



Facilities

Conference & Event Services

COMMUNITY EDUCATION

FACILITIES

Facilities Guidelines

Hopkins Community Education and the Lindbergh Center are committed to providing a safe and healthy environment for our staff and users.

We have developed this COVID-19 Preparedness Plan in response to the COVID-19 pandemic.

Update for June 7th, 2021

Hopkins Community Education and the Lindbergh Center (LC) are committed to providing a safe and healthy environment for our staff and users. We have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. All employees are all responsible for adhering to this plan. Our goal is to mitigate the potential for the spread of COVID-19 in our facility and communities, and that requires full cooperation from our staff, management, and users. Only through this partnership can we maintain the safety and health of our employees and users. Recommendations from the Minnesota Department of Health (MDH) and the Center for Disease Control (CDC) were used to prepare this document and will be consulted for future changes.

All employees are responsible for complying with all aspects of this COVID-19 plan. The LC managers and supervisors have our full support in enforcing the provisions of this policy.

Updated Member and User Policies

The following updates have been made to our current policies to ensure physical distancing, cleanliness practices, and safety measures can all be met and followed.

Mask/Face Coverings

Beginning June 7th, 2021, masks and face coverings are optional for all members, visitors and guests that are fully vaccinated against Covid-19. We still recommend that a face covering is worn by all unvaccinated entrants, but do not require them to be worn. Masks/face coverings are still required to be worn when sharing a space with childcare or school programming taking place inside of school buildings.

Physical Distancing

Physical distancing is not required during events in our buildings but we recommend maintaining a distance of six feet from other parties when possible.

User Agreement

- Upon entering the facility, members understand they are entering at their own risk and agree to practice physical distancing and cleaning procedures.
- If a user fails to comply with physical distancing and cleaning protocols, an employee can ask them to leave the facility.

Hours

- Summer Hours begin 6/7/2021
- The facility will have limited participant use based on physical distancing practices.

Check-In

- Users should assess their health prior to entering the facility.
 - If you are feeling sick and/or have experienced symptoms (example: fever, cough, or shortness of breath) we ask that you please stay home.

- Upon entering the facility, everyone is required to practice enhanced hygiene measures by sanitizing their hands and practicing appropriate physical distancing when appropriate.
- Everyone will need to check-in in order to use the facility (please make sure to maintain physical distancing during the check-in process).

Community Equipment

- Community equipment will have limited availability, including:
 - Lockers
 - Fitness mats
 - Sports equipment (basketballs, volley balls, soccer balls, etc)
- Members should bring in their own water bottle. When using the LC water station, members should wipe down the station before and after use.

Fitness Equipment

- Fitness equipment may be rearranged to ensure maximum space between users.
 - To include a minimum of six feet between people using them.
- Members are required to clean machines and any other equipment used including free weights before and after each use.
 - Appropriate cleaning supplies will be provided.

Weight Room

- Weight room equipment may be rearranged to ensure maximum space between users.
 - To include a minimum of six feet between people using them.
- Members are required to clean machines and any other equipment used including free weights before and after each use.
 - Appropriate cleaning supplies will be provided.

Cardio Room

- Cardio room equipment may be rearranged to ensure maximum space between users.
 - To include a minimum of six feet between people using them.
- Members are required to clean machines and any other equipment used including free weights before and after each use.
 - Appropriate cleaning supplies will be provided.

Hopkins Public Schools Facilities Use may still require renters to provide COVID-19 safety plans when conducting events. Please contact your event manager with any specific questions as it relates to your event.

Employee Manual Update

Priority while working any shift is on **cleanliness** and **safety**. The following updates have been made for all employees. Employees should follow expectations already in place along with these updates.

Employee Scheduling

Employees will be surveyed prior to being scheduled to ensure they are comfortable with the expectations during their scheduled shifts.

- Prior to working any scheduled shifts, employees must review these policies and procedures for any updates.

Before Coming to Work

- If you are feeling sick and/or experiencing any symptoms of illness example: fever, cough, or shortness of breath), please notify your supervisor immediately and stay home.
- Employees who are well, but who have a family member at home with COVID-19, should notify their supervisor and follow [CDC recommended precautions](#).
- Employees will practice enhanced hygiene practices.

While at Work

- Employees will practice enhanced hygiene by washing/sanitizing hands upon arrival for a shift.
- Avoid touching your eyes, nose, and mouth at all times.
- Cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
- Limit close contact with others and maintain a distance of at least 6 feet, when possible.
 - Remind customers to maintain 6 feet distance from workers and other customers with verbal announcements and written signage.
- CDC recommends [wearing cloth face coverings](#) in public settings for all unvaccinated individuals, especially in areas of significant community-based transmission. Cloth face coverings may prevent people who don't know they have the virus from transmitting it to others.
- Encourage customers to use touchless payment options, when available. Minimize handling cash, credit cards, reward cards, and mobile devices, where possible.
- Avoid exchanging paper and coin money:
 - Clean and disinfect frequently touched surfaces such as workstations, cash registers, payment terminals, door handles, tables, and countertops on a routine basis. Follow the directions on the cleaning product's label and clean hands afterward.

- Employees will be provided with gloves to use while cleaning. Gloves should be changed frequently to avoid cross-contamination.
- Employees will ensure users are following all policies and also encourage and reinforce the above policies and procedures related to health and hygiene. If there are concerns regarding a user not following policies, staff can contact Nicole Hancock at 952-988-4518 or Dre Jefferson 952-988-4071 for assistance.

Cleaning Expectations

- Employees will wash their hands before and after assigned cleaning duties.
- Employees will complete hourly fitness equipment cleaning and will document upon completion.
- Employees will complete all other cleaning tasks as assigned and document upon completion.

Sick User:

If a user becomes sick while on-site follow the below steps:

1. Contact coordinating staff/manager.
2. Mask and isolate immediately.
3. Contact custodial staff to let them know they will need to clean and disinfect the area.
4. Document member name and contact information.
5. Move all staff and members to a safe distance so cleaning/disinfecting can be performed.

Confirmed Case of COVID-19

If there is a confirmed case of COVID-19 from a member or employee working in the district, we may be notified from the Minnesota Department of Health and will follow state instructions on how to proceed. If anyone informs a staff person of a confirmed case (lab or clinical) let your supervisor know immediately. More information can be found on the [CDC Website](https://www.cdc.gov/coronavirus/2019-ncov/index.html).

IMPORTANT NOTICE:

Privacy of families is critical during this time. In accordance with HIPAA (Health Insurance Portability and Accountability Act), names and information of those that have been identified as positive for Covid-19 or those that went home sick are not to be shared (staff or members). Sharing of this information violates HIPAA and can result in discipline. The health conditions of members, staff, or families to anyone cannot be disclosed.

For more information, visit Coronavirus Disease 2019 (COVID-19)

(health.state.mn.us/diseases/coronavirus/index.html), or call the COVID-19 hotline at 651-201-3920 or 1-800-657-3903

How to Handle User Questions and Phone Calls

These phrases may be helpful:

- Thank you for your question, I will transfer you to my supervisor who can provide that information for you.

- These are our updated policies to support physical distancing. We appreciate your feedback and I will make sure to share it with my supervisors.