

COVID-19 Preparedness Plan for Rochester Running Club

Rochester Running Club is committed to providing a safe and healthy environment for all our members, volunteers, and participants in club sponsored events. To ensure we have a safe and healthy environment in all club sponsored events Rochester Running Club has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Rochester Running Club Board directors, members, volunteers, and club sponsored event participants are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our club sponsored events and communities, and that requires full cooperation among our members, volunteers and club sponsored event participants. Only through this cooperative effort can we establish and maintain the safety and health of our members, volunteers, club sponsored event participants, and event venue communities.

The COVID-19 Preparedness Plan is administered by the Rochester Running Club Board of Directors, who maintains the overall authority and responsibility for the plan. However, members, volunteers, and participants in club sponsored events are equally responsible for supporting, implementing and complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. **Rochester Running Club** board directors have our full support in enforcing the provisions of this policy.

Our members, volunteers and club sponsored event participants are our most important assets. Rochester Running Club is serious about safety and health and protecting our members, volunteers and club sponsored event participants safe while participating in Rochester Running Club sponsored activities.

Rochester Running Club COVID-19 Preparedness Plan follows the 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 members, volunteers and event participants stay home and prompt identification and isolation of sick persons
- social distancing – members, volunteers, and club event participants must be at least six feet apart
- hygiene and source controls; including face coverings
- event location cleaning and disinfection protocol
- drop-off and pick-up practices and protocol
- communications and training practices and protocol

Rochester Running Club has reviewed and incorporated the guidance applicable to our business provided by the state of Minnesota for the development of this plan. Other conditions and circumstances included in the guidance and addressed in the plan that are specific to our business include:

Reference: Version 7 22 2020

https://www.dli.mn.gov/sites/default/files/pdf/COVID_19_business_plan_template.pdf

- additional protections and protocol for managing occupancy at events;
- additional protocols to limit face-to-face interaction;
- additional protections for receiving or exchanging payment.

Ensure sick members, volunteers and club sponsored event participants stay home and prompt identification and isolation of sick persons

Members, volunteers and club sponsored event participants 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 members, volunteers and club sponsored event participants health status prior to participation in club sponsored activities and for members, volunteers or club sponsored event participants to report when they are sick or experiencing symptoms.

Policy: Members, volunteers and club sponsored event participants will be required to complete a COVID-19 screening questionnaire prior to participation in all club sponsored activities. Members, volunteers and club sponsored event participants will be instructed to stay at home and refrain from attending club events if they are feeling sick or experiencing any symptoms of COVID-19.

Rochester Running Club has implemented policies that promote members, volunteers and club sponsored event participants 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.

Policy: Rochester Running Club requires members, volunteers and club sponsored event participants to stay at home when they are sick, when members of their household are sick, or when they have been requested by a health care provider to isolate or quarantine themselves or a member of their household. Rochester Running Club will do a temperature check on volunteers upon arrival for their volunteer shift.

Rochester Running Club has implemented a policy for informing members, volunteers and club sponsored event participants if they have been exposed to a person with COVID-19 at a club sponsored event and request them to quarantine for the required amount of time.

Policy: Rochester Running Club requires all members, volunteers and club sponsored event participants to complete a COVID-19 pre-screening questionnaire prior to participating in all club activities. This questionnaire will require notification to Rochester Running Club if the member, volunteer or club sponsored event participant learns they have tested positive for COVID-19 within 14 days of attendance at a club event. Rochester Running Club will communicate to all members, volunteers and event participants who were in attendance of said event of possible exposure to COVID-19.

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In addition, a policy has been implemented to protect the privacy of members, volunteers, and event participants' health status and health information.

Policy: Rochester Running Club will follow HIPAA guidelines as respects any health information obtained through the Pre-screening questionnaire on members, volunteers, or event participants during club activities and club sponsored race events.

Social Distancing

Social distancing of six feet will be implemented and maintained between members, volunteers and club sponsored event participants through the following engineering and administrative controls:

Race Events Policy: Staggered start times or other similar measures will be used to assure race event participants are able to maintain a safe social distance from other participants in starting corrals, along the race route and at the finish line area. Signage will be posted at all race events to maintain social distance and markings will be placed in start corrals and finish line areas to indicate the 6 feet social distance. Announcements will be made throughout the race event reminding participants to maintain social distancing. Face masks will be required prior to race start and at race conclusion. No gathering prior to or after race event will be allowed. Face masks will be available for participants who fail to bring their own.

