

RAMSEY COUNTY ARENA SYSTEM
COVID-19 PREPAREDNESS OPERATING PLAN
Updated 10-23-2020

OPERATING PLAN RESPONSIBILITIES

- I. Continue to review state and local government's orders, re-opening plans, social distancing rules and guidelines and adjust all operating plans as necessary.**
 - A. Responsible Staff Member: Lisa Hanson Lamey, Director of Operations - Arenas & Golf
Lisa.HansonLamey@co.ramsey.mn.us, Cell: 919-608-2341.

- II. Communicate all COVID-19 Operating policies and procedures to customers and users and schedule all events to comply with this COVID-19 Operating plan and all state and local government orders, guidelines, and social distancing rules and guidelines.**
 - A. Responsible Staff Member: Lisa Hanson Lamey, Director of Operations - Arenas & Golf
Lisa.HansonLamey@co.ramsey.mn.us, Cell: 919-608-2341.
 1. Communications:
 - a. Direct Customer Email Notifications: Lisa Hanson Lamey
 - b. Website Updates: Nikki Wee-Moretto
 - c. Social Media: Nikki Wee-Moretto
 - d. TCO Marquee Signs: Mario Montanari
 - e. Interior Building Signage – Mario Montanari, Paul Haglund, Jim Welter
 - i. Hand Washing – All Restrooms
 - ii. CDC COVID Messaging – Entrances/Lobbies/Dressing-Areas/Hallways
 - i. Social Distancing Circles & Directional Arrows in lobby's, hallways, outside drop off and pickup areas, dressing areas, on ice rink glass.

- III. Ensure all facilities that are re-opened operate under the policies and procedures identified within this operations plan and continue to follow all state and local government orders, guidelines, and social distancing rule and guidelines.**
 - A. YEAR-ROUND ARENAS
 1. TCO Sports Garden, 1490 East County Road E, Vadnais Heights, MN 55110. 651-481-1000
 - a. Responsible Staff Member: Mario Montanari – Recreations Program Supervisor
Mario.montanari@co.ramsey.mn.us, Cell: 651-248-4019
 2. Aldrich Arena, 1850 White Bear Ave, Maplewood MN 55109. 651-748-2510
 - a. Responsible Staff Member: Mario Montanari – Recreations Program Supervisor
Mario.montanari@co.ramsey.mn.us, Cell: 651-248-4019
 3. Highland Ice Arena, 800 South Snelling Ave, St. Paul MN 55116. 651-695-3766
 - a. Responsible Staff Member: Paul Haglund – Arena Superintendent
paul.haglund@co.ramsey.mn.us, Cell: 651-423-4329
 4. Pleasant Ice Arena, 848 Pleasant Ave, St. Paul MN 55102. 651-215-9030
 - a. Responsible Staff Member: Paul Haglund – Arena Superintendent
paul.haglund@co.ramsey.mn.us, Cell: 651-423-4329
 - B. SEASONAL NEIGHBORHOOD ARENAS (October thru February)
 1. Responsible Staff Member: Jim Welter – Arena & Parks Operations Supervisor
james.welter@co.ramsey.mn.us, Cell: 651-331-6619
 - a. Phalen Arena, 1320 Walsh Street, St. Paul MN 55116. 651-772-6161
 - b. Harding Arena, 1496 6th Street East, St. Paul. MN 55106. 651-772-6190
 - c. West Side Arena, 44 East Isabel Street, St. Paul MN 55107. 651-215-0000
 - d. Oscar Johnson Arena, 1039 De Courcy Circle, St. Paul MN. 651-643-3000
 - e. Shoreview Arena, 877 West Highway 96, Shoreview MN 55126. 651-766-4000
 - i. White Bear Arena, 2160 Orchard Lane, White Bear Lake MN 55110. 651-748-2525

IV. Employee Training

- A. County Wide online COVID Video/Exam taken by all staff.
- B. Training of all staff on preparedness operating plan and all policies, procedures, protocols, and guidelines.
- C. Cleaning & Sanitizing Training of staff on proper cleaning and sanitizing methods and procedures.
- D. On-gong daily staff check-in meetings at each facility with supervisors.
- E. Weekly Operations Meetings with all facility staff, supervisors, and managers.

