# The Dundas Dome’s COVID-19 Preparedness Plan

Under Gov. Tim Walz’s Executive Orders, businesses that are in operation during the peacetime emergency are required to establish a COVID-19 Preparedness Plan.

The Dundas Dome is committed to ensuring and providing a healthy and safe environment for all individuals entering, using, and departing the Dundas Dome. Our COVID-19 Preparedness Plan establishes and explains the policies, practices and conditions that we will implement to meet the guidance based on Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal Occupational Safety and Health Administration (OSHA) standards and applicable executive orders related to safety and health in the Dundas Dome. The Minnesota Department of Labor and Industry (DLI), in consultation with the Minnesota Department of Health, has the authority to determine whether a plan is adequate.

The Dundas Dome’s COVID-19 Preparedness Plan includes and describes how we will implement the following, in compliance with the CDC, MDH, and OSHA.

1. policies and procedures that assist in the identification of sick workers and ensure sick workers stay home;
2. implementation of administrative protocols for social distancing;
3. worker hygiene and source controls;
4. workplace building and ventilation protocols;
5. workplace cleaning and disinfecting protocols;
6. drop-off, pick-up and delivery protections and protocols; and
7. communications and training practices and protocols.

In addition to the above, this plan includes protections and protocols included in specific industry guidance applicable to the Dundas Dome for circumstances that are typical, unique or specific to our business, including the situations where exposure exists for workers and/or customers. These additional protections and protocols may include the following:

1. additional protections and protocols for customers, clients, guests and visitors;
2. additional protections and protocols for personal protective equipment (PPE);
3. additional protections and protocol for access and assignment;
4. additional protections and protocol for sanitation and hygiene;
5. additional protections and protocols for work clothes and handwashing;
6. additional protections and protocol for distancing and barriers;
7. additional protections and protocols for managing occupancy;
8. additional protocols to limit face-to-face interaction;
9. additional protections for receiving or exchanging payment; and

# COVID-19 Preparedness Plan for the Dundas Dome

The Dundas Dome is committed to providing a safe and healthy workplace for all our workers and customers, clients, patrons, guests and visitors. To ensure we have a safe and healthy workplace, the Dundas Dome has developed the following COVID-19 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 communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces. It requires full cooperation from associations, coaches, players, and parents.

The COVID-19 Preparedness Plan is administered by the ownership of the Dundas Dome, who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. The Dundas Dome’s manager and supervisors have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. The Dundas Domeis serious about safety and health and protecting its workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by meeting with them, seeking their concerns, and implementing the necessary changes to meet the needs for our employees.

The Dundas Dome’s COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, 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 workers stay home and prompt identification and isolation of sick persons;
* social distancing – workers must be at least six-feet apart;
* worker hygiene and source controls;
* 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.

The Dundas Domehas reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan. 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 customers, clients, guests and visitors;
* additional protections and protocols for 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

## Ensure sick workers/players stay home and prompt identification and isolation of sick persons

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. Any workers experiencing symptoms must inform management immediately whether by text or phone call. Workers will be relieved of duties immediately and sent home. Before being relieved of duties the employee will sanitize the areas that they occupied. Employees will be expected to self-monitor themselves before their shift, during their shift and after their shift.

The Dundas Dome 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 have been implemented. Employees will be expected to immediately communicate to the manager the situation. Anyone testing positive for Covid 19 will be expected to self-quarantine and will be only allowed back to work after being retested and the results being negative.

The Dundas Dome 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.

In addition, a policy has been implemented to protect the privacy of workers’ health status and health information.

Coaches/associations are responsible to visually screen for any symptoms from their participants. Participants who appear to have symptoms or become sick during an activity should be separated immediately from other players and sent home immediately.

If a player is confirmed to have Covid-19, the coach will inform the Dundas Dome manager and fellow team members as well as the association of their possible exposure to Covid- 19 while maintaining confidentiality and instruct those people as to how to proceed based on the MPHS/CDC guidelines.

## Social distancing – six-feet apart

Social distancing of at least six feet will be implemented and maintained between workers and customers, clients, patrons, guests and visitors in the workplace through the following engineering and administrative controls:attendance will be limited to players and coaches only. WHEN spectators will be allowed, a 6 ft “markers” will be spray painted on the sidelines or behind the goals for the limited number of spectators per team. (The number of spectators per team will be determined as the edicts from government officials change)

Social distancing should be observed in youth programs through the following controls:

1. Coaches are to adapt practices to allow physical distancing of at least 6 feet whenever possible.
2. Try to adhere to staff to participant ratio of 1:9. If social distancing cannot be attained withing the group size then the number of participants per group should be reduced.
3. Within the program try to create consistent groups with the same coaches and participants with a maximum of 10 people in each group.
4. All participants should remain in their vehicle until the field is cleared of any other teams.
5. All participants should enter and leave the field in a timely fashion and not congregate.
6. The Dundas Dome will do its best to stagger arrival and dismissal times if the schedule allows.
7. The Dundas Dome will work on its logistics of entering and exiting the building of participants during high traffic situations and times.

The flow of traffic will be enhanced by the use of “barriers” in the lobby. The lobby will be designed to not have any coaches, players, or family members standing or sitting around as all furniture will be removed. Waiting in the lobby and or inside the dome by teams waiting to use the dome will be discouraged strongly. Teams will be asked to wait outside in their cars until an employee comes to get them to enter. By doing this we will be able to control our traffic better. Teams will be asked to leave the building as soon as their allotted time has been used. “Team meetings” will not be acceptable as long other teams are waiting to use the facility.

Signs will be posted throughout the lobby stating the rules/procedures for the dome use. Traffic flow signs will be placed strategically starting at the entrance door to the building and the dome.

All clients of the dome will be sent the expectations/rules prior to start of the season with the expectation that they will share them with their participants and parents.

The dome will undergo a makeover to best meet the criteria set forth by the CDC in enhancing social distancing.. We will remove all furniture from the lobby. Lanes will be set up to direct people to the bathrooms, entrance into the dome and an exit out of the dome. Hand sanitizing stations will be set up in 5 areas: 1 near the entrance into the building, 1set up as you enter the dome, 1 inside the dome, a sanitizing station outside of both bathrooms, and 1 near the exit to the building.

**The water fountain will be turned off and coaches to are to make sure their players bring water bottles.**

Once again, the lobby will be closed off for use other than to maintain the flow of traffic in the building.

Face masks will be mandatory once you have entered the building. Coaches are expected to wear a face mask while coaching where as players will be given the option to wear one or not unless organizations make it mandatory for their players to wear one. Spectators, when admitted into the dome, will be required to wear a mask at all times while social distancing. **At this time there are no spectators allowed.** Failure to comply will result in an immediate expulsion from the premises.

The Dundas Dome will supply its employees with hand sanitizer, hand soap, gloves and wipes. Face coverings will not be provided to employees. Employees are expected to have their own mask. Additional masks will be on hand for employees only…not anyone else. All employees will be presented with instruction on all the proper use of the PPE equipment provided.

If equipment is being shared then employees will be responsible to clean off and disinfect what they have used such as: pens, the printer, the phone and the computer. **The office desk MUST be cleaned and disinfected at the beginning and end of each shift.**

Any questions or concerns from employees, coaches, and clients will be addressed by the manager of the facility.

## Worker/Participants hygiene and source controls

Basic infection prevention measures are being implemented at the Dundas Dome 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 restroom. All customers, clients, patrons, guests and visitorsto the Dundas Dome are required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers are at entrances and locations in the Dundas Dome so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

**Participants/spectators/coaches are prohibited from handshakes or high fives.**

**PLEASE no spitting, nose mucus expulsion, chewing gum/candy or eating sunflower seeds as this may cause respiratory droplets to become prevalent while around others.**

**No sharing of food or drinks are permitted.**

The necessary handwashing and/or sanitizer stations will be provided, supplied and maintained by the staff of the Dundas Dome.

Workers, patrons, guests 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, particularly their mouth, nose and eyes, with their hands. Workers, patrons, guests and visitors 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.Coaches, their players, parents, and guests will be informed and expected to follow the protocol for these situations.

## 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. 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, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, 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, copy machines, credit card readers, delivery equipment, etc.

The cleaning schedule will be very fluid as people come and go for their use of the dome. All high traffic areas will be cleaned regularly by employees. Both opening and closing shifts will have employees wiping down or spray cleaning with the recommended CDC products such as Lysol disinfectant as well as all hand sanitizers meeting the minimum standards.

If an employee or known client should contract Covid 19 the dome will be thoroughly disinfected before the opening of the next day.

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.

Teams’ coaches/personnel should carry disinfectant too be used for their team at different times throughout their scheduled time such as: before, during or after practices/games. Each teams’ players should have their own bottle of hand sanitizer accessible during their practices/games. Players should not share equipment.

Once a player has come in contact with another player, players are being encouraged to use their hand sanitizer.

Coaches are expected to sanitize any surface that has been touched or used by other players.

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

The Dundas Dome will strongly enforce and oversee the protocol for admitting/departing athletes. Parents that drop off or pick up their child must remain in the car and are not allowed in the lobby to hangout. Athletes will not be allowed in the dome prior to their time. We will allow the participants already in the dome to exit through a designated door. Once athletes are almost done exiting, the next scheduled event will be escorted in.

## Communications and training practices and protocol

This COVID-19 Preparedness Plan will be communicated via email to all workers by September 1st, 2020, and necessary training will be provided. Additional communication and training will be ongoing by texts and in person dissemination. Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all workers, including employees, temporary workers, staffing, customers, clients, patrons, guests and visitors 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) recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by workers, customers, clients, patrons, guests and visitors. All workers, customers, clients, patrons, guests and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.This information/requirement will be posted for all too see throughout the building, on the web page, and shared by organizations and coaches to their players and families.

Managers and supervisors are expected to monitor how effective the program has been implemented. A weekly report will be produced highlighting the effectiveness of the program and identify successes, challenges and deficiencies. 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 The Dundas Dome management and ownership and the plan has been posted throughout the workplace and made readily available to employees 9/1/2020. It will be updated as necessary by management with the input of employees and ownership.

Certified by:

Signature Kevin Hanzlik  
Date 9/1/2020  
Manager

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

### General

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

Minnesota Department of Health (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](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/general-business-faq.html](http://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](http://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](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

MDH: Health screening checklist – [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: Materials for businesses and employers – [www.health.state.mn.us/diseases/coronavirus/materials](http://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](http://www.dli.mn.gov/updates)

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

### Handwashing

MDH: Handwashing video translated into multiple languages – [www.youtube.com/watch?v=LdQuPGVcceg](http://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](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

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

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

### Social distancing

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

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

### Housekeeping

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://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](http://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](http://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](http://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](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

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

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

MDH: [www.health.state.mn.us/diseases/coronavirus/returntowork.pdf](http://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](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

Federal OSHA: [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

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