

Burnsville Ice Center

COVID-19 Preparedness Plan



City of Burnsville Core Values

We believe our public service makes a difference through collaboration, innovation and excellence:

- Collaboration: we value people and perspectives
- Innovation: we are on the leading edge
- Excellence: we expect the best

Effective September 8, 2020

COVID-19 Preparedness Plan for Burnsville Ice Center

The Burnsville 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 Burnsville 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 Burnsville 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.

Masks

Effective July 25, 2020, per the Governor's Executive Order 20-81¹, people in Minnesota are required to wear a face covering in all public indoor spaces and indoor businesses, unless you are alone.

Additionally, workers are required to wear a face covering when working outdoors in situations where social distancing cannot be maintained. Research has shown that use of face coverings can greatly reduce the risk of infection when combined with other prevention efforts such as social distancing and hand hygiene.

This Executive Order is effective immediately upon approval by the Executive Council, with the requirement to wear face coverings starting July 25, 2020. It remains in effect until the peacetime emergency declared in Executive Order 20-01 ends or until cancelled by a proper authority (Minnesota Statutes 2019, section 4.035, subdivision 2, and section 12.32).

[Frequently Asked Questions About the Requirement to Wear Face Coverings](https://www.health.mn.us/diseases/coronavirus/facecoverfaq.html)
(<https://www.health.mn.us/diseases/coronavirus/facecoverfaq.html>).

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 Burnsville and the Burnsville 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 Burnsville 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 Burnsville Ice Center employee or known guest be officially diagnosed with COVID-19 Burnsville 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 Burnsville 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 existing 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.

Social distancing

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

Groups and teams will be limited to 20 people (Hockey) and 20 people (Curling) or less on the ice. 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 Burnsville Ice Center for our approval and certification.

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 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 arena office to all workers on June 1, 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 Burnsville management and was posted throughout the workplace. This plan will be updated as necessary.

Certified by:

Garrett Beck,

Burnsville Recreation and Facilities Director

Business Specific Policies

The following policies are in place based on the Minnesota Governors Executive Order 20-56.
Using Guidance released on June 19, 2020
<https://www.health.state.mn.us/diseases/coronavirus/sportsguide.pdf>

For All Staff

- Health screening 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 preferred.
- Required to wear masks and gloves when necessary. Masks and gloves will be provided by the Burnsville Ice Center. Staff will have the option to bring their own mask.
- To follow social distancing practices when applicable.

For the Facility

- Shared spaces (bathrooms, hallways, doorways, benches) are disinfected several times per day.
- 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.
- Meeting room is not available for public use of any kind. It will be used as a locker room for Rink 2.
- **Hockey Specific (A. events to have 25 or less attendees per ice sheet, including instructors/coaches - if using full ice sheet. B. 40 or less attendees per ice sheet if using Pods with no more than 2 Pods of not more than 25 people in a Pod including instructors/coaches - If using Pods you can have 20 in a Pod and 20 in another Pod or 15 in a Pod and 25 in the other Pod to equal 40people total). Pods CANNOT inter-mingle.**
- Events are scheduled ahead of time with the facility.
- Athletes are to come dressed and use locker room(s) for putting on skates and bag storage only arriving no sooner than 10 minutes before the scheduled ice time.
- All Clubs, Groups and Organizations along with participants will be responsible for their own health screening prior to entering the facility. Any participant showing signs of illness will be asked to leave the facility.
- 15 minutes between events to avoid event arrival and departure overlap.