EMPLOYEE SAFETY AND SAFEGUARDS

I. Employee COVID-19 Resources & Benefit Information

- A. [COVID-19/coronavirus FAQs for Ramsey County employees](#)
- B. [Families First Coronavirus Response Act \(FFCRA\)](#)
- C. [HR guidance for exposure to COVID-19 and leave time](#)
- D. [Health information: Prevention, symptoms and resources](#)
- E. [CDC guidance for employers, communities and individuals about slow the spread of COVID-19](#)
- F. [Emergency paid leave request](#)
- G. [Worksite COVID-19 Exposure Plan \(PDF\)](#)

II. Employee Health & Safety Procedures, Screening & Protocols

- A. All employees with symptoms of illness or who have family members in their household with symptoms of illness should stay home and follow CDC and Department of Health guidelines for self-quarantine before returning to work.
- B. High Risk Staff: Employees should notify their supervisor if they need further distancing than set forth in the following distancing protocols due to being high risk, someone you live with being high risk, or someone you care for who is high risk. Your supervisor will work with you to try and find a work assignment, which will meet both your needs and the county's during the COVID-19 crisis.
- C. Employees are instructed to check their county email and the Ramsey Net COVID-19 Info Page at the start and end of every shift for important COVID-19 related announcements and updates. <https://www.ramseycounty.us/covid-19-info/county-employee-information-covid-19>
- D. Upon arriving at work all employees shall:
 - 1. Immediately wash their hands.
 - 2. Put on a face covering whenever the facility is open to the public or working in the vicinity of other employees. Employees may remove their face coverings when working alone and away from any other persons.
 - 3. Disinfect the surfaces/computer at the check-in workstation before clocking and signing in and then again after finished using the space.
 - 4. Complete an Employee Quick Check Health Form at the start of each workday.
 - 5. Have their temperature taken and recorded on the Quick Check Health Form.
 - 6. Employees indicating a potential exposure or symptom on the health form, having a fever of 100+, or displaying or developing any other symptoms will be required to leave work immediately, return home, and follow Ramsey County, CDC and Dept of Health guidelines for self-quarantine before returning to work.

III. Employee social distancing work procedures and protocols.

- A. All staff should maintain a minimum distance of 6' from one another and all customers, vendors, residents, or any other person(s) you may be working with or near.
- B. Face Coverings should be worn in indoor public settings and at all times when it is not possible to maintain social distancing.
- C. Vehicles: Staff should make efforts to maintain social distancing in vehicles and minimize the number of people per vehicle. Vehicles should be cleaned/disinfected before and after each use. Staff may use personal vehicles for work travel and are eligible for mileage reimbursement in accordance with County policies.
- D. Working in pairs or small teams: Tasks should be evaluated with supervisors for compliance with social distancing requirements. If tasks can be safely completed alone, they should be. For work assignments still required to be completed in pairs or small teams, social distancing should be followed, and pairs/teams should remain consistent wherever feasible to limit potential spread.
- E. Shifts may be staggered to help avoid unnecessary congregating at the start and end of workdays. Alternative reporting locations may also be utilized. Supervisors will communicate these items to staff.
- F. Lunch Breaks:

1. Employees should not congregate at tables during lunch and should stagger lunch breaks so that social distancing can be maintained.
 2. Wash your hands thoroughly for 20 seconds before eating.
 3. Find a seat or location 6' away from any other person.
 4. Clean and sanitize any surface(s) before sitting down to eat.
 5. Ask others who may come and sit too close to move.
 6. Clean and sanitize the area after you are done.
 7. Wash your hands thoroughly before returning to work.
- G. It is recommended to wear gloves whenever possible.
- H. Whenever using a computer clean and sanitize surfaces before and after each use.
- I. Keep bottles of disinfectant and paper towels in work areas and vehicles for easy access and use.
- J. Wipe and sanitize vehicle steering wheels and controls before and after each use. (This includes Zambonis).
- K. Wipe and sanitize all handles or controls on equipment before and after use. Examples; floor scrubbers, sweepers, hand tools, mop handles, lawn mowers, leaf blowers, etc.)
- L. Never shake hands.
- M. Always cover coughs and sneezes to protect people and surfaces near you.
- N. Politely ask anyone who gets too close to step back.

FACILITY CLEANING AND SAFEGUARDS

I. Cleaning & Sanitizing

- A. Public Spaces
1. All restrooms cleaned and sanitized between user groups.
 2. All dressing areas sanitized after each use.
 3. **All bleacher areas and lobby areas sanitized when spectators are allowed in.**
 4. All high traffic touch areas/surfaces cleaned between user groups – Door/windows/counters/stations.
 5. Hand Sanitizer Locations
 - a. Building Entrances/Check-in Counters
 - b. Locker Rooms
 6. Documented deep cleaning of all spaces and surfaces used at the end of each day.
- B. Employee Work Areas
1. Admin Workstations: Disinfect wipes/sprays stationed at all workspaces, cleaned before and after each use by employees.
 2. Zamboni: Wipes/Sprays kept near all Zambonis for cleaning of steering wheel, seat, dash, handles/levers, and other touch points before and after each ride.
 3. Trucks, Mowers, & Lawncare Equipment: Wipes/Spray kept in/on all trucks, riding mowers, and utility vehicles for cleaning of touch surfaces before and after use.
 4. Hand Tools: Wipes and Sprays kept in all tool storage areas for cleaning before and after each use.
 5. Hand Sanitizer & Rubber Gloves
 - a. All admin desks and office locations
 - b. Zamboni Room & Compressor Room
 - c. In all vehicles
 6. Documented deep cleaning of all areas at end of each day.

