



City of Glencoe ♦ 1107 11th Street East, Suite 107 ♦ Glencoe, Minnesota 55336
Phone: (320) 864-5586

TO: Park Shelter Renters DATE: 6.15.2020
FROM: City of Glencoe- Emergency Management Team
RE: COVID-19 Preparedness Plan for Park Shelters

The City of Glencoe staff and council are closely monitoring the COVID-19 pandemic status in the State of Minnesota and McLeod County. We take information and direction regarding the status of COVID-19 from the Minnesota Department of Health and Center for Disease Control.

The City of Glencoe staff and council recommend you to go to the following web sites for the most up to date and latest information on the COVID-19 virus status:

- Minnesota COVID-19 Response: mn.gov/covid19
- Minnesota Department of Health: health.state.mn.us
- CDC: cdc.gov
- Glencoe Regional Health Services: <https://grhsonline.org/touching-lives/coronavirus-what-you-need-to-know/>

COVID-19 Preparedness Plan for Park Shelters

The City of Glencoe is serious about the health and safety of our local community. We are committed to providing safe and clean amenities for the community to use. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our community, and that requires full cooperation among the community members and park users. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19.

Coronavirus Disease 2019 (COVID-19)

COVID-19 is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States. Depending on the severity of COVID-19's international impacts, outbreak conditions—including those rising to the level of a pandemic—can affect all aspects of daily life, including travel, trade, tourism, food supplies, and financial markets. Many cases have mild or moderate illness and do not require a clinic visit and most do not require hospitalization. Those at highest risk for severe illness include older people or those that have certain underlying health conditions. These include high-risk conditions like a blood disorder, chronic kidney disease, chronic liver disease, compromised immune system, late term or recent

pregnancy, endocrine disorders, metabolic disorders, heart disease, lung disease, neurological conditions. Check with your health care provider to see if you are considered high risk.

COVID 19 Transmission

The virus is thought to spread mainly from person-to-person through respiratory droplets produced when an infected person coughs or sneezes. It spreads between people who are in close contact with one another (within about 6 feet). These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is also possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. Washing your hands and cleaning frequently touched surfaces often is a good way to prevent you from getting COVID-19 from touching surfaces. Some spread might be possible before people show symptoms (when they are asymptomatic).

Coronavirus Symptoms

People with COVID-19 have had a wide range of symptoms reported- ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19.

- Fever (100.4 degrees Fahrenheit or higher)
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

**This list is not all inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Handwashing

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community. Washing hands often with soap and water for at least 20 seconds is essential. Park shelter visitors are encouraged to wash their hands with soap and water frequently throughout the day, but especially when arriving and leaving the park shelter, prior to any mealtimes and after using the toilet. All visitors to the park shelter should be encouraged to wash their hands prior to or immediately upon entering the shelter. If soap and water are not available, CDC recommends individuals use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Follow these five steps every time you wash your hands:

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. *Need a timer? Hum the “Happy Birthday” song from beginning to end twice.*
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

Respiratory etiquette: Cover your cough or sneeze

Park shelter visitors are encouraged 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 visitors.

Social Distancing

Social distancing practices can help protect individuals from transmission of COVID-19. Follow these guidelines to help aid in best practices for social distancing.

- Maintain a distance of at least 6 feet from other individuals.
- Avoid using other individual’s phones, supplies, utensils, etc. when possible. If necessary, clean and disinfect them before and after use.
- Avoid individuals who are sick with the listed symptoms or known to have traveled internationally or in a community in which COVID-19 is widespread.

Face Masks

Face masks are encouraged to be worn while inside the park shelters as a means of protecting others if you are infected. Do not use a facemask meant for a healthcare worker. Make sure to properly clean your face mask after daily use. Cloth face coverings are not a substitute for maintaining social distancing from others.

Stay Home if you feel ill

If you feel ill or experiencing any of the listed COVID-19 symptoms, please refrain from entering the park shelters. Park visitors should also stay home if a member of their immediate household is experiencing symptoms compatible with COVID-19.

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Clean and Disinfect

The park shelters will be cleaned and disinfected after each reservation by the City of Glencoe park staff. Thorough cleaning of all shared surfaces throughout the facility will be completely cleaned after each rental and before the start of the next rental.

- Park shelter renters are highly encouraged to clean and sanitize surfaces frequently throughout the reservation. Plan to bring with hand sanitizers, disinfecting wipes and cleaning supplies to use throughout your reservation; these items will not be provided.
- Park shelters renters are encouraged to open up all the doors in the shelter to maximize air flow throughout the facility.

Food and Beverages

Due to the Governor’s Executive Orders and Stay Safe MN Plan, communal serving of food (buffet-style, self-service) is not permitted.

- Individually wrapped food and drinks can be provided.
- Individuals handing out food, are encouraged to wear a mask and gloves.
- Make sure utensils are wrapped or handed out individually to your guests.
- Communal condiments are not allowed.

Occupancy Loads for the City of Glencoe Park Shelters

**Must follow social distancing guidelines while in the shelters.*

Park Shelter	Size	100% Capacity	50% Capacity	25% Capacity
Oak Leaf Park 1	23’X32’	52	26	13
Oak Leaf Park 2	28’X56’	112	56	28
Oak Leaf Park 3	22’X32’	50	25	12
Oak Leaf Park 4	25’X61’	109	54	27
Oak Leaf Park 5	22’X32’	50	25	12
Oscar Olson Park A	30’X41’	88	44	22



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Community Resources for COVID-19

Glencoe Regional Health Drive-up Testing

Drive-up COVID-19 testing will be available at Glencoe Regional Health. An appointment is required for the COVID-19 drive-up testing. To schedule, call 320.864.7168. Testing will be Monday – Friday, 8:30am-2:00pm. Results usually take 2-4 days. For more information visit: <https://grhsonline.org/touching-lives/drive-up-testing-for-covid-19/>

McLeod County COVID-19 Information Hotline

McLeod County has set up a phone line for citizens to access important recordings with information about COVID-19. This line will have a recorded message from McLeod County Public Health employees, updated daily and/or as necessary, with important information about COVID-19. To access these recordings, please call 320.484.4369.

Minnesota Department of Health COVID-19 Hotline

Health questions (available 7am-7pm): 651.201.3920 or 1.800.657.3903

Schools and child care questions (available 7am-7pm): 651.297.1304 or 1.800.657.350