- Social distancing cannot be enforced in locker rooms, so players and coaches will be required to wear a mask at all times while in the locker rooms.
- Athletes and Coaches are asked to leave the premises 10 minutes after ice time is complete.
- No parents/spectators are allowed in the facility for practices. Minor athlete(s) age 10 and under are allowed one adult chaperone for practice sessions.
- 2 spectators per player allowed in the facility for games/scrimmages. No Siblings/Children.
- Coaches are asked to follow social distancing practices during the event.
- All visitors, spectators are required to wear a mask while in the facility.
- Participants are required to wear a mask walking into the facility and walking out of the facility.
- Participants are not required to wear a mask while on ice for their activity.
- Coaches on bench for games, scrimmages or practice are required to wear masks.
- Active players and coaches will not be required to wear a mask while on the ice for practices.
- Practice Social Distancing with each other – stay 6’ or more away from others.
- No Showers will be available.
- No use of public drinking fountains – bring water bottles from home
- No microphones will be issued.
- Failure to comply with posted rules will result in additional education or loss of ice time.
- Everyone will be asked to enter and exit through designated doors and follow directional signage inside the facility.
- We offer LiveBarn.com as an option to watch practices and competitions/games/scrimmages.
- **Figure Skating Specific (A. events to have 25 or less attendees per ice sheet, including instructors/coaches - if Freestyle Sessions using full ice sheet. B. 40 or less attendees per ice sheet if using Pods with no more than 2 Pods of not more than 25 people in a Pod including instructors/coaches - If using Pods you can have 20 in a Pod and 20 in another Pod or 15 in a Pod and 25 in the other Pod to equal 40people total). Pods CANNOT inter-mingle.**
- Events are scheduled ahead of time with the facility.

- Athletes are to come dressed and use locker room(s) for putting on skates and bag storage only arriving no sooner than 10 minutes before the scheduled ice time.
- All Clubs, Groups and Organizations along with participants will be responsible for their own health screening prior to entering the facility. Any participant showing signs of illness will be asked to leave the facility.
- 15 minutes between events to avoid event arrival and departure overlap.
- Social distancing cannot be enforced in locker rooms, so players and coaches will be required to wear a mask at all times while in the locker rooms.
- Athletes and Coaches are asked to leave the premises 10 minutes after ice time is complete.
- No parents/spectators are allowed in the facility for practices. Minor athlete(s) age 10 and under are allowed one adult chaperone for practice sessions.
- 2 spectators per player allowed in the facility for competitions/Ice Show/events. No Siblings/Children.
- Coaches are asked to follow social distancing practices during the event.
- All visitors, spectators are required to wear a mask while in the facility.
- Participants are required to wear a mask walking into the facility and walking out of the facility.
- Participants are not required to wear a mask while on ice for their activity.
- Non-active figure skating coaches on bench or ice for practice are required to wear masks.
- Active figure skating coaches will not be required to wear a mask while on the ice for practices.
- Practice Social Distancing with each other – stay 6' or more away from others.
- No Showers will be available.
- No use of public drinking fountains – bring water bottles from home
- No microphones will be issued.
- Failure to comply with posted rules will result in additional education or loss of ice time.
- Everyone will be asked to enter and exit through designated doors and follow directional signage inside the facility.
- We offer LiveBarn.com as an option to watch practices and competitions.

Developmental Hockey and Freestyle Ice

- Advanced reservations required for all sessions
- Maximum of 25 Freestyle Skaters on the ice per hour, including coaches
- Maximum of 25 skaters on the ice per hour, including coaches.
- Developmental Hockey will have three zones for reservation
- All Clubs, Groups and Organizations along with participants will be responsible for their own health screening prior to entering the facility. Any participant showing signs of illness will be asked to leave the facility.
- Athletes are to come dressed and use locker room(s) for putting on skates and bag storage only arriving no sooner than 10 minutes before the scheduled ice time.
- No parents/spectators are allowed in the facility for practices. Minor athlete(s) age 10 and under are allowed one adult chaperone for practice sessions.
- Athletes and Coaches are asked to leave the premises 10 minutes after ice time is complete.
- Failure to comply with posted rules will result in additional education or loss of ice time.
- All visitors, spectators are required to wear a mask while in the facility.
- Participants are required to wear a mask walking into the facility and walking out of the facility.
- Participants are not required to wear a mask while on ice for their activity.
- Non-active coaches on bench for practice must wear masks.
- Active players and coaches will not be required to wear a mask while on the ice.

Curling Specific (events to have 20 or less attendees)

- Events are scheduled ahead of time with the facility.
- Locker rooms are closed.
- Equipment is disinfected by staff before use and again by staff after use.
- Customers will be encouraged to wear masks and wear gloves.
- Customers will be encouraged to follow social distancing practices during the event.
- Events
 - For instructed events we are having on-ice instruction only
 - There is a maximum of 8 people per sheet during events.
- Failure to comply with posted rules will result in additional education or loss of ice time.
- All Clubs, Groups and Organizations along with participants will be responsible for their own health screening prior to entering the facility. Any participant showing signs of illness will be asked to leave the facility.

