

## **Parks, Recreation, and Facilities Preparedness Plan**

The City of Vadnais Heights is committed to offering recreation programs and public facilities (as “places of public accommodation”) that are safe for participants, instructors, volunteers, and staff. We have developed the following Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 through participation in our programs and use of our facilities, and that requires the full cooperation of everyone involved.

Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines related to COVID-19 and addresses:

- Screening and policies for participants exhibiting symptoms of COVID-19
- Hygiene and respiratory etiquette
- Protocols for social distancing
- Cleaning and disinfection
- Communications that will be provided to participants, user groups, instructors, staff, and volunteers

### **SCREENING AND POLICIES FOR PARTICIPANTS EXHIBITING SYMPTOMS OF COVID-19**

All participants in recreation programs and users of City facilities (including youth and adult participants, contracted instructors, and volunteers) are expected to conduct a self-assessment before reporting to a City facility; in the case of minors, adult guardians must assess minors for symptoms. If any of the following symptoms are present, participants should stay home and not attend the session:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

#### *Exposure or potential exposure to COVID-19*

Anyone who has been exposed to COVID-19 is asked not to enter City facilities or continue participation in recreation programs. Potential exposure is defined as, “A household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19.” The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic.

#### *Return to Programming*

Persons with COVID-19 who have symptoms and were directed to isolate at home may return to their program under the following conditions:



- At least 3 days have passed since recovery, defined as resolution of fever without the use of fever-reducing medications, AND
- Improvement of respiratory symptoms (cough, shortness of breath), AND
- At least 7 days have passed since symptoms **first** appeared
- Individual has received a negative test result

#### *Fee Policy*

Should a program participant or facility renter need to cancel due to COVID-19 symptoms or exposure, a pro-rated refund will be considered for program and facility rental fees.

## **HYGIENE AND RESPIRATORY ETIQUETTE**

### *Handwashing*

Participants are asked to thoroughly wash their hands immediately prior to leaving home. Indoor restroom facilities may not be available on site for recreation programs; participants are asked to provide their own supply of sanitizer. Hand sanitizer is recommended for use upon arrival and departure from the facility, and during the program/rental as needed.

### *Respiratory Etiquette: Cover your cough or sneeze*

All participants 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, 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. Respiratory etiquette will be demonstrated on communications to participants and by making trash receptacles available on site.

### *Masks*

Per Executive Order 20-81, it is MANDATORY to wear a mask/facial covering *indoors*. Any time you are inside a city building, a mask/facial covering must be worn when in proximity with at least one other person. This includes the Vadnais Heights Commons, warming houses, public bathrooms, City Hall, or any building or enclosed space. All exemptions per Executive Order(s) and otherwise will be observed.

The CDC recommends wearing a cloth mask to cover the mouth and nose in public places where it is hard to stay 6 feet away from others, including outdoors. Remember, wearing a cloth mask can help stop your germs from infecting others. Masks do not replace social distancing or mean that people who are sick should be in public places.

## **PROTOCOLS FOR SOCIAL DISTANCING**

Recreation programs have been modified to comply with CDC and MDH guidelines for social distancing:

- Program and rental group sizes will be limited according to current MDH guidelines, and must include all participants, instructors, and volunteers.
- Spectators are not allowed during any program activity where their presence would exceed the limit of 25 people in the group, or disrupt the ability for all members to remain 6' apart.



- If a participant needs additional support to participate in the program, the group size will be adjusted to allow for the support staff. Please express this need upon registration so City staff can plan accordingly.
- All members of different households are to maintain 6' of social distancing at all times.
  - Recreation program plans have been written to promote social distancing.
    - Participants are to refrain from making contact with each other; no close-contact drills or activities, no high-fives, personal equipment (sports bags, water bottles, etc.) should be spaced out during breaks, etc.
  - All recreation programs will take place outdoors at facilities that can accommodate adequate spacing for participants.
  - No congregating at recreation programs is allowed, and congestion in the parking lots should be minimized as much as possible. Programs have been scheduled with transition times between sessions, but cooperation of participants is appreciated.
- Participants are asked to arrive at their program or rental no earlier than 5 minutes prior to the scheduled start time and to leave immediately following the program or rental.

Maximum capacity for any indoor facilities with consideration for social distancing and other current MDH and CDC restrictions will be indicated by signs posted at each location.

## **CLEANING AND DISINFECTION**

### *Recreation Equipment*

Sharing of program equipment in the course of each program will be minimized to the extent possible. Participants are welcome and encouraged to bring their own equipment when possible; participant equipment should be clearly labeled prior to attending.

The following cleaning and disinfection procedures will be implemented:

- Program equipment will be disinfected by City staff when compiling sets for program use
- Program equipment will be cleaned at the end of each program session prior to being returned to equipment bags by the instructor or volunteer coach as applicable
  - Participants should touch only the equipment assigned to them during the program. Coaches may have additional equipment to handle (cones, batting tees, etc.), and participants should avoid touching this equipment with their hands.
- If there is equipment that must be shared during the course of a program, it will be disinfected between participants of different households.

### *Facilities*

Outdoor, public spaces are not routinely cleaned or sanitized. These items are used at the risk of each user.

Indoor spaces may not be available for all programs and renters. If indoor spaces are used:

- City staff will clean and sanitize high-touch surfaces such as doorknobs and countertops between facility rentals. As public spaces, there is potential for them to be contaminated in the time between when they are cleaned by City staff and the rental, so renters are encouraged to



clean high-touch surfaces prior to, during, and after use. Facility renters are required to follow the rental policy and applicable cleaning procedures contained within the rental application.

Facility renters will be required to sign an application addendum agreeing to comply with Executive Orders of Governor Walz (attached to this plan).

#### **COMMUNICATION OF COVID-19 PROTOCOLS**

City staff will distribute this plan directly to all program participants, instructors, volunteers, and facility renters, as well as posting the information to our City website. Information about program responsibilities will also be posted at program sites as a reminder.

Additional training will occur for volunteer coaches and contracted instructors as needed to successfully implement the Parks and Recreation Preparedness Plan.

#### **RESOURCES REFERENCED IN CREATING THIS PLAN**

City of Vadnais Heights Preparedness Plan – May, 19, 2020

[Minnesota DNR Outdoor Recreation, Facilities, and Public Guidelines](#)

[Stay Safe MN Guidance](#)

[Governor Walz Executive Order 20-74](#)



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Applicant acknowledges and agrees that they are responsible for complying with all Executive Orders of Governor Walz regarding COVID-19 including but not limited to capacity requirements & social distancing. In addition applicant will comply with CDC recommendations regarding COVID-19 and social gatherings. The City is exempt from any liability regarding COVID-19 and will not be providing health inspections as part of the rental agreement.

I acknowledge receipt of the City's COVID-19 addendum and agree to comply with the same:

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*Applicant's Signature*

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*Date*