

COVID-19 Preparedness Plan for Agassiz Environmental Learning Center (AELC)

*For the purpose of this plan, “staff” refers to all directors, staff members and volunteers of Agassiz Environmental Learning Center (AELC) and the City of Fertile.

AELC is committed to providing a safe and healthy workplace for all our staff, customers, members, and visitors. To ensure we have a safe and healthy workplace, AELC has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. All staff are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our community, and that requires full cooperation. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our community.

The COVID-19 Preparedness Plan is administered by Wayne Goeken, who maintains the overall authority and responsibility for the plan. However, all staff are equally responsible for supporting, implementing, complying with, and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan.

AELC is serious about safety and health and protecting our community. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. AELC’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 staff stay home and prompt identification and isolation of sick persons;
- social distancing – staff must be at least six-feet apart;
- staff hygiene and source controls, including face coverings;
- building protocol;
- cleaning and disinfection protocol;
- equipment rental practices and protocol; and
- staff and community interaction protocol.

AELC 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:

- Outdoor Recreation, Facilities and Public Guidance (EO 20-103)

Sick staff

- Symptoms of COVID-19 can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Staff 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 staff's health status prior to entering the workplace and for staff to report when they are sick or experiencing symptoms.
- Staff exhibiting COVID-19 symptoms will not report to work and will not occupy the premises. Symptoms will be reported to the Site Manager and/or Education Director so contact tracing can be performed. Staff exhibiting symptoms should get tested as soon as possible.
- Staff testing positive for COVID-19 will not report to work and will not occupy the premises until a physician has advised them that it is safe to do so. Positive tests will be reported to the Site Manager and/or Education Director immediately.

Social distancing

- The Nature Center will remain closed to the public, except for the restrooms. The Nature Center will be accessible only by staff.
- Staff and visitors will maintain six feet of distance whenever possible and wear masks at all times.
- Those engaging in outdoor recreation must maintain 6 feet of distance from individuals who are not members of their household.

Worker hygiene and source controls

- Basic infection prevention measures are being implemented at all times. Staff 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 staff are required to wash or sanitize their hands prior to or immediately upon entering the nature center. Hand-sanitizer is also available and can be used for hand hygiene in place of soap and water if hands are not visibly soiled.
- Staff will wear face masks at all times.
- Staff are encouraged to wear gloves when exchanging equipment with customers. Gloves are provided.
- Staff 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. Staff are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward.

Workplace cleaning and disinfection protocol

- Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting.

- 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.
- When open, restrooms will be cleaned and disinfected daily, using a disinfectant approved by the EPA for use on COVID-19.
- Nature Center will be periodically cleaned and disinfected using a disinfectant approved by the EPA for use on COVID-19.
- Staff should regularly disinfect “high-touch” surfaces using a disinfectant approved by the EPA for use on COVID-19.

Nature Center operations

- The Nature Center will remain closed to the public, except for the restrooms. The Nature Center will be accessible only by staff.
- Restrooms will be unlocked and open to the public at select times. When open, restrooms will be cleaned and disinfected daily, using a disinfectant approved by the EPA for use on COVID-19.
- While occupying the Nature Center, staff will maintain six feet of distance whenever possible and wear masks.
- Nature Center will be periodically cleaned and disinfected using a disinfectant approved by the EPA for use on COVID-19.
- Staff should regularly disinfect “high-touch” surfaces using a disinfectant approved by the EPA for use on COVID-19.

Equipment rentals

- Ski and snowshoe equipment will be available for rental at select times.
- While interacting, staff and visitors will maintain social distancing and wear masks.
- Customers renting equipment will not be permitted to enter the nature center. They will be serviced in the area in front of the nature center. The transaction will be conducted across a table, providing for social distancing.
- Only members of a single household will be serviced at any time. Other customers should wait at an appropriate distance until it is their turn to be served.
- Staff will transfer rented equipment from the nature center to the customer.
- Staff are encouraged to wear gloves when exchanging equipment with customers. Gloves are provided.
- Staff will not be able to assist customers with their rented equipment.
- Customers will be required to sign a liability waiver and pay their rental fee. Waivers and envelopes for fees will be available on clipboards. Exact change is required. Clipboards with completed waivers and fees can be deposited in a designated receptacle, requiring no contact with staff. At the end of their shift, staff can then place the receptacle in a secure location and the waivers and payments can be processed using proper precautions.

Rented equipment returns and disinfection

- Nonporous equipment will be disinfected upon equipment return using a disinfectant approved by the EPA for use on COVID-19. This equipment will then be available for rent.
- The linings of ski boots are porous. Per EPA guidelines for COVID-19, upon return boots will be sprayed with a 1.5% hydrogen peroxide solution. They will then be allowed to dry. After five minutes, they can be placed in front of a fan to speed up drying. Once dry, boots will be available for rent.

Communications and training practices and protocol

- This COVID-19 Preparedness Plan will be communicated to all staff and visitors.
- Appropriate signage will be posted on the premises to ensure the safety of visitors and staff.
- Approved and signed COVID-19 Preparedness Plan will be posted on premises and AELC website.
- Management is expected to monitor how effective the program has been implemented. Management and staff 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 AELC management and the plan was posted throughout the workplace and made readily available to staff 1/8/2021. It will be updated as necessary by Wayne Goeken.

Certified by:



Wayne R. Goeken

Chairperson, Agassiz ELC Board of Directors

1-8-2021

Date