



## COVID-19 Preparedness Plan for HERO Training Center

The HERO Center 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. The HERO Center manager has Facility Operations Committee's (FOC) full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety, health and keeping our employees working at the HERO Center. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by allowing them to provide necessary feedback regarding concerns or problem areas defined by staff. The HERO Center solicits the feedback and suggestions from any staff member, worker, or visitor to ensure a safe environment for everyone. All appropriate suggestions have been implemented and integrated into our plan. 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, 20-56, & 20-81 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; and
- management and supervision necessary to ensure effective implementation of the plan.
- protection and controls for pick-up, drop-off and delivery.
- communications and instructions for customers.

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

Employees 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 employees' health status prior to entering the workplace and to report when they are sick or experiencing symptoms. Employees are to notify their direct supervisor if they do not feel well. If employees have any of the symptoms described below and/or have tested positive for COVID-19, you must inform your supervisor or designee immediately, leave immediately if you are at work, and do not return to work unless and until the guidelines below are met. Employees who are at or report to work under these circumstances will be sent home in accordance with these health guidelines. We may request appropriate information related to these items from any employee before reporting to work and documentation from an ill employee before such employee may return to work.

The HERO Center (follows the City of Cottage Grove policies) 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. Employees may use the paid leave policy if they are:

1. subject to a federal, state or local quarantine or isolation order related to COVID-19;
2. advised by a health care provider to self-quarantine due to COVID-19 concerns;
3. experiencing COVID-19 symptoms and seeking medical diagnosis;
4. caring for an individual subject to a federal, state or local quarantine or isolation order or advised by a health care provider to self-quarantine due to COVID-19 concerns.
5. caring for the employee's child if the child's school or place of care is closed or the child's care provider is unavailable due to public health emergency; or
6. experiencing any other substantially similar condition specified by the Secretary of Health and Human services in consultation with the Secretary of the Treasury and the Secretary of Labor.

For the purpose of this paid leave policy, COVID-19 symptoms are:

A combination of a fever at or above 100 degrees Fahrenheit, coughing and/or shortness of breath. If you will not have a COVID-19 test to determine if you are still contagious, you can return to work after these three things have happened:

- You feel better and your symptoms, such as cough and shortness of breath, are better, **AND**
- At least 10 days have passed since your symptoms first appeared, **AND**
- You have not had a fever for at least 24 hours **without** the use of fever-reducing medicine.

If you need to take leave under this policy, we are asking you to communicate this to your Department Director as soon as feasible. Payroll has set up a COVID-19 pay code to use. Department Directors are responsible for appropriate administration of this policy. Please contact Ashley Frosch for any assistance you may need. It may be appropriate in certain situations to allow individual employees more than 80 hours of paid leave under this policy. Employees, in consultation with their department director, should discuss their situation with City Administrator Levitt for review and approval. In addition, the federal law provides for Emergency FMLA leave. This leave covers 12-weeks(480 hours)of paid leave for an employee who is unable to work or telework to care for the employee's child (under 18 years of age and children over 18 with an ADA-covered disability) if the child's school or place of care is closed or the childcare provider is unavailable due to a public health emergency. Under this leave, the first 80 hours will be paid using the above referenced leave. Once those 80 hours are exhausted, employees will be paid two-thirds of their regular weekly wages. Employees may choose to use their accrued Annual Leave and compensatory time for the other one-third. The federal law does not include emergency responders, but the City of Cottage Grove policy includes emergency responders that accrue Annual Leave. The City reserves the right to revoke this policy for emergency responders in the event of a staffing shortage. If you need to take leave under this FMLA leave, we are asking you to communicate this to your department director as soon as feasible. You will use the same COVID-19 pay code as referenced above. Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions have been implemented (as indicated above).

The HERO Center (via City of Cottage Grove) 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.

In addition, a policy has been implemented to protect the privacy of employees' health status and health information.

## Handwashing

Basic infection prevention measures have been implemented at our workplace. Employees 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.

Hand sanitizer stations have been placed in several locations throughout the facility. All restrooms have necessary supplies for proper hand washing.

## Respiratory etiquette: Cover your cough or sneeze

Employees, 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 employees, customers, and visitors. Signs have been posted in the facility reminding guests of proper safety precautions. Added 7/25/2020, all guests are required to wear masks under executive order 20-81 unless the individual qualifies under an exemption to the mask requirements.

