







COVID-19 Preparedness Plan for Plymouth Ice Center

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

Management and workers are responsible for implementing and complying with all aspects of this Preparedness Plan. City of Plymouth management and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at the Plymouth Ice Center. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved City staff in this process by holding meetings since the initial shutdown to discuss all impacts and utilize their knowledge and expertise to determine appropriate solutions. 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

Workers 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 workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. 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 City of Plymouth and the Plymouth Ice Center has implemented leave policies that promote workers 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

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions will be implemented.



The Plymouth Ice Center 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 Plymouth Ice Center employee or known guest be officially diagnosed with COVID-19 Plymouth Ice Center Staff or assigned City staff 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 workers' 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. 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 visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Some workplaces may 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.

The Plymouth Ice Center 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 exiting bathrooms within the facility which will now include clear instructions on hand washing for COVID-19.

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, 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. Masks are required while in the Plymouth Ice Center unless you are participating on the ice sheet or "workout" areas.

Social (Physical) distancing

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

Groups and teams will be limited to two pods of 25 per ice sheet with a total of 50 people or less on the ice including coaches in those numbers. Should a group have more than 25 people on the ice, they must split into two pods with no intermixing of groups. Start times for all activities will be staggered to prevent overlap in arrival and departure. Groups are asked to have and submitted their own internal



policy regarding social (physical) distancing to the Plymouth Ice Center for our approval and certification. Games/Scrimmages are allowed and should social distance when possible.

Workers are asked to work from home whenever possible. When working in the facility workers are required to wear a mask and gloves and adhere to social (physical) distancing policy whenever possible.

Workers and visitors are prohibited from gathering in groups, confined areas and from using other workers' personal protective equipment and 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 and meeting room. 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. Staff will conduct hourly cleaning of all high touch areas. Locker rooms will be disinfected after each use.

Communications and training

This Preparedness Plan was communicated via email and posted in the Plymouth Ice Center office to all workers on July 23rd, 2020 and necessary training will be provided prior to reopening. Additional communication and training will be ongoing and provided to all workers who did not receive the initial training. Manager and supervisor 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 Plymouth management and was posted throughout the workplace. This plan will be updated as necessary.

Certified by: Erik Halverson, Plymouth Ice Center Manager

COVID19 - REOPENING BUSINESS PLAN

The Plymouth Ice Center







It is our belief that any Minnesota Arena Business can meet and exceed these goals with the following as the basic premise for reopening:

- Follow OSHA, MDH and CDC guidelines for COVID-19 facility cleaning and maintenance practices.
- Open only to members and affiliated groups and persons associated with the group renting the space.
- Single team practices and trainings only (two pods of 25 or less on an ice sheet).
- For scrimmages and games, two people per athlete currently playing will be allowed into the space. No congregating in lobbies.
- Stagger start times for facilities with multiple venues.
- Create adequate time between groups to eliminate arrival and departure overlap. Groups are
 only allowed in 15 minutes prior to their reserved ice time and must leave 10 minutes after the
 ice time has completed.
- Follow state and local guidelines for employees and customer communication and training.

Facility Wide Policy

- All shared spaces (bathrooms, lobbies/mezzanines, hallways, door handles) will be disinfected multiple times throughout the day.
- Locker rooms and or meeting rooms in use will be disinfected after every event/rental.
- Public will not be allowed to loiter within the facility and will be asked to leave during this time period.
- Contactless payments (Credit or check only, manual entry by staff/chip card entered by patron).
- All persons are required to wear masks except for on the ice sheet or workout areas.
- Staff will be encouraged to follow social (physical) distancing practices within reason.
- Staff and guests should self-monitor and complete a Health Screen Checklist with themselves.
- Staff and guests will be sent home or asked not to come in at any sign of illness.
- Public hand sanitizing stations will be increased and placed in strategic locations within the facility.
- Hand washing and sanitizing instructions will be posted in appropriate locations.



All staff trained in decontamination, hand washing, and safety communication protocols.

