

# **CITY OF MENDOTA HEIGHTS**

## **Park and Facility COVID-19 Preparedness Plan**

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## **INTRODUCTION AND PURPOSE**

The City of Mendota Heights is committed to providing safe park facilities for all residents and users. In response to the COVID-19 pandemic and to comply with Federal, State and local orders and directives the City has developed the following Preparedness Plan. The City's goal is to mitigate the potential for transmission of COVID-19 in City park facilities. The following controls and procedures are established by the City of Mendota Heights for operations at City park facilities.

## **PARK USERS**

The City of Mendota Heights is serious about the safety and health of residents and park facility users. The implementation of recommended precautions and procedures included in this plan requires the full cooperation of all users.

Field and park facility users are responsible for implementing and complying with all aspects of this Plan. Through its Field and Facility Use Policy, the City coordinates and allocates the use of city athletic field and facilities for city and non-city organizations, groups and individuals to play, practice, hold games and tournaments and other sport and non-sport related events.

While holding or participating in various recreation activities in City parks, users will be expected to adhere to the policies that have been established to ensure the safety of themselves and the public. Failure to comply with the stated policies and procedures may be considered grounds for field and park facility closures.

## **PARK SAFETY PRACTICES**

The following operational procedures are based on guidance from the State of Minnesota and Centers for Disease Control and address the need to implement and carryout public health protection measures for authorized park facilities, users and the general public. Procedures include a combination of engineering and administrative controls and safety practices which focus on reducing the transmission of COVID-19 among park users.

The City has reviewed and incorporated industry guidance provided by the State of Minnesota including:

- Minnesota Executive Orders
- Industry Guidance for Safely Reopening Recreational Entertainment Venues
- Outdoor Recreations, Facilities, and Public Guidelines
- COVID-19 Sport Guidance for Youth and Adults

## **General Considerations When Using City Parks and Facilities**

To help prevent the spread of respiratory illnesses such as COVID-19, users should:

- Stay home if they, their children or anyone in their household are sick or have symptoms of COVID-19.
- Use social distancing and maintain at least six feet between individuals, except for members of the same household, in all areas of the park. A “household” means all the people living in the same home or residence, including a shared rental unit or other similar living space.
- Practice good respiratory etiquette and hand hygiene.
  - Users of city parks should wash their hands frequently with soap and water for at least 20 seconds or use hand sanitizer that contains at least 60% alcohol in place of soap and water.
  - Avoid touching eyes, nose and mouth with unwashed hands.
  - Users are strongly urged to wear a manufactured or homemade cloth face mask or covering. Note that cloth face coverings may help protect others from the wearer’s respiratory droplets but are NOT a replacement for social distancing. Social distancing must be observed even if face coverings are in use.

### **Cleaning and Disinfecting of Park Space and Equipment**

Due to the challenges of regularly cleaning and disinfecting outdoor public facilities, equipment, and other shared amenities, users should assume that public space facilities and equipment have not been sanitized. Use of park equipment, space and amenities is done so at the user’s own risk.

### **Park Facility Controls**

- The City will continuously monitor the transmission of COVID-19 and where people are likely to gather and will consider temporary closure of facilities to support social distancing practices, if needed. These areas might include sports fields, playgrounds, basketball courts, picnic areas, etc.
- Where social distancing was hard to achieve, physical barriers such as fencing have been removed.
- Facilities will be limited in capacity and availability to organized youth and adult sports.

#### **PRACTICES:**

- Small, closed pods that serve a consistent group of participants (e.g. same players, coaches, volunteers) will be allowed for practices. For organized sports of all ages, pod sizes for non-game settings are required to not exceed 25 people per pod.

[Source: <https://www.health.state.mn.us/diseases/coronavirus/sportsguide.pdf>]

- Maximum number of allowable pods per field as determined by the City:
  - Mendakota Baseball Fields: 1 pod per field
  - Civic Center Baseball Field: 2 pods

- Hagstrom King Baseball Field: 2 pods
- Victoria Highlands Baseball Field: 2 pods
- Wentworth Baseball Field: 2 pods
- Valley Park Baseball Field: 2 pods
- Friendly Hills Baseball Field: 2 pods
- Ivy Hills Baseball Field: 2 pods
- Marie Baseball Field: 2 pods
- Kensington Soccer Fields: 1 pod per field
- Mendakota Soccer Field: 1 pod

**GAMES:**

- Games and scrimmages are allowed beginning Wednesday, June 24.
- All games or scrimmages played on City fields must continue to comply with applicable gathering and venue capacity limits. Venue capacity limits for scrimmages and games shall be determined by the City. Maximum capacity shall include all people—spectators, coaches, participants, administrators, volunteers, etc.

