

COVID-19 PREPAREDNESS PLAN FOR JAM HOPS

Jam Hops is committed to providing a safe and healthy workplace for all our workers and customers. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. All 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 workers, management, and customers. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

All employees are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Jam Hops Directors and Coordinators have our full support in enforcing the provisions of this policy and we encourage all employees to ask questions, raise safety and health concerns and offer suggestions related to the plan and its implementation.

Our staff is our most important asset. We are serious about safety and health and keeping our workers working at Jam Hops. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process by maintaining communication with key staff, inviting their input for the policies and procedures and including them in preparing the facility and protocols. Our COVID-19 Preparedness Plan follows State of Minnesota Industry Guidance for our business, Centers for Disease Control and Prevention (CDC) Guidelines, Federal Occupational Safety and Health Administration (OSHA) standards related to safety and health precautions required in response to COVID-19, Minnesota Department of Health Guidelines, and applicable executive orders. The plan addresses the following:

1. Screening and policies for employees exhibiting signs and symptoms of COVID-19
2. Social distancing
3. Worker hygiene and source controls
4. Building and ventilation protocols
5. Workplace cleaning and disinfecting protocols
6. Expectations for customers and clients to help minimize transmission
7. Additional protections and protocols for receiving and exchanging payment
8. Communications, training and supervision of practices and protocols

SCREENING AND POLICIES FOR EMPLOYEES EXHIBITING SIGNS AND SYMPTOMS OF COVID-19

Staff 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 workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. Staff will adhere to illness policy, including COVID-19 symptom check and 24-hour wellness standard.

- Staff must contact their director by phone immediately if experiencing any COVID related symptoms or exposure to the virus. Symptoms include: cough, shortness of breath, fever (100.4 or higher), chills, new sore throat, new headache, new muscle aches, or loss of taste or smell.
- Staff who begin to experience symptoms while at work must notify their director, if available, otherwise any director in the facility immediately, gather all personal belongings and avoid contact with all

individuals in the process. The employee is required, to the best of their recollection, to notify their director what areas they personally encountered so staff can disinfect appropriately.

- The Jam Hops COVID Team will work with the staff person and their Director to determine the best course of action based on symptoms, testing and exposure.
 - The COVID team will follow the protocol provided by the CDC and Minnesota Department of Health.
- Staff members are asked to follow guidelines in the Jam Hops Employee Handbook for absences (summarized below). A doctor's note may be required.
 - Use the employee roster (which is handed out each quarter) to call all qualified employees who are not scheduled that day/evening. You should also try the qualified employees listed under subs. You must try EVERYONE qualified in your department. It is not the responsibility of the Customer Care Representatives to call for you or give you staff phone numbers. It is suggested that you keep employee phone numbers in your cell phone. If you are not able to find a sub, contact your Director.

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

- Management will instruct the employee to work with their director in the rare event that working from home is a possibility.
- If the employee is unable to work from home, management will provide the employee with other options or unemployment information.

SOCIAL DISTANCING – MAINTAINING SIX FEET OF PHYSICAL DISTANCING

Social distancing of six feet will be implemented and maintained among staff, customers and kids through the following engineering and administrative protocols:

- Athletes and parents are asked to arrive no more than 5 minutes before class.
- Drop off/pick up is encouraged; no more than one adult per athlete in the building.
- Jam Hops will comply with Executive Order 20-81. This includes, but is not limited to:
 - Face coverings are required for everyone entering a Jam Hops facility including staff, visitors, and customers ages 6 and up.
 - Children can remove their masks when participating in class or practice.
 - Campers and children participating in activities will remove their masks when in the gym or outside unless seated at the picnic tables.
 - Staff will wear masks or face shields while at work.
 - Staff can remove face coverings temporarily when alone, including when alone in an office, a room, or a cubicle with walls that are higher than face level when social distancing is maintained.
 - Children between the ages of 2 and 5 years old are not required to wear face coverings, but are encouraged to wear a face covering when in public if they can do so reliably in compliance with CDC guidance on [How to Wear Cloth Face Coverings](#) (i.e., without frequently touching or removing the face covering).

