedness Plans are to provide supervisors, employees, and participants with guidance on how to recreate and work safely at the MPRB Recreation Centers during COVID-19. It addresses:

• Recreation center operations;
• Staff requirements;
• Screening and policies for employees exhibiting signs and symptoms of COVID-19;
• COVID – 19 awareness and communication plan;

During the next month, the MPRB anticipates the opening of some of its Recreation Centers for programming opportunities, with a focus on opportunities for youth. During this time period, programs will be modified to meet social distancing guidelines in facilities, and participants and staff will follow CDC, MDH and Stay Safe MN guidelines for indoor activities. All participants and staff will adhere to the Executive Order pertaining to the wearing of face coverings inside all public buildings.

Management, employees and participants are all responsible for implementing and complying with this plan. The MPRB’s goal is to minimize the potential for transmission of COVID-19 in Recreation Centers; meeting that goal requires full cooperation among employees, management, and program participants. Only through this cooperative effort can the MPRB establish and maintain the safety and health in Recreation Centers.

Recreation Center Operations
Recreation Center Operations are outlined in the bulleted list below. This direction is expected to change periodically, but it could take months before the MPRB returns to more typical operations/service delivery.

• Recreation Centers will require all staff and participants to wear face coverings in buildings and in any outdoor programming where social distancing cannot be achieved. The exception of this rule will be athletic competitions (for active participants only) in gymnasiums and outdoors. If employees need face coverings, please contact the Safety and Risk Administrator.

• When possible, activities will be held outdoors rather than inside buildings. When using buildings for programmed activities, Recreation Center facilities will be limited to 25% of the Fire Marshall capacity, up to a max of 250 people.
Recreation centers are not open for general public use; they are open for registered program participants only. Spectators are not allowed. All participants will be logged in and tracked through Recreation Management Software. Doors may remain locked except for entrance of program participants.

Employees will be socially distanced from each other and wear the appropriate face coverings when inside the Recreation Centers.

Recreation Centers will stagger program start and end times to eliminate large gatherings of participants in entrance and exit doors. There will be dedicated entrance and exit locations when possible.

Signage will be posted at each Recreation Center stating the need for face coverings and for social distancing.

MPRB will not use vans for transportation of program participants.

Staff Requirements

Staff will be working on site at the Recreation Centers; the bulleted points below outline the staff requirements of this plan:

- Staff will post their work schedules and have them available on their Outlook Calendar for their immediate supervisors to view
- Staff will comply with all CDC, MDH, Stay Safe MN, and Executive Order Guidelines regarding indoor programming
- Staff will work to stagger work times to minimize overlap except where required by program loads

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.

**Care of Symptoms and Return to Work:**

The MPRB has implemented leave policies and/or procedures 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.

Please contact Human Resources for more information about the MPRB’s Sick and Safe Leave policy, the Family Medical Leave Act (FMLA) and other available leaves available to employees during the COVID-19 pandemic.

The MPRB expects supervisors to protect the privacy of an employee’s medical information and limit sharing of any such information to those with a “need to know”. When possible, supervisors should direct staff to reach out to HR on medical-related issues. Employee medical information will be stored in a separate employee medical file in HR.
COVID-19 awareness and communication plan:

MPRB Recreation Centers have been maintained as if occupied. Regular housekeeping practices have been implemented, including routine cleaning and disinfecting of work surfaces, equipment, and areas including restrooms, multi-purpose rooms, meeting rooms, and gymnasiums. Frequent cleaning and disinfecting should be conducted in high-touch areas such as phones, keyboards, door handles, etc. A parkkeeper is assigned to each facility to conduct cleaning and disinfecting in the morning. In addition, cleaning supplies have been placed throughout each facility, along with disposable towels, to allow employees to disinfect any surface or equipment of concern. Should additionally cleaning supplies be needed at any time during work hours, the Park Operations Manager for the facility can be contacted for replacement supplies.

Despite the efforts to keep Recreation Centers as clean as possible, there is the possibility of the occurrence of a positive test and potential exposure at a Recreation Center. If this occurs, the following communications need to take place immediately and in the following order:

1. On-site staff notifies their Service Area Manager
2. On-site staff or appropriate supervisor notifies Human Resources as per the Supervisor Checklist and Call Tree in Appendix C of the MPRB’s organization wide Preparedness Plan. Human Resources staff contacts the MPRB Safety and Risk Administrator. HR works with any affected employees, while the Safety and Risk Administrator works on the status of the Recreation Center.
3. Service Area Manager notifies the Director of Recreation
4. Director of Recreation notifies Assistant Superintendent of Recreation
5. Upon receiving guidance from the Safety and Risk Administrator and Human Resources, staff will contact program participants to notify them of any cancellations due to an exposure.

Should an MPRB employee be diagnosed with COVID-19, that employee’s work area and equipment will be appropriately cleaned and disinfected. The work area and associated equipment will not be occupied or utilized again for at least 7 days. If necessary, the MPRB could utilize the services of a professional cleaning service for deep cleaning and disinfection services.

Management and Supervision necessary to ensure effective implementation of the Plan

Implementation of the plan requires the cooperation of all employees. All supervisors and managers are responsible for ensuring employees within the work group have reviewed the plan and have access to it in a print or electronic format.

Communications and training

This Preparedness Plan was communicated by email and posted at work sites and on PBIntra for all employees to access on September 17, 2020. Additional communication and training will be ongoing using signs, posters, floor decals and emails. Managers and supervisors will monitor employee actions to assess the effectiveness of the Plan. Should employees be observed violating any of the practices outlined in this plan, additional training will be mandated. Management and employees will work through this new program together and update the training as necessary. This Preparedness Plan has been certified by MPRB management and was posted throughout the workplace. It will be updated as necessary.