Hockey/Private Rentals Specific Policy

- All rentals must be reserved and scheduled ahead of time. No drop-in requests.
- Participants will need to self-monitor their health upon entry. Any participant showing signs of illness will be asked to leave the facility.
- A Coach or an Organization Representative must arrive 30 min prior to reservation and check-in with a Plymouth Ice Center Staff Person. The Coach and/or Representative will be responsible for not allowing their group in to the building until 15 min before their reserved time. The Coach or Representative must stay with the group until the last person is picked up from the facility.
- 15 minutes between events to avoid event overlap.
- Athletes will be encouraged to come dressed as much as possible before arriving and athletes will only be allowed into the facility 15 minutes before the scheduled ice time (event).
- Participants must adhere to a maximum number of skaters posted on Locker Room doors. Marked seating in the locker rooms posted.
- Athletes will be required to leave the premises 10 minutes after ice time (event) is complete.
- Minor athletes 10 and under are allowed one adult chaperone during their event. Adult chaperon must practice safe social (physical distancing).
- General public will not be permitted to loiter or congregate in the facility lobbies and will be asked to leave during this time period.
- Coaches will be encouraged to follow social (physical) distancing practices within reason while
 on and off the playing surface and will be responsible for their team/participants.
- It is recommended that all participants and coaches wear a mask while in the facility.
- No use of public drinking fountains bring water bottles from home
- Tournaments will need to provide staff personnel to enforce entry and exit policies while also limiting spectators to two people per athlete.
- Each rental group will be required to provide a COVID -19 protocol in advance and in which they would adhere to during their time of the rental for the locker/meeting room and while on the playing surface. This will need prior approval by facility management before the rental.



Contract Ice and Birthday Parties

- We will not be offering Open Skate or Open Hockey during this time period.
- We will not be offering contract ice during this time period.
- We will not be selling our birthday packages at this time.

Concession Stand Specific

No concessions will be sold at this time.

Business Specific Communication and Signage

Hockey (Email and Posted)

Dear Plymouth Ice Center 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 self-monitor their health before starting and during each shift as required by the MDH.
- We have added multiple hand sanitizer stations that are clearly marked and near common entrance and exit areas.
- Locker rooms are being disinfected after each use.
- Staff is cleaning touchpoint areas several times a day.
- Masks are required while in the facility public areas.
- Public doors where possible will be propped open.
- All locker room doors will remain open and left unlocked DO NOT BRING VALUABLES.
- Locker room keys will not be issued.
- Accept Credit Cards Only.
- We are scheduling 15 minutes between ice times. Groups will be REQUIRED to leave the ice ON
 TIME at the conclusion of your session. NO ONE will be allowed on to the ice rink until the next
 scheduled group time starts. These are policies in place to help us disinfect spaces.



What YOU need to do to keep everyone safe:

- Skaters should show up to the rink no earlier than 15 minutes before ice time starts. All skaters are encouraged to come dressed and use locker rooms for putting on skates and bag storage only.
- A Coach or an Organization Representative must arrive 30 min prior to reservation and check-in with a Plymouth Ice Center Staff Person. The Coach and/or Representative will be responsible for not allowing their group in to the building until 15 min before their reserved time. The Coach or Representative must stay with the group until the last person is picked up from the facility.
- Skaters should be out of the locker rooms and Ice Center no more than 10 minutes after their ice time is done.
- Practice Social (Physical) Distancing with each other stay 6' or more away from others
- Groups, Organizations and Clubs will have to provide proof that a formal social (physical)
 distancing policy is in place and that a signed form acknowledging that it has been shared with
 your membership and be provided to the Ice Center.
- No use of public drinking fountains bring water bottles from home.
- Groups are encouraged to come as much dressed as possible. Two locker rooms assigned per group for two pods of 25 skaters including coaches.
- Hockey Specific events to have 250 in the facility, no more than 2 Pods of 25people in a Pod including instructors/coaches excluding games.
- Participants will need to self-monitor prior to entry. Any participant showing signs of illness will be asked to leave the facility
- 15 minutes between events to avoid event arrival and departure overlap.
- Athletes and Coaches are asked leave the premises 10 minutes after ice time is complete.
- Minor athletes ages 10 and under are allowed one adult chaperone during their event.
- Coaches are asked to follow social (physical) distancing practices during the event.
- It is required that all participants and coaches wear a mask while in the facility. Once on the ice surface, face masks are optional.



Facility Overlook: (Entrance and Exit):



- Please note, everyone must enter from the Main Entrance off of Plymouth Blvd./37th
 Ave.
- Everyone can exit from the back of the building by the MAP/FHIT Training Center or from the main entrance. Please follow the floor signs.
 - This is to avoid cross-traffic of people.

Documents for Reference:

City of Plymouth COVID-19 Temporary Paid Leave Guidelines (subject to change at any time) April 17, 2020

This document outlines paid leave options for city staff under the Families First Coronavirus Response Act (FFCRA) and under city policy. COVID-19 Leave is intended to provide employees with up to 80 hours of pay continuation when employees are quarantined or experiencing COVID-19 related symptoms. COVID-19 pay is based on an employee's base pay rate. COVID-19 pay does not include overtime, supplemental pay, and/or other additional pay and may not be compounded, stacked or pyramided. The information below is provided in summary form. All compensation is subject to eligibility requirements, compensation limits and HR approval. First responders* provide frontline services that are critical to the public's health and safety and are, therefore, exempt from the FFCRA but eligible for COVID-19 related leave under city policy as outlined below.

