**Health and Safety Preparedness Plan for Lakeville Area Schools**

**Facility Use**

**Updated 6/11/20**

The Preparedness Plan for Facility Use follows Minnesota Department of Education Guidance, Minnesota Department of Health Guidance, Minnesota Department of Natural Resources Guidance, Center for Disease Control and Prevention (CDC) Guidelines, federal Occupational Safety and Health Administration (OSHA) standards related to safety and health precautions required in response to COVID-19 and applicable executive orders. [MN Stay Safe Plan](https://mn.gov/covid19/for-minnesotans/stay-safe-mn/stay-safe-plan.jsp) The plan addresses the following:

* [hygiene and respiratory etiquette](#psehlibyeu3o);
* [social distancing](#jxa7ajl955ca)
* cleaning, disinfection and decontamination;
* prompt identification and isolation of sick persons;
* communications and training that will be provided to staff and communication to program participants

**Handwashing**

Basic infection prevention measures are being implemented at our facilities.

* All visitors to the facility will be required by each user group 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.
* Handwashing signs similar to these will be posted by the District at building entrances, in restrooms and locker rooms.
	+ <https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf> (available in other languages)
	+ <https://www.cdc.gov/handwashing/pdf/HH-Posters-Eng-Restroom-508.pdf> (available in other languages)

**Respiratory Etiquette**

Masks

* Individuals are encouraged to wear a manufactured or cloth face mask when interacting with others while on site. User groups are to provide their own masks.
* District recommends that staff wear masks whenever possible while in the building interacting with others

Cover your cough or sneeze

* 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 by the District throughout the building.
	+ <https://www.cdc.gov/flu/pdf/protect/cdc_cough.pdf>
	+ <https://www.health.state.mn.us/people/cyc/genposter.html>

**Social Distancing**

Social distancing is being implemented in accordance with current MDH guidelines.

* Building and ground use on evenings and non-school days will be introduced in phases. Number of total participants per building/area will comply with state or local government maximum gathering restrictions.
* 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 the maximum number of people that a room can accomodate while maintaining 6 feet of distance between people without exceeding the maximum gathering size designated by state or local governments.
* Groups may not exceed the number of participants reported without prior authorization from the Facility Use office. Participants or groups may be denied access exceeding the number of attendees listed on the permit.
* Activity start and end times may be staggered to minimize the number of people entering the building at the same time and to allow time for cleaning between facility uses as needed. This is the responsibility of the user group.
* Visitors will be notified which door to enter and exit through.
* Signage is posted in the building to remind people to maintain social distance of 6 feet whenever possible. Visual distance cues will be marked, by the District, on the floor outside of restrooms, at the reception desk and other areas where people may need to wait to gain entry.

**Cleaning**

Regular cleaning practices are being implemented. High-touch areas will be cleaned and disinfected on a regular schedule. These duties will be performed by District staff.

* Facility users are to provide their own hand sanitizing supplies for before/ after events for participants.
* Facility users are required to provide their own first aid kits.
* Facility users are to bring their own writing utensils/dry erase markers/ eraser as needed.
* Water fountains may not be available, so participants in activities should bring their own water bottles.
* Doors will be propped open to reduce handling when possible and enhance air circulation.
* *Personal Equipment*
	+ Facility users may bring in personal equipment for their own use provided they get approval from the facility use office prior to their event. ISD 194 reserves the right to refuse the use of personal equipment if it deems 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.
	+ Facility users approved to use District equipment must clean equipment before and after each class

**Facility use permitting updates**

In addition to items already listed within this preparedness plan, facility use requests for non-District sponsored user groups must now follow an updated process:

