

The Summit Sports and Ice Complex
COVID-19 Policies and Procedures
Updated September 8, 2020

COVID-19 PREPAREDNESS AND RESPONSE PLAN

The Summit Sports and Ice Complex takes the health and safety of our employees seriously. We are all living through the spread of COVID-19 and the need for certain employees to continue in-person work. Others will soon be welcomed back into work, either because they are critical infrastructure workers, because they are needed to conduct minimum basic operations for our business or because our business is once again allowed to open. We want you to know that we are committed to reducing the risk of exposure to COVID-19 and we are ready to provide a healthy and safe workplace for our employees, customers and guests.

Our plan is based on information and guidance from the Centers for Disease Control (CDC) and the Occupational Health and Safety Administration (OSHA) at the time of its development. Because the COVID-19 situation is frequently changing, the need for modifications may occur based on further guidance provided by the CDC, OSHA, and other public officials at the state or local levels. The Summit Sports and Ice Complex is focused on three lines of defense:

1. Limiting the number of people together at the same time in the same place
2. Sanitizing all areas
3. Requiring appropriate personal protection equipment including face masks.

Note: The Summit Sports and Ice Complex may amend this Plan based on changing requirements and the need of our business.

General Policies and Procedures

The safety of all our guests is our top priority, and with that being said we will be adhering to all CDC, and state guidelines for a safe return to sports. As a staff we will be implementing new policies and procedures to help keep everyone safe. Please see below for a list of items that all patrons will need to follow.

- Masks must be worn at all times.
- Please do not arrive until 15 minutes prior to your scheduled event.
- Be sure to arrive fully dressed as all Locker Rooms will be closed until further notice.
- All guests will need to visit the front desk to check in, fill out a waiver, and have their temperature checked. Anyone with a temperature above 100.4 will be asked to leave the facility.
- Keep spectators to a maximum of 2 per participant.
- Adhere to social distancing at all times.
- Please do not bring any valuables to the facility as all gear will be kept in a common area.
- Please be sure to exit the facility with 10 minutes of your event concluding.

- No outside food or drink is allowed inside the facility.
- No spitting.
- There will be no lost and found (all items left behind will be discarded).

COVID-19 WORKPLACE COORDINATORS (TASK FORCE)

The Summit Sports and Ice Complex has designated the following staff as its COVID-19 Workplace Coordinators:

- Paige Sauer, General Manager- paiges@xebecrealty.com -517-319-1000
- Josh Hobrla, Hockey Director- joshh@thesummitsportsandice.com -517-319-1000
- Bobby Perry, Field House Director- bobby@thesummitsportsandice.com -517-319-1000

The Coordinators responsibilities include:

- Staying up to date on federal, state and local guidance
- Incorporating those recommendations into our workplace
- Training our workforce on control practices, proper use of personal protective equipment, the steps employees must take to notify our business of any COVID-19 symptoms or suspected cases of COVID-19.
- Reviewing HR policies and practices to ensure they are consistent with this Plan and existing local, state and federal requirements

HEALTH AND SAFETY PREVENTATIVE MEASURES For The Summit Sports and Ice Complex

The Summit Sports and Ice Complex has put a number of the best practices and measures in place to ensure the health and safety of identified groups of individuals. With each group of individuals, our Plan is focused on three lines of defense – limiting the number of people together at a time, sanitizing all areas and requiring appropriate personal protection equipment.

RESPONSIBILITIES OF THE SUMMIT SPORTS AND ICE COMPLEX SUPERVISORS AND MANAGERS

All managers/supervisors must be familiar with this Plan and be ready to answer questions from employees. Additionally, all managers/supervisors will set a good example by following this Plan. This includes practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

The Summit Sports and Ice Complex will require and keep a record of all self-screening protocols for all employees or contractors entering the worksite, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed cases of COVID -19.

General Requirements

- Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the worksite.
- Provide non-medical grade face coverings to their employees, with supplies of N95 masks and surgical masks reserved, for now, for health care professionals, first responders (e.g., police officers, fire fighters, paramedics), and other critical workers.
- Require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace, and consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.
- Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high- touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery, vehicles).

RESPONSIBILITIES OF EMPLOYEES

We are asking each of our employees to help with our prevention efforts while at work. The Summit Sports and Ice Complex, understands that in order to minimize the impact of COVID-19 at our facility, everyone needs to play his or her part. We have instituted several of the best practices to minimize exposure to COVID-19 and prevent its spread in the workplace. This includes specific cleaning efforts and social distancing. While here at work, all employees must follow these best practices for them to be effective. Beyond these best practices, we require employees to report to their managers or supervisors immediately if they are experiencing signs or symptoms of COVID-19, as described below. If employees have specific questions about this Plan or COVID-19, they should ask their manager.

OSHA and the CDC Prevention Guidelines

OSHA and the CDC have provided the following preventive guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with anyone who is sick.
- Maintain appropriate social distance of six feet to the greatest extent possible.