II. Other Safeguards

- A. Separate Entrances & Exits at facilities where possible.
- B. Stanchions for separating paths and closed off areas.
- C. One-way traffic patterns between areas.
- D. Remove tables and chairs.
- E. Limit & Restrict any gathering areas.
- F. Online & Phone purchase only. No onsite exchanges.
- G. Close off (social distance) toilet, urinals, and sinks as needed.
- H. Shut off and close access to all vending machines, games, drinking fountains and other high touch surfaces.
- I. Replace all towel dispensers with touchless paper towel dispensers.
- J. Prop doors open wherever able to.
- K. Require visitors to wear face coverings to help protect employees.

RAMSEY COUNTY COVID-19 POSITIVE TEST PROCEDURES

If a coach/staff notices someone who is exhibiting symptoms, has tested positive for COVID-19, or been exposed to a person whom has tested positive to COVID-19, they should stay home and not participate in team activities. If someone is exhibiting symptoms at the arena, they should be isolated and asked to leave the facility. If a player has received a positive COVID-19 test, contact the arena to let county staff know so cleaning procedures can be executed as soon as possible. **Coaches and Instructors will be required to activate their individual team COVID-19 preparedness plan.** The critical time period where exposure can occur is 48 hours prior to showing symptoms to 10 days after positive test. If it has been longer than 48 hours before symptom occurred the chance of exposure is very low.

I. Procedures once coach/staff identifies a symptomatic person

- A. Symptomatic person should be asked to leave facility.
- B. Immediately clean areas that the person has occupied or touched.

II. Procedures once staff receive a positive COVID-19 test notification

- A. If its within 24 hours since the player was in the building
 1. Isolate all areas that an infected player has occupied for 24 hours from the time the player left the facility where possible.
 2. This may include closing off a rink and having to move or cancel ice rentals or redirecting traffic to avoid infected areas.
 3. Open outside doors and windows and use ventilating fans to increase air circulation in the area if possible.
- B. Notify your direct supervisor and Lisa Hanson Lamey.
- C. Once it has been 24 hours after the player occupied a space, or if the notification came more than 24 hours after a player occupied facility, deep clean and disinfect all areas player occupied including (but not limited to) bathrooms, locker rooms, common areas, benches that the team/player was in, floors, fencing/stair rails, drinking fountains, walls around bathroom entrances and locker room entrances, doors (not just the handles) that the team used and any other non-common touch points and spaces where coughing, sneezing, spitting, etc. could have reached.
- D. Restrict any new groups from entering contaminated spaces until they have been cleaned and disinfected.
- E. Once areas have been cleaned, disinfected and dried spaces can be opened again to the public.
- F. At the end of the day deep clean and disinfect entire building.
- G. Supervisors will be in contact with any staff that may have had an exposure.
- H. County staff will communicate to the groups that have a risk of exposure that there has been a positive test.

III. The following current procedures help control the spread after each team

- A. Cleaning and disinfecting high touch areas and locker room/changing areas after each use
- B. Regular cleaning of bathroom, high touch areas in lobby and check in areas
- C. Deep clean and disinfection of buildings at the end of each evening.

IV. Return to Ice

- A. Coaches and Instructors will be required to activate their individual team COVID-19 preparedness plan once a positive test or exposure has occurred.
- B. A designated staff member will speak with coaches to ensure their COVID-19 Preparedness Plans are carried out, discuss recommendations, concerns for additional exposure and reducing the risk for infection for other players and staff.
- C. If plan is followed and there is no risk for further exposure, the group will be allowed to return to the rink for practice/game.

Ramsey County has the right to refuse ice time to a group that is not following arena policies and procedures or the teams individual COVID-19 Preparedness Plans.

On Ice Pods & Group Sizes – based on current MN State Orders and MN Department of Health Sports Guidance for Youth & Adults

RAMSEY COUNTY ARENA COVID-19 POLICIES & PROCEDURES

I. GENERAL RESTRICTIONS

- A. Face coverings must be worn at all times inside Ramsey County Arenas by all coaches, instructors, volunteers, spectators and parents/guardians
- B. All skaters must wear a face covering at all times in the arena, with the exception being hockey players may remove face coverings once on the ice.
- C. No outside food or use of vending machines. Spectators may bring in beverages in closed containers only.
- D. **No drinking fountains available, skaters are asked to bring their own water bottle with name on it. (Some water bottle fill stations may be available in certain rinks).**
- E. **No spitting allowed anywhere in facility**
- F. No team warmup or dryland drills inside of facilities.
- G. No public open skating or open hockey programs.
- H. No skate rentals
- I. No showers or private locker room space provided.
- J. No concessions or vending machines are allowed.
- K. Practices - 2 consistent pods of 25 that include participants, coaches, instructors and volunteers for a maximum of 25 skaters – are allowed per rink with no mixing of pods. 1 pod of 25 is allowed if using entire rink.
- L. Scrimmages, & Games - **Teams are allowed to have the appropriate number of players, coaches, referees, and volunteers needed to hold the game as long as it doesn't exceed the total capacity allowed of the facility.**
- M. **Events - are allowed to have the skaters, coaches/instructors, referees/umpires/judges, and volunteers needed to hold the event as long as it doesn't exceed the total capacity allowed for facility.**
- N. Skaters should arrive no earlier than 15 minutes prior to the start of their ice time and must leave within 10 minutes of the conclusion of ice time.
- O. Spectators/Parents:
 - 1. **Face coverings are required at all times while inside Ramsey County arenas.**
 - 2. **Spectators and Parents must self-screen prior to arriving at any Ramsey County Arenas and sign in.**
 - 3. **No spectators are allowed for practice and training activities for children over the age of 10 unless there is a medical need.**
 - 4. **1 parent/adult per skater is allowed to provide assistance to children 10 and under and remain in the arena during practice and training activities but should be kept to a minimum.**
 - 1. While it is important to limit the number of people in the facility as much as possible, there may be circumstances in which a parent or guardian must also bring in young siblings. This will be allowed but should be limited as much as possible.
 - 5. Spectator are allowed during scrimmages & games, see the maximum capacity allowed per rink.

II. PREPARING TO ARRIVE AT FACILITIES

- A. Anyone with symptoms of illness or who have family members in their household with symptoms of illness, **has tested positive for COVID -19, or been exposed to a person whom has tested positive for COVID-19, they should stay home and not participate in team activities and follow CDC and Health Department rules and guidelines for self-quarantine.**
- B. **All organizations and teams should utilize a documented health and symptom pre-screening application prior to any on-ice activity. These screens should be monitored by coach/instructor, association, or volunteer associated with the group.**
 - 1. We recommend the [Minnesota Symptom Screener Guide](#) or a "Quick Entry Check In" or "Check In and Tracking Protocol"
- C. Face coverings are required for all skaters and coaches/instructors, volunteers, and spectators (when allowed) while in Ramsey County arenas to help protect employees, participants, and other visitors. (Skaters may remove face coverings for on-ice activities but should be worn at all other times).
- D. Skaters should arrive with most of their clothing and equipment already on.
- E. All dressing areas will either be in open public areas, have doors propped open or dressing areas will be accessible to staff for periodic check-ins. All dressing areas are considered coed, no one should be dressed down to undergarments at any time.
- F. Skaters should bring skate guards for dressing in areas that do not have rubber flooring or matting.

- G. Skaters should bring hand sanitizer with them for use before and after getting ready to skate.
- H. Skaters should arrive no earlier than 15 minutes prior to the start of their ice time.
- I. Skaters must have their own water bottles clearly marked with their name.
- J. Before each ice session check and verify your organization's schedule with Ramsey County's live on-line schedules at <https://ramseycounty.maxgalaxy.net/Schedule.aspx?GUID=3fedbc82-293f-4839-ba0a-168ac8f1aa5f> for rink assignments, schedule changes, or other important information.
- K. Parents and spectators are allowed in designated areas for games and scrimmages only and may not wander between designated areas or linger in facilities before or after games.
- L. Parents and spectators may not enter buildings any earlier than 5 minutes prior to the start of scheduled game or scrimmages and must leave immediately upon conclusion.
- M. **For children 10 and under only 1 parent/guardian is allowed in the building to assist and may remain in the arena during practice in designated spectator areas only.**
- N. Skaters and Spectators should follow all one-way directional signage inside facilities and abide by all designated entrance only and exit only locations.
 - 1. TCO Sports Garden – TCO Rink 1
 - a. Entrance Only- Northwest Entrance by Saks.
 - b. (Exit Only) - Northwest Entrance by Saks or TCO Rink 1 Locker Room Hallway Exit.
 - 2. TCO Sports Garden – Training Haus Rink 2
 - a. Entrance Only Northeast Main Entrance by Revolution Sports.
 - b. Exit Only- Northeast Main Entrance by Revolution Sports or Training Haus Rink 2 South Exit.
 - 3. Aldrich Arena
 - a. Entrance Only– East Entrance at top of the Ramp facing Golf Course.
 - b. Exit Only Northeast concourse or Southeast concourse doors closest to assigned locker rooms or bleachers.
 - 4. Highland Arena
 - a. Entrance Only – Upper Lobby North Rink Entrance
 - b. Skater Exit Only – Lower South Rink Exit
 - c. Spectator Exit Only – Upper Lobby North Rink Entrance
 - 5. Pleasant Arena (No spectator viewing available)
 - a. Drop Off (Entrance Only) – Main Front Lobby Entrance
 - b. Pick Up (Exit Only) – Side Rink Exit
 - 6. Harding
 - a. Entrance/Exit – Main Front Door East Entrance
 - 7. Oscar Johnson
 - a. Entrance Only – Main South Entrance
 - b. Pick Up/Exit Only – Lobby Doors and South Doors
 - 8. Phalen
 - a. Entrance Only – Main Lobby Entrance
 - b. Exit Only – South Doors off of Rink
 - 9. Shoreview
 - a. Entrance/Exit for Locker Rooms 1&2 - East Doors
 - b. Entrance/Exit for Locker Rooms 3&4 – North Doors
 - c. Pick Up/Drop off – Northeast Corner of Arena
 - 10. West Side
 - a. Entrance Only – Main Front Lobby North Entrance
 - b. Pick Up/Exit only – East Door into parking lot
 - 11. White Bear
 - a. Entrance Only – Main Front Lobby Entrance
 - b. Exit Only/Pick Up – East Doors out to Back Lot (through grass)

III. ARRIVING AND CHECKING IN

- A. All skaters, coaches/instructors, volunteers and visitors must use the designated entrance/exit locations at all facilities.
- B. To protect employees, coaches/instructors, volunteers, and spectators/parents must wear a face covering during all times when in facility.
- C. All skaters must wear a face covering when arriving, in locker rooms, and exiting the facility. Face coverings may only be removed while on the ice and getting on/off the ice.
- D. Skaters and visitors should all use hand sanitizer upon entering the building.
- E. All teams/groups must provide a designated Check-in volunteer and a separate Dressing Area/Locker Room volunteer.

- F. Skaters and participants must check-in at the designated check-in areas with their User Group's check-in person to verify they have self-screened prior to arrival and receive dressing room assignment.
- G. All user groups are responsible for; documenting attendance for MN Health Department Contract Tracing, health screening and policy enforcement for participants and spectators.
- H. Skaters will receive a dressing area assignment at the check-in area – Check-In Volunteers can view posted schedules for assignments.
- I. Skaters, coaches/instructors, volunteers and spectators/parents must stay socially distanced while checking in and transitioning to designated areas.
- J. **All spectators/parents must self-screen their health prior to arriving in facility (We recommend <https://www.cdc.gov/coronavirus/2019-nCoV/index.html> and click Self-check symptoms). And check in with Check-In Volunteer. The check-in volunteer must have participants sign in with name and phone number for MN Health Department Contract Tracing.**
- K. **Spectators may enter the facility no earlier than 5 minutes prior to game or scrimmage starting**
- L. After check-in skaters must proceed directly to their dressing areas.
- M. Coaches and instructors are required to dress with the organization's skaters
- N. Dressing Area/Locker Rooms
 - 1. The Dressing Area/Locker Room volunteer is required to supervise enforcing dressing area policies and keep groups in locker room until designated ice time.
 - 2. **Face coverings must be worn at all time in the dressing areas/locker rooms by skaters, coaches/instructors, volunteers, and parents. Skaters may remove face coverings once they leave the locker room for the ice, keep helmets off until leaving the locker room.**
 - 3. No one should be dressed down to undergarments at any time.
 - 4. Skaters and parents should spread out as much as possible while in dressing areas/locker rooms.
 - 5. No food in locker rooms, beverages must be in closed containers and each skater must have their own water bottle.
 - 6. No spitting, yelling or other actions that may cause additional droplet spray. Cough and sneeze into your arm and jersey.
 - 7. After getting dressed skaters should use the hand sanitizer brought with them.
 - 8. After finished getting ready all personal items must be secured and stored inside each skater's bag and left in locker rooms.
 - 9. Skaters are not be allowed to leave their dressing areas any earlier than 30 seconds before the start of their ice time.
- O. Dressing Area/Locker Room Volunteer should lead skaters out to rink at this time 30 seconds prior to ice start time.
- P. All skaters should keep their gloves on at all time, including when picking up equipment or pucks.
- Q. Skaters should proceed to the ice in the order of closest to the exit/entrance to last and remain 6' apart at all times.

IV. ON THE ICE

- A. Practices & Training Camps
 - 1. A pod maximum is 25 people that includes all skaters, coaches and volunteers on the rink.
 - 2. Two (2) consistent pods of 25 are allowed per rink with no mixing of pods. 1 pod of 25 is allowed if group is using entire rink. Example, coaches may work between pods but should maintain a 6' distance from skaters, but players in pods should remain separated
 - 3. Coaches, instructors, and team volunteers are responsible to enforce social distancing while on the ice during practices and training camps.
 - 4. **Coaches/Instructors are required to wear face coverings at all times while in the arena, including on ice instruction.**
 - 5. Skaters are not required to wear face coverings on the ice, but it is highly recommended.
 - a. When breathing heavily after a drill, skaters should face away from other skaters.
 - b. Coaches should not skate alongside or with players performing drills.
 - 6. No spitting, yelling, or other actions that may cause additional droplet spray. Cough and sneeze into your arm and jersey.
 - 7. Skaters must always keep their gloves on (includes picking up puck or other equipment).
 - 8. All on ice activities must end 1-2 minutes before the scheduled end time to allow time for picking up equipment and organizing players to leave the ice socially distanced.
 - 9. **Coaches or associations must notify the rink if a practice is changing to a scrimmage so staff can adequately prepare for spectators.**

