

# COVID-19 Preparedness Plan for the Hopkins Pavilion



The Hopkins Pavilion and the City of Hopkins are committed to providing a safe and healthy facility for all our employees and customers. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers and employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace, and that requires full cooperation among employees and management. Only through this cooperative effort can we establish and maintain the safety and health of our employees and workplaces.

Management and employees are responsible for implementing and complying with all aspects of this Preparedness Plan. Employees have our full support in enforcing the provisions of this policy.

Our employees are our most important assets. We are serious about safety and health and keeping our workers working at the Hopkins Pavilion. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and 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 exhibiting signs and symptoms of COVID-19**

Employees 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 employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms. Upon entering the facility the employee on duty will take a body temperature reading with a touchless thermometer and fill out a health screening assessment. At any point should an employee show signs of illness they are to report it to their manager and either not come in to work or leave work as soon as is possible.

The Hopkins Pavilion has implemented the policy that workers must stay at home when they are sick, a household member is sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions have been implemented.

The Hopkins Pavilion has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. Should any Pavilion employee or known guest be officially diagnosed with COVID-19 Management will contact by phone and by email any and all workers who may have been exposed.

In addition, a policy has been implemented to protect the privacy of employees' health status and health information. The identity of anyone being officially diagnosed with COVID-19 will be kept private under penalty of HIPAA law and loss of employment.

## **Handwashing**

Basic infection prevention measures are being implemented at our workplaces at all times. Employees 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 required to wash their hands prior to or immediately upon entering the facility. 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.

The Hopkins Pavilion has also purchased and placed clearly marked hand sanitizer stations throughout our facility at or near strategic locations such as doorways and common areas. These stations will include clear instructions for use. These stations will augment our existing bathrooms within the facility which will now include clear instructions on hand washing for COVID-19.

## **Respiratory etiquette: Cover your cough or sneeze**

Employees 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. COVID1-19 "Cough and Sneeze" posters will be posted in numerous clearly visible common area locations around the facility.

## **Social distancing**

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

Groups and teams will be limited to 30 or less on the arena surface. Start times for all activities will be staggered to prevent overlap in arrival and departure. Groups are asked to have and submit their own internal policy regarding social distancing to the Hopkins Pavilion for our approval and certification.

When working the employees are required to wear a mask and gloves in public areas and adhere to social distancing policy whenever possible.

Employees and visitors are prohibited from gathering in groups and confined areas, including elevators, and from using other employees' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

## Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc. Full and part time staff will conduct hourly cleaning of all high touch areas when the facility is in use. Locker rooms will be disinfected after each use.

## Communications and training

This Preparedness Plan was communicated via email and printed posting in offices to all workers on (date) and necessary training was provided. Additional communication and training will be ongoing and provided to all workers who did not receive the initial training. Managers and supervisors are to monitor how effective the program has been implemented by performing weekly check-ins with employees. 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 Hopkins and was posted throughout the workplace (date). It will be updated as necessary.

Certified by:

Don Olson, Pavilion Manager

## **Business Specific Policies**

### **For All Staff**

- Health screening and temperature checks before shift starts. Staff will be asked not to come in or sent home at any sign of illness.
- Training in proper decontamination, hand washing, and safety communication protocols
- Contactless payments for all transactions (Credit only, manual entry by staff).
- Required to wear masks and gloves in all public areas when the facility is open to the public. Employees must wear masks and gloves when setting up rooms for rentals and cleaning the facility. Masks and gloves are provided by the Hopkins Pavilion.
- To follow social distancing practices when applicable.

### **For the Facility**

- Shared spaces (bathrooms, mezzanines, hallways, doorways) are disinfected every hour on the hour.
- Locker rooms in use are disinfected after every use.
- Public hand sanitizing stations are increased and placed in clearly marked strategic locations within the facility.
- Hand washing and sanitizing instructions are posted in bathrooms and appropriate work areas.

### **Arena Specific (events to have 30 or less attendees)**

- Events are scheduled ahead of time with the facility.
- Participants will submit to a health screening questionnaire upon entry. Any participant showing signs of illness will be asked to leave the facility.
- 10 minutes between events to avoid event arrival and departure overlap.
- Athletes are asked to change before arriving and arrive no sooner than 10 minutes before the scheduled ice time.
- Athletes are asked leave the premises 10 minutes after ice time is complete.
- Minor athletes are allowed one adult chaperone during their event.
- Coaches are asked to follow social distancing practices during the event.