Maximum capacity per field (or facility) is as follows:

- Mendakota Park—250 person max for the entire facility. Fields capacity limits have been adjusted to account for multiple sports/games being played and general use of space by the public. Actual limits may be adjusted (up or down) depending on fields being used at any one time.
    - Baseball Field #1: 50 max
    - Baseball Field #2: 50 max
    - Baseball Field #3: 50 max
    - Baseball Field #4: 50 max
    - Soccer Field: 50 max
  - Civic Center Baseball Field: 70 max
  - Hagstrom King Baseball Field: 70 max
  - Victoria Highlands Baseball Field: 70 max
  - Wentworth Baseball Field: 65 max
  - Valley Park Baseball Field: 60 max
  - Friendly Hills Baseball Field: 85 max
  - Ivy Hills Baseball Field: 70 max
  - Marie Baseball Field: 65 max
  - Kensington Soccer Fields- 175 max
- In order to minimize crowding at games and scrimmages, permitted users must provide schedules to the City’s Recreation Program Coordinator. The purpose is to determine if teams can play in specific venues based on size of the teams, capacity due to physical size of the facility, field setup and whether the teams can adhere to the capacity and gathering guidance.

- To the extent possible, objects that could be frequently touched and that are not essential to safety have been removed or are closed, including:
- Restrooms at Kensington and Mendakota Parks will be opened for games only. Restrooms will be cleaned and sanitized once per day. Cleaning schedules will be posted and documented. Portable restrooms are available within each park for public use. Users should be aware that supplies such as hand sanitizer and toilet paper may not be stocked within the portable facility.
  - Water fountains at Kensington and Mendakota Parks are not operational. Park users are encouraged to bring their own water bottles and avoid contact with water fountain equipment.
  - Mechanical rooms, storage rooms and concessions stands are closed and are not available for use by permitted users or the general public. All groups are prohibited from leaving field equipment and prepping materials at park and field sites.
  - Picnic tables within parks and at park shelters have been spread out to allow for social distancing or removed in some cases.

### **Infection Prevention Measures for Group Sport Functions**

Groups and organizations permitted to use City field and facilities are advised to:

- Stay home if they or their children are sick or have symptoms of COVID-19 (e.g. fever, cough, shortness of breath).
- Self-monitor for signs and symptoms of COVID-19. Users are encouraged to complete a self-symptom assessment and self-temperature check prior to coming to a City park facility.
- [Source: <https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>]
- Be prepared to be as self-contained and self-sufficient as possible when using City park facilities, fields and amenities. Users should arrive prepared with their own soap and water, hand sanitizer, surface disinfectant, paper towels, equipment, etc.
- Minimize crowding by staggering arrival and dismissal times at park facilities.
- User groups will need to establish and follow drop off and pick up procedures for each permitted site.
  - Users should arrive no more than 10 minutes before field permit start times and leave the facility immediately at the end of their permit time. Gathering in parking lots is prohibited.
  - Spectators (e.g. parents and caregivers) should not attend practices. Parent and/or caregivers should remain in their cars before and after drop-off.
  - If spectators are present at scrimmages or games, they must follow the guidelines for a public gathering space including following social gathering capacity limits as defined by the city for each field or facility, maintain at least 6 feet of physical distance from other

households, and are encouraged the use of cloth face coverings. User groups shall be responsible for developing a spectator plan which describes how the group will minimize crowding at scrimmages and games and adhere to State of Minnesota orders, directives and guidance.

- Organizers must maintain a complete list of coaches, volunteers and players present at each allocated field and include the date, beginning and end time at the facility, plus contact information in case of a potential exposure/sickness.

→ Maintain social distancing and keep 6 feet of separation from other households while using park facilities, fields and amenities.

- Permitted users shall implement programming that refrains from intermixing pods.
- Users shall keep any “play” or interaction between players contactless.
- Players should refrain from high fives, handshake lines, and other physical contact with teammates, coaches, etc.
- Groups are encouraged to use temporary visual reminders of social distancing requirements for players, coaches, volunteers, parents/guardians and spectators.

