



GLEASON'S GYMNASTIC SCHOOL

COVID-19 PREPAREDNESS PLAN

Gleason's Gymnastic School is committed to providing a safe and healthy workplace for all our workers and customers. To ensure we have as 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, management, and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Gleason's Gymnastic School managers and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at Gleason's Gymnastic School. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by maintaining constant communication with key staff and inviting their input for the policies and procedures we have adopted in accordance to CDC and MDH regulations. We encourage open communication with our staff and customers in efforts to ensure a safe and healthy environment. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette
- engineering and administrative controls for social distancing
- cleaning, disinfecting, decontamination, and ventilation
- prompt identification and isolation of sick persons
- communications and training that will be provided to managers and workers
- management and supervision necessary to ensure effective implementation of the plan
- protection and controls for pick-up and drop-off
- communications and instructions for customers

SCREENING AND POLICIES FOR EMPLOYEES EXHIBITING SIGNS AND SYMPTOMS OF COVID-19

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.

- The temperature of each employee will be taken upon arrival at the facility. If this indicates an employee has a temperature over 100 degrees Fahrenheit or greater, the employee will be sent home if displaying and/or reporting any of the following symptoms: cough, shortness of breath, difficulty breathing, chills, muscle pain, headache, sore throat, and new loss of taste or smell.
- Employees are to contact management by phone if they are experiencing any symptoms or elevated temperature while at home. They will be asked to not come into work until they are symptom free for three days.

- If employees are experiencing symptoms at work, immediately notify management, gather all personal belongings, and avoid contact with all other individuals in the process. The employee is also required, to their best recollection, notify management of what areas they have personally come into contact with, so management can disinfect appropriately.

Gleason's Gymnastic School 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.

- If an individual is sick or has a household member who is sick, they will be responsible for notifying the manager of their absence.
- We will follow the protocol for quarantine provided by the CDC and Minnesota Department of Health.

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

- Management will instruct the employee to work with their manager in the rare event that working from home is a possibility.
- If the employee is unable to work from home, management will provide the employee with other options or unemployment information.

HANDWASHING

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 toilet. All customers and visitors to the workplace will be 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.

- Staff will wash/sanitize hands prior to entering the gym and at regular intervals.
- Doors that can be propped open will be. Door handles will be wiped and cleaned after uses.
- Hand Sanitizer stations throughout the building will be accessible and monitored for refill.
- Everyone will be required to sanitize/wash hands upon entering the gym. Coaches and athletes will also be required to wash prior to beginning practice and between events.
- The facility will have signage for proper handwashing etiquette located in each bathroom.

RESPIRATORY ETIQUETTE: COVER YOUR COUGH OR SNEEZE

Workers, customers 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, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers, customers and visitors.

SOCIAL DISTANCING

Social distancing of six feet will be implemented and maintained between workers, customers, and visitors in the workplace through the following engineering and administrative controls:

- Gleason's Gymnastics will be staggering the beginning and ending times of all group workouts to ensure limited exposure to others. Coaches will only be in contact with their specified group.

- All employee duties such as administrative, clerical, etc. can be done at home to ensure limited exposure to others.
- Drop Off/Pick Up is encouraged; No more than 1 adult per athlete in the building. Masks are always encouraged to be worn by the adults. Athletes and parents will use a separate entrance and exit to control physical distancing and traffic flow. The lobby will have no seating, tables, or coffee. Occupancy will be limited and monitored to comply with MDH guidelines. Parents that feel the need to stay and view will be told where to stand to control distancing and flow. While coaching, employee will be required to stay within specific areas to maintain physical distancing with all other athletes and coaches.
- Plexi-glass barriers are installed in areas where monetary transactions may take place.
- Athletes will be dropped off in the designated area and will be checked for their temperature prior to entering the building.
- Athletes and coaches will have physical markers throughout the gym to ensure proper distance between all individuals.
- All individual will exit through the designated area. (This will be a different location than the entrance)
- Gym occupancy will remain under 50%.
- All surfaces or shared spaces will be disinfected between uses. Each employee is responsible for disinfecting the workstation before and after use. All employees are expected to not share PPE and other work items unless necessary.
- Employees, customers, and visitors are encouraged to bring their questions and concerns to management. We strongly encourage the use of electronic methods of communication.
- All staff will be provided with cloth face coverings, gloves, and disinfectant. Staff is encouraged to wear a mask while in the facility and required to wear a mask when within 6 feet of another athlete or staff member.

CLEANING, DISINFECTION, AND VENTILATION

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, fitting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

- GLEASON'S staff will be cleaning at the completion of each workout. We will have a designated 15 minutes between groups to carry out all necessary cleaning protocol. CDC recommended products will be used to disinfect surfaces throughout the building.

If a staff member or participant in any gym activities learns that he/she has tested positive for COVID-19, the participant or, if a child, the participant's parent, should notify their coach or a manager as soon as possible.

1. Management Will Contact the Participant/Parent:

Obtain detailed information by asking the participant/parent the following questions:

- a. What date did the symptoms begin?
- b. Did you/the participant attend any activities 14 days prior to symptoms beginning up through your last day at the gym? If so, do you recall other participants/attendees at those activities?
- c. To the best of your recollection, what participants and employees have you/the participant been in close contact (within 6 feet) with during the 14 days prior to your symptoms starting? Please provide specific names if possible.

- d. To the best of your recollection, what areas of the building did you/the participant access within the 14-day window before symptoms appeared (gym areas, office rooms, printers, which restroom do you use, which building doors did they use).
- e. Did you/the participant visit any of the GLEASON'S facilities in the 14 days prior to your symptoms starting? If so, what areas were you in? Were you at any specific area? What doors did you use to access the building?
- f. What equipment do you use that is also used by others?

During the conversation, Management will also inform the participant/parent that:

- Per current CDC guidelines, they must not participate in any activities at the gym until the following have occurred:
 - For participant who experienced symptoms and tested positive:
 - It has been a minimum of 3 days (72 hours) since "recovery," defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 7 days have passed since symptoms first appeared.
 - OR
 - The participant has received a negative follow-up COVID-19 test (contingent on availability of tests).
 - For participants who had no symptoms but tested positive:
 - It has been 10 days since their positive test and have had no subsequent symptoms.
 - The participant must contact Management prior to their return to the gym.
 - Gleason's Gymnastic School will notify potentially exposed participants and employees (identified in questions b & c) immediately.
 - Management will reassure the infected participant or his/her parent that every effort will be made to protect their identity. They will not be identified by name as part of the notification process. The message to the potentially exposed individuals will be that they may have come into contact with someone at the gym who has tested positive for COVID-19.
2. Immediately close off areas identified where the parent/participant identified as having been present. See sections below for guidance on disinfection.
 3. Communicate with Infected Participant's Coach:
 - What equipment did the infected participant use?
 - Has the coach had close contact with the employee in the previous 14-day period?
 4. Contact the Applicable State Department of Health
 - While Gleason's Gymnastic School may not be required to contact any agencies, it is recommended to contact the applicable state department of health for guidance on necessary steps based on the agency's assessment of the situation. Prior to contacting this department, we must have the answers to questions a through f above. Any guidance given by the department should be taken in to account when implementing this policy.
 - If we cannot promptly reach someone immediately at the department of health, we may consider skipping this and moving forward with notifying identified participants/employees, and we should begin deep disinfection of identified areas within the building(s).

5. Communication to other GLEASON'S Employees:

- We will send out a communication on behalf of the management team to notify other non-affected employees.

6. Disinfection:

- Follow guidance provided by state department of health and CDC.
- Isolate potentially infected area where participant was regularly present until disinfection is completed.
- Wait 24 hours before disinfecting if possible, to minimize exposure of disinfection crew to droplets.
- Disinfect affected area per CDC disinfecting guidelines.
 - Check to ensure product is not past its expiration date
 - Cleaning staff required to wear PPE
- Once disinfection is complete, the area can once again be used.

Appropriate and effective cleaning and disinfectant 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.

Recommended products that are effective against COVID-19 such as (Lysol disinfectant spray, Clorox bleach, hand sanitizer, Uno, Bac-san, Clorox disinfectant wipes, etc.). These will be used in accordance to the recommended cleaning protocol from the CDC.

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.

- Exterior doors will be propped open when feasible to allow for increased air flow and reduced physical touch of handles.

COMMUNICATIONS AND TRAINING

This COVID-19 Preparedness Plan was communicated via email to all workers on June 6, 2020 and necessary training will be provided prior to their first day of employment. Additional communication and training will be ongoing by the management team and provided to all workers who did not receive the initial training. Instructions will be communicated to customers and visitors about: how drop-off, pick-up, delivery and in-store shopping will be conducted to ensure social distancing between the customers and workers; required hygiene practices; and recommendations that customers and visitors use face masks when dropping off, picking up, accepting delivery or in-store shopping. Customers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. Managers and supervisors are to monitor how effective the program has been implemented through the use of cleaning checklists and weekly check-ins. Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by Gleason's Gymnastics' ownership and was posted throughout the workplace on June 1, 2020. It will be updated as necessary.

Certified by:

David Kennedy

Larry Gleason

APPENDIX A – GUIDANCE FOR DEVELOPING A COVID-19 PREPAREDNESS PLAN

GENERAL

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Minnesota Department of Health (MDH): Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

BUSINESSES

CDC: Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC: General business FAQs – www.cdc.gov/coronavirus/2019-ncov/community/general-businessfaq.html

CDC: Building ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

HANDWASHING

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

RESPIRATORY ETIQUETTE: COVER YOUR COUGH OR SNEEZE

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

MDH: www.health.state.mn.us/diseases/coronavirus/prevention.html

SOCIAL DISTANCING

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

HOUSEKEEPING

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency: www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

EMPLOYEES EXHIBITING SIGNS AND SYMPTOMS OF COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

MDH: www.health.state.mn.us/diseases/coronavirus/basics.html

MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf

State of Minnesota – <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

TRAINING

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/about.pdf