- There is also a mask exemption for a medical condition, mental health condition, or disability that makes it unreasonable for the individual to maintain a face covering.
- Family members that need to stay and view will be told where to sit/stand to control social distancing. Seating has been limited to adhere to social distance recommendations as set by MDH. Masks are required in viewing areas
- Occupancy standards will be adjusted to comply with MDH guidelines.
- Class ratios will be decreased 25% or more as possible and necessary.
- During class, social distancing between coaches, students and other classes will be maintained.
- Gym equipment has been moved/adjusted to better allow for social distancing during practice.
- Staff will have limited contact with students, spotting only as necessary.
- All individuals entering and leaving Jam Hops will follow the directional signage and distance markers to comply with social distancing.
- Athletes and parents are asked to exit the building immediately following class.
- Counters at our customer care office have been widened to allow for additional distance between customers and staff.

WORKER HYGIENE AND SOURCE CONTROLS

Basic infection prevention measures are being implemented at our workplace at all times. Staff are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially upon entry, prior to and following each class, before any mealtimes and after using the restroom. Additional protocols include:

- Staff will wear a face mask
- Staff will be diligently trained to enforce procedures on sanitizing standards and distancing protocols.
- Staff will adhere to PPE requirements as set forth by MDH.
- Employee travel will be monitored and isolation following travel will adhere to MDH recommendations.
- Additional hand sanitizing and cleaning stations have been set up throughout the facility for easy access.
- Staff, customers and visitors will be instructed to cover their mouth and nose with a sleeve or tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose, and eyes with their hands. Tissues should be disposed of in provided trash receptacles and hands sanitized immediately afterward.
- Cubby area is temporarily closed.
- Lost and found is removed. All items left behind will be tossed at the end of the day.
- Drinking fountains have been disabled. Water bottle filling stations are still available.
- We will not schedule “open gym” times this summer.
- Pit areas will have limited use and will be mainly for competitive athlete training. Pits will always have landing mats.
- Chalk bins have been removed from our recreational gymnastics area.

BUILDING AND VENTILATION PROTOCOLS

The maximum amount of fresh air is being brought into the facility. Air recirculation is being limited and ventilation systems are being appropriately used and maintained.

WORKPLACE CLEANING AND DISINFECTION PROTOCOLS

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of the workplace, work surfaces and frequent cleaning and sanitizing of high-touch areas.

- Jam Hops will be disinfected completely prior to reopening and will use disinfecting products effective against COVID-19.
- All frequently touched surfaces will be disinfected regularly throughout the day and evening.
- Additional hand sanitizing and cleaning stations have been set up throughout the facility for easy access.
- Jam Hops will be closed on Sundays to perform additional building and equipment disinfecting.

Appropriate and effective cleaning and disinfectant 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.

Protocols by Jam Hops ownership are posted throughout the workplace and will be updated as necessary.

WHAT CUSTOMERS AND CLIENTS CAN DO TO MINIMIZE TRANSMISSION OF COVID-19

Prior to Arrival

1. Perform a self-wellness check before coming to Jam Hops. Please stay home if you, anyone in your household or your child are experiencing any COVID-19 symptoms or have been exposed to such symptoms. See the [Minnesota Department of Health Decision Tree for People with COVID-19 Symptoms in Youth, Student and Childcare Program](#) for a list of symptom and the criteria Jam Hops is using for decision making.
2. If families or the child has plans to travel, please notify a CCR or team coach to discuss.
3. Educate your child on social distancing and procedure for hand washing/sanitizing and coughing or sneezing into their arm.
4. To lessen the use of the restrooms at Jam Hops, we ask you to please use your restroom at home prior to coming to Jam Hops.
5. Bring a personal labeled water bottle, hand sanitizer, and a labeled bag for shoes and personal items. Cubbies are temporarily closed. Any bottles/personal items will be disposed of at the end of each day.
6. We recommend and respectfully request child drop off and pick up, instead of entering or waiting inside Jam Hops whenever possible.
7. Only one family member will be allowed inside with the child(ren).

Upon Arrival

1. Please arrive no more than 5 minutes prior to class.
2. Students and customers will be required to disclose COVID-19 symptoms for themselves and all members of their household prior to entering Jam Hops. Temperatures may be checked prior to entering the building, and anyone who appears ill or has a temperature of over 100 will be sent home.
3. Face coverings are required for everyone entering a Jam Hops facility including staff, visitors, and customers over the age of 5.
4. Follow directional signage posted throughout the building and practice social distancing.
5. DO NOT check your child in at the Customer Care desk. Attendance will be taken with the instructor.

6. All customers and children should wash/sanitize their hands prior to class.
7. Remove child's shoes and unnecessary clothing items and keep them in your labeled bag. If the parent is present, they may keep the bag. Otherwise the child should bring the bag with them into class.
8. School-age students should wait in the designated spot. Preschool children should wait with their parent, practicing social distancing until the class is called.