B. Scrimmages, Games & Events

1. Coaches or associations must communicate/send the Ramsey County Arena System Preparedness Plan to all visiting team playing in a Ramsey County arena.
2. Teams and associations are responsible for documenting visiting teams' participants, policy enforcement for the visiting team and visiting team spectators.
3. Teams are allowed to have the appropriate number of players, coaches, and referees, needed to hold the game as long as it doesn't exceed the total capacity allowed of the facility.
4. Social distancing on the ice is not required for games and scrimmages.
5. Players and coaches should stay social distanced as much as possible while on the bench.
6. Minimum amount of people allowed in score's/announcer's box and face coverings must always be worn. Skaters on the bench should face away from other players and minimize talking directly towards one another whenever possible, especially when breathing hard after a shift
7. Skaters on the bench should face away from other players and minimize talking directly towards one another whenever possible, especially when breathing hard after a shift
8. Events - are allowed to have the skaters, coaches/instructors, referees/umpires/judges, and volunteers needed to hold the event as long as it doesn't exceed the total capacity allowed for facility.

C. Games & Scrimmages Sanctioned by the MSHSL

1. In addition to all previously listed policies the following are in effect for only games and scrimmages sanctioned by the Minnesota State High School League;
 - a. School districts and charter school must coordinate advanced reservation and/or ticketing. Walk-ins, impromptu, and on-site ticket sales will not be allowed.
 - b. Names, phone number and/or email must be collected by the school in case an individual does develop COVID-19.
 - c. Schools must schedule and monitor spectator arrival times to minimize overlap and congregation of spectators.
 - d. Each team will be allowed 1 or 2 spectators per participant based on maximum capacities for the venue. See Spectator section for maximum capacities. The exception is Aldrich Arena and TCO Sports Garden – TCO Rink.
 - i. Aldrich may allow a total of 250 spectators for High School sanctioned games and scrimmages only.
 - ii. TCO Sports Garden – TCO Rink may allow a total of 160 spectators for High School sanctioned games and scrimmages only.

V. CONCLUSIONS OF ICE TIME

- A. Practices and training activities must end 1-2 minutes before the scheduled end time to allow for picking up equipment and organizing players to leave the ice socially distanced.
- B. All players and coaches should leave the ice after the conclusion of games and scrimmages staying socially distanced.
- C. Spectators must leave the facility at the conclusion of the practice, game or scrimmage or move to the locker rooms to assist children 10 and under.
- D. Upon leaving the ice or returning to the locker room all skaters, coaches/instructors and volunteers must wear a face covering.
- E. Use hand sanitizer after undressing and packing up your equipment and bag.
- F. All skaters should be ready to leave the facility within 10 minutes of conclusion of ice rental or game or scrimmage.
- G. Players may leave the locker room when ready and proceed directly to the designated exit.
- H. Coaches/Instructors or volunteers are required to wait with the skaters at the pickup locations to enforce social distancing rules and must remain with them until all skaters have been safely picked up.
- I. Upon getting home skaters should disinfect sticks, helmet, skates, gloves, and other equipment and wash clothing at high temperatures after each session.

VI. SPECTATORS

- A. Face coverings are required for all spectators and parents at all times while inside any Ramsey County arena.
- B. No spectators are allowed inside arenas for practice and training activities for children over the age of 10 unless there is a medical need.
- C. One (1) adult per skater is allowed to provide assistance to children 10 and under and remain in the arena during practice and training activities in designated spectator areas only, parent attendance should be kept to a minimum.
 - 1. While it is important to limit the number of people in the facility as much as possible, there may be circumstances in which a parent or guardian must also bring in young siblings. This will be allowed but should be limited as much as possible.
- D. Spectators are allowed in designated areas during games and scrimmages based on the maximum capacity allowed per rink.
- E. All spectators/parents must self-screen their health prior to arriving in facility (We recommend <https://www.cdc.gov/coronavirus/2019-nCoV/index.html> and click Self-check symptoms).
- F. Spectators may enter the facility no earlier than 5 minutes prior to game or scrimmages starting.
- G. All spectators/parents must check in with team Check-In Volunteer. The Check-In volunteer must have participants sign in with name and phone number for MN Health Department Contract Tracing and will monitor capacities for spectators.
- H. Spectators must stay socially distanced at all times when in the arenas and designated spectator area.
- I. Spectators must remain in designated areas during games and scrimmages and may not wander in-between designated areas, linger in lobbies and hallways or other traffic areas before or after games.
- J. Spectators are asked to help clean and disinfect spectator areas before and after occupying to assist with keeping everyone safe. There will be disinfectant spray bottles and wipes near bleachers.
- K. If spectators don't comply with policies, games may be held up until full compliance is achieved.
- L. Spectators must leave the building immediately following the conclusion of the game that they are attending.
- M. Maximum capacities for spectators at games and scrimmages are based upon each individual facility's ability to provide space required for social distancing. Example, if a rink needs to use the bleachers as a skater dressing area to meet social distancing requirements then parents and spectators will not be allowed.

