

COVID-19 Preparedness Plan for Square Dance Minnesota, Inc.

Square Dance Minnesota, Inc. (SDM) is committed to providing a safe and healthy venue for all our members, performers, and guests. To ensure we have a safe and healthy venue, SDM has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Directors and members are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our venues and communities, and that requires full cooperation among our directors, performers, members, and guests. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our venues.

The COVID-19 Preparedness Plan is administered by the Chair, who maintains the overall authority and responsibility for the plan. However, directors and members are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. SDM's directors and staff officers have our full support in enforcing the provisions of this plan.

Our members are our most important assets. SDM is serious about safety and health and protecting our members. Member involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our members in this process by soliciting feedback and addressing suggestions in the development and upkeep of the plan.

SDM's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- Health screening and stay at home requirements;
- managing occupant capacity;
- venue building and ventilation protocol;
- venue cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices and protocol;
- member hygiene and source controls, including face coverings;
- social distancing – must be at least six-feet apart
- communications and training practices and protocol.

SDM has reviewed and incorporated the industry guidance applicable to our business provided by the State of Minnesota for the development of this plan, including the following industry guidance “Entertainment and Meeting Venues,” “Requirements for Indoor Venues,” and “Music Activities and Performances.”

Venue – A “venue” is a physical space or area used to perform activities or conduct events. A venue may be a space or area that is public or private, indoors or outdoors, with defined or undefined perimeters and accessible with or without a cost to a member or guest. A physical space or area is a venue if the actions, conduct, or decisions of a business or other entity, including an event organizer, result in members of the public assembling or gathering in a space or area for a common or collective activity or event.

Performers – Square dance callers, round dance cuers, musicians, or others that are contracted to teach members or guests the various calls or cues associated with square, round, or heritage dancing.

Health screening and “stay at home” requirements

Members, performers, and guests have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19 and to remain at home if they are potentially infectious or are quarantining after possible exposure. Members, performers, and guests that are sick or experiencing symptoms prior to entering the venue will be sent home. Members, performers, and guests that become sick or experience symptoms while at the venue, will be isolated and sent home.

Members, performers, and guests will respond to any health-screening questions upon arrival and check-in, and verify that they are not potentially infectious.

Members, performers, and guests will be contacted if they have been exposed to a person with COVID-19 at a venue and inform them to quarantine for the required amount of time.

The health status and health information of members, performers, and guests will remain private. The identity of the person with COVID-19, experiencing symptoms, or those exposed will be protected to the extent available by law.

Managing occupant capacity

Unless otherwise expressly permitted under these requirements, indoor venues must reduce the occupant capacity for the entire venue to that which is necessary to allow for the required social distancing and capacity limits.

Occupant capacity must be limited to no greater than 25%, not to exceed 250 members or guests for the entire venue or the percentage and number designated in any changes to the relevant Minnesota Executive Order (see www.staysafe.mn.gov for current information). The event organizer is responsible to determine if a venue is capable of meeting this requirement. If an indoor venue is comprised of separate self-contained spaces, each with its own established occupant capacity, a venue may operate each self-contained space separately and independently. If individual occupant capacities are established for separate self-contained spaces within an indoor venue in accordance with established building codes or fire-codes (e.g., fire-rated walls of multiple compartmentalized spaces within a complex), an indoor venue may allow occupancy of each self-contained space.

Venue building and ventilation protocol

The event organizer is responsible to ensure that the building in which the venue is located, includes necessary sanitation, assessment, and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. **Venue owners will ensure** that the maximum amount of fresh air is being brought into the venue, air recirculation is being limited, and ventilation systems are being properly used and maintained. Venue owners will take steps to minimize air flow blowing across people.

Venue cleaning and disinfection protocol

The event organizer is responsible to confirm that the venue owners will ensure that regular practices of cleaning and disinfecting (before and after events) have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the venue environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, fitting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

Appropriate and effective cleaning and disinfecting 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. Wear disposable gloves to clean and disinfect and discard after use or use reusable gloves that are dedicated only for cleaning and disinfecting. Always wash hands after removing gloves.

- Clean any dirty surfaces using soap and water first, then use disinfectant.

- Cleaning with soap and water reduces the number of germs, dirt, and impurities on the surface. Disinfecting kills any remaining germs on surfaces, which further reduces any risk of spreading infection.
- Practice routine cleaning and disinfection of frequently touched surfaces. More frequent cleaning and disinfection may be required based on level of use.
- Other high touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, food and drink serving utensils, dishes, glasses, cutlery, etc.

Disinfect with a disinfectant on the Environmental Protection Agency List N: Disinfectants for Coronavirus (COVID-19) external icon includes ready-to-use sprays, concentrates, and wipes that kill SARS-CoV-2 on surfaces when used according to the label directions. Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:

- Keeping a surface wet with disinfectant for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation while using the product.

Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water for at least 20 seconds.

Drop-off, pick-up, and delivery practices and protocol

Control access into the venue to limit the number of patrons allowed within the venue at one time, and do not exceed the required percentage of occupant capacity or maximum number of patrons allowed at any given time where required.

- When arriving at a venue maintain social distancing of at least 6 feet between members, performers, and guests at all times.
- Minimize overlap and congregating of members and guests at chokepoints (e.g., access points, security checkpoints, admission areas). Consider prescheduling individually assigned arrival times.

