

COVID-19 Preparedness Plan for the Winona Family YMCA

The Winona Family YMCA (YMCA) is committed to providing a safe and healthy workplace for all our workers, members, and guests. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by the CEO, who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. The YMCA's managers and supervisors have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. The YMCA is serious about safety and health and protecting our workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by: organizing a Reopening Committee to safely plan our reopening and new COVID-19 policies and procedures, solicited input from members through a newsletter survey, and added a feedback form (with an anonymous option) on our website.

The YMCA'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 workers stay home and prompt identification and isolation of sick persons;
- social distancing – workers must be at least six-feet apart;
- worker hygiene and source controls, including face coverings;
- workplace building and ventilation protocol;
- workplace cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices and protocol; and
- communications and training practices and protocol.

The YMCA 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 of 6 feet of social distance, max 25%, not to exceed 250 individuals for indoors and outdoors settings each. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- additional protections and protocols for customers, clients, guests and visitors;
- additional protections and protocols for face coverings and personal protective equipment (PPE);

- additional protections and protocol for access and assignment;
- additional protections and protocol for sanitation and hygiene;
- additional protections and protocols for work clothes and handwashing;
- additional protections and protocol for distancing and barriers;
- additional protections and protocols for managing occupancy;
- additional protocols to limit face-to-face interaction;
- additional protections for receiving or exchanging payment; and
- additional protections and protocols for certain types of businesses within an industry.

Ensure sick workers stay home and prompt identification and isolation of sick persons

Workers 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 workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

- Employees self-screen before coming to work using the MDH COVID-19 symptoms guide
- Employees have their temperature taken upon arrival to work by an automated thermometer kiosk
- Employees that experience any of the COVID-19 symptoms should notify their supervisor
- Employees that begin experiencing any of the COVID-19 symptoms while at work should notify their supervisor and end their shift as soon as possible without endangering themselves or others in their care

The YMCA has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Family Medical Leave Act (FMLA) is another option for paid time during illness. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. The YMCA reviews each request for special accommodations, including working remotely or in a different department.

The YMCA has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. The YMCA has a "COVID-19 Confirmed or Suspected Case Report Form" used to interview any staff that tests positive for COVID-19, or has been exposed to someone who has tested positive. This information is then used to notify any staff that meets the CDC definition of a 'close contact' during the infectious period of the person that tested positive for COVID-19.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. Names of individuals that have tested positive are not used in communication other than between the supervisor, HR and the CEO.

Social distancing – Workers must be at least six-feet apart

Social distancing of at least six feet will be implemented and maintained between workers, members and guests in the workplace through the following engineering and administrative controls:

- Taped Xs on the lobby floor to show where you should stand while you wait
- Chairs have been removed from social gathering and meeting areas
- Staff with the flexibility to do their work remotely are able to
- Directors and Coordinators have flexible work hours and can stagger their time in the building
- Reservation system and monitoring of membership scans are in place to ensure compliance with 25% capacity guideline for fitness centers
- Where possible the hallways and stairwells are one-way, with signage to remind people
- Signage is posted around the facility to remind staff and members to social distance
- Cardio and strength machines are spaced out or every other one is marked as unavailable if social distancing is not possible
- Plexiglass barriers are in place in areas with direct exchange
- Kitchen items have been removed (coffee service, silverware, napkins, plates, cups, mugs)
- Staff are offered masks, or they may wear their own. The proper way to wear face coverings is covered in reopening training
- Gloves are provided for certain cleaning shifts
- Facility has one-way entrance and one-way exit
- Work items should not be shared, but if used by more than one person are cleaned and disinfected between users
- Staff receive updates via email, Sling, and their reopening training. There is a feedback form (with an anonymous option) on our website
- Disinfectant spray bottles with rags, and additional hand sanitizer stations, are placed throughout the facility and office areas

Worker hygiene and source controls

Basic infection prevention measures are being implemented at our workplaces at all times. Workers 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, members and visitors are required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Signage is posted to remind people. Source controls are being implemented at our workplaces at all times. We have received several donations of PPE, and work closely with our cleaning company to stay informed on delivery times.

Workers, members 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. Workers, members and visitors are expected to dispose of tissues in provided trash receptacles and wash

or sanitize their hands immediately afterward. Respiratory etiquette is posted on signage and supported by making tissues and trash receptacles available to all workers and other persons entering the workplace.

Workplace building and ventilation protocol

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. Fans are not allowed in Group Fitness Studio. Lobby doors and exit doors are propped open when the weather permits to enhance air flow. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people.

Workplace cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, areas in the work environment, including restrooms, workout spaces, and meeting rooms. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, etc.

- High-touch areas are disinfected by custodial staff hourly, with a full cleaning every night
- Staff that use something not on the high-touch list are responsible for disinfecting, including computer to punch in/out of shift, printer/scanner/copier, microwave and fridge
- Upon receiving notice that an employee worked at the YMCA during their infectious period, a deep clean of the area is executed

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.

Drop-off, pick-up and delivery practices and protocol

Vendors dropping things off are asked to notify the YMCA in advance so we have a staff member available to escort them through the facility and keep the visit as short as possible. All vendors complete the health screening and temperature check before entering the facility.

Communications and training practices and protocol

The COVID-19 Preparedness Plan elements are communicated to all workers via the mandatory reopening training they complete online. Additional communication and training will be ongoing by email, Sling, and staff meetings.

Instructions will be communicated to all workers, including employees, temporary workers, staffing and labor-pools, independent contractors, subcontractors, vendors and outside technicians, members and visitors about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off, pick-up, delivery and general in-store shopping; 3) practices for hygiene and respiratory etiquette; 4) requirements regarding the use of face-coverings and/or face-shields by workers, members and visitors. All workers, members and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19, via signage.

Managers and supervisors are expected to monitor how effective the program has been implemented, and communicate successes, challenges and deficiencies in staff meetings or via email feedback. All management and workers 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 the YMCA management and the plan was posted throughout the workplace and made readily available to employees. It will be updated as necessary by the CEO as the plan administrator.

Certified by:

Janneke Sobeck | CEO | Winona Family YMCA | June 8, 2020