



Board of County Commissioners Agenda Request

20
Agenda Item #

Requested Meeting Date: August 11, 2020

Title of Item: LLCC - Additional COVID Protections and Protocols

<input type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input checked="" type="checkbox"/> CONSENT AGENDA	<input checked="" type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Hold Public Hearing*

Submitted by: Rich Courtemanche & Courtney Dowell	Department: Land
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Presenter (Name and Title): Rich Courtemanche - Land Commissioner	Estimated Time Needed:
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Summary of Issue:
On July 23, 2020, Aitkin County adopted an amended COVID-19 Preparedness Plan for the county. Long Lake Conservation Center is covered under this plan.

Long Lake Conservation Center is seeking to open its doors for potential school and non-school groups. LLCC has worked with Health and Human Services, the County Sanitarian, and maintenance to create additional specific actions for the center.

Long Lake Conservation Center is seeking approval from the County Board of these additional measures.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve a motion to adopt additional COVID Protections and Protocols for LLCC

Financial Impact:
Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$

Is this budgeted? Yes No *Please Explain:*

Legally binding agreements must have County Attorney approval prior to submission.

Additional Protections and Protocols at Long Lake Conservation Center

Hybrid Plan based on

<https://www.health.state.mn.us/diseases/coronavirus/schools/overnightcamp.pdf>

and

<https://www.health.state.mn.us/diseases/coronavirus/foodgather.pdf>

As a unique department within Aitkin County, Long Lake Conservation Center will follow the COVID Preparedness Plan set forth by Aitkin County with the following additional protections and protocols.

Program=Any Long Lake event or reservation. Retreat, training, youth group, etc.

Key protections

- A minimum of 6 feet of distance between participants not in the same family unit/household must be maintained throughout the program.
- Indoor and outdoor occupant capacity to no more than 25% up to 250 persons. See **Protocols for managing capacity**.
- In the Dining Hall, only 4 people are allowed per table, 6 if they are all members of the same household.
- Lodging is Single Occupancy: 1 guest per room allowed unless the guests are members of the same household.
 - Double Occupancy and Shared Lodging: Occupants must be in the same household in order to allow 2-6 people per room.
- According to Emergency Executive order 20-81 a face covering must be worn in indoor business and indoor public settings that cover the nose and mouth completely until such time it is deemed unnecessary during the COVID-19 health crisis.

Protocols for managing occupancy

- Indoor seating at up to 25% occupancy, with a maximum of 250 individuals is allowed. A maximum of 250 individuals is allowed at outdoor seating. All guests must be seated.
- Signage will be posted at the Long Lake facility entrances outlining the facility and guest organization's protocols (protocols are subject to change dependent on guest organizations).
- The guest organization's program coordinator along with Long Lake staff must:
 - Limit the number of participants, customers and guests as necessary to allow for the required social distancing and not exceed allowed percentage of occupancy where required.
 - Provide controlled flow of participants as much as possible, including upon start and at end of the program.
- **Meeting Capacity:** Indoor seating at up to 25% occupancy
(<https://www.health.state.mn.us/diseases/coronavirus/foodgather.pdf>)

Facility Space	Standard Capacity	25% Capacity
Dining Hall	180	45

Great Hall, North Star Lodge	80	20
Breakout Spaces (8), North Star Lodge	10	2
Classroom, Marcum House	50	12
Classroom, Schoolhouse	20	5
Lodge Room, Marcum House	12	3

- See protocols for facility sanitation and disinfecting under **Protocols for sanitizing and disinfecting**
- **Lodging:**
 - North Star Lodge (16 rooms)
 - Single Occupancy: 1 guest per room allowed unless the guests are members of the same household.
 - Double Occupancy and Shared Lodging: Occupants must be in the same household in order to allow 2-6 people per room.
 - Marcum House (13 rooms)
 - Single Occupancy: 1 guest per room allowed unless the guests are members of the same household.
 - Double Occupancy and Shared Lodging: Occupants must be in the same household in order to allow 2-6 people per room.
 - See protocols for room sanitation and disinfecting under **Protocols for sanitizing and disinfecting**
- According to Emergency Executive order 20-81 a face covering must be worn in indoor business and indoor public settings that cover the nose and mouth completely until such time it is deemed unnecessary during the COVID-19 health crisis.

Protocols for food and beverage (<https://www.fda.gov/food/food-safety-during-emergencies/best-practices-retail-food-stores-restaurants-and-food-pick-up-delivery-services-during-covid-19#operations>)

- Food will be prepared and served in accordance with applicable rules and regulations guiding the specific program. Follow the Minnesota Food Code, as applicable.
- Food will be served in the Dining Hall only.
- Long Lake Food Services will discontinue operations, such as salad bars, buffets, and beverage service stations that require guests to use common utensils or dispensers.
- Food will be plated and served (change from family style and buffet)
 - Staff will provide
 - Individually wrapped silverware
 - Napkins
 - Beverage refills
 - Single Serve condiments/seasonings
- Dishes will be bussed at the kitchen window.
- Guests will be directed by signs and staff to maintain 6ft of distance when picking up their plate from the kitchen or bussing their dishes.
- Sneeze Guards will be placed between the kitchen and guests with room for moving plate from

kitchen to Dining Hall

- According to Emergency Executive order 20-81 a face covering must be worn in indoor business and indoor public settings that cover the nose and mouth completely until such time it is deemed unnecessary during the COVID-19 health crisis.
- See protocols for Dining Hall sanitation and disinfecting under **Protocols for sanitizing and disinfecting**