Description	FT or PT Regular	Temp/Seasonals	First Responders/ Paid-on- Call
Employees who are 1) subject to quarantine/isolation 2) suspected of having COVID-19 and seeking medical diagnosis 3) caring for an individual subject to quarantine/isolation. (FFCRA)	1 & 2 – up to 80 hours base pay, prorated for PT employees 3 – 2/3 base pay for up to 80 hours, up to \$200/day	1 & 2 – up to 80 hours base pay, prorated for PT employees 3 – 2/3 base pay for up to 80 hours, prorated based on FT schedule, up to \$200/day	NA
First responders with confirmed or suspected COVID-19, as determined by employee's health care provider. If you are not able to secure a medical certification, contact Human Resources.	City-paid COVID-19 Leave for up to 80 hours.	NA	POC - pay will be prorated based on average hours worked over the last four weeks.
Police officers and firefighters - confirmed case of COVID19.	Workers' comp supplemented with IOD, in accordance with labor agreement.	NA	POC - workers' comp supplemented with COVID19 pay.
COVID-19 contracted from workplace exposure	Workers' comp supplemented with COVID-19 pay, as applicable.	Workers' comp supplemented with COVID-19 pay.	NA



	1)	Comp Time			
Employee voluntarily travels to or has contact with	2)	Annual Leave/Vacation			
anyone who has traveled to a Level 3 area, as identified by the CDC. Employee required to self-isolate for 14	3)	Extended Illness or STD/MTD, as applicable	Unpaid	POC - Unpaid	
days.	4)	Contact HR if paid leave balances			
		are low			

^{*}First responders: police officers, firefighters, utilities maintenance workers, water plant operators. This list may be updated at the discretion of the city manager.

Description	FT or PT Regular	Temp/Seasonal	First Responders/ Paid-on- Call
Employee is sick - not related to COVID-19 (strep throat, cold, ear infection, etc.) Contact HR if paid leave balances are low.	 Comp Time Annual Leave/Vacation Extended Illness or STD/MTD, as applicable 	Unpaid	POC - Unpaid
City facility closed	 Employee will be assigned to a different function/area, if possible City-paid COVID-19 Leave. 	1) Employee will be assigned to a different function/area, if possible 2) Layoff/termination	First responders must report to work
Employee does not feel comfortable coming to work, fearful of exposure to COVID-19 and department workload can accommodate absence. NOTE: Some employees may be required to work, if needed, especially if there are widespread absences.	 Comp Time Annual Leave/Vacation Vacation Unpaid 	Unpaid	First responders must report to work



Employees caring for child whose school or place of care has been closed or whose childcare provider is unavailable due to COVID-19 related reasons. (FFCRA)	2/3 base pay up to \$200/day, max 12 weeks	2/3 base pay up to \$200/day, max 12 weeks (first two weeks unpaid), prorated based on FT schedule	NA
Employee sent home after showing symptoms of illness.	Paid to the end of shift, then employee's paid leave bank.	Paid to the end of shift, then unpaid.	POC - paid to the end of shift, then unpaid.

Note: The city is continuously monitoring developments related to COVID-19. These guidelines are subject to change at the discretion of the city manager.

Please contact Human Resources Manager Givonna Koné at 763-509-5070 or gkone@plymouthmn.gov with questions regarding COVID-19 Leave.

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. Please self-monitor.

If a worker or visitor answers "Yes" to any of the self-monitoring 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

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? DEPARTMENT OF HEALTH





COVID-19 BEST PRACTICES FOR ICE RINKS





CLEANING FOR COVID-19

COVID-19 (novel coronavirus 2019) is a respiratory illness that primarily spreads through the air and through personal contact with surfaces and infected people. COVID-19 is an enveloped virus, meaning it is easily compromised by proper cleaning and sanitizing. It is unknown how long COVID-19 can survive on surfaces, but it is recommended to clean and sanitize high contact surfaces at home, school, and the work place.



Remove visible soil and dirt from surfaces using soap and water.



Apply an EPA registered disinfectant to kill pathogens, including COVID-19. Common cleaners include:

- Clorox Disinfecting Wipes
- Lysol Brand Bleach Multi-Purpose Cleaner
- Purell Multi Surface Disinfectant



For effective sanitizing, wait the proper contact time as indicated on the product label.











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_Rlnks_05-05-2020_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

www.health.state.mn.us/diseases/coronavirus

www.osha.gov

www.dli.mn.gov

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.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

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

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-sick.html 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

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf