

COVID-19 Preparedness Plan for Sylvan Shores Property Owners Association

Sylvan Shores Property Owners Association (SSPOA) is committed to providing safe and healthy common association properties for all workers and the SSPOA community at large. To ensure we have a safe and healthy association, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our community, and that requires full cooperation among our workers, management and SSPOA owners and guests. Only through this cooperative effort can we establish and maintain the safety and health of all persons in the SSPOA community.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. The **Sylvan Shores Property Owners Association** managers and supervisors have our full support in enforcing the provisions of this policy and we encourage our workers to ask questions, raise safety and health concerns and offer suggestions related to the plan and its implementation.

The health and safety of each worker, each member and each guest are of utmost priority. We are serious about safety and health and keeping our workers working at **Sylvan Shores Property Owners Association**. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. Employees of Sylvan shores should direct their concerns to the office manager. If the office manager is not available or the concern is not addressed to the satisfaction of the employee, then the employee should direct their concerns to the SSPOA Board of Directors President. 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 and applicable executive orders.

1. Overview

Under Governor Tim Walz's executive orders, identified businesses that are in operation during the peacetime emergency are required to establish a COVID-19 Preparedness Plan.

SSPOA COVID-19 Preparedness Plan establishes and explains the policies, practices and conditions the business will implement to meet the State of Minnesota Industry Guidance for the business, Centers for Disease Control and Prevention (CDC) guidelines, federal Occupational Safety and Health Administration (OSHA) standards and applicable executive orders related to worker, visitor and SSPOA community safety and health while in/on SSPOA common property. The plan has strong commitment of the SSPOA board of directors and developed and implemented with the participation of workers.

The Minnesota Department of Labor and Industry (DLI), in consultation with the Minnesota Department of Health (MDH), has the authority to determine whether a plan is adequate.

2. Requirement to open and close

SSPOA is NOT required by law to open ANY amenity. SSPOA is however, required by law to close by applicable order under the direction of the governor of the state of MN, if directed to do so. SSPOA also reserves the right to close all amenities at any time without prior notice. Be aware that even though amenities are being opened, they may not stay open. The decision to close any amenity will be at the discretion of the board of directors.

3. Stay home when sick

If you are sick or have had exposure with someone who is sick, then you MUST stay home. Bringing an illness to the campground may lead to closing the campground. Please be mindful of other campers' safety and help us keep our campground open. If you are not able to stay for a COVID-19 related illness, you will be eligible for a refund on a prorated basis.

4. Already open

Full Service Seasonal Campsites (Additional guests will be welcome with a 10 person per campsite limit)

Playground equipment

Tennis courts, Volleyball courts and other amenities on the club house grounds

5. Not opening

The Club House

Pool

Partial Service Seasonal Campsites

Recreational Camping (overnight non seasonal camping)

Bath Facility

Fish Cleaning Station

7. What guests can do to minimize transmission of COVID-19

SSPOA will post signage to remind guests and workers about social distancing.

8. Facilities cleaning and disinfection protocols

Cleaning protocols for playground equipment will be limited to having disinfectant spray available.

9. Additional protections and protocols for receiving and exchanging payment

SSPOA will prefer payment in advance whenever possible. Call the club house and speak with Kayla for details. When not possible, campground guests will present payment in the campground in an outdoor setting with the campground groundskeeper (Gene).

There are two additional forms that are required to be signed. A campsite rental contract and a hold harmless agreement form. Both will require signatures prior to camping. It is preferred that these forms would be sent in advance whenever possible via email or US Mail. When not possible, campground guests will provide signed forms in the campground in an outdoor setting with the campground groundskeeper (Gene).

10. Additional protections and protocols for managing occupancy

Since the non-full-service campsites, pool and club house are not opening, no occupancy protocols are needed. Signs are posted at the Fawn Lake beach and boat landing to limit occupancy in these areas.

11. Additional protections and protocols to limit face-to-face interactions

SSPOA staff