



Jordan Community Education and Recreation  
500 Sunset Drive, Suite #3  
Jordan, Minnesota 55352  
952-492-6211 main | 952-492-4494 fax

**STEVEN JENSEN**  
Director of Community Education and Recreation  
sjensen@isd717.org

## Jordan Public Schools Facility Procedures during the COVID -19 Pandemic

Effective July 23, 2020

Jordan Public Schools are committed to providing a safe and healthy environment for all of our employees and the community we serve. To ensure the safety for all school district and City of Jordan facilities we have developed the following COVID-19 procedures in response to the COVID-19 pandemic. All renters are responsible for adhering to this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our facilities and in our community, and that requires full cooperation among our employees, management and users. Only through this cooperative effort can we establish and maintain the safety and health of our employees and users.

As we continue to monitor the Governor's orders, this document will be updated to fit the requirements established. **All renters must comply with the orders, or forfeit their permit without a refund.**

- **Outdoor spaces may be reserved starting June 8, 2020**
- **Indoor spaces may be reserved starting July 1, 2020**

### Before a permit is issued:

- **Renters must have liability insurance on file**
- **Submit a preparedness plan before the permit will be issued. This plan must fit within our district procedures. If you do not have a plan you can use our template provided below.**
  - [Preparedness plan template](#)

Renter must follow social distancing guidelines when using facilities. All permits will be assessed a custodial charge of \$35.00/hr for cleaning and sanitizing the space rented.

- For organized sports of all ages, pod sizes for non-game settings are required to not exceed 25 people per pod, both inside and outside. Intermixing between pods should still be kept to a minimum. Having pods reduces the number of people potentially exposed if you have a case of COVID-19 and also makes it easier to quickly identify close contacts.

### OUR MISSION

Inspire a caring community to ignite learning, innovation, and success for all!

- Indoor space such as a classroom must have 10 or less, depending on the classroom size. This is to be determined by the Community Education Director.
- Park shelters - no more than one pod of  $\leq 25$

For tracking purposes, we request attendance to be recorded by each organization. In the event the district needs to gather information, the school district could request attendance records from the organization.

**All renters must follow the schools districts procedures as follows:**

### **Face Covering Policy Update**

As of July 25, 2020, per the [Governor's Executive Order 20-81](#), patrons and visitors of the school district are required to wear a face covering in all public indoor spaces and businesses.

- A face covering must cover the nose and mouth completely.
- Types of face coverings can include a paper or disposable mask, a cloth mask, a neck gaiter, a scarf, a bandanna, or a religious face covering.

### **Visitors:**

- The order requires anyone entering and exiting the buildings as well as occupying common spaces (to include restrooms) to have a face covering/shield on.
- Face coverings/shields *may be temporarily removed*:
  - When the level of exertion makes it difficult to wear a face covering while using the fitness equipment and the elevated walking track, **provided that social distancing is always maintained.**
  - When participating in an organized sport in a gym while the level of exertion makes it difficult to wear a face covering/shield,
- All patrons are reminded that although face coverings/shields are now being required within the buildings, proper social distancing and all other protocols (hand sanitizing, cleaning equipment, etc.) should always be followed.

### **Routine Screening Procedure**

Screening Procedure: Reliance on Social Distancing

**Anyone who has a fever of 100.0 or above or other signs of illness should not be admitted into the activity. Encourage parents to monitor their child and keep home when they are sick.**

1. Maintain 6 feet distance.
2. Parents/guardians will take the student's temperature before arrival and confirm no fever, cough, shortness of breath, muscle aches, headaches, etc.
3. Visual inspection of students for flushed cheeks, rapid or difficult breathing, or fatigue.

If the staff member needs to take a temperature- gloves will be used and mask if

needed per assessment. Follow guidelines below.

1. If temperature is 100 degrees or higher, send home.
2. If the temperature is 99 - 99.9 notify parents that the temperature will be re-checked every 2 hours and they may need to go home.
3. If symptomatic with runny nose, cough, watery eyes, sore throat, muscle aches etc, send home. Do not allow student(s) in the summer program. Contact the doctor for further direction of when student can return. Medical authorization letter required to return to summer program.

