

Union Arena Community Center



COVID-19 Master and Training Plan

The Union Arena Community Center is committed to providing a safe and healthy facility for all our staff and customers. To ensure that, we have developed the following Master and Training Plan in response to the COVID-19 pandemic. We are serious about safety and health and keeping our staff working at the Union Arena Community Center. All employees have shared input and are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and only through this cooperative effort can we establish and maintain appropriate safety and health protocols for all.

Our plan follows Centers for Disease Control and Prevention (CDC), Vermont State guidelines (ACCD) and Federal OSHA standards related to COVID-19, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- 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.

The following has been approved by:
Union Arena Board of Directors

A handwritten signature in black ink, appearing to read "R. Longfield".

Ryan Longfield
Board President

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. At any point should an employee show signs of illness they are to report it to their supervisor and either not come in to work or leave work as soon as it is possible. Union Arena also promotes workers staying at home when their household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions will be implemented.

Should any Union Arena employee or known guest be officially diagnosed with COVID-19 Union Arena management will contact by phone and by email any and all workers who may have been exposed. The privacy of workers' health status and health information will continue to be protected. The identity of anyone being officially diagnosed with COVID-19 will be kept private under penalty of HIPAA law and loss of employment.

Handwashing

Basic infection prevention measures are always being implemented at our workplaces. 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. Union Arena is providing clearly marked hand-sanitizer dispenser stations (that use sanitizers of greater than 60% alcohol) at strategic locations in the facility. They can be used for hand hygiene in place of soap and water, if hands are not visibly soiled. These stations, in addition to existing bathrooms, will include clear instructions for use

Respiratory etiquette: Cover your cough or sneeze

Staff and visitors are being instructed to cover their mouth and nose with their mask, 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. COVID-19 "Cough and Sneeze" posters will be posted in numerous clearly visible common area locations around the facility.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

Groups and teams will be limited in the building and on the ice. Start times for all activities will be staggered to prevent overlap in arrival and departure. All organized groups are asked to have and submit their own internal policy regarding social distancing to Union Arena for our approval and certification.

Staff are asked to work from home whenever possible. When working in the facility workers are required to wear a mask and gloves (when necessary) and adhere to social distancing policy whenever possible and appropriate.

Workers and visitors are prohibited from gathering in groups, confined areas and from using other workers' personal protective equipment and other personal work tools and equipment.

Housekeeping

Regular housekeeping practices have been implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms and public spaces. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, etc. Staff will conduct regular cleaning of all high touch areas. If additional spaces are offered to the public, they will be disinfected between groups.

Communications and training

This Master Plan has been communicated to all employees and necessary trainings and procedures have been conducted. Additional communication and training will be ongoing. A copy of this document appears on our website. The Director and Assistant Director are to monitor how effective the program has been implemented by performing weekly check-ins with employees. Management and workers are to work through this new program together and update the training as necessary. The Master Plan has been approved by the Union Arena Board of Directors and will be updated as necessary.

Union Arena Policies and Guidelines can be found in a separate and specific document on the website.