During Practice

1. Social distancing will be practiced between children and coaches (as appropriate), and classes.
2. Children will remove their masks during practice or class.
3. Children will be reminded to sanitize/wash hands regularly.
4. School-age children should bring their water bottle and bag with them into class.
5. Class structure will be modified to adhere to social distancing requirements and reduce sanitization issues.
6. Equipment and mats will be sanitized regularly throughout the practice. Coaches and children may be asked to help with this at the end of each rotation.
7. If a family member stays during practice, social distancing is always required .

After Class

1. Please exit the building promptly after class to allow for continued sanitization.
2. Follow directional signage when leaving the building.

Positive COVID-19 Test

If a participant in any activity learns that he/she has tested positive for COVID-19, been exposed to the virus or has symptoms, the participant or if a child, the participant's parent/guardian, should notify their coach or a Customer Care Representative as soon as possible.

1. A Customer Care Representative will contact the participant/parent and will obtain detailed information by asking the participant/parent questions such as the following:

- What date did the symptoms begin?
 - To the best of your recollection, what participants and employees have you/the participant been in close contact (within 6 feet for prolonged period) with during the 14 days prior to your symptoms starting? Please provide specific names if possible.
- To the best of your recollection, what areas of the building did you/the participant access within the 14-day window before symptoms appeared (gym areas, class rooms, restrooms did you use, and which building doors did you use).
- What equipment was used that was also used by others?

During the conversation, participant/parent will be told that:

- Jam Hops is following CDC and MDH recommendations to determine length of absence required.
 - Jam Hops will notify potentially exposed participants and employees immediately.
 - Jam Hops will reassure the infected participant or his/her parent that every effort will be made to protect their identity, they will not be identified by name as part of the notification process.

The message to the potentially exposed individuals will be that they may have encountered someone at Jam Hops who has tested positive for COVID-19.

2. Immediately close off areas identified where the parent/participant identified as having been present if disinfecting has not already occurred.
 - a. See sections below for guidance on disinfection.
3. Communicate with infected participant's coach:
 - a. What equipment did the infected participant use?
4. Contact the applicable state department of health
 - a. While Jam Hops may not be required to contact any agencies, it is recommended to contact the applicable state department of health for guidance on necessary steps based on the agency's assessment of the situation. Prior to contacting this department, we must have the answers to questions above. Any guidance given by the department should be considered when implementing this policy.
 - b. If we cannot promptly reach someone at the department of health, we may consider skipping this and moving forward with notifying identified participants/employees, and we will begin deep disinfection of identified areas within the building.
5. Communication to other Jam Hops employees:
 - a. We will send out a communication to notify other non-affected employees.
6. Disinfection:
 - a. Follow guidance provided by MDH, CDC and industry guidelines.
 - b. Isolate potentially infected area where participant was regularly present until disinfection is complete.
 - c. Wait 24 hours before disinfecting if possible, to minimize exposure of disinfection crew to droplets.
 - d. Disinfect affected area per CDC disinfecting guidelines.
 - i. Check to ensure product is not past expiration date.
 - ii. Cleaning staff is required to wear PPE.
 - e. Once disinfection is complete, the area can once again be used.

ADDITIONAL PROTECTIONS AND PROTOCOLS FOR RECEIVING AND EXCHANGING PAYMENT

- The Jam Shop opened with social distancing on July 6, 2020.
 - Any items tried on must be given to a Customer Care Representative and will be held for 72 hours before being returned to the shop.
- As much as possible, staff will use credit cards on file for any payments.

COMMUNICATIONS, TRAINING AND SUPERVISION PRACTICES AND PROTOCOLS

Protocols for Jam Hops were communicated via email to all workers on May 29, 2020, July 3, 2020, and July 27, 2020. The COVID-19 Preparedness Plan was communicated via email to all workers on June 10, 2020 and necessary training was provided. The revised plan was communicated on July 27, 2020. Additional training and communication will be ongoing by the management team and provided to all employees who did not receive the initial training. Instructions will be communicated to customers and visitors via email, signage, and verbal

communication. Managers and supervisors are to monitor how effective the program has been implemented by **checklists and weekly check-ins**. Management and our staff are to work through this new program together and update the training, as necessary. This COVID-19 Preparedness Plan has been certified.

Certified by:

Brenda Nolby
Owner and CEO