## Social distancing

Maintain a distance of at least 6-feet from other employees, customers and visitors. Any gathering of employees in the same area which includes 10 or more employees, even if 6 feet apart, is discouraged at this time. Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use. Use telephone and video conferencing instead of face-to-face meetings as much as possible during this outbreak.

All conference rooms may be used by employees provided:

- 6' physical distancing can be maintained.
- Meeting participants wear a face mask.
- Employee(s) who used the room clean and disinfect the area directly after a meeting.

## 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. Cleaning will be done daily by a City contracted professional cleaning company. All door handles, counters, and tables will be wiped down and disinfected. Professional commercial grade disinfectants will be used that kill viruses, bacteria, and other

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contaminants. If a visitor becomes symptomatic or is diagnosed with COVID-19, any staff or individual present on the day in which this symptomatic person was at the HERO Center will be notified of the possible exposure and to follow the CDC recommended guidelines.

Appropriate 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. 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. All air handling units are functioning per the manufacturers recommended guidelines and per the industry recommended requirements which includes the use of outside air.

Classroom spaces have been modified with the removal of chairs to maintain social distancing in the classroom. Any individual in attendance in a class should wear a mask (if still applicable under executive order 20-81). Classroom space size has been cut in half to maintain proper distancing. For example: the 50-seat classroom is now 25, and the 120-seat classroom now seats 60.

The shooting range stall booths will be disinfected between each use by a Range Safety Officer. When in use by a law enforcement agency, they will be disinfected by the range safety officer from that agency. Supplies are made available in the range booth area or upon request. Areas to be cleaned are considered high-touch areas which includes door handles, station tray tables, touchscreens and any counter space utilized. All facilities will be further disinfected at the end of the day. The range stalls have dividers between each shooter and the range ventilation maintains negative pressure which pulls the air away from the shooting line towards the range trap. The air is then circulated through a HEPA filtration system with a mixture of outside air for a clean air environment.

The Mats room will be cleaned after each use with a commercial grade disinfectant. All mats surfaces will be wiped down and an electric floor cleaner is used on the floor mats. All wall mats will be wiped down with a commercial grade disinfectant designed specifically for vinyl mats. The following plan has been implemented for government agencies with mandatory training which requires close quarters or use of the Mats room. The inherent risk of death or great bodily harm to a law enforcement officer or a public member is dependent upon proper training that officers receive as required by State mandate under the area of use of force training or response to resistance training. Any course that trains or further protects officers and the community should not be delayed and the following steps should be taken while using the mats room:

1. All personnel will wear face covering and practice social distancing (except for those instances, if applicable, expressly exempted within the order 20-81).
2. All personnel in attendance will be medically pre-screened via email and then screened again for symptoms, to include a temperature check, upon entry to the facility.
3. All attendees will sign a standard COVID-19 liability waiver, in the legal interest of those in control of the facility and our training. The waiver is provided by the HERO Center or training organization using the facility.
4. All students will be grouped into pods of no more than 4 - 5 personnel, intra-agency when possible, in order to further mitigate the potential spread of infectious disease. These pods will apply to all portions of the training, in and out of the classroom. No student will have physical contact with another outside of their assigned pod.
5. We will enforce strict personal hygiene measures, frequent handwashing, and decontamination of all training areas and aids prior to use. Any students, instructors, observers, and guests in violation of our hygiene and sterilization practices will be given one verbal warning and asked to leave upon further violation.

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6. Paragraph 10 of the order "***Circumstances where mandatory face covering may be temporarily removed.***" Contains a few instances which most closely pertain to a use of force type training.

Sub-para a. "When participating in organized sports in an indoor business or indoor public space while the level of exertion makes it difficult to wear a face covering."

Sub-para b. "When exercising in an indoor business or public space such as a gym or fitness center, while the level of exertion makes it difficult to wear a face covering, provided that social distancing is always maintained."

Sub-para e. "During activities, such as swimming or showering, where the face covering will get wet."

Sub-para k. "When a public safety worker is actively engaged in a public safety role, including but not limited to law enforcement, firefighters, or emergency medical personnel, in situations where wearing a face covering would seriously interfere in the performance of their public safety responsibilities."

Note: No person in attendance will be required to remove face coverings or decrease social distancing to less than six feet, even when these actions would be expressly allowed within the order 20-81.

The Training simulator weapon systems will be wiped down after each use with an approved disinfectant for training weapons. Proper distancing can be maintained in the simulator room given the size. Participant and instructor should maintain 6-feet of distance and wear a mask as required, unless exempt under order 20-81.