- Assign a number of monitors to facilitate orderly screening and entry into the venue, and to effectively monitor and maintain social distancing throughout the process.
- Establish adequate distance between checkpoints (e.g., ticketing, seating, etc.) to ensure proper social distancing between members and guests.
- Establish a system for advanced ticketing or reservations (e.g., virtual, on-line, app-based, e-mail, will-call) to ensure occupant capacity is not exceeded. Members should be allowed to pay in advance or billed after the event.
- Minimize the need for multiple people to touch common surfaces like pens, sign-in sheets, tickets, etc. Ensure multiple admission-counters, equipped with appropriate personal protective equipment (masks, gloves, etc.), are separated to allow patrons to maintain a social distance of at least 6 feet from one-another. Admission-counters should welcome members and guests, record their names and organizations, and receive funds.

Member hygiene and source controls, including face coverings

Basic infection prevention measures are being implemented at our venues at all times. Members 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 the event, prior to any mealtimes, and after using the restroom. All members and guests to the venue are required to wash or sanitize their hands prior to or immediately upon entering the facility. Ensure that hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the venue so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Minimize crowding, congestion, and lines.

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, particularly their mouth, nose and eyes, with their hands. Members, guests, and visitors are expected to 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 members and other persons entering the venue.

Use of face covering:

- Members and guests should wear face coverings indoors at all times, and outdoors when social distancing of 6 feet cannot be maintained.

- Members and guests should wear a face covering that covers their mouth and nose in accordance with Executive Order 20-81. The Executive Order requires everyone to wear a face covering in indoor businesses and indoor public spaces. Additionally, the Executive Order requires workers to wear face coverings when working in outdoor settings in situations where social distancing of at least 6 feet cannot be maintained.
- Take reasonable steps to ensure that members and guests wear face coverings in accordance with Executive Order 20-81. Cloth face coverings are NOT a substitute for maintaining a social distance of 6-feet from other people.
- All persons must wear face coverings when indoors, including while engaged in activities such as entering the facility, checking in, being in lobbies, hallways, and other common areas, moving throughout the venue, before and after classes, putting away equipment, changing clothes, and using restrooms.
- The event organizer will ensure that members and guests are wearing face coverings.
- Members or guests who refuse to follow required protocols and protections (e.g., social distancing, face-coverings) or refuse an offered accommodation should be reported to the event organizer who will (politely) ask the member or guest to leave the venue.
- Establish a designated medical isolation area for members or guests who become sick or symptomatic consistent with COVID-19 while at the venue. Medical isolation areas for members or guests who become symptomatic during the venue must be separate from general First-Aid/Medical Areas. Access into medical isolation areas must be restricted.

Social distancing – must be at least six-feet apart

Social distancing of at least six feet will be implemented and maintained between members, performers, guests, and visitors in the venue through the following engineering and administrative controls:

- Members and guests are not permitted to dance unless physical distancing of at least 6-feet is maintained at all times between all persons of different household groups or pods, and face-coverings are worn at all times.
- Performers must have a dedicated space within a venue while performing, and it must be separated from the members, guests, or visitors by a distance of at least 12 feet.
- Vocal performers and musicians may temporarily remove face coverings during indoor musical performances when a face covering cannot be worn due to the nature of the

performance, as long as social distancing is always maintained. Face shields should be considered as an alternative in these situations.

- Performers are required to maintain social distance of at least 6 feet from another performer and are encouraged to maintain more distance if possible.
- Microphones and other equipment where the mouth may come into contact with equipment will not be shared. Disposable microphone covers are an option.
- Maintain social distancing of at least 6-feet between all members and guests from different household groups or pods. Only persons from the same household/pod may be seated directly next to one-another where social distancing of at least 6-feet is not maintained. Coats/boots should be taken to the seating area.
- Food and beverages should be provided by the individual(s) and only consumed while seated in the individually assigned seating area.
- Eliminate congestion areas, bottlenecks and choke points, and provide queuing (e.g., signage, markings, barriers, paint, tape, flags) to maintain social distancing.
- Members or guests must not be allowed to linger or socialize in lobbies, common areas, hallways, restrooms, ticket-counters, etc.
- Community benches, tables, booths, and seating that do not allow for social distancing of at least 6 feet between persons must be removed or marked to prevent use.
- Community drinking stations and water fountains must not be available or used. Individual water bottles may be provided or distributed in lieu of potable water-stations. Touchless water-filling stations may still be provided.
- Ensure attractions (e.g., displays, iconic memorabilia) are arranged to provide for social distancing of at least 6-feet. Prohibit the congregation of persons around individual attractions.
- Presentation ceremonies of items such as certificates, trophies, awards, ribbons, badges, pins, and decorations must ensure social-distancing of at least 6 feet between persons, and not allow for person-to-person physical contact.

Communications and training practices and protocol

This COVID-19 Preparedness Plan has been certified by Square Dance Minnesota, Inc. directors and the plan was posted on our website www.squaredancemn.com on April 5, 2021. It will be updated as necessary by the SDM Chair. Additional communication and training will be ongoing at each event and venue.

Instructions will be communicated to all members, performers, and guests about protections and protocols, including: 1) social distancing protocols and practices; 2) practices for hygiene and respiratory etiquette; 3) requirements regarding the use of face-coverings and/or face-shields by members, performers, and guests. All members, performers, and guests will also be advised not to enter the venue if they are experiencing symptoms or have contracted COVID-19.

Directors and staff are expected to monitor how effective the program has been implemented on a continuing basis during events. Problems identified will be corrected as they occur and changes made to the plan if necessary. All directors, staff, and members are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary.

Certified by:

Original signed April 5, 2021

LeRoy E. Elfmann
Chair