* Submit a new/updated Certificate of Insurance, listing ISD 194 as additional insured with a minimum $1.5 million in general liability, confirmation is needed insurance covered for in person activities during covid
* Submit a Preparedness Plan for their user group, and how safety plan was communicated with their attendees and posted online
* Accept to follow ISD 194 Facility Use Policies and the Facility Use Preparedness Plan
* Submit a facility request via the [Facility Use Request Form](https://docs.google.com/forms/d/e/1FAIpQLSdagpArV5kZmD3oxrb7xR8DQkdhnAkyRMih5I0kvwEy6yK0hQ/viewform?c=0&w=1)

If your program involves sports as either an activity within a program or as the focus of the program itself, please use the following guidance. The Minnesota Department of Health (MDH) is supportive of the following parameters for youth sports:

* Within the program, create consistent pods of the same staff, volunteers, and participants. Pod size is under current MDH guidance
	+ [Guidance for Social Distancing in Youth and Student Programs (PDF)](https://www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf)
	+ [Guidance for Social Distancing in Youth Sports (PDF)](https://www.health.state.mn.us/diseases/coronavirus/schools/youthsports.pdf)
	+ [COVID-19 Outdoor Recreation, Facilities and Public Guidelines](https://www.dnr.state.mn.us/aboutdnr/covid-19-outdoor-recreation-guidelines.html)
* Make sure you’re in compliance with Safe Sport mandates (federal law).
* Remind parents or caregivers that they should not attend practices. If necessary for them to be at practices, ensure that proper social distancing is maintained between parents or caregivers.
* Discourage sharing of equipment as much as possible. If sharing has to occur, consider the equipment and type of use and consider cleaning equipment between each use.
* Follow the outlined ratios for participants per field which is found in the above guidance links from MDH.
	+ One team/sport per field/rink/court at any time.
	+ Football/soccer field (approx. 57,600 sq. ft.) .
	+ Baseball field (40,000+ sq. ft.)
	+ Ice rink (approx. 17,000 sq. ft.).
	+ Basketball/volleyball court (4,700 sq. ft.).
	+ Adhere to facility or field specific guidelines for COVID-19.
	+ The above specifics will be updated as MDH guidelines are updated

**Additional Onsite Required Items for User Groups:**

* Share safety concerns with district staff
* Non-compliant groups will not be allowed future facility use
* No food unless medically warranted during rentals
* At this time, food sharing and co-op treats and beverages during/after practices is not allowed
* Do not install or leave any accessory equipment on any fields or in any facilities at this time
* User groups scheduled for field use are restricted from entering any school buildings, unless authorized on a permit
* Field dugouts, benches and bleachers should be avoided as surfaces are not sanitized regularly

**Facility Users Arrival Procedures**

* A sign with the self-assessment instructions will be posted by the District at the building entrance.
* The Facility Supervisor will be onsite at each school that has non-District sponsored facility use permitted.

**Screening and Procedures for individuals exhibiting signs and symptoms of COVID-19**

**Self Assessment:**

Signage will be posted at entrances with MDH guidance on Self Assessment

**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 contact tracing purposes.

**Illness Assessment**

Any individual showing any signs or symptoms of illness while on site will be asked to go home immediately and contact their healthcare professional.

[COVID-19 Exclusion Guidance: Decision Tree for Symptomatic Individuals in Schools & Childcare Programs (PDF)](https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf)

**To Help Stop the Spread and Protect our Visitors and Staff**

* Non-District sponsored user groups are required to provide a Preparedness Plan to ISD 194 in order to move the permitting process to next review step
* Shared/communal food and/or drink is not permitted on school property (buildings and grounds). Eating is only permissible if medically necessary.
* Seed spitting is strictly prohibited on school property.
* Visitors are encouraged to share safety concern via the [Facility Use Feedback Form](https://docs.google.com/forms/d/e/1FAIpQLSeyJo2kt5QxttV1imZaE1hrZnsunhR7xBM5FREEsBBuBkwPsQ/viewform)
* Non compliant groups may be asked to leave the premises and may be prohibited from reserving district facilities in the future.

This plan (will be) available to the public on the ISD 194 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.