

# COVID-19 Preparedness Plan for the Bemidji Curling Club

The Bemidji Curling Club is committed to providing a safe and healthy workplace for all our workers, members, and visitors. To ensure we have a safe and healthy workplace, The Bemidji Curling Club 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.

The COVID-19 Preparedness Plan is administered by Eric Johannsen, 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 Bemidji Curling Club's managers and supervisors have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. The Bemidji Curling Club is serious about safety and health and protecting our workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by: Getting feedback regarding the operations of the building, setting limits to how much can be done and what is too much to handle, and by having them review this document and voice any concerns or suggestions.

The Bemidji Curling Club's 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 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, including face coverings
- workplace building and ventilation protocol
- workplace cleaning and disinfection protocol
- drop-off, pick-up, and delivery practices and protocol
- communications and training practices and protocol

The Bemidji Curling Club has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including industry guidance for general businesses and restaurants and bars. 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 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 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

## **Ensure sick workers 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 will communicate with the General Manager if they are experiencing symptoms at home and are unable to come into the club. If the General Manager is experiencing symptoms, they must communicate with the board that they are unable to come into the club. Whoever is communicated to must find a replacement if needed and advise the worker to stay home. If a worker is experiencing symptoms at the club, they must report to their superior. The worker must be sent home. If the worker cannot leave immediately, the worker must be isolated until they can go home. The superior is responsible for communicating with the board. The General Manager and board will be responsible for sanitizing the affected areas and communicating to whoever was in contact with the worker. They will also review the situation and determine the steps to be taken afterwards.

The Bemidji Curling Club 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. The club will determine when the person with Covid-19 was at the club and communicate to any members or visitors that signed in during that time via phone or email that they may have been exposed to someone with Covid-19.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. If a worker has Covid-19, only the General Manager and/or Board of Directors will be informed of the name of the individual. Otherwise, the person will remain anonymous among members and visitors.

## **Social distancing – Workers must be at least six-feet apart**

Social distancing of at least six feet will be implemented and maintained between workers members, and visitors in the workplace through the following engineering and administrative controls: Only one bartender behind the bar at a time, and no other persons are allowed behind the bar. Clear barriers will be placed on the bar to limit close interaction with members. The upstairs tables will be spaced to give members and the bartender adequate space to avoid breaking social distancing standards. Floor markings and signs will be placed to remind members and visitors to use social distancing and where to stand when in line for the bar to avoid congestion by the stairs and other areas. Other signs will be placed to avoid members and visitors from rearranging tables and chairs and to not gather in high traffic areas. The ice maker will be given more time in between leagues so curlers can leave the ice before the ice maker performs their duties. The extra time will also give curlers leaving the ice the chance to use the locker room before the next league starts to avoid congestion

in the locker room. When curlers enter the ice, curlers using sheets 1, 2, or 3 will enter from the far entrance and curlers using sheets 4, 5, or 6 will enter from the locker room entrance. In addition, odd numbered sheets will start games on the far end of the ice and even numbered sheets will start games on the near end of the ice. Hammer will be predetermined before the game. Curlers will be assigned rocks before the game and they are to throw those rocks only. They must clean and disinfect their assigned rocks before the game. Only one sweeper will be allowed at one time. The other sweeper may time the rock or contribute in other ways. The opposing team must be in between the hog lines, except for the skip who will stand behind the hack, and use social distancing. After an end is played the rocks will be moved away with players' feet. The scoreboard will only be used by a designated player that is determined before the game. After the game is over, the rocks and scoreboard will be sanitized by the curlers using those items. Only the ice maker can touch or use the ice making equipment. Any ice cleaning equipment used by curlers will be sanitized before use by any other person. Curlers and visitors will not be allowed to share equipment, food, or drinks. Signs will have sanitization procedures for members when using any club equipment and remind them to use social distancing and where to stand while curling. Signs and social media outlets will contain information on how to contact the board or workers to share any questions or concerns. Any immediate questions will be taken by workers or management currently in the building. Otherwise, the board will review questions and concerns to better implement social distancing and care for the overall health of the members and visitors.

## **Worker hygiene and source controls**

Basic infection prevention measures are being implemented at our workplaces 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 members and visitors to the club 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 in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Sanitization stations will be provided to properly disinfect any shared club equipment and hand sanitizer will be readily available for members and visitors. Signs will be placed to encourage members and visitors to wash or sanitize. The janitorial manager will oversee making sure hand sanitizer, soap, disinfectants, other cleaning supplies are supplied and maintained. Source controls are being implemented at our workplaces at all times. Masks or other face coverings will be required in the building. Members and visitors will be encouraged to bring their own face covering. Masks will be provided for anyone entering the building without a face covering. When upstairs, eating or drinking at a designated table, face coverings can be removed.

Workers, members, 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, members, 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 club.

## **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. The exhaust fan upstairs will be turned on regularly or as needed. The furnaces in the building provide air circulation. All systems have been examined and are working at their fullest capacity.

## **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, areas in the work environment, including restrooms, dining room, kitchen, bar, locker rooms, and seating area. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, touch screens, controls, door handles, railings, credit card readers, curling equipment etc. The bartender is responsible for cleaning and disinfecting the bar area, tables, window railing, ATM, and used chairs in the upstairs eating area once per league. Janitorial is responsible for cleaning and disinfecting other high-touch areas, such as doorknobs, railings, cup holders on ice level, etc. regularly. They will also be responsible for cleaning the locker rooms, offices, restrooms, downstairs seating area, dining room, and kitchen regularly. Members and curlers will be responsible to clean and disinfect any club equipment used while curling including rocks, brooms, sliders, brushes, shammy, scoreboard, etc. and disposing of any tissues, cups, and other disposable items. If someone in the club becomes symptomatic, all areas and surfaces mentioned before will be cleaned and disinfected. If someone in the club becomes diagnosed with COVID-19, the club will close for half a day to make sure all areas and surfaces are cleaned and disinfected.

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. The Bemidji Curling Club will be using commercially available products approved for Covid-19 sanitation.

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

When picking up deliveries from vendors or other businesses, the person responsible for picking up deliveries must adhere to social distancing policies and not share any equipment with the deliverer including pens, clipboard, hauling equipment etc. They must also clean and disinfect any unpackaged components and use gloves when handling packaging. Deliveries will take place at a time when no leagues or events are being held at the club.

## Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated by email and in person to all workers on September 3, 2020, and necessary training was provided. Additional communication and training will be ongoing by emails, verbal communication, signage, or meetings. 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 and labor-pools, independent contractors, subcontractors, vendors and outside technicians, members, 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) requirements regarding the use of face-coverings and/or face-shields by workers, members, and visitors. All workers, members, and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. The Curling Club will send out a newsletter and email all members and workers about the expectations of using the building. The club will have expectations on their website, social media outlets, and signage when entering the building to make sure members and visitors know what to expect when using the building.

Managers and supervisors are expected to monitor how effective the program has been implemented. The board will review the effectiveness of the plan on a regular basis. The General Manager, Eric Fenson, will make daily checks to make sure the plan is being carried out properly. He will communicate his findings with the board regularly. If the plan is not being carried out, he will communicate with the board and they will take measures to ensure the plan does get carried out properly. 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 Bemidji Curling Club management and the plan was posted throughout the workplace and made readily available to employees September 3, 2020. It will be updated as necessary by Eric Johannsen.

Certified by:

*Eric Johannsen*

September 3, 2020

Bemidji Curling Club President

# 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](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>

## 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)