

COVID-19 Preparedness Plan

Minnetonka Community Education

Fall de Tonka Event

Sunday, September 27

Minnetonka Community Education (MCE) and Minnetonka Public Schools are committed to providing a safe and healthy workplace for all employees, customers, volunteers and guests. To ensure we have a safe and healthy workplace, MCE has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and staff are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our volunteer and management. Only through this cooperative effort can we establish and maintain the safety and health of all in our workplace.

The COVID-19 Preparedness Plan is administered by Executive Director for Minnetonka Community Education, Tim Litfin who maintains the overall authority and responsibility for the plan. However, management and staff are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. MCE managers and staff have full support in enforcing the provisions of this plan.

Our staff is our most important asset. MCE is serious about safety and health and protecting our staff. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process by:

- Employees reviewed and provided feedback and concerns to address this plan
- Management reviewed the plan and provided input for revisions before the plan was finalized

MCE's Fall de Tonka COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- ensuring sick staff stay home and prompt identification and isolation of sick persons;
- social distancing – staff must be at least six-feet apart;
- staff hygiene and source controls, including face coverings;
- workplace building and ventilation protocol;
- workplace cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices and protocol; and
- communications and training practices and protocol.

Minnetonka Community Education has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including the following industry guidance for Safe Celebrations and Events.

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

Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- additional protections and protocols for employees, volunteers, riders and visitors.

- additional protections and protocols for face coverings and personal protective equipment (PPE);
- additional protections and protocol for access and assignment;
- additional protections and protocol for sanitation and hygiene;
- additional protections and protocols for work clothes and handwashing;
- additional protections and protocol for distancing and barriers;
- additional protections and protocols for managing occupancy;
- additional protocols to limit face-to-face interaction;
- additional protections for receiving or exchanging payment; and
- additional protections and protocols for certain types of businesses within an industry.

Ensure sick staff stay home and prompt identification and isolation of sick persons

Staff 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 staff to report when they are sick or experiencing symptoms.

- Employees temperatures are screened daily upon arrival to work.
- If an employee is experiencing symptoms while at home, they are required to contact their supervisor and not return to work.
- If an employee starts experiencing symptoms while at work they must report their symptoms to their supervisor and will be sent home.
- If an employee starts experiencing symptoms they must isolate in their own work space or in our Health Office until they can be sent home.

Minnetonka Community Education and Minnetonka Public schools have implemented leave policies that promote employees 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.

Each situation will be handled individually on recommendations from MDH, following COVID-19 Guidelines, employee contracts and use of the Family Medical Leave Act (FMLA) and [Families First Coronavirus Response Act](#).

Accommodations for staff with underlying medical conditions or who have household members with underlying health conditions have been implemented:

Should your situation (including childcare) require you to be away from your in-school duties, please complete the [2020-21 Accommodation/Leave of Absence Request Form](#).

This form is applicable for you if you have an underlying condition placing you at high risk for COVID complications; a family member's underlying condition; a person for whom you are the primary caregiver; or if you have a bona fide need to care for your child whose school or childcare provider is closed or unavailable due to reasons related to COVID-19.

For medically-related conditions that place you or a family member at high-risk from COVID, please consult the appropriate healthcare provider; a medical verification is required for an at-home accommodation. Please submit this medical verification as soon as possible.

The documentation must describe:

1. The medical condition and/or symptoms that are causing difficulty for you to perform some of your job tasks and

2. What specific accommodation(s) are recommended.

You are responsible for connecting with your medical provider to arrange for this documentation to be sent to Human Resources.

The medical documentation can be:

1. Emailed to hrstaff@minnetonkaschools.org
2. Faxed to 952-401-5093, or
3. Mailed to or dropped off at: Minnetonka Public Schools Human Resources, 5621 County Road 101, Minnetonka, MN 55345

Minnetonka Community Education has also implemented a policy for informing staff 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. If an employee has been exposed to a person with COVID-19 MCE will contact Minnesota Department of Health and follow their recommendation on notifying anyone who has been exposed.

In addition, a policy has been implemented to protect the privacy of staff's health status and health information. Per the Minnetonka Public Schools Policy #406: Records of Employees Policies Regarding Collections, Maintenance and Release Thereof;

- A. All data on individuals collected, created, received, maintained, or disseminated by the School District, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the School District.
- B. All other data on individuals is private or confidential.