- All visitors, spectators are required to wear a mask while in the facility.
- Participants are required to wear a mask walking into the facility and walking out of the facility.
- Participants are not required to wear a mask while on ice for their activity.
- Non-active coaches, instructors must wear masks.
- Active coaches, instructors will not be required to wear a mask while on the ice.
- Athletes are to come dressed and use locker room(s) for putting on skates and bag storage only arriving no sooner than 10 minutes before the scheduled ice time.
- Athletes and Coaches are asked to leave the premises 10 minutes after ice time is complete.

Concession Stand Specific

- All transactions will be credit card only.
- All transaction will be contactless interaction.
- All staff will be required to wear masks and gloves.

Business Specific Communication and Signage

Dear Valued Customer,

As a skater, performer, curler and fans of ice sports and supporters of the Burnsville Ice Center the shutdown of arenas has not easy for any of us. Your safety and well-being are our highest priority. The Burnsville Ice Center is making changes for you to be safe when you come back to the rink.

Before any individual customers, groups, organizations, or clubs can return to the Ice Center for activities, you will be required to:

- Groups, Organizations, Clubs and Individual Renters – will have to provide proof that you have a Guidance for Social Distancing plan in place and that a signed contract will acknowledge that it has been shared with your membership be provided to the Ice Center.

New safety practices being implemented at the Burnsville Ice Center are as follows:

The Public will:

- Practice Social Distancing with each other – stay 6’ or more away from others
- All visitors, spectators are required to wear a mask while in the facility.
- Participants are required to wear a mask walking into the facility and walking out of the facility.

- Participants are not required to wear a mask while on ice for their activity.
- Non-active coaches on bench for games, scrimmages or practice must wear masks.
- Active players and coaches will not be required to wear a mask while on the ice.
- No use of public drinking fountains – bring water bottles from home
- No Showers will be available.
- No microphones will be issued.
- It is highly recommended that all skaters come dressed and use locker rooms for putting on skates and bag storage only
- Participants must adhere to a maximum number of skaters by utilizing the seating decals in the Locker Rooms.
- Hockey Specific (A. events to have 25 or less attendees per ice sheet, including instructors/coaches - if using full ice sheet. B. 40 or less attendees per ice sheet if using Pods with no more than 2 Pods of not more than 25 people in a Pod including instructors/coaches - If using Pods you can have 20 in a Pod and 20 in another Pod or 15 in a Pod and 25 in the other Pod to equal 40people total). Pods CANNOT inter-mingle.
- Figure Skating Specific (A. events to have 25 or less attendees per ice sheet, including instructors/coaches - if Freestyle Sessions using full ice sheet. B. 40 or less attendees per ice sheet if using Pods with no more than 2 Pods of not more than 25 people in a Pod including instructors/coaches - If using Pods you can have 20 in a Pod and 20 in another Pod or 15 in a Pod and 25 in the other Pod to equal 40people total). Pods CANNOT inter-mingle.

The Ice Center will:

- Staff is cleaning touchpoint areas several times a day
- Addition of accessible Hand sanitizer
- Microphones will not be issued
- Removal of public high-top tables
- All public doors will be propped open
- Locker room keys will not be issued
- Meeting room is not available for public use of any kind. It will be used as a locker room for Rink 2.
- Recommend the non-Use of all hand railings, if possible
- Concession may open late October or early November
- May have limited menu

Please refer to our complete Reopening Plan for more details. –see attached.

We are deeply grateful to our customers renting ice, offering their programs, and participating in the Burnsville Ice Center programs We eagerly anticipate being able to re-open our doors.

Thank you for your continued support. We look forward to serving you again when the time is right. Please take good care of yourself and your loved ones.

