



COVID-19 Preparedness Plan for City Facilities

Updated August 5, 2021

The City of Waite Park is committed to providing a safe and healthy workplace for all our workers and customers coming into our facilities to conduct business or to enjoy our many recreational facilities. Our workers are our most important assets. We are serious about safety and health and keeping our workers working at City of Waite Park. The City of Waite Park employees have continued to work throughout the COVID-19 Pandemic Plan as our work has deemed to be a critical sector. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and community, and that requires full cooperation among our workers, management, facility users and/or renters, and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces, our city facilities, and the public.

Our Preparedness Plan follows guidance taken from the Centers for Disease Control Prevention (CDC) and Minnesota Department of Health (MDH) related to COVID-19. PLEASE NOTE: The requirements and guidance is subject to change and the plan may require updating as new information becomes available. The plan that follows addresses the safety precautions needed to be taken to ensure safety of all:

- Mask Requirements and Guidance
- Handwashing
- Cover your Cough or Sneeze
- Cleaning and Disinfection
- Screening and procedures for individuals exhibiting signs and symptoms of COVID-19
- Communication and Training that will be provided to staff as needed
- City Services
- Facility Rentals



- Facility Closures
- Contact Information

State and Federal Compliance Notice

The City of Waite Park will be open and in compliance with State and Federal guidelines during this global pandemic. Please be advised that Participant and User compliance with health and safety expectations is required. The City of Waite Park will exercise an abundance of care for all, but the public and Users and/or renters of our facilities acknowledge a potential risk for health and safety due to the COVID-19 pandemic.

Masks

The City of Waite Park does not require persons who are vaccinated to wear a mask in city facilities. Those that are not vaccinated are strongly encouraged to continue to wear a mask. The City of Waite Park will not be verifying vaccinations.

Masks are not required for any of our outdoor facilities.

Additional things to consider with mask wearing based upon MDH and CDC guidance:

Because the Delta variant is shown to spread more easily, MDH and CDC recommend everyone, **both fully vaccinated and unvaccinated**, wear a mask in the following situations:

- **In public, indoor settings in areas with substantial or high transmission.** Refer to the map on [CDC COVID Data Tracker: COVID-19 Integrated County View](#) to find community transmission levels in your county.
- **Where there is a high risk of COVID-19 spread or complications from COVID-19 infection, such as schools, health care settings, homeless shelters, and correctional facilities.** Refer to:



- [Schools and Child Care COVID-19 Best Practice Recommendations](#)
- [CDC: Updated Healthcare Infection Prevention and Control Recommendations in Response to COVID-19 Vaccination](#)
- [CDC: COVID-19 Vaccine FAQs in Correctional and Detention Centers](#)
- **If you are immunocompromised or at an increased risk for severe disease from COVID-19.** People who are at increased risk for severe disease include older adults and those who have [certain medical conditions](#) such as diabetes, overweight or obesity, and heart conditions. Immunocompromised people, even if fully vaccinated, should talk to their health care providers for other specific recommendations.
- **If you live or frequently interact with someone who is immunocompromised, not fully vaccinated, or at an increased risk for severe disease from COVID-19.**

Fully vaccinated people may choose to wear a mask in any situation where it feels needed, regardless of whether others around them are masked.

If you have symptoms of COVID-19, it is important to stay home and away from others. If you must go out (e.g., to go to a medical appointment), wear a mask. Refer to [If You Are Sick: COVID-19](#) for guidance on staying home and away from others (isolation).

People who are not vaccinated, including children, are at much higher risk for getting and spreading the virus that causes COVID-19 than those who are fully vaccinated.

In addition to the above recommendations for everyone, anyone who is not fully vaccinated, including children ages 2 and older, should continue to wear well-fitted facemasks in the following settings:



- Indoor public settings
- Around people from other households
- Outdoors when social distancing cannot be maintained

When wearing a mask in these situations is impractical or impossible (for example, when eating or drinking, or when presenting or performing in situations where it is necessary for faces to be visible), it is particularly important to maintain social distancing of at least 6 feet from others to the extent possible.

Visit [CDC: Your Guide to Masks](#) for more information.

Handwashing

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 visiting our city facilities are encouraged 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) will be available in our facilities for customer use. They are also available to staff throughout workplace areas.

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 workers, customers, and visitors.



Cleaning

Regular cleaning practices are being implemented, including routine cleaning and disinfecting in all of our facilities. This includes work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, breakrooms, and meeting rooms. . High-touch areas will be cleaned and disinfected regularly by custodial staff, other staff, and our facility users and/or renters. We will work with each of our Facility users and/or renters on any additional protocols necessary for them to maintain a healthy clean environment.

Screening and Procedures for Individuals Exhibiting Signs and Symptoms of COVID-19

City of Waite Park Staff Assessment

City staff have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The City of Waite Park has also developed internal policies for its employees that provides them with guidance on how to respond if they have any symptoms related to COVID-19. These policies include measures employees should take if they or someone in their family has been exposed to COVID-19. A copy of this plan is available upon request. Each department has also been provided with thermometers to allow employees the opportunity to take their temperatures at work to ensure they are fever free.

The City of Waite Park also requests that visitors to our facility also do their part to minimize the spread of COVID-19. If a visitor or anyone in their immediate family (living in the same home) has any of the following symptoms, for the safety of the visitor and others, we ask that you please do not visit our city facilities in person until these symptoms subside:



- ☐ A fever (100.4 F or higher) within the last 72 hours
- ☐ A cough or sore throat
- ☐ Shortness of breath and chills
- ☐ Repeated shaking with chills
- ☐ Muscle pain
- ☐ Headache
- ☐ New loss of taste or smell
- ☐ Direct household contact with a person experiencing an undiagnosed cough and fever
- ☐ Diarrhea and/or vomiting in the last 24 hours

City Services

Remote Services

The City of Waite Park has and will continue to provide our customers with the ability to conduct business remotely. All business with the City can be done without having to come to city hall giving our customers the ability to minimize their potential risk exposure to COVID-19. City staff are available to help our customers via phone, fax, or email. Any other business can be done online through our website and through the drop box located outside in the parking lot of city hall. The City of Waite Park encourages its customers to continue to conduct business this way to reduce the potential spread of COVID-19.

In-Person Person Services

The City does recognize that from time to time, customers may need to conduct business in person. Our front office counter is open from 7:30 AM-4:30 PM. Customers can also set up an appointment to meet with specific staff if necessary. You can set up an appointment by calling 320-252-6822.



Facility Rentals

The City of Waite Park does rent out facility space to the public. These spaces available for rentals include The Ledge Amphitheater located at 1700 Parkway Drive and Community Park located at 13th Avenue North. The Ledge Amphitheater will begin private rentals in November of 2021. Community Park is currently available for private rentals.

To ensure the health and safety of our staff, to the renters, and to the public, the City will work with individual renters to ensure their events will be done safely and in accordance with any rules or regulations that are in place. City staff will work with the renter on any additional health or safety measures requested above and beyond the required rules and regulations. Additional measures requested may result in additional fees.

Facility Closures

The City of Waite Park will continue to monitor the COVID-19 pandemic and may choose to close any one of their facilities if necessary to preserve the health and welfare of city staff and the public.

Contact Information

For more information related to the City of Waite Park's COVID-19 Preparedness Plan, please contact Shaunna Johnson at 320.252.6822 or Shaunna.Johnson@ci.WaitePark.mn.us.