

COVID-19 Preparedness Plan for City of Corcoran Youth Baseball

The City of Corcoran is committed to providing a safe and healthy workplace for all our employees, participants, volunteers, coaches, and spectators. To ensure we have a safe and healthy workplace, City of Corcoran has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Employees, volunteers, and coaches 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 all parties. Only through this cooperative effort can we establish and maintain the safety and health of all persons in the youth baseball program.

The COVID-19 Preparedness Plan is administered by Jessica Christensen Buck, Recreation Coordinator, who maintains the overall authority and responsibility for the plan. However, employees, volunteers, and coaches are equally responsible for supporting, implementing, complying with, and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan.

Our employees, participants, volunteers, coaches, and spectators are our most important assets. The City of Corcoran is serious about safety, health, and protecting our workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan.

The City of Corcoran'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; and
- communications and training practices and protocol.

The City of Corcoran 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 regarding youth sports. 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 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 workers/volunteers, participants, and spectators stay home and prompt identification and isolation of sick persons

Employees, participants, volunteers, and coaches 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 health status prior to entering City Park, or other location where the 2021 spring baseball takes place, and for workers, volunteers, and participants to report when they are sick or experiencing symptoms.

The City of Corcoran employees are responsible for completing their own self-assessments, monitoring additional CDC guidelines and symptoms, and will not be required to submit assessment information to their supervisor or Human Resources unless they answer yes to having any of the CDC listed symptom. Additional information regarding City of Corcoran employee assessments and requirements regarding COVID-19 can be found in the City of Corcoran's Preparedness Plan.

Volunteers and participants are responsible for completing their self-assessments, monitoring additional CDC guidelines and symptoms, and will not be required to submit assessment information to the Recreation Coordinator or local health department unless they answer yes to having any of the CDC listed symptoms. Should volunteers or participants answer yes to having the symptoms, it is required that they contact Jessica Christensen Buck, Recreation Coordinator, via email (jchristensenbuck@corcoranmn.gov) to begin any necessary contact tracing. Self-assessments should be completed at home prior to arrival to the facility.

Spectators are responsible for completing their self-assessments, monitoring additional CDC guidelines and symptoms, and should stay home if they answer yes to having any listed symptoms or guidance requirements. If the spectator was present within 14 days of experiencing symptoms or a positive test, they are encouraged to contact Jessica Christensen Buck, Recreation Coordinator, via email (jchristensenbuck@corcoranmn.gov) to begin any necessary contact tracing.

The City of Corcoran 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. Additional information regarding City of Corcoran's employee leave policies and requirements regarding COVID-19 can be found in the City of Corcoran's Preparedness Plan.

The City of Corcoran has also implemented a policy for informing employees, volunteers, and participant's guardians if they have been exposed to a person with COVID-19 during their participation in the 2021 spring baseball season that requires them to quarantine for the CDC required amount of time. If an individual is

informed that they have COVID-19, they should contact their health department as well as Jessica Christensen Buck, Recreation Coordinator (jchristensenbuck@corcoranmn.gov) to begin the contact tracing process. Upon notification, the Recreation Coordinator will begin the contact tracing process by asking questions about dates that the individual(s) were among others in the program to determine close contacts. Those who are deemed close contacts will be informed that they were in contact with someone who tested positive for COVID-19 (names of those who tested positive will remain confidential) and to contact their health care provider.

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

Social distancing of at least six feet will be implemented and maintained between employees, participants, volunteers, coaches, and spectators while on site through specific engineering and administrative controls.

Games and practices will have staggered start times to prevent people all arriving and departing at the same time. Employees, volunteers, coaches, and spectators are encouraged to utilize the parking lots closest to the fields that their participant will be playing. Participants' families are encouraged to avoid ridesharing or only ride-share as allowed per the guidance at the time.

Upon arrival, employees, participants, volunteers, coaches, and spectators should go directly to their assigned field while ensuring they are socially distanced from other households. Face coverings are not required for spectators or participants but are encouraged especially when social distancing cannot be maintained.

Coaches and participants are required to maintain a distance of 6' apart, especially when off the field. Spectators are expected to maintain a 6' distance between households. Signs will be posted throughout the facility showing how and when to wear face coverings.

Worker hygiene and source controls

Basic infection prevention measures are being implemented at our facilities. Employees 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 volunteers, participants, and spectators are encouraged to wash or sanitize their hands prior to or immediately upon arrival. While there will be portable restroom(s) on site, employees, participants, volunteers, coaches, and spectators are encouraged to bring hand sanitizer to ensure they can sanitize frequently. Source controls are being implemented at our facilities.

Respiratory etiquette will be demonstrated on posters to encourage social distance guidance.

Workplace building and ventilation protocol

Sheds will only be accessible by employees and volunteers. Employees and volunteers should only go into the sheds as necessary and while nobody else is inside. If individuals must go inside of the sheds, they should limit the amount of time they must spend inside of the shed(s) and follow proper disinfection protocols once finished with their task(s).

Workplace cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of portable restrooms, bats, balls, helmets, and catcher's gear. Disinfection will be completed by the Recreation Coordinator on a weekly basis, but coaches may request it occurs more frequently as necessary to disinfect equipment. Products that meet the Centers for Disease Control and Prevention's standards to eliminate COVID-19 will be used as appropriate and available for purchase. If an individual is symptomatic or diagnosed with COVID-19, the items provided by the City of Corcoran to team, and competing team if applicable, should be returned to and disinfected as soon as possible by the Recreation Coordinator.

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets, manufacturer specifications, and are being used with required personal protective equipment for the product. Since the products will only be used by employees of the City of Corcoran, training has already been provided as part of the City's Preparedness Plan.

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

With staggered arrival, game, and departure times it will allow for less people to congregate and be in contact with one another. Additionally, while spectators are allowed at games, only one spectator per participant is encouraged to attend practice in an effort limit the spread of COVID-19. During both practices and games, individuals are required to be socially distanced at least 6' away from others of a separate household. Carpooling with those outside of your household is strongly discouraged.

Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated via email to coaches and guardians on Monday, May 10. Additional communication will be provided as necessary if individuals are not complying with the plan. The Preparedness Plan will be provided to all parents and coaches who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all employees, volunteers, coaches, and parents 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, coaches, and parents. All employees, volunteers, coaches, and parents will also be advised not to attend baseball activities if they are experiencing symptoms, have contracted, or were directly exposed to COVID-19.

Managers and supervisors are expected to monitor how effective the Preparedness Plan has been implemented. Jessica Christensen Buck, Recreation Coordinator, will monitor compliance with the plan by allowing open communication with coaches and parents. Additionally, visits to the facilities will allow for first-hand viewing of Preparedness Plan compliance. This COVID-19 Preparedness Plan has been certified by the City of Corcoran's Emergency Operations Center Manager/Recreation Coordinator and the plan was posted on the website, as well

as emailed to coaches and guardians on Monday, May 10. It will be updated as necessary by Jessica Christensen Buck, Recreation Coordinator.

Additional protections and protocols

To limit face-to-face interactions, employees, volunteers, participants, and spectators are encouraged to utilize emails or phone calls as much as possible. This includes coach, parent, and Recreation Coordinator communications.

An additional way to limit face-to-face interactions is the encouragement of online registration rather than in person. This limits not only face-to-face interactions, but also the exchange of paperwork and payment.

Coaches and parents will receive necessary information via email in order to limit face-to-face interactions and the exchange of materials.

Certified by:

Jessica Christensen Buck

Emergency Operations Center Manager/Recreation Coordinator

Monday, May 10, 2021

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