Sincerely,

Dean Mulso,

Recreation Facilities Manager

Burnsville Ice Center

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

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?**



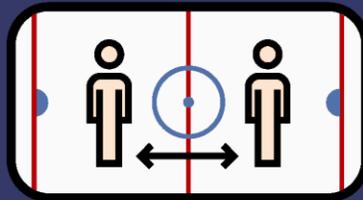
COVID-19 BEST PRACTICES FOR ICE RINKS

1)



Wash and Sanitize Hands Often

2)



Maintain 6' of Social Distance

3)



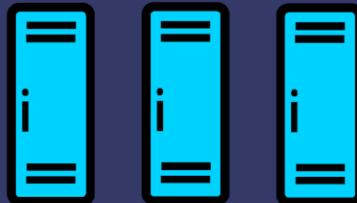
Cover Coughs and Sneezes

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

STOP THE SPREAD OF GERMS

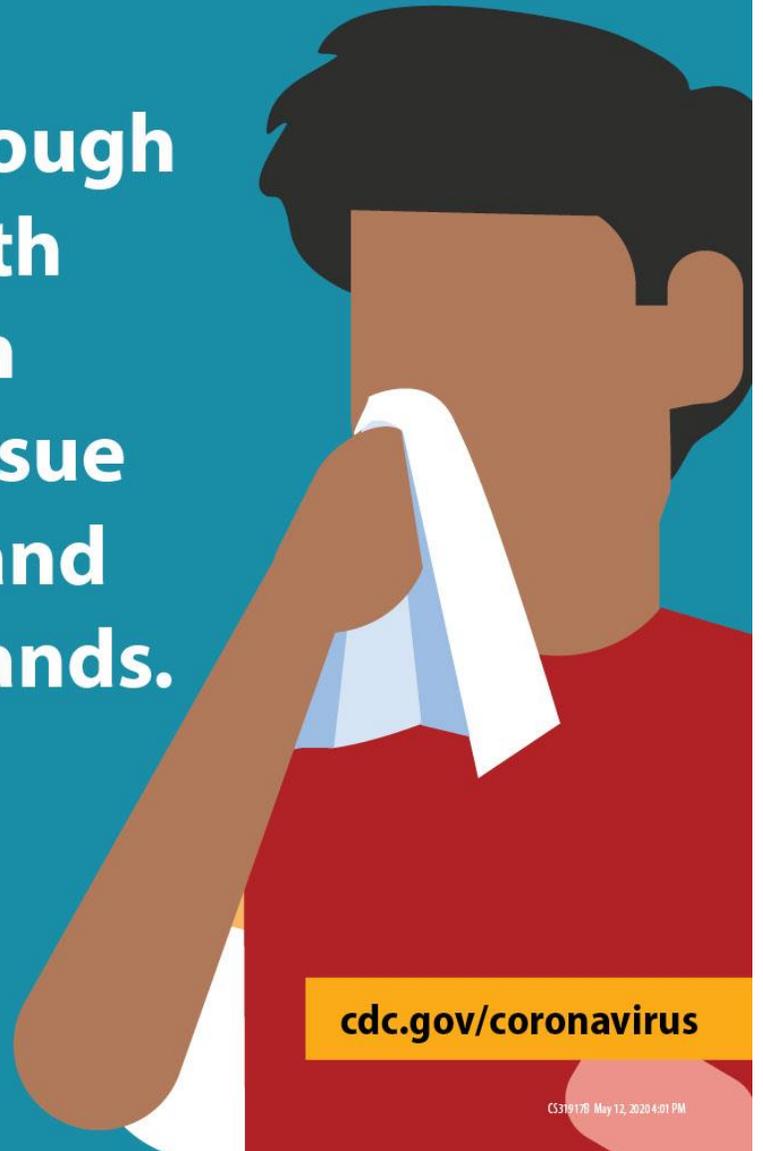
Help prevent the spread of respiratory diseases like COVID-19.

**Cover your cough
or sneeze with
a tissue, then
throw the tissue
in the trash and
wash your hands.**



cdc.gov/coronavirus

CS319178 May 12, 2020 4:01 PM



STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Stay at least 6 feet (about 2 arms' length)
from other people.



cdc.gov/coronavirus

DON'T FORGET TO WASH



m DEPARTMENT OF HEALTH

Don't forget to scrub between your fingers, under your nails, and the top of your hands.



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 05-05-2020 1 .pdf# ga=2.230202204.1193028114.1588802052-493690253.1588802051](https://cdn4.sportngin.com/attachments/document/d8b1-2158869/Returning%20to%20the%20Rinks%2005-05-2020%201.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

<https://www.health.state.mn.us/diseases/coronavirus/sportsguide.pdf>

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