

# PANDEMIC OPERATIONS PLAN

## Sample Template

(updated May 27, 2020)



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Name of Group/Organization/Business: Duluth Little League

Activity Location(s): Como Park, 8th St. fields (Central LL), Emanuel, Baggs, Helmer, Heights community center

Schedule of Activity(s) (Date/Time): Maint. 2-3x/wk 9-5, practice/camps 9-noon, 5-8:30 p.m. M-Thur

Activity Description: (Activity is defined as 1. A single, on-going program or service such as a youth camp or garden group that follows a regular or structured pattern of delivery, 2. A series of similar programs or services that follow a regular or structured pattern of delivery, 3. A single, one-time program, service, or event.)

1. Ongoing practices/skills camps following structured plan. Regular maintenance on fields 2-3x/wk

### PARK/FACILITY USE

Individual lease arrangements and activity requests will be reviewed in accordance with the *Parks and Recreation – Third-Party Pandemic Operations Plan Policy*.

- What Park and/or Community Center facility access does your activity require?

No additional facility access needed beyond fields listed above.

- What capacity does your Organization have to cover any expenses that may be incurred by the use of the park or facility? (Ex: paying for water or electricity use, paying for or providing for garbage removal associated with your facility use, providing your own portable toilet)

We provide porta potties, electricity & water are setup. Garbage is being picked up.

### PARK AMENITIES

As of 5/20/2020, restroom facilities (permanent) are not available at any park facility and a limited number of portable toilets will be placed throughout our parks at predetermined locations. Considering the location and duration of your activity, do you need restroom facilities?  No  Yes

- If yes, will you provide your own portable toilet(s)?  No  Yes

Do you need garbage amenities?  No  Yes

- If yes, will you provide your own receptacles and disposal?  No  Yes

Do you need access to water?  No  Yes *We already have access to water, no additional needs*

Do you need access to electric?  No  Yes *We already have access to electric, no additional needs*

Do you need additional support from Parks for the activity?  No  Yes - Describe:

### PREPAREDNESS PLAN Template

Organizations may use this template and adapt as necessary for their activity

OR organizations may submit their own template that addresses the Guidelines set forth in the *Parks and Recreation – Third-Party Pandemic Operations Plan Policy*.

Plans will be reviewed by the City of Duluth - Parks and Recreation Division for general compliance with Federal, State, and local guidelines applicable to the type of organization submitting a plan and with consideration for City-supported facilities and maintenance.

1. Social Distancing: (How will you manage in reference to the current CDC and MDH guidelines)
  - a. Currently 6ft distance for anyone not living in the same household

Skills practices will be spread out on large outdoor fields with limited numbers

2. Plan to manage group size: (How will you manage in reference to the current CDC and MDH gathering guidelines)
  - a. Currently 10 people or less

We will use registration &/or Signup Genius to keep below recommended numbers

3. How will you promote hand hygiene practices?

We will create hand sanitizing stations by adding hand sanitizer

4. How will you promote respiratory health practices?

All practices will be outdoors with participants spaced far apart

5. Are there any restrictions to participation in your activity that may be necessary for your activity to comply with social distancing and other health and safety guidelines? (Young children, dogs, etc.)

No, but we will provide education and communication to families about guidelines

6. Will you provide any type of health screening for individuals at your gathering? (pre-gathering screening, taking temperature upon arrival of gathering)

We have access to a contactless thermometer to check temps upon arrival

7. How will you respond to an individual showing signs/symptoms of illness?

They will not be allowed to participate and will need to return home

8. What type of training will you provide before and/or during your gathering? (Staff, volunteers, participants...)

We will provide education on CDC, MDH, local, & Little League guidelines prior to volunteering.

9. If you have shared use equipment, how will you keep it clean? (hand weights, gardening tools, tables, chairs, picnic tables, recreation equipment, etc.)

We will sanitize between each use, recommend individual equip. as able, loan equip. as needed

10. Do you have areas with a high rate of touch? (door knobs, water spigot, light switch, etc) How will you keep them clean?

No, we will shut off water at practices to prevent contact on spigot. Recommend water bottles

11. Are there pinch points at your gathering space (standing in line, building entrance, portable toilets, trail or bridge) that would make social distancing a challenge? If so, how will you mitigate this?

Will allow 1 person at a time to each porta pottie & provide signage

12. Will you have an attendance log or registration form? (information used to contact participants in the event that someone falls ill during or after the gathering)

We will be setting up registration via our website. Registration includes emergency contacts

13. How will you communicate safety measures, processes, updates, reminders, etc. to those involved with your gathering?

We will communicate via email, Facebook, & our website

14. Additional preparedness strategies applicable to your activity:

We follow guidelines from Little League International, including sharing this info with families

## FARMERS MAREKTS

<https://www.mda.state.mn.us/covid-19-agriculture>

1. How will you establish a one direction flow of traffic through the market? Please provide a site map with your plan.
2. Onsite food consumption is not allowed at a Farmer's Market. If food trucks are invited to your market, how will you designate space outside the market for food consumption?
3. What safety guidelines will be established for customers and how will you communicate these guidelines?

### COVID-19 Preparedness Plan Guidance

*Note: Active websites and links may be updated overtime.*

#### General

CDC Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

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

State of Minnesota COVID-19 response – <https://mn.gov/covid19/>

#### Businesses

CDC Resources for businesses and employers – [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

CDC General business frequently asked questions – [www.cdc.gov/coronavirus/2019-ncov/community/generalbusiness-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/generalbusiness-faq.html)

MDH Businesses and employers: COVID-19 – [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

Minnesota Department of Employment and Economic Development (DEED) COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

DLI Updates related to COVID-19 – [www.dli.mn.gov/updates](http://www.dli.mn.gov/updates)

Federal OSHA – [www.osha.gov](http://www.osha.gov)

#### Handwashing

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

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

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

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

#### Social distancing

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

[www.health.state.mn.us/diseases/coronavirus/businesses.html](http://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-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)  
[www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://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)