Maximum Spectator Capacity by Facility:

- 1. Aldrich Arena: Max = 160 in bleachers, (4 spectators per skater).
- 2. Highland Arena North Rink: Max = 80 in bleachers, (2 spectators per skater).
- 3. Highland Arena South Rink: Max = 40 in bleachers, (1 spectator per skater).
- 4. Pleasant Arena: Max = 40; 14 in bleachers and 26 standing, (1 spectator per skater).
- 5. TCO Sports Garden - TCO Rink 1: Max = 120 in bleachers, (3 spectators per skater).
- 6. TCO Sports Garden - Training Haus Rink 2: Max = 40 in bleachers, (1 spectator per skater).
- 7. Harding: Max = 58; 25 in bleachers and 33 standing (1 spectator per skater).
- 8. Oscar Johnson: Max = 45; 12 in bleachers and 33 standing (1 spectator per skater).
- 9. Phalen: Max = 91; 58 in bleachers and 33 standing (2 spectators per skater).
- 10. Shoreview: Max = 89; 65 in bleachers and 24 standing (2 spectators per skater).
- 11. West Side: Max = 47; 14 in bleachers and 33 standing (1 spectator per skater).
- 12. White Bear: Max = 53; 20 in bleachers and 33 standing (1 spectator per skater).

Ramsey County has the right to refuse ice time to a group that is not following the Ramsey County Arena System Preparedness Plan, arena policies and procedures or the teams individual COVID-19 Preparedness Plans.

USER GROUP RESPONSIBILITIES

All user groups (organizations and individuals) renting ice times are responsible and liable to monitor and supervise all skaters, coaches, instructors, parents, spectators, guests, and members attending their events and enforce all rules and guidelines set forth in this preparedness plan and all current state executive orders, MN Health Department of Health guidelines, and all CDC guidelines.

I. USER GROUP PREPAREDNESS PLAN

In addition to the County's Preparedness Plan all user groups are required by the MN Department of Health to also have their own individual preparedness plan in place to protect their employees, volunteers, skaters, coaches, members, visiting teams and visitors. All User Groups must agree to abide by Ramsey County's Preparedness Plan by answering the questions and signing below, which may act as the User Groups Preparedness Plan as well. Groups may also submit their own detailed preparedness plans but must still complete and sign the County Plan. Templates for developing a COVID-19 Preparedness Plan can be found at <https://staysafe.mn.gov/industry-guidance/all-businesses.jsp>

II. ATTENDANCE RECORDS & PARTICIPANT CONTACT INFORMATION

All User Groups (organizations or individuals) renting ice are responsible for recording and maintaining accurate attendance records and participant contact information for their skaters, coaches/instructors, volunteers, parents, spectators, visiting teams, and visiting teams' spectators. These records are necessary for MN Department of Health Contact Tracing should an infection or exposure occur.

- A. If contacted by the Department of health and notified that individuals from your programs or teams may have been exposed to COVID you are responsible to provide them with accurate attendance records and contact information and follow all instructions given by them.
- B. If either of the above infection or exposure situations occur, you must also contact and inform Ramsey County as soon as possible.

III. HEALTH & SAFETY SCREENINGS

All user groups are responsible and liable for developing their own health and safety screening policies and procedures, which should include temperature checks for their skaters, coaches/instructors and volunteers prior to any on-ice activity. Spectators, and other persons attending their activities and events should be directed to self-screen at home prior to entry to the arena. We recommend using;

- A. The [Minnesota Symptom Screener Guide](#)
- B. A "Quick Entry Check In" or "Check In and Tracking Protocol" Google Sheet
- C. The CDC Self-Check Symptoms survey <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

IV. TEAM VOLUNTEERS

All User Groups must provide individual volunteers to serve as a Check-In Volunteer and Dressing Area/Locker Room Volunteer to help manage participants, spectators and visitors and maintain a safe environment. All coaches/instructors and volunteers should have a copy of the user group's preparedness plan and the Ramsey County Arena policies and procedures during all rentals and be prepared to provide it to any MN Department of Health Inspector arriving for an inspection.