→ Practice good respiratory etiquette and hand hygiene. Users of city park facilities including outdoor fields are instructed to wash their hands frequently with soap and water for at least 20 seconds or use hand sanitizer that contains at least 60% alcohol in place of soap and water.

- Users shall be responsible for providing their own hand washing stations with soap and water or hand sanitizer.
- Spitting or eating seeds or similar products is prohibited.

Users shall cover coughs and sneezes with their sleeve or tissue and avoid touching their faces, in particular their mouths, nose and eyes.

→ Routinely clean and disinfect sports equipment and common touch areas when using City fields and facilities.

- Users are responsible for routinely cleaning and disinfecting their own equipment and common touch areas within the field/facility space that they use.
- Users are discouraged from sharing equipment. If sharing has to occur, groups are responsible for sanitizing equipment between each use.

→ Develop and Implement a Preparedness Plan

- Entities, associations, organizations, and clubs that provide organized youth and adult sports must adhere to the requirements set forth in Minnesota’s Executive Orders related to COVID-19, including development and implementation of a COVID-19 Preparedness Plan in accordance with applicable guidance for youth and adult sports. COVID-19 Preparedness Plans must be distributed and available for review by participants and their parents or guardians. See Appendix A for additional guidance.

## → Plan for Modifying Play

Users should be prepared to have plans in place to modify play should any of the following occur:

- A cluster of infections occur on a team.
- An inability to maintain COVID-19 prevention and response controls.
- An inability to track and/or isolate coaches, players, volunteers, staff, spectators, etc.
- Changes to public health official guidelines regarding group gatherings.

## **COMMUNICATION**

Each user group will be provided a copy of the City's plan. Communication will be ongoing and this plan will be updated as the COVID-19 environment changes. Communication of expectations will be done so through this plan.

This Plan shall be posted on the City website ([www.mendota-heights.com](http://www.mendota-heights.com))

## **AUTHORITY TO CHANGE OR MODIFY**

Circumstances related to COVID-19 are continuously changing and evolving. The City Council has approved this plan and authorized city staff to change or modify plan elements based on current statutes, rules, standards, guidelines and Minnesota's relevant Executive Orders related to COVID-19.

User groups are to monitor how effective the program has been implemented and carried out. User groups shall communicate any needs or adjustments to the Recreation Program Coordinator or the Assistant City Administrator. The City will continue to monitor and evaluate operations and procedures and make necessary changes to ensure the safety of users and residents.

## Appendix A:

### USER GROUP PREPAREDNESS PLAN REQUIREMENTS

Prior to playing, organized user groups are required to provide their COVID-19 Preparedness Plan to the City for approval. The plan must include and describe how the organization will implement, at a minimum, the following, in compliance with Federal, State, and local directives and guidance:

→ Infection Prevention Measures

- Describe how coach, participant, parent/guardian, and spectator concerns regarding COVID-19 have been addressed.
- Describe your organization's policy and protocols for informing coaches, players, parents/guardians and spectators if they have been exposed to a person with COVID-19. Include how your organization will protect the health status and health information of individuals.
- Self-monitoring and Ensuring Those That Are Sick Stay Home
  - Describe the organization's protocols and guidelines for addressing the requirements included in the State of Minnesota Industry Guidance for Youth and Adult Sports and Programming, including how your organization will address health screening and self-assessments.
  - Describe how members of your organization (e.g. coaches, volunteers, sport commissioners) have been trained to recognize the symptoms of COVID-19 and know how to act responsibly.
  - Describe communication protocols and the steps the organization will take if a player, coach or volunteer has been exposed or becomes ill with COVID-19 while participating in a youth or adult sport provided by your organization.
    - Describe how you will maintain contact information and team rosters, and support public health contact tracing efforts, if exposures occur
- Social Distancing
  - Describe how your organization will implement and maintain social distancing measures for coaches, players, parents/guardians, and spectators when using City fields and facilities.
- Personal Protective Equipment
  - Describe requirements for use of recommended personal protective equipment such as non-medical cloth face coverings, gloves, etc. by coaches, players, volunteers and spectators when attending a youth sport provided by your organization.
  - Describe how PPE will be provided and what will happen if PPE is unavailable to your group.

