



How to Prepare Your COVID Plan for ISD 861 Facility Rental

You have submitted the ISD 861 Facilities Request for an activity/event. Prior to your rental request being approved, you will need to prepare and submit a **COVID-19 Plan** for the COVID committee to review.

All COVID-19 Plans should be submitted to ann.riebel@winona.k12.mn.us for final approval of your activity/event. A reservation will not be confirmed for your program without a COVID-19 Plan that has been approved.

Your plan will be reviewed by the Activities Director, Director of Buildings & Grounds, and the Director of Community Education. Once your plan is reviewed, the Director of Community Education will provide notification of approval, denial, or request additional information as needed. Upon approval, the Facilities Coordinator will finalize your permit. It is expected that your program will communicate the plan to all individuals attending your activity/event so they are aware of the guidelines they are expected to follow.

Please refer to the *COVID-19 Preparedness Plan for District 861 Facility Use* that's included. You can use the document as a general guide when creating your COVID-19 Plan for your activity/event. You will need to include all information in your plan (hygiene and respiratory etiquette, social distancing, cleaning, disinfecting, health screening, and communication) along with information specific to your activity/event. All COVID-19 Plans must follow MDH, MDE, CDC, and ISD 861 guidelines. [Executive Order 20-103](#) is the basis for ISD 861 determining what requirements must be met.

Entities, associations, organizations, and clubs that provide Organized Youth Sports must adhere to the requirements set forth in paragraph 7.d, including development and implementation of a COVID-19 Preparedness Plan in accordance with applicable guidelines for youth sports available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>).

Please ensure the following information is included in the COVID-19 Plan, as well as the general guidelines listed in the District 861 Facility Use:

- Description of activity/event (including the type of activity/event, date/s and location/s)
- Attendance (must be 25% of capacity not exceeding 100 and include pre-event sign-up/registration)
 - Exact numbers for the space requested will be provided to each individual request as all rooms vary.
- Practice pods cannot exceed 25 participants when the 25% capacity allows pods of 25. If space doesn't allow required separation, pods must be reduced.

Pods per athletic spaces:

- One pod per tennis court

- Maximum of 4 pods per football/soccer field area
- Maximum of 3 pods per baseball field
- One pod per volleyball/basketball court.
- Spectator requirements. As of 1/4/2021 spectators are not allowed unless a parent/guardian must be present due to a participant's documented needs.
- Attendance tracking
- Set up and layout of activity/event
- Physical distancing measures. Maintaining 6 feet between participants when they are not participating.
- Health screening at event/activity
- Check-in process to avoid congregating around the entryway or outside of the facility
- Supervision (how many supervisors will you have, what are their assignments, where will they be located, what steps will you take to ensure they enforce the guidelines, etc.)
- Entrance and exit assigned (map will be provided)
- Traffic flow (one way recommended)
- Overview of event/activity schedule or agenda
- Face covering requirement per EO 20-103 [CDC COVID - 19 Mask Guidance](#))
- Sanitization/cleaning of equipment throughout the activity/event (equipment used for activity/event including athletic equipment, supplies, and furniture)
- Who the main point of contact that will be on-site during the activity/event and their contact information.
- Food and beverage policy (no food or beverages will be allowed other than water)
- Signage
- Plan for positive COVID-19 player to safely return to participation after quarantine is completed.
- Plan for communicating requirements to officials, umpires, and trainers.
- COVID-19 Preparedness Plans must be distributed and available for review by participants and their parents or guardians.

An ISD #0861 Activities Supervisor will be assigned to your event. The role of the person is to assist programs in complying with COVID Preparedness Plan expectations and support the expectations of ISD #0861 for facility rental. The cost of the individual is included in the rental fee.

Additional Resources:

[COVID-19 Youth and Adults Sports under Executive Order 20-103](#)

[ISD 861 Facilities Rental](#)

[COVID 19 Return to Sports Guidance 12-28-20](#)