The Reality Based Training (RBT) areas will be wiped down on surface areas in which participants would be operating door handles or any tools used to move the wall systems. Participants should follow their agency guidelines when training in this environment and should wear a mask (while required by order 20-81) unless exempt under executive order 20-81.

## Communications and training

This COVID-19 Preparedness Plan was communicated via email, posted on City wide Intranet site and posted publicly within each facility to all workers 5/13/2020 and necessary training was provided. Additional communication and training will be ongoing via the City website and Intranet site for staff 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. All the rules and guidelines have been posted on our website for visitors. This COVID-19 Preparedness Plan has been completed by The HERO Training Center management and was posted throughout the workplace 6/1/2020 and updated 7/25/2020. It will be updated, as necessary.

Certified by:



HERO Center Manager | 651-458-2812 or by email: [Danselment@herocentermn.org](mailto:Danselment@herocentermn.org)

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# 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](http://www.cdc.gov/coronavirus/2019-nCoV)

Minnesota Department of Health (MDH): Coronavirus – [www.health.state.mn.us/diseases/coronavirus](http://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](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

CDC: General business frequently asked questions – [www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

CDC: Building/business ventilation – [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://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](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

MDH: Health screening checklist – [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: Materials for businesses and employers – [www.health.state.mn.us/diseases/coronavirus/materials](http://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](http://www.dli.mn.gov/updates)

Federal OSHA – [www.osha.gov](http://www.osha.gov)

## Handwashing

MDH: Handwashing video translated into multiple languages – [www.youtube.com/watch?v=LdQuPGVcceg](http://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](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

CDC: [www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

## Social distancing

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

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## Housekeeping

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://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](http://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](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

Environmental Protection Agency (EPA): [www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://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](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/returntowork.pdf](http://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](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

Federal OSHA: [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)



# COVID-19 FACILITY USE GUIDELINES FOR HERO TRAINING CENTER

## APPLIES TO GOVERNMENT AGENCY(S) & PUBLIC USE - Effective 7/25/2020

### 1.) General Use

- a. If you are sick or have COVID-19 symptoms, please do not use the HERO training Center.
- b. Keep 6 feet of space between yourself and other participants, avoid congregating in areas with others and consider using our outdoor patio for lunch/breaks as well
- c. Wash hands often.
- d. Cover coughs and sneezes.
- e. Mask/facial covering use is at the individual's discretion.
- f. Limit main lobby restroom use to 3 people at a time.
- g. All visitors should bring their own mask. ***Mask are available for a small fee.***

### 2.) Classroom Use

- a. Per Executive Order 20-81 masks are required unless you qualify under the **Exempt Individuals (Section 8a)** or under **Section 10 - Circumstances where mandatory face coverings may be temporarily removed.**
- b. Chairs have been removed from the classrooms to assist in keeping proper distance from each participant. Participants should not add chairs to the tables without maintaining proper distance of 6 feet.
- c. Keep 6-feet of space between yourself and other participants.
- d. For larger groups (acting in compliance under Executive Order 20-48), should consider booking both classroom A & B to ensure adequate spacing between all participants and instructors. Classroom A & B when combined can hold 60 people while still allowing 6 feet of space between each person. Individually, classroom A or B now seat 30 people with chairs removed to allow for proper distancing in the classroom. Classroom C will seat 16-20 people with 6 ft. of space.
- e. Any meals provided during class shall be individually packaged and no buffet style meals allowed.
- f. Beverages should be individually packaged and not be shared from larger bottles or containers (i.e. 2-liter bottle or to-go coffee packs). Commercial coffee pots are available for use and individual cups are also available. Any individual using the coffee dispenser should only dispense coffee while using a provided napkin or small serving paper to press the dispenser button to fill their individual cups with the napkin and then dispose of the napkin after use.

### 3.) Gun Range Use *(see Gov. Walz Executive Order 20-48, 20-56 & 20-81)*

- a. Masks are required when inside the building and may only be removed once at your shooting stall station. Each stall has a glass divider between each participant to accommodate under Executive Order 20-81.
- b. Participants may shoot from any individual shooting stall. The range stalls have glass partition dividers between each shooter and negative pressure range ventilation pulling the air away from the shooters.
- c. Instructors should not stand directly behind participants, instead stand behind an empty shooting lane as the air is drawn down range or maintain proper distancing.

***Note: the range has a HEPA filter air system that pulls air down range, away from shooters.***

NOTE: These guidelines and recommendations do not supersede HERO owner or contracting agency's department-specific or job-specific policies, guidelines, or recommendations.