Social distancing – Employees, Volunteers and Riders must be at least six-feet apart

Social distancing of at least six feet will be implemented and maintained between employees, volunteers, participants and guests when at the Minnetonka Community Education Center (MCEC), rest stops, and in the bike corral through the following engineering and administrative controls:

- Social distancing markings and signage will be provided in the bike corral, indoors at MCEC and at rest stops. Individuals will be asked to stay at least 6 feet apart from one another.
 - In the bike corral, social distancing of at least 6 feet between household groups will be required.
- Plexiglass is installed at reception desk for packet-pick up/event check-in.
 - Employees and volunteers in this area will be limited to three.
 - Each person will have their own work station and if others use this area, the work station will be cleaned and disinfected between uses.
- We will provide frequent reminders for employees, volunteers, participants and visitors to stay at least 6 feet apart from one another when feasible via announcements and signage.
- Face coverings are required at all times with the exception of actively eating, drinking or riding a bike.
- We will encourage riders to limit mixing between household groups as much as possible. Carpooling is discouraged to and from the event with anyone outside of your household.
- The ride is limited to 250 participants inclusive of onsite employees and volunteers at MCEC and participants.
 - Participants will be required to pre-register, with a max of 225 riders
 - We will start the event in various phases. We will ask the self-determined faster riders to begin first for each distance.
 - Will also be metering riders out of the start site, and in and out of rest stops to prevent congregating in groups of more than 25.
- MCE will place appropriate signage and other messaging on site, including at entrances and in other locations that can be easily seen by customers and visitors.

- We will be offering an apparel sale indoors in the gym.
 - Max participation is 50% gym capacity.
 - Tables clothing racks, counters and cash register station will be arranged to allow for a one-way flow of traffic with social distancing markers and signage.
- Persons in the workplace and outside in the bike corral and parking areas will all follow social distancing guidelines and wear face coverings.
- Traffic in and out of the building will only be allowed in one main entrance and out a separate main exit to prevent bottlenecks and gathering in groups of more than 10 and not more than 50% of the building's indoor capacity.
- Describe communications plans to address questions and concerns.
 - Our website and email blasts contain all the necessary event and safety information for volunteers and riders.
 - Our safety plan will be posted on the Fall de Tonka event website and a link will be sent to all registered riders and volunteers before the event.
 - We will also make announcements on site at the start and at every rest stop for ride direction and safety information.
 - In the event of an emergency we have all riders email address and will communicate via email to them.
 - Our volunteers are all linked via text and will be communicated with that way should there be an emergency.
 - Our law enforcement partners are our safety partners and we will lean on them for advice regarding safety on the roads and trails, and also weather should that enter into the equation for the event.
 - Event leaders email addresses and Headquarters phone number are clearly posted on our event website for advance and day of questions and comments.
- MCE will require that face coverings be worn by employees, volunteers, participants and visitors per the guidelines of Executive Order 20-81.
 - See more information below in the Additional Protections and Protocols section.
 - MCE will provide one face covering to each employee, volunteer and participant.
 - MCE will also provide gloves and disinfectant for employees and volunteers as needed, and instruction about when and how they should be worn or used.

Worker hygiene and source controls

Basic infection prevention measures are being implemented at our workplaces at all times. staff 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 restroom. All employees, volunteers, riders and visitors who enter the facility are required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations at the facility (indoors and outdoors) so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

- We will provide appropriate supplies to support healthy hygiene behaviors (such as soap, hand sanitizer, paper towels, disinfectant wipes, tissues)
- We will discourage sharing of items that are difficult to clean or disinfect.
- We will provide adequate supplies to minimize sharing of high touch materials to the extent possible and disinfect between use.
- If equipment must be shared, we will clean and disinfect between each use.
- We recommend each employee, volunteer and participation bring their own water bottle.
- Water-filling stations are available @ MCEC.

- We will have handwashing and hand sanitizer stations available indoors and outdoors at all locations of the event.
- We will reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol by staff and older students.
- We will reinforce hand washing during key times, such as:
 - arrival and departure
 - before, during, and after preparing or eating food
 - after using the bathroom
 - after blowing one's nose, coughing, or sneezing
 - after touching objects with bare hands that have been handled by other people

Masks and face coverings: As of July 25, 2020, people in Minnesota are required to wear a face covering in all businesses and public indoor spaces, per Executive Order 20-81. This includes indoor event venues and indoor spaces of combined indoor/outdoor venues. Additionally, the Executive Order requires workers to wear a face covering when working exclusively outdoors in situations where social distancing cannot be maintained. The Executive Order includes exemptions for people who are unable to wear or tolerate a face covering due to medical or mental health conditions or other reasons. There are also situations in which a face covering may be temporarily removed, such as when eating or drinking, if social distancing is maintained between members of different parties and the face covering is put back on when not eating or drinking. Businesses and venues may choose to have more protective requirements than those in the Executive Order.

Employees, volunteers, riders and guests 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, particularly their mouth, nose and eyes, with their hands. Employees, volunteers, riders and guests are expected to dispose of tissues in provided trash receptacles 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 other persons entering the workplace. MCE will utilize MDH/CDC information through MCE email blasts and website to communicate this information.

Workplace building and ventilation protocol

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. Minnetonka Schools has invested in HEPA filters for every classroom and every office space. In addition, our air handling units are set to exchange air at the highest safety level possible. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people.