Additionally, employees must familiarize themselves with the symptoms and exposure risks of

COVID-19. The primary symptoms of COVID-19 include the following:

- Dry cough;
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever (either feeling feverish or a temperature of 100.4 degrees or higher);
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Individuals with COVID-19 may also have early symptoms such as, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as an atypical cough or shortness of breath, do not report to work. You must also notify your supervisor immediately, and consult their healthcare provider. Similarly, if employees come into close contact with someone showing these symptoms, they must notify their supervisor immediately and consult their healthcare provider. We have the responsibility to work to identify and notify all employees who have close contact with individuals with COVID-19 symptoms. “Close contact” is not brief or incidental contact with a person with COVID-19 symptoms.

The CDC defines “close contact” as either:

- Being within roughly six feet of a COVID-19 infected person or a person with any symptom(s) for a “prolonged period of time;” (the CDC estimates range from 10 to 30 minutes, or,
- Having direct contact with infectious secretions of a COVID-19 infected person or a person with any COVID-19 symptom(s) (i.e., being coughed on).

Internal Company Protocols

Minimizing exposure from co-workers.

The Summit Sports and Ice Complex is taking the following steps to minimize exposure from co-workers to COVID-19 by educating employees on protective behaviors that reduce the spread of COVID-19 and provide employees with the necessary tools for these protective behaviors, including:

- Posting CDC information, including recommendations on risk factors
- Informing employees of the importance of good hand hygiene. Regularly washing hands with soap and water for at least 20 seconds is one of the most effective ways for employees to minimize exposure to COVID-19. If soap and water are not readily available, employees

should use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.

- Encourage good hand hygiene by ensuring that adequate supplies of soap and hand sanitizer are maintained and placing hand sanitizers in multiple locations.
- Discourage handshaking and encourage the use of other non-contact methods of greeting
- When possible, avoid the use of other employees' phones, desks, offices, other work tools and equipment, and other commonly touched surfaces.
- If the above cannot be avoided, clean and disinfect them before and after use

Restrict employees from the workplace if they display symptoms of COVID-19

- For employees who are completing in-person work, health assessments (temperature checks) and/or questionnaires prior to entry into the facility.
- Any employee with COVID-19 symptoms will be immediately separated from other individuals and sent home.
- Guidance from the employee's health care provider on their return to work date will be required.

Actively encourage sick employees to stay home:

- The Summit Sports and Ice Complex will follow state and federal guidance for return to work guidance.
- Guidance from the employee's health care provider will also be considered in these situations.

Suspected/Confirmed COVID-19 Case in Workplace

The Summit Sports and Ice Complex ensures the following will be completed:

- We will communicate with co-workers
- We will work with our local health department to provide them with the name of any identified employees that may have been exposed
- We will report cases to OSHA via their reporting/recordkeeping requirements
- The Summit Sports and Ice Complex will follow CDC and State guideline protocols for return to work, including workplace contact tracing and CDC-recommended cleaning and disinfecting in all affected areas
- Guidance from the employee's health care provider will also be considered
- We will perform increased environmental cleaning and disinfection:
 - Employees should sanitize their work areas upon arrival, throughout the workday, and immediately before leaving for the day
 - We will all routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
 - The Summit Sports and Ice Complex provides disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, copiers, desks, other work tools

- and equipment) can be wiped down by employees before each use.
- Employees at a higher risk for serious illness due to COVID-19 will be encouraged to work remotely. If working remotely is not possible, additional precautions will be put in place to ensure their safety, including working in separate workspaces.
 - Monitor and respond to absenteeism

Minimizing Exposure from External Sources

Customers, Clients, Contractors

- **Physical distancing practices to be observed:**
 - 6-foot distances are marked in areas where customers might gather/wait
 - Limit the number of customers allowed into workplace
 - Require masks
 - Minimize face to face contact
- Information is posted throughout the worksite educating individuals on ways to reduce the spread of COVID-19
- Any individual entering one of The Summit Sports and Ice Complex will have their temperature checked and/or a questionnaire completed prior to entry.
- Individual symptoms will be observed and individuals displaying symptoms of COVID -19 will be removed from the workplace.

Visitors/Vendors

- All business partners that work within The Summit Sports and Ice Complex will be provided this plan
- When possible, The Summit Sports and Ice Complex will limit the number of visitors in the facility.
- Any individual entering the facility may have their temperature checked and/or a questionnaire completed prior to entry.

General Public

- Social distancing practices to be observed:
 - 6-foot distances are marked in areas where individuals might gather/wait
 - Limit number of individuals allowed into workplace
 - Face masks are required
- Information is posted educating individuals on ways to reduce the spread of COVID-19
- Any individual entering The Summit Sports and Ice Complex may have their temperature checked and/or a questionnaire completed prior to entry.
- Individual symptoms may be assessed of COVID-19 and individuals with symptoms will be removed from the building.
- Masks may be available to the general public as well as appropriate disinfectants so individuals can clean work areas before and after use

Concluding Statement

This Plan is based on information and guidance from the CDC and OSHA at the time of its development. The safety of our employees and visitors remain the top priority at The Summit Sports and Ice Complex. We recognize that all individuals are responsible for preventing the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors. As the COVID-19 outbreak continues to evolve and spread, The Summit Sports and Ice Complex is monitoring the situation closely and will update our guidance based on the most current recommendations from the CDC, World Health Organization (WHO), OSHA and any other public entities.