Club Activities Policy: Staggered start times or other similar measures will be used to assure club activity participants are able to maintain a safe social distance from other participants. Signage will be posted at all club activities to maintain social distancing and markings will be placed at club activities to indicate the 6 feet social distancing. Announcements will be made throughout the club activity reminding participants to maintain social distancing. Face masks will be required to be worn when participants are not engaging in physical activities such as walking or running. Face masks will be available for participants who fail to bring their own.

Hygiene and source control

Basic infection prevention measures are being implemented at our club sponsored activities and events at all times. Members, volunteers and club sponsored event participants will be required to wash their hands for at least 20 seconds with soap and water or sanitize their hands prior to or immediately upon arriving at club sponsored activities or events. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) will be provided at entrances and locations in the club event venue so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Policy: Hand washing stations will be provided at club sponsored race events. Sanitizers of greater than 60% alcohol will be also be provided at all club sponsored activities and events. Signs stating this handwashing policy and/or sanitizer use will be displayed at all club sponsored activities and events.

Members, volunteers and club sponsored event participants 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

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particular their mouth, nose and eyes, with their hands. Members, volunteers, and club event participants are expected to 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 members, volunteers and club sponsored event participants.

Policy: Signs stating this respiratory etiquette policy will be displayed at all club sponsored activities and events.

Cleaning, disinfection, and ventilation

Regular practices of cleaning and disinfecting have been implemented including routine cleaning and disinfecting of surfaces, equipment, and areas in club activity environments.

Policy: All equipment used in club activities and events will be cleaned and disinfected prior to use using approved disinfectant cleaning products and high touch areas will be cleaned every 15 minutes throughout the planned activity. Any items touched by participants will be sanitized before being allowed to be used again. Pens will be single use and require sanitization prior to being used again.

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.

Most club activities are outside activities and natural outdoor ventilation will provide adequate ventilation.

Drop-off and pick-up practices and protocol

Event packet distribution will be drive up only with all items pre-packaged. Volunteers will wear required PPE.

Event participants will be asked to report no earlier than 10 minutes prior to their scheduled start time.

Communications and training

This COVID-19 Preparedness Plan was communicated to all members through membership email distribution list and posted on rochesterrunningclub.org website and necessary training was provided. Additional communication and training will be ongoing to volunteers and club sponsored event participants prior to event dates and provided to all members who did not receive the initial training. Instructions will be communicated to members, volunteers and club sponsored event participants regarding use of face masks and social distancing when participating in club sponsored activities or events.

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Instructions are provided to members, volunteers, and event participants about protections and protocols, including 1) social distancing protocols and practices, 2) practices for hygiene and respiratory etiquette, 3) requirements regarding the use of face-coverings and/or face shields by members, volunteers, and club sponsored event participants. Members, volunteers and event participants will be advised not to attend clubs sponsored activities or events if they are experiencing symptoms or have contracted COVID-19. This will be communicated in pre-race communication, on Social Media and on the club website; rochesterrunningclub.org.

Protections and protocol for managing occupancy at events

Rochester Running Club will adhere to Stay Safe MN guidelines for maximum occupancy for both outdoor and indoor events. Race events will use staggered start corrals with no more than 25 persons per corral not to exceed 250 people in total attendance.

1. Occupancy of any indoor space must not exceed 50 percent of the normal occupant capacity as determined by the fire marshal, with a maximum of 250 people in a single self-contained space.
2. Occupancy of any outdoor space must ensure that the number of customers at any one time is limited to the number for whom physical distancing of 6 feet can be maintained between tables, not to exceed 250 people.

Protocols to limit face-to-face interaction

Online registration is the recommended method for registration for all club events. Packet pick-ups will be drive through to limit face to face interaction.

Protections for receiving or exchanging payment

Online payment is encouraged and is the preferred method of payment. Any cash or coin money exchanged as payment will be sprayed with at least a 70% alcohol solution and dried before being given as change.

Rochester Running Club board directors are to monitor how effective the program has been implemented by providing oversight at club activities and events. Communication with race directors of club sponsored races will be required prior to event and again post event. Board directors and members are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by the **Rochester Running Club Board of Directors** and was posted on rochesterrunningclub.org and communicated to all active members through our Constant Contact email list. This plan will be updated as necessary.

Certified by: Dale Pfrimmer, **Rochester Running Club Board President**

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