



Minnetonka Yacht Club

COVID-19 Preparedness Plan for The Minnetonka Yacht Club

The Minnetonka Yacht Club is committed to providing a safe and healthy workplace for all our employees, members and guests. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Employees are 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 employees, management, members and guests. Only through this cooperative effort can we establish and maintain the safety and health of our workplace.

All employees are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. The Minnetonka Yacht Club employees have our full support in enforcing the provisions of this policy.

Our employees are our most important assets. We are serious about safety and health and keeping our employees working at The Minnetonka Yacht Club. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by addressing worker concerns about protecting their health by requiring face masks throughout the facility where appropriate and keeping social distancing among employees to 6 feet. We have also listened to our employee's concerns over sanitation efforts in the club and implemented wipe downs of surfaces every two hours during hours of operation. 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 through Executive Order 20-70, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- member and guest controls and protections for pontoon shuttles, outdoor facility use, and bathroom;
- housekeeping, including cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and employees;
- member protocols to minimize transmission;
- protections and protocols for receiving and exchanging payment;
- protections and protocols for managing occupancy;
- protections and protocols to limit face-to-face interactions;
- protection and protocols for distancing and barriers; and
- management and supervision necessary to ensure effective implementation of the plan.

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 for employees to report when they are sick or experiencing symptoms. The Minnetonka Yacht Club will require that employees self-monitor at home and watch for any symptoms of COVID-19. We ask that employees watch for signs of a fever of more than 100.4°, notice any shortness of breath, muscle aches, a new cough, sore throat, gastro-intestinal distress or other symptom related to COVID-19 or flu. If any of these signs are exhibited at home, they are asked to stay at home and report the signs to the Executive Director where it will be logged in a confidential spreadsheet. When an employee reports to work, they will immediately report to the Executive Director who will take their temperature and ask four short questions: In the last 7 days, have you had: 1) A fever of more than 100.4°, 2) Shortness of breath, 3) Muscle aches, 4) A new cough. This information will be entered into the Minnesota Symptom Screener website by the Executive Director. The website is a tool that provides organizations with a daily snapshot of the health indicators of people about to enter the workplace. If when an employee reports to work, they have a fever of 100.4°, they will not be approved for work and will be referred to their personal physician. If an employee exhibits signs or symptoms of COVID-19 while at work, they are to report to their supervisor and go home or to the doctor immediately. If they can not leave immediately, they will be asked to isolate themselves with a face mask until they can exit safely. Any areas of the building that the employee worked will be disinfected immediately by staff that are trained in proper disinfecting techniques and are using PPE. If the employee tests positive for COVID-19, it must be reported to the Executive Director where the illness will be logged on the OSHA form 300.

The Minnetonka Yacht Club has also implemented a policy for informing employees and members 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. The Minnetonka Yacht Club will notify employees if they have been exposed to a person with COVID-19 by emailing and mailing employees and members. If an employee has been exposed to a person that has tested positive for COVID-19, they will be asked to self-quarantine for two weeks.

In addition, a policy has been implemented to protect the privacy of employees' health status and health information. This information will be tracked by the Executive Director. The reporting of onsite symptoms or illness will only be known to the Executive Director. Reporting of positive employee testing can be disclosed on the OSHA form 300 without employee's name.

Hygiene

Basic infection prevention measures are being implemented at our workplace at all times. 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 visitors to the island will be recommended to sanitize their hands at check-in on the island. The Minnetonka Yacht Club will have hand-sanitizer dispensers (that use sanitizers of greater than 60%

alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled at check-in and all shuttling locations.

All employees handling food or delivering ice/to-go orders will wash hands prior to putting sanitary gloves on and wear a face mask. There are hand sanitizing stations throughout the grounds for employees to use in between handwashing.

Respiratory Etiquette: Cover your cough or sneeze

Employees, members and guests 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 employees and visitors. Employees will be trained on respiratory etiquette and reminded with posters and cues from supervisors. Avoid touching eyes, nose, or mouth while working.

Social Distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: Employees are to remain at least six feet away from others which includes on the pontoon and throughout the buildings and on the grounds. The facility will have signage throughout reminding individuals to stay 6 feet apart. Riding in or sharing vehicles is discouraged. All employees will have available to them protective gear including face masks and gloves. Employees will be trained on how to properly put on and remove gloves and face masks by their supervisor. Employees, members and guests are prohibited from gathering in groups, gathering in confined areas, including the clubhouse and bathrooms, and from using other employees' personal protective equipment, phones, other personal work tools and equipment.

Facility Sanitation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment and areas in the work environment, including restrooms, clubhouse, kitchen and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as pontoon radios, pontoon seating and hand railings, door handles, table surfaces, etc. The sanitizing staff will be regularly cleaning and disinfecting the clubhouse as well as bathrooms at the beginning of the day, and every 2 hours during club hours with a CDC recommended cleaner.

Additional protections and protocols for receiving and exchanging payment

Minnetonka Yacht Club will continue the practice of invoicing members on a monthly basis as well as not touching personal payment options from members if a transaction occurs on the island. Cash will not be accepted.

Additional protections and protocols for managing occupancy

Occupancy for members will be limited to the number of individuals permitted in an outdoor space at a time, in addition to pod size per CDC and MN Dept. of Health guidelines. As members are transported

to Bug Island and Lighthouse Island via MYC pontoon, trips will be made with no more than 10 people at a time (1 individual or 1 household per bench with max. capacity at 10) for 25' pontoons and no more than 15 on the 30' pontoon. Capacity on Bug will be limited by staggered starts for fleets and by reservations on Lighthouse Island.

Additional protections and protocols to limit face-to-face interactions

All staff and members must wear a mask while shuttling members on pontoons. Additionally, all staff must socially distance from all other staff and members. Staff encounter members during pontoon shuttle, reservation check-in, and catered outdoor food service.

Additional protection and protocols for distancing and barriers

All tables and seating on Lighthouse Island are spaced 10' apart with no more than six chairs. Seating is limited to CDC and MN Dept. of Health guidelines. Pontoon shuttle capacity is structured to allow for social distancing.

What members can do to minimize transmission of COVID-19

Member Expectations

On all MYC Property (Carson's Bay/Bug Island/Lighthouse Island/Park Ave.)

- When on the property, you must have a mask with you at all times. If a member or guest does not have one, they may purchase one from the club or be asked to leave the property until they have one.
- Keep social distancing of 6 feet apart from each other, unless from the same household.
- If you or anyone in your crew (or family) is ill, stay at home and do not come to any MYC facility.
- Wear masks when encountering others. The mask is to protect other people from you, not protect you from other people. This is the recommended safe social practice. If someone requests you to put your mask on, please do so and be respectful.
- For the purposes of this plan, the Carson's Bay Facility and Bug Island are deemed marinas.

Lighthouse Island

Use of the grounds and food service is by RSVP only, following maximum attendees as laid out by the MN Dept. of Health and CDC guidelines.

- Number of members/guests allowed per reservation will be in accordance to the Minnesota Department of Health and CDC guidelines.
- When on the property, it is an expectation that a mask is in your possession and on your persons. If a member or guest does not have one, they will be asked to leave the property until they have one.
- Moving of tables and chairs is not permitted.
- Refer to the MYC website for additional details and updates regarding LHI.

Sailing Participation

Sailing is at the discretion of each individual. Participation and responsibility of safety is up to each participant.

- The MYC staff in attendance have the authority to enforce all COVID-19 related protocols as well as the Racing Rules of Sailing, the MYC Sailing Instructions, and may exercise this authority as necessary.
- The Race Committee and PRO will use simplified race management techniques per US Sailing guidelines so as to minimize staff requirements and equipment handling. These may be updated per the posted SIs as conditions warrant.
- To emphasize safety on the water, MYC will employ lower wind limits as well as required use of PFDs and flotation panels.
- Do not approach or board a sailboat if you have a fever, especially one over 100.4, are feeling any illness symptom of any kind, or, in the last 14 days, you have had contact with any person known or suspected to be infected with COVID-19.
- Strongly recommend boats maintain 6' of distance at all times on the water.
- All boats must "register" their roster of crew they are sailing with prior to sailing, to support local public health contact tracing efforts if exposure occurs.
- Waivers must be completed, and crew names need to be emailed to communications@minnetonkayachtclub.org prior to sailing or you will not be scored AT ALL for that race. If your crew changes, updates need to be emailed to communications@minnetonkayachtclub.org.
- Sailors, volunteers, and coaches are expected to wear cloth face coverings or facemasks as much as possible when not in games. We recognize cloth face coverings or facemasks may be challenging to wear while participating while sailing but we strongly recommend wearing them.
- All sailors must sign a waiver to participate in sailing for 2020.
- Each pontoon shuttle can have up to 10 people on them with a combination of 1 household per bench or 1 individual per bench. You must have and wear a face mask.
- It is recommended that boats which contain crew(s) always sail with that same person(s) to lower the risk. Number of registered crew must be below the pod guidelines outlined in the MN Department of Health state and local sporting guidelines.
- The number of crew should be limited to the number needed to safely operate the sailboat under the weather conditions.
- Non-household sailors should keep as much distance as possible between individuals to safely sail and should remain "contactless".
- If you have non-household crew on your boat, sanitize your boat afterwards, including lines.
- Social distancing is required between sailors from other boats on Bug Island.
- Do not share any drink or food with another person.
- Do not share a life jacket, gloves, or other personal gear.
- Gathering before or after sailing is not permitted on Bug Island. Reservations can be made on Lighthouse Island for up to 4 individuals or up to 6 in a household.
- Remind friends and family members not to assist with boat setup unless necessary to avoid crowding. If their assistance is necessary, ensure that proper social distancing is maintained and encourage the use of face coverings.