Protocols to lower the risk of exposure to COVID-19

- All participants, customers, and guests will need to respond to the screening survey questions upon arrival and check-in, and verify that they have read the screening-survey and can respond “no” to all questions.
 - Long Lake will require temperature checks for guests accompanying a youth based program.
- Long Lake staff will communicate with participants prior to the program. Staff will:
 - Advise participants, customers, and guests of the added COVID-19 precautions that will be taken prior to arrival at the site. Using websites, emails, and/or correspondence with guest organization program coordinator/s to educate participants, customers, and guests on the steps being taken for their protection and the protection of workers.
 - Decline to allow participation in the program if there is any suspicion that they are sick or symptomatic, and advise them to leave the facility.
 - Guests may be asked to leave the facility at their screening or any time



**VISITOR AND EMPLOYEE
HEALTH SCREENING CHECKLIST**



CONDUCT HEALTH SCREENING EACH TIME EMPLOYEES OR VISITORS ENTER THE FACILITY.

You may also opt to conduct temperature screening if it can be done with proper social distancing, protection, and hygiene protocols. However, temperature screening is not required.

If a worker or visitor answers “Yes” to any of the screening questions, they should be advised to go home, stay away from other people, and contact their health care provider.

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Please answer “Yes” or “No” to each question. Do you have:

- Fever or feeling feverish?
- Chills?
- A new cough?
- Shortness of breath?
- A new sore throat?
- New muscle aches?
- New headache?
- New loss of smell or taste?

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throughout their stay if they are exhibiting symptoms of COVID-19.

- According to Emergency Executive order 20-81 a face covering must be worn in indoor business and indoor public settings that cover the nose and mouth completely until such time it is deemed unnecessary during the COVID-19 health crisis.
- Program attendees and employees/volunteers should not attend a program at Long Lake Conservation Center if they or someone in their household are experiencing symptoms of COVID-19 or they have known exposure to someone with a positive case of COVID-19.
- See protocols for sanitation and disinfecting under **Protocols for sanitizing and disinfecting**

Protocols for youth/educational programming at Long Lake Conservation Center

- Learning groups will be created to have no more than 25 people including the staff and instructors for outdoor programming.
- Groups will cohort and not inter mix.
- If programs need to move inside, groups of 10 or less will be created (depending on space and allowance for social distancing)
- Equipment will not be shared whenever possible.
- All programs will be kept contactless (games, team building, team programs).
- According to Emergency Executive order 20-81 a face covering must be worn in indoor business and indoor public settings that cover the nose and mouth completely until such time it is deemed unnecessary during the COVID-19 health crisis.
- See protocols for program equipment sanitation and disinfecting under **Protocols for sanitizing and disinfecting**

Protocols for sanitizing and disinfecting

In addition to actions outlined in **Housekeeping**, Long Lake Conservation Center will adhere to the following protocols for each facility on campus.

- **Dining Hall:**
 - Staff will frequently sanitize high touch areas
 - After sanitizing, wait time of 30 minutes will be implemented before a new group/cohort can use the facility.
- **North Star Lodge Dorm Rooms:**
 - The dorm rooms in the North Star lodge will be booked first with preference over the Marcum House Rooms.
 - After check out time, a wait time of 30 minutes will be implemented to allow for air exchange before staff can enter to clean, sanitize, and disinfect.
 - Long Lake staff will increase frequency of sanitizing high touch areas like external door knobs throughout guests stay at Long Lake.
- **North Star Lodge Lobby**
 - Staff will frequently sanitize high touch areas
 - Self serve areas and equipment like the water fountains and coffee will be disabled/discontinued
- **North Star Lodge Great Hall**

- Staff will frequently sanitize high touch areas
- **Marcum House Dorm Rooms:**
 - Marcum House rooms will be reserved as overflow when reservations are made
 - After check out time, a wait time of 24 hours will be implemented to allow for air exchange before staff can enter to clean, sanitize, and disinfect.
 - Long Lake staff will increase frequency of sanitizing high touch areas like external door knobs throughout guests stay at Long Lake.
- **Marcum House Lobby**
 - Staff will frequently sanitize high touch areas
 - Self serve areas and equipment like the water fountains and coffee will be disabled/discontinued
- **Marcum House Classroom**
 - Staff will frequently sanitize high touch areas
- **All bathrooms**
 - Staff will frequently sanitize high touch areas
- **All entrances and exits, doors**
 - Staff will frequently sanitize high touch areas
- **Kitchen**
 - Staff will frequently sanitize high touch areas
 - A sneeze guard will be placed between the kitchen and dining area
- **Office/Lab**
 - Staff will frequently sanitize high touch areas
 - A sneeze guard will be placed between the reception and front entrance.
 - Office staff will sanitize common equipment after each use ie copier and wipe down customer contact areas after each customer or guest visit
- **Canteen**
 - Staff will frequently sanitize high touch areas
 - A sneeze guard will be placed between the register and customer.
- **Schoolhouse (staff restrooms, critters)**
 - Staff will frequently sanitize high touch areas
 - Office staff sanitize after each use or critter care
- **Program Equipment**
 - Staff will frequently sanitize high touch areas
 - Staff will sanitize and disinfect after each individual use