→ Group Size Limitations

- Describe how your group will work with group gathering limitations for each sport and facility used.
- Describe how your group will address protections and protocols to limit face-to-face interactions and support contactless play during practices and games.
- Describe how operational plans will fit the physical characteristics of each facility, include diagrams and plans for each facility regarding entrance and exit plans for players and spectators.
- Describe any modifications that will be made to where players, coaches, umpires/referees will stand to promote social distancing in games.
- Describe how warm ups will take place to prevent large group gatherings on the field.

→ Spectators

- Describe what steps you will take to ensure spectators are following social distancing guidelines, group size requirements, and what will be done if spectators do not follow the rules.

→ Cleaning and Disinfecting of Space and Equipment

- Describe how the organization will address the cleaning and sanitization of equipment, supplies and shared touch points.
- Describe how each player and coach's equipment will be kept separate and when not playing how social distancing will be enforced with players and coaches.

→ Insurance

- All groups must submit an updated copy of their insurance policy, naming the City of Mendota Heights as an additional insured, and it must cover issues arising out of the COVID-19 pandemic. A user's policy must not include an exemption that excludes transmittable diseases.

→ Communication of Group Preparedness Plans

A group's Preparedness Plan(s) must be distributed, available for review, and followed by workers, volunteers, participants, parents/guardians, and spectators.

- Describe how your group will communicate your COVID-19 Plan requirements and expectations to impacted parties (e.g. coaches, parents, players, spectators).
- Describe how your group will communicate your COVID-19 Plan to opposing teams.
- Describe who will be the designated individual that the City will maintain communication with, regarding COVID-19.
- Describe how your organization will ensure that all trainers and coaches understand your COVID-19 Preparedness Plan and related guidance.
- Plan must be posted on the organizations website.

## **Appendix B:**

### **HEALTH SCREENING QUESTIONS**

Per CDC/MDH guidelines, the following are health screening questions to ask when conducting self-assessments. If a coach or player answers yes to any of these questions, they should stay home or if on site will be sent home.

1. A new fever (100.4°F or higher), or a sense of having a fever?
2. A new cough that you cannot attribute to another health condition?
3. New chills that you cannot attribute to another health condition?
4. New shortness of breath that you cannot attribute to another health condition?
5. A new sore throat that you cannot attribute to another health condition?
6. New muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?
7. A new headache that you cannot attribute to another health condition?
8. New loss of smell or taste that you cannot attribute to another health condition?

## Appendix C:

### CLEANING AND DISINFECTING

[Source: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>]

Coaches shall practice routine cleaning of frequently touched surfaces (for example: benches, fences, etc.) with household cleaners and disinfectants that are appropriate for the surface, following label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions employees should take when applying the product, such as wearing gloves and making sure they have good ventilation during use of the product.

- **CLEANING** refers to the removal of germs, dirt and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- **DISINFECTING** refers to using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface *after* cleaning, it can further lower the risk of spreading infection.

#### How to Clean and Disinfect

- Hard (Non-porous) Surfaces
  - Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Coaches should consult the manufacturer's instructions for cleaning and disinfection products used. Clean hands immediately after gloves are removed.
  - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. For disinfection, most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available. Follow manufacturer's instructions for all cleaning and disinfection products for (concentration, application method and contact time, etc.).

## Appendix D:

### HAND HYGEINE

[Source: <https://www.cdc.gov/handwashing/when-how-handwashing.html>]

Hand washing is one of the best ways to protect yourself and your family from getting sick. Germs can spread from other people or surfaces when you:

- Touch your eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects
- Blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects

**During the COVID-19 pandemic, you should also clean hands:**

- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as fences, balls, equipment, etc.
- Before touching your eyes, nose, or mouth.

#### **Use Hand Sanitizer When You Can't Use Soap and Water**

You can use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

Sanitizers can quickly reduce the number of germs on hands in many situations. However, sanitizers do not get rid of all types of germs, and may not be as effective when hands are visibly dirty or greasy and might not remove harmful chemicals from hands like pesticides and heavy metals.

#### **Using Hand Sanitizer**

- Apply gel/liquid product to the palm of one hand (read the label to learn the correct amount). Rub your hands together.
- Rub gel/liquid over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.