Workplace cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, fitting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting are being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. All areas of MCEC are cleaned twice daily with a using Buckeye Eco Neutral Disinfectant E23 S23.

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

- Buckeye Eco Glass Cleaner (for windows and mirrors)
- Buck Eco Hydrogen Peroxide Cleaner (for sanitizing sinks and toilets)
- Buckeye Sanicare disinfecting wipes (for staff work areas)
- Lysol disinfecting wipes (for stair rails, door handles entryways)

If someone has symptoms of COVID or tests positive the area is shut down to be cleaned with disinfectant top to bottom. All solutions are left on surfaces to air dry.

Drop-off, pick-up and delivery practices and protocol

For rider packet-pick up we have scheduled Friday, September 25, 9 a.m. to 6.p.m as well as Sunday, September 27, 10 a.m.- 12 p.m. in an effort to spread out participant arrival and provide for appropriate social distancing in our lobby area at MCEC. We also ask that participants send only one member of the household to pick up packets for the group when possible.

Communications and training practices and protocol

This COVID-19 Preparedness Plan will be communicated through an email blast to all staff, volunteers and riders by September 20 and necessary training for staff and volunteers will be provided.

Additional communication and training will be ongoing by reviewing the plan with staff and volunteers at prep meetings. Training will be provided to all staff and volunteers who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all staff, including employees, temporary workers, staffing and labor-pools, independent contractors, subcontractors, vendors and outside technicians, and volunteers about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off, pick-up, delivery and general in-store shopping; 3) practices for hygiene and respiratory etiquette; 4) requirements regarding the use of face-coverings and/or face-shields by employees, volunteers, participants and guests. All employees, volunteers, participants and guests will also be advised not to enter the facility or participate in the event if they are experiencing symptoms or have contracted COVID-19.

- MCE will require all staff, participants, volunteers and guests to have their temperature checked upon arrival to the event.
- MCE will require all employees, participants, volunteers and guests to complete a self-screening the morning of the event.

Managers and supervisors are expected to monitor how effective the program has been implemented. This will be done in advance at staff and volunteer meetings, onsite tight supervision and follow up meeting event evaluation. All management and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by Minnetonka Community Education management and the plan was posted throughout the workplace and made readily available to employees, volunteers and event participants by September 20, 2020. It will be updated as necessary by Minnetonka Community Education Executive Director, Tim Litfin.

Additional protections and protocols

Other conditions and circumstances addressed in this plan that are specific to our event include:

- MCE has a strict illness policy. If employees or volunteers were to report any COVID-19 symptoms they will be asked not to participate in the event and backup volunteers will be contacted.
- Additional protections and protocol for sanitation and hygiene;
 - Ensure staff and volunteers regularly wash and/or sanitize their hands, in particular when entering and exiting our buildings, before and after eating or drinking, using restroom facilities, and using devices, tools and equipment used by other staff or volunteers.
 - Instruct staff and volunteers to avoid touching their face with unwashed or unsanitized hands.
 - Ensure handwashing and/or hand-sanitizer facilities are readily available and allow employees, participants and volunteers sufficient time to engage in handwashing/sanitizing.
 - Ensure supplies in restrooms, portable toilets and handwashing/sanitizing stations are regularly monitored and continually stocked.
 - Provide tissues or paper towels for proper cough and sneeze etiquette and provide no-touch trash bins.
 - Community drinking stations and water-fountains are not available. Touchless water-filling stations are provided.
 - Food will not be served nor shared communally.
 - We will minimize cross-exposure between work areas or locations.
 - After the event we will collect and launder all event safety vests that were issued to volunteers.
- Restroom and portable toilet use:
 - Restrooms will be available at MCEC and portable toilets will be available at each rest stop.
 - Social distancing markings will be provided where people may need to line up
 - Hand sanitizer and handwashing stations will be provided at each restroom location.
- Additional protections for receiving or exchanging payment;
 - Hand sanitizer will be provided at checkout
 - Customers will swipe their own credit card
 - iPad will be disinfected between uses
- Additional protections and protocols for food/beverages at Rest Stops:
 - An MCE employee or volunteer will oversee lines at concession areas to ensure social distancing of at least 6 feet between members of different households with floor markings or other indicators.
 - Food and beverage rest stops will be self-service with employee/volunteer oversight to ensure that social distancing is maintained, hands are being sanitized, and participants wear face masks in the self-service area at all times.
 - Only prepackaged food and beverages will be served.
 - Staff and volunteers will wear face coverings and gloves at all times.

Certified by:



August 21, 2020

Executive Director of Minnetonka Community Education

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

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Minnesota Department of Health (MDH): Coronavirus – 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

CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

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

MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials

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

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

Respiratory etiquette: Cover your cough or sneeze

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

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

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

Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

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

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

MDH: www.health.state.mn.us/diseases/coronavirus/basics.html

MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf

State of Minnesota: <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

Training

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

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/about.pdf