#### **Guidelines throughout the day:**

- Wash hands for 20 sec with soap and warm water upon arrival, before and after snacks, and in between activities.
- 6 feet social distancing.
- Remind students to cover cough and sneeze.
- Ask about respiratory symptoms and observe respiratory status.
- Students in groups of 9 or less with no "crossover," and same coach/instructor throughout the day.

#### **Parent Pick up and Drop Off Procedures**

For all activities happening please bring your child to the designated drop off location for check in.

- JMS- CERC entrance (door 19).
- JHS- Activity entrance (door 14).
- Outdoor locations will vary- please see specific activity notifications.

Students will be dismissed from class and wait outside of designated entrance/exit. Students must practice social distancing while waiting for pick up.

\*Parents will not be allowed past designated check points.

#### **Cleaning**

Regular cleaning practices are being implemented, including routine cleaning and disinfecting of activity locations including bathrooms. High-touch areas will be cleaned and disinfected before and after each activity. These duties will be performed by building custodial staff or Community Education building attendants when custodial staff are not available. Staff will be provided all necessary cleaning supplies and will be trained in cleaning and disinfecting procedures.

- Instructors may not use areas that are not listed for their activity without prior authorization so that rooms can be sanitized before and after use.
- Water fountains may not be available, participants in activities should bring their own water bottles.
- Doors will be propped open to reduce handling when possible.
- Rooms will be cleaned and disinfected between users.

- *Personal Equipment*
  - Instructors may bring in personal equipment for their own use provided they get approval from the facility use office prior to their event. School District 717 reserves the right to refuse the use of personal equipment if we deem it to be a safety or health hazard.
  - Instructors must sanitize all equipment before bringing it into the facility and immediately before they leave the room it was used in.
  - Instructors must provide their own sanitizing supplies for their equipment.

### **Social Distancing**

Social distancing refers to measures being taken to restrict where and when people can gather in order to stop or slow the spread of infectious disease. In general, 6 feet of separation is the distance that should be kept between people interacting within their community. This recommendation is most important in the setting of a large gathering where there is intermingling of people whose symptom status may be hard to monitor.

It is extremely important to us to keep all children and staff safe; therefore, we are putting social distancing protocols into place suggested by CDC and MDH. This consists of group sizes of 10 or less including staff. Children will be asked to keep some distance between each other throughout the day.

Community Education programs will be open in compliance with State and Federal guidelines during this global pandemic. Please be advised that participant compliance with programming expectations for health and safety must be followed. Community Education programs will take an abundance of care for all participants but acknowledge a potential risk for health and safety due to the COVID-19 pandemic.

Social distancing is being implemented in the facility in the following ways:

- Total number of groups using the building will be organized and limited depending on building and room/s requested and group size.
- Group size indoors and outdoors will be limited to 10 people or less in a designated space. The number of 10 includes participants, instructors, coaches and facilitators.
- Number of total participants per building will comply with local and/or government maximum gathering restrictions:
- Group sizes will be limited to the maximum number of people that a room can accommodate while maintaining 6 feet of distance between people. The following maximums are a general guideline based on current room size and capacity but will never exceed the maximum gathering size designated by state and/or local governments.
- Signage will be posted throughout the building to remind people to maintain social distance of 6 feet whenever possible. Prominent areas where signs may be posted are building entrances, restrooms, classrooms, gymnasiums, cafeterias, media centers and other areas where people generally gather.

## Resources

- [Guidance for Social Distancing in Youth and Student Programs \(PDF\)](#)
- [MDH Guidance for Youth Sports 5:20:20 2.pdf](#)
- <https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf#page=45>
- [What you need to know about coronavirus disease 2019 \(COVID-19\)](#)
- [What to do if you are sick with coronavirus disease 2019 \(COVID-19\)](#)
- [Stop the spread of germs – help prevent the spread of respiratory viruses like COVID-19](#)