A. Check-In Volunteer Responsibilities

1. Arrive 30 minutes prior to scheduled ice time (15 minutes before skaters) to receive dressing area assignments
2. Allow skaters to enter arena no earlier than 15 minutes prior to scheduled ice time
3. Coordinate Check-in of players, coaches/instructors and document attendance.
4. Have all skaters, coaches/Instructors, volunteers, spectators, and other persons attending immediately use hand sanitizer upon entering the building.
5. Ensure that skaters, coaches/instructors and volunteers have performed a health & safety screen prior to arrival.
6. Direct skaters to assigned dressing area or locker room.
7. Enforce face coverings and socially distancing for all players and visitors.
8. Coordinate check-in of parents, spectators, visiting teams, and visiting teams' spectators and ensure no unauthorized people enter arena.
 - a. The Check-In Volunteer must manage the spectator capacity to ensure rinks don't go over capacity and direct spectators to designated spectator areas.
 - i. One (1) adult per skater is allowed in with children 10 and under to assist with equipment and may remain for practices.
 - ii. Spectators are allowed in no earlier than 5 minutes prior to game or scrimmage only.
 - iii. Allow in only the suggested number of spectators per player, if there is capacity remaining, additional spectators for player may enter.

- iv. Spectators for visiting teams must also be managed and included in the maximum capacity count.
 - v. Any spectator that is not there for the team's activities shouldn't be let in
- 9. Ask if spectators and parents have completed a self-screen prior to arrival at rink.
- 10. Must remain at the Check-In counter/area until all registered skaters are confirmed and checked in for practices and training camps.
- 11. Must remain at Check-In area through the first period of games and scrimmages. However, is still responsible if spectators arrive late to check-in and document.
- 12. Tournaments must have a check-in person at all gates throughout the entire tournament.
- 13. At conclusion of reserved ice time or game/scrimmage Check-In Volunteer should ensure all spectators leave the arena event has concluded.

B. Dressing Area/Locker Room Volunteer Responsibilities

- 1. Arrive 30 minutes prior to scheduled ice time (15 minutes before skaters) to receive dressing area assignments.
- 2. Be present and remain in dressing areas before and after all ice sessions to monitor and enforce all locker room rules and procedures.
 - a. Face coverings must be worn at all time in the dressing areas/locker rooms by skaters, coaches/instructors, volunteers, and parents. Skaters may remove face coverings once they leave the locker room for the ice, keep helmets off until leaving the locker room.
 - b. Skaters and parents should spread out as much as possible while in dressing areas/locker rooms.
 - c. No food in locker rooms, beverages must be in closed containers and each skater must have their own water bottle.
 - d. No spitting, yelling or other actions that may cause additional droplet spray. Cough and sneeze into your arm and jersey.
 - e. After getting dressed skaters should use the hand sanitizer brought with them.
 - f. After finished getting ready all personal items must be secured and stored inside each skater's bag and left in locker rooms.
- 3. Volunteer is responsible for leading skaters socially distanced to the ice once directed by staff or no earlier than 30 seconds before the start of reserved ice time.
- 4. Direct players, socially distanced, back to locker room at conclusion of ice time.
- 5. Volunteer or Coaches/Instructors are required to wait with the skaters at the pickup locations to enforce social distancing and face covering rules and must remain with them until all skaters have been safely picked up.



RAMSEY COUNTY USER GROUP PREPAREDNESS PLAN AGREEMENT

USER GROUP COVID-19 Preparedness Plan for Ramsey County Ice Arena Facilities

Ramsey County is committed to providing a safe and healthy workplace for all our workers and visitors to our Ice Arena Facilities. We have developed this facility preparedness plan that meets the state of Minnesota requirements for reopening. All User Groups must agree to follow and abide by the policies and guidelines as outlined within this plan by signing below.

The MN Department of Health also requires that User Groups renting our facilities for providing services, programs, activities, and events to submit their own preparedness plan for their organization’s programs and activities to ensure the safety and health of their employees, members, and customers.

User Groups may also use this Preparedness Plan as your User Group’s preparedness plan by answering the following questions. User groups may also submit their own plan, which must address the questions below as a supplement to the questions.

1. Please identify the primary person(s) responsible for your plan with their contact information. This should be the contact person for the MN Department of Health should an infection or exposure occur, and contact tracing is required.

Team or Organization: _____

Name: _____ Cell Phone: _____ Email: _____

2. Please Identify your Check-In Manager(s) and Dressing Area Manager(s) responsible for working with Ramsey County staff and enforcing all rules, guidelines, and protocols of your skaters and staff.

Name: _____ Cell Phone: _____ Email: _____

Name: _____ Cell Phone: _____ Email: _____

3. Please list your procedures for screening, identifying, isolating, and handling a symptomatic participant.

4. Practices & Training Programs should be structured to allow for social distancing and minimal contact between players and coaches. Identify how your staff and coaches will enforce these on and off the ice.

5. Please list what coaches and participants will do to help with cleaning, disinfecting and decontamination.

6. List your plan for communications and training requirements for players/participants/members for complying with the preparedness plans, including preventing symptomatic participants from coming to the arena.

7. Please describe the procedures and safeguards you will follow when you are notified that a person within your group tests positive for COVID-19.

{Legal name of User Group or Individual}

Certified by: _____
{Printed Name}

[Title of management official]

_____ _____
Signature Date
(Typing your Name in the signature line constitutes an electronic signature and agreement of this document.)