## **Business Specific Communication and Signage**

### **Hopkins Pavilion Arena Customers (Email and Posted)**

*Dear Hopkins Pavilion partners and customers, due to our concern for your safety during COVID-19, we are implementing the following:*

#### **What WE are doing to keep you safe:**

- *Staff members are required to submit body temperature readings and submit to a health check screening before starting each shift.*
- *We have added multiple hand sanitizer stations that are clearly marked and near common entrance and exit areas.*
- *All bathrooms, doors, and other common areas are being disinfected every hour on the hour.*
- *Locker rooms are being disinfected after each use.*
- *We are scheduling 10 minutes between arena times. There will be 10 minutes of unused time between each group. NO ONE will be allowed on the arena floor until the next scheduled group time starts.*

#### **What YOU need to do to keep everyone safe:**

- *Participants should show up to the Pavilion no earlier than 10 minutes before arena time starts.*
- *Participants should arrive to the arena with a majority of their gear on to limit the amount of time spent in the locker room together. When possible multiple locker rooms may be assigned to assist in maintaining social distancing. Please adhere to the posted locker room capacities and use alternate areas to dress/undress if locker rooms are at capacity.*
- *Participants should be out of the locker rooms no more than 10 minutes after their ice time is done.*
- *Participants should be dropped off and picked up. If participants are younger in age, only ONE spectator/chaperone to be present.*
- *It is the responsibility of coaches and athletes to adhere to the social distancing guidelines.*
- *If there are policies and procedures that a group is implementing due to COVID 19, please send them to us so we can answer any questions that arise.*
- *Follow any additional Minnesota Department of Health Guidelines that relate to sport activities.*

### **Hopkins Pavilion Room Rental Customers (Email and Posted)**

Dear Hopkins Pavilion customers, due to our concern for your safety during COVID-19, we are implementing the following:

**What WE are doing to keep everyone safe:**

- *Staff members are required to submit body temperature readings and submit to a health check screening before starting each shift and required to wear a mask and gloves.*
- *We are limiting the maximum room capacity to no more than 15 attendees in rooms 201 and 202, no more than 30 attendees in room 203 and the warming house, and no more than 10 in room 101.*
- *All tables, chairs, and other surfaces are disinfected by staff after each use*
- *We have added multiple hand sanitizer stations that are clearly marked and near common entrance and exit areas.*
- *All bathrooms, doors, and other common areas are being disinfected every hour on the hour.*

**What YOU need to do to keep everyone safe:**

- *Please ask attendees not to attend if they or any person in their household are sick or have been exposed to a known person with Covid-19.*
- *Please adhere to the social distancing guidelines that are in place during your use of the Pavilion.*
- *Please do not touch any table or item that does not belong to you or your group.*
- *Please do not gather in groups larger than the 10 people.*
- *Please ask your attendees to go directly to the scheduled room and directly exit the facility when your event is concluded.*
- *Please strongly encourage the use of masks or face coverings.*
- *Please encourage the use of hand sanitation stations or hand washing when entering and exiting the facility.*
- *Follow any additional Minnesota Department of Health Guidelines that relate to group activities.*

**CONDUCT HEALTH SCREENING EACH TIME EMPLOYEES OR VISITORS ENTER THE FACILITY.**

You may also opt to conduct temperature screening if it can be done with proper social distancing, protection, and hygiene protocols. However, temperature screening is not required.

If a worker or visitor answers “Yes” to any of the screening questions or has a measured temperature above 100.4°F, they should be advised to go home, stay away from other people, and contact their health care provider.



## Visitor and Employee Health Screening Checklist

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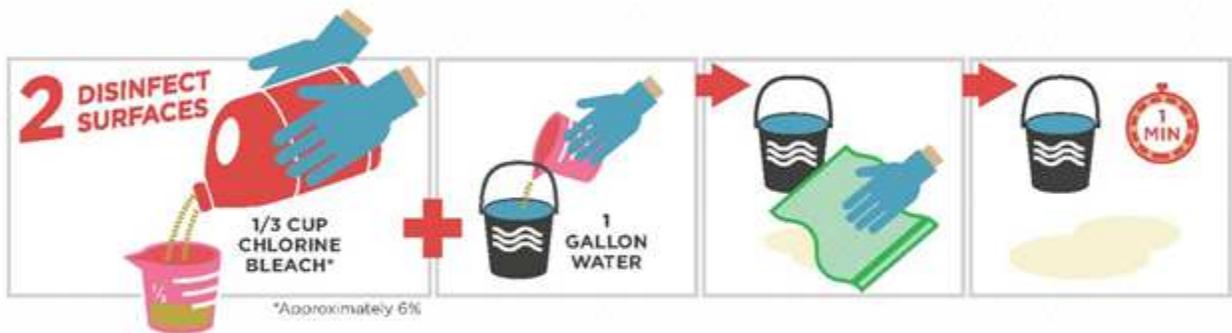
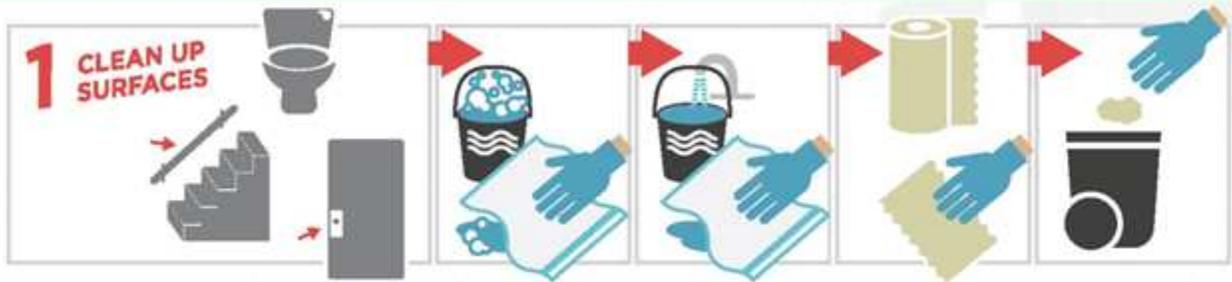
Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Please answer “Yes” or “No” to each question. Do you have:

- Fever (100.4 F or higher), or feeling feverish?**
- Chills?**
- A new cough?**
- Shortness of breath?**
- A new sore throat?**
- New muscle aches?**
- New headache?**
- New loss of smell or taste?**

# Proper Cleaning and Disinfecting

Prevent the spread of COVID-19



Disinfecting products must be EPA-registered. Always read and follow manufacturer's directions.



**Pavilion**  
*Where Hopkins goes to play!*

**#StopTheSpread**

## #StopTheSpread

Proper hygiene stops the spread of the virus.

# Wash Your Hands

**01**

Wet your hands before applying soap.



**02**

Bring your palms together and rub soap all over the palms and backs of your hands, including between the fingers.



**03**

Wash your hands for at least 20 seconds.



**04**

Wipe your hands with a clean towel or paper towel and avoid rubbing too vigorously.



**Pavilion**

*Where Hopkins goes to play!*

# COUGH



*and*

# SNEEZE

*into your*



# SLEEVE

**#StopTheSpread**



**Pavilion**

*Where Hopkins goes to play!*

#StopTheSpread

# Physical Distancing 101

SOURCE: WHO

**Please avoid groups larger than 8 people.**

**Keep a distance of 6 feet or 2 meters – about one body length – away from other people.**

**Avoid touching other people, and that includes handshakes.**

Physical distancing slows down the spread of the coronavirus, which keeps our resources available to those in need.



**Pavilion**

*Where Hopkins goes to play!*



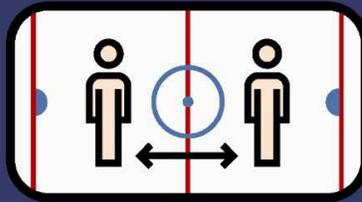
# COVID-19 BEST PRACTICES FOR ICE RINKS

1)



Wash and Sanitize Hands Often

2)



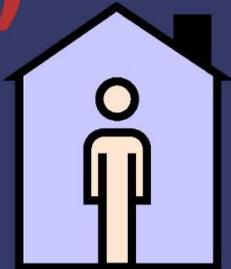
Maintain 6' of Social Distance

3)



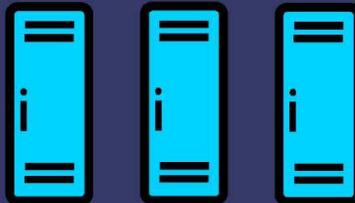
Cover Coughs and Sneezes

4)



If You are Not Feeling Well, Stay Home

5)



Modified, Limited or No Locker Room Access

6)



Handshakes Discouraged

7)



No Spitting or Sharing of Water Bottles

8)



Do Not Gather Before, During or After Ice Times

9)



Keep Gloves on During Ice Times

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

### **OSHA - Arena Specific Guidelines**

#### **USA Hockey, USA Figure Skating, US Ice Arena Association Guidelines**

<https://cdn4.sportngin.com/attachments/document/d8b1->

[2158869/Returning to the Rinks 05-](https://cdn4.sportngin.com/attachments/document/d8b1-2158869/Returning_to_the_Rinks_05-)

[052020\\_1\\_.pdf#\\_ga=2.230202204.1193028114.1588802052-493690253.1588802051](https://cdn4.sportngin.com/attachments/document/d8b1-052020_1_.pdf#_ga=2.230202204.1193028114.1588802052-493690253.1588802051) **Ice**

### **Sports Industry Guidelines**

<https://www.skateisi.org/covid-19-pandemic-preparedness-response-plan-for-reopening-ice-facilities/>

### **General**

[www.cdc.gov/coronavirus/2019-nCoV](https://www.cdc.gov/coronavirus/2019-nCoV) [www.health.state.mn.us/diseases/coronavirus](https://www.health.state.mn.us/diseases/coronavirus)

[www.osha.gov](https://www.osha.gov) [www.dli.mn.gov](https://www.dli.mn.gov)

### **Handwashing**

[www.cdc.gov/handwashing/when-how-](https://www.cdc.gov/handwashing/when-how-handwashing.html)

[handwashing.html](https://www.cdc.gov/handwashing/when-how-handwashing.html) [www.cdc.gov/handwashing](https://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](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

[www.health.state.mn.us/diseases/coronavirus/prevention.html](https://www.health.state.mn.us/diseases/coronavirus/prevention.html)

[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

### **Social distancing**

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

[www.health.state.mn.us/diseases/coronavirus/businesses.html](https://www.health.state.mn.us/diseases/coronavirus/businesses.html)

## **Housekeeping**

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://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](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://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-](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

[sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html) [www.health.state.mn.us/diseases/coronavirus/basics.html](http://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](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html) [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)