- Participating in races that require travel out of state is discouraged to reduce risk of exposure.
- Sailors will continue to follow state and local sporting guidelines:
<https://www.health.state.mn.us/diseases/coronavirus/sportsguide.pdf>

Additional protection and protocols for sailing participation

MYC will maintain contact information and boat rosters and are prepared to support local public health contact tracing efforts if exposure occurs. This roster will be utilized if a case of COVID-19 is reported to MYC and is part of our organization or team, and reported to the Minnesota Department of Health at health.sports.covid19@state.mn.us MDH or local public health will work with MYC to identify close contacts and do follow-up with the MYC team.

Weddings and private events

The following guidelines pertain to weddings and private events held on Lighthouse Island in addition to our general facilities guidelines

- Attendance is limited to 150 people, including vendors.
- A guest list must be supplied of everyone attending.
- All attendees, guests, and vendors must sign a waiver before getting onto the pontoon or shuttling to any MYC property.
- During transportation to and from the island all guests and vendors must wear masks on the pontoon.
- Pontoon shuttles can carry one individual per bench or one household per bench, not to exceed 10 individuals.
- Currently masks are mandated by executive order for indoor spaces in MN, including when using the restroom. Doors for the restroom will be propped open and fully sanitized hourly.
- Attendees are not allowed inside the building except for the wedding party to briefly change outfits or prepare for the ceremony/reception. The number of individuals inside the building is limited to 20 people, all which must wear masks, socially distance, and minimize any time indoors.
- Seating is limited to 4 individuals or 6 within a household and tables must be placed at least 6 feet apart.
- Any non-seated mingling/"social hour" is strongly discouraged.
- Food and Drink Service
 - Anyone handling food must wear gloves and a mask when handling food/serving.
 - Masks must be worn by all staff and vendors when social distancing is not possible.
 - Most if not all, food to be made/prepared before coming to the island or outside.
 - **Boxed Food**
 - Food prepared offsite, boxed offsite, delivered to the island and served right away.
 - As much food as possible prepped and packaged offsite, remainder of items grilled outside, packaged outside, and served to guests.
 - Food is all prepared offsite, delivered to the island hot (in hot boxes to hold the heat), put into to-go boxes onsite and served to guests.
 - **Plated Service**

- As much food as possible is prepared offsite, delivered to the island hot (in hot boxes to hold the heat), remainder of items grilled outside, plated and brought to guests at their tables.
- **Buffets - Not allowed at this time**
- Spacing while ordering drinks is strongly suggested
- If there is music and/or a dance floor, attendees must either dance within a household or maintain social distancing from each other and/or other households.
- Guests, vulnerable people, and employees that feel sick should stay home even when household members are sick, or when required by a healthcare provider to isolate or quarantine themselves or a member of their household.
- Only essential number of staff onsite for events.
- Social/physical distancing is a personal decision, please respect other guests and give them recommended space. Personal protective equipment is recommended even outdoors.
- Vendors must have their own COVID-19 Preparedness Plan and can have increased restrictions from MYC's plan, but at a minimum must follow MYC rules and guidelines in the COVID-19 Preparedness Plan.

Communications and Training

This Preparedness Plan was communicated via in-person training, by supervisors and with posters throughout the facilities to employees May 30, 2020 and necessary training was provided. The updated Preparedness Plan was sent to members via email prior to opening up sailing, June 26, 2020. Additional communication and training will be ongoing as more staff return to work and the rules for the phased club opening become clearer and provided to all employees who did not receive the initial training. Members will also continue to be emailed as guidelines are updated. Instructions will be communicated to members about pontoon shuttle protocol at Park Ave., Carson's Bay Facility, Lighthouse Island and Bug Island, use and access of Lighthouse and Bug Island, sailing protocols, to ensure social distancing between the member, the worker and other members and guests, and about the recommendation that members use face masks when within six-feet of other non-household members, staff, or inside the facilities. Managers and supervisors are to monitor how effective the program has been implemented by reporting to the management team weekly. Management and employees are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by The Minnetonka Yacht Club management and was posted throughout the workplace May 30, 2020. It will be updated as necessary.

Certified by:
Gretchen Wilbrandt
Executive Director

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

CDC Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

MDH Coronavirus – www.health.state.mn.us/diseases/coronavirus
State of Minnesota COVID-19 response – <https://mn.gov/covid19/>
US Sailing - <https://cdn.ussailing.org/wp-content/uploads/2020/05/Return-to-Competition-rev.07May2020.pdf>

Businesses

CDC Resources for businesses and employers – 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
MDH Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html
Minnesota Department of Employment and Economic Development (DEED) COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>
DLI Updates related to COVID-19 – www.dli.mn.gov/updates
Federal OSHA – www.osha.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html
www.cdc.gov/handwashing
<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html
www.health.state.mn.us/diseases/coronavirus/prevention.html
www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html
www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html
www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html
www.health.state.mn.us/diseases/coronavirus/basics.html
www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf