COVID-19 Summer Programming Preparedness Plan for District Facility Use

We are committed to providing a safe and healthy environment for all. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. All staff, coaches, advisors and stakeholders share the responsibility of implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our facilities, and that requires full cooperation among Northfield Public Schools staff, program participants and visitors. Only through this cooperative effort can we establish and maintain the safety and health of our staff and participants, renters and facility users.

***All users will be required to submit a health and safety preparedness plan on how they will meet these guidelines prior to use.***

Our Preparedness Plan follows the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, as well as federal OSHA standards related to COVID-19. Our plan will address the following:

* Hygiene
* Respiratory etiquette
* Social distancing
* Cleaning
* Personal equipment
* Food and drink
* Screening Procedures
* Communications and training for staff and participants
* Additional Informational Links

**Hygiene**Basic infection prevention measures are being implemented at our district indoor and outdoor facilities. All visitors to a district facility are encouraged to sanitize their hands prior to or immediately upon entering the facility by one of the following methods:

* Visitors may use the nearest restroom to wash hands immediately after entering.
* Visitors may use hand sanitizer when available for use upon entry or bring their own alcohol based hand sanitizer to use while in the building.

Individuals are instructed to wash their hands for at least 20 seconds with soap and water or use an alcohol based hand sanitizer frequently while on site.

Swimmers please bathe before reaching the Middle School pool .

<https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>

<https://www.cdc.gov/handwashing/pdf/HH-Posters-Eng-Restroom-508.pdf>

**Respiratory Etiquette**The district is following MDH recommendations. MDH does not require face masks, but recommends wearing cloth face coverings in campus settings where other social distancing measures are difficult to maintain.

Individuals are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face; in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Cover Your Cough Signs similar to these will be posted throughout the building.

<https://www.health.state.mn.us/people/cyc/hcpposter.html>

**Social Distancing**Social distancing is being implemented in district facilities in the following ways:

Total number of groups using the building will be limited depending on building and room*/*s requested and group size. Group sizes will be limited to a maximum of 10 and must maintain 6 feet of distance between people. Groups*/*organizations must provide their expected maximum attendance at the time they submit a facility request. The Community Education Department will only issue a permit for rooms*/*areas that can accommodate the maximum number of participants while maintaining social distancing. Groups may not exceed the number of participants reported without prior authorization from the Community Education Department. Participants or groups may be denied access if they exceed the number of attendees listed on the permit.

Activity start and end times will be staggered to minimize the number of people entering the building at the same time and to allow time for cleaning between users as needed. Groups over 10 (when allowed) may be assigned staggered entry times to reduce the number of participants from arriving at the same time.

Visitors will be notified which door to enter and exit through. Different doors may be used for entering and exiting the building. Signage is posted in the building to remind people to maintain social distance of 6 feet whenever possible.

**Cleaning**Regular cleaning practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, breakrooms, lunch rooms and meeting rooms. These duties will be performed by building custodial staff or Community Education staff when custodial staff are not available. Staff will be provided all necessary cleaning supplies, personal protective equipment, and will be trained in cleaning and disinfecting procedures.

* Facility users are required to provide their own hand sanitizing supplies for before and after practice for participants.
* Facility users are required to provide their own first aid kits.
* Facility users are required to bring their own equipment and supplies as needed.
* Facility users may not use areas that are not listed on their permit without prior authorization so that rooms can be sanitized before and after use.
* Water fountains may not be available, participants in activities should bring their own water bottles.
* Inside doors will be propped open to reduce handling when possible.
* Rooms will be cleaned and disinfected between users.

**Personal Equipment**Facility users may bring in personal equipment for their own use provided they receive approval from the Community Education Department prior to their event. Northfield Public Schools reserves the right to refuse the use of personal equipment if we deem it to be a safety or health hazard.

* Facility users must sanitize all equipment before bringing it into the facility and immediately before they leave the room it was used in.
* Facility users must provide their own sanitizing supplies for their equipment.

**Personal Food and Drink**To help stop the spread and protect our visitors and staff, Shared/communal food and/or drink is not permitted on school property (buildings and grounds). Only food provided by District Food and Nutrition Services is permissible.

* Eating is only permissible if medically necessary.
* Seed spitting is strictly prohibited on school property.

**Screening and Procedures**District and program staff and facility users will be required to complete a self assessment at home immediately before leaving for work or to access a district building. If they are experiencing any symptoms of COVID-19 they will be required to remain home and should contact their healthcare professional. Staff and facility users may return to district facilities when they meet the conditions outlined in the section Returning to the Facility after Illness.

**Check-In Assessment**

* Facility users will receive a self-assessment checklist with their permit which they are to use to assess their health before leaving home.
* A sign will be posted listing COVID-19 symptoms and instructing visitors to inform the program director, custodian or building supervisor on duty if they have any symptoms listed.

**Self Assessment**

Individuals or anyone living in the same home reporting the following symptom(s) will not be permitted into building and will be asked to return home:

* + - A fever (100.4 or higher) within the last 72 hours
		- A cough or sore throat
		- Shortness of breath
		- Chills
		- Repeated shaking with chills
		- Muscle pain
		- Headache
		- New loss of taste or smell
		- Had direct household contact with a person experiencing undiagnosed symptoms
		- Diarrhea and*/*or vomiting in the last 24 hours

**Illness Tracking**

Organization*/*Group leaders will be required to keep rosters, take attendance and keep attendance records at all activities should the information be needed by healthcare professionals for tracking purposes.

**Returning to the Facility after Illness**

If you or someone in your household is having respiratory symptoms (cough OR sore throat OR difficulty breathing) and no test was done to confirm diagnosis you may return to the facility when these three (3) things have happened:

1. Fever free for at least 72 hours without the use of fever reducing medication AND
2. Other symptoms have improved AND
3. At least 10 days have passed since your symptoms first appeared

If you or someone has/had lab confirmed COVID-19 you can return when these three (3) things have happened:

1. Fever free for at least 72 hours without the use of fever reducing medication AND
2. Other symptoms have improved AND
3. You received two negative tests in a row, 24 hours apart (or per your doctors recommendation in written format)

**Communications and Training**This plan is available to the public on the Northfield Public Schools website and relevant information will be communicated to program participants with their official permit. Permit holders, organizations and their members who do not want to abide by these procedures may cancel their reservation at any time without penalty. Visitors are encouraged to share safety concerns with district staff. Non-compliant groups may be asked to leave the premises and may be prohibited from reserving district facilities in the future. Organizations requesting use of district facilities may be asked to provide the school district with their COVID-19 preparedness plan.

**Additional Informational Links**

<https://mn.gov/covid19/for-minnesotans/stay-safe-mn/stay-safe-plan.jsp>

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

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