

# **COVID-19 Preparedness Plan for: Twin Cities Obedience Training Club (TCOTC)**

TCOTC is committed to providing a safe and healthy workplace for all our participants, including employees, instructors, assistants, volunteers and students. To ensure our club is as protected as possible, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Everyone is responsible for implementing this plan as rigorously as possible to protect everyone's health. Our goal is to mitigate the potential for transmission of COVID-19 in our Club, and that requires full cooperation from everyone. Only through this cooperative effort can we establish and maintain the safety and health of TCOTC.

Employees, instructors, assistants, volunteers and students are responsible for implementing and complying with all aspects of this Preparedness Plan. TCOTC employees, instructors, assistants, volunteers have the full support of the TCOTC Board of Directors in enforcing the provisions of this policy.

You are our most important asset. We are serious about safety and health and keeping everyone working at TCOTC. Your involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved many people in this process including the Board of Directors, instructors, front desk, members, volunteers, management, assistants as well as outside resources such as an Infectious Disease specialist, cleaning partners and repair people. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses the following sections:

- Screening and policies for employees exhibiting signs and symptoms of COVID-19
- Handwashing
- Respiratory etiquette: Cover your cough or sneeze
- Social distancing
- Communications and training
- Housekeeping

We greatly appreciate everyone's participation and patience as we navigate these uncharted waters. Please do not hesitate to bring concerns and questions forward. Thank you for being a willing part in the solution for TCOTC.

## **Screening and policies for employees and members exhibiting signs and symptoms of COVID-19**

TCOTC employees and club members 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 the health status of workers and club members prior to entering the facility. These policies and procedures also provide a means for workers and club members to report when they are sick or experiencing symptoms.

TCOTC employees and club members have been provided with information about COVID-19. They are expected to report any exposure warranting quarantine. Employees know that they may need to have their work adapted due to underlying conditions that they or family members may have. Club members understand that they may be asked to stay at home if they have been exposed. Both employees and club members know that if they become ill while at the

facility, they will need to return home as soon as possible and that they will need to be isolated at the facility until they are able to return home.

Employees must report any symptoms or exposure to the Executive Director and/or their immediate department head. Club members scheduled to be at the facility should report symptoms or exposure via COVID link on TCOTC website or directly to the Executive Director.

Employees and club members who are planning to come to the facility will be expected to complete a self-screening procedure provided on the COVID link on the TCOTC website prior to leaving home or immediately upon arrival (before beginning to work or entering a class) at TCOTC. The self-screening will include the following questions regarding symptoms:

- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Gastrointestinal symptoms like nausea, vomiting, or diarrhea.
- Cough

Employees and club members will be asked to leave or refrain from entering the facility if their response to any question is positive. If a worker or club member is unable to leave immediately, he or she will be isolated in one of the restrooms until it is possible to leave. Signage will inform others that the restroom is unavailable and the second restroom will be designated “unisex” with only one person using it at a time. The restroom that was used to isolate the affected individual will remain closed until it has been thoroughly cleaned.

Privacy of staff and members is of utmost importance. Personal information will not be shared and staff education will include information around maintaining data privacy. All staff is expected to maintain the personal privacy of members and staff.

Twin Cities’ Obedience Training Club (TCOTC) 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.

As a nonprofit club, TCOTC is governed by a volunteer board of directors and has a small number of paid staff. The TCOTC Executive Director position is a full-time salaried position. Part-time positions include Member Services Manager, Financial Officer, Obedience Department Head, Agility Department Head, Therapy Department Head, training staff and custodial staff.

The full-time Executive Director contract provides a health insurance stipend and paid leave per schedule A of employment contract and meets criteria for use of the Family Medical Leave Act.

Part time administrative and training staff are reimbursed according to the hours worked and do not receive benefits. Non-salaried employees are eligible for paid sick leave under the Minneapolis Sick and Safe Time Ordinance.

Employees with underlying medical conditions or those who have household members with underlying health conditions may work from home using virtual tools when possible or may be excused from their employment by the board. If excused, they are considered to be on furlough and will be welcome to return to their positions when the emergency situation has been resolved.

TCOTC has also implemented an exposure communication plan for informing members and staff if they have been exposed to a person with COVID-19 at the Club facility, requiring them to quarantine for the required amount of time. The Executive Director and the department heads will work together to monitor reports of exposure to COVID-19. The Executive Director and department heads will then immediately inform other staff and club members who may have had contact with the exposed individual. Exposed staff members are expected to share positive test results with the Executive Director and their department head. The name of the individual involved will remain confidential, but those who are known to have been in contact with that person will be informed of the exposure.

Only club members actively handling their dogs in a class or having a role at the facility that day will be admitted to the building and attendance will be taken at every class. Staff schedules will be recorded. This information will be used to provide data regarding who may have been in contact with the exposed person(s).

## **Handwashing**

Basic infection prevention measures are being implemented at TCOTC at all times. TCOTC staff, visitors, and students are instructed to wash their hands for at least 20 seconds with soap and water or hand sanitize frequently throughout the time at TCOTC, but especially at the beginning and end of their time at TCOTC, prior to moving from one class to another, and after using the toilet. All visitors to TCOTC will be required to use hand sanitizer or wash their hands prior to or immediately upon entering the club. There are hand-sanitizer dispensers throughout the club containing 60% or greater alcohol sanitizer which can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. There are three sinks located toward the back of the club, one in each of the bathrooms and one in the storage area of agility annex that can be used for washing hands while at the club. TCOTC is requiring these procedures for help in keeping those at TCOTC safe and to prevent the spread of any virus.

## **Respiratory etiquette: Face Covering Required**

Anyone entering the facility will be required to wear a face covering that covers their nose and mouth to provide additional protection from airborne particles.

Workers 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 the trash 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 and visitors. Appropriate respiratory etiquette will be included as part of staff/instructor training. In addition, respiratory etiquette posters will be located throughout the facility.

## **Social Distancing**

Social distancing is being implemented at TCOTC through the following controls:

- Smaller class sizes to accommodate maintaining a minimum 6' distance between students and instructors.
- Additional signage reminding students to keep themselves and their dogs 6' from other people and dogs. All dogs must be kept on a short leash.
- Staggered class start times to avoid crossing paths with others entering/exiting the building.
- Barriers between students and front desk staff as well as between work stations.

- Additional barriers in the agility annex to separate classes.
- Agility students will be required to bring their own crates to class.
- Minimizing use of shared obedience equipment. Class supply lists will be provided to students prior to class start date.
- Disinfectant and gloves provided to use as needed.
- Hand sanitizer provided throughout the building.
- Eliminating additional handlers / guests to classes. An exception will be made for handlers under 18 who can be accompanied by a parent or guardian.
- Staff will be prohibited from using other workers' work stations at the front desk during a shift.
- Touch free purchasing from our store, online ordering and prepayment available for pickup during operating hours.
- Updated procedure to have students proceed directly to class for check in rather than check in at desk.

## Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, and areas in the work environment, including restrooms, lobby and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, copy machines, etc. TCOTC's custodial staff will maintain a regular cleaning schedule for the facility, including bathrooms, floors, chairs, light switches, door handles and high traffic surfaces.

If a staff member or student has a confirmed case of COVID-19, TCOTC will clean all areas used by the infected person, such as bathrooms, common areas, shared electronic equipment and other high-touch surfaces. Workers without close contact with the person who is sick can return to work immediately after cleaning. If it has been more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

## Communications and training

Staff and members will be informed of any known exposures per the following exposure communication plan. TCOTC has implemented an online, secure method for individuals to contact the club to report they have tested positive for COVID-19. The privacy of any individual using this service is of utmost importance to TCOTC and the information will be tracked exclusively by the Executive Director. In the event of an exposure report, the Executive Director will communicate to affected staff and members via email informing them that there has been exposure at the club. TCOTC will maintain staff schedules and class attendance records which can be used for contact tracing. This information will be provided Minnesota Department of Health if required for the purpose of community contact tracing.

In the event of a confirmed COVID-19 diagnosis, TCOTC will cancel the class attended by the affected individual for one week, resuming on the 15<sup>th</sup> day after the initial exposure. The Minnesota Department of Health will be consulted for additional recommendations regarding cleaning, closure and communication. If there are any discrepancies between this policy and Department of Health recommendations, Department of Health guidelines will supersede the policy.

Staff training related to COVID-19 will be documented and attendance will be tracked to confirm all staff working at the facility have been trained. Training discussion will include but is not limited to the following:

- Standard practices outlined in this plan.

- Information regarding rights of Staff and the rights of others in regard to the Americans with Disabilities Act and HIPPA privacy policies
- Reporting processes required if staff or members become ill with COVID-19
- Screening procedure and policies for employees regarding signs and symptoms of COVID-19
- How to maintain necessary respiratory etiquette and appropriate hygiene
- Updated cleaning requirements and responsibilities
- Cleaning of specific training equipment and specific class cleaning requirements
- Custodial training on upgraded cleaning requirements
- Vacuuming guidance per the Centers for Disease Control and use high-efficiency particle air (HEPA) filters

A training record has been created and will be maintained to assure all staff stay current on any changes or updates to this Preparedness Plan.

<b>Rev</b>	<b>Changes Made</b>	<b>By</b>	<b>Date</b>
A	Release	KJR	5/26/2020
B	Update per epidemiologist feedback	KJR	6/9/2020
C	Update Housekeeping and Communication sections, delete staff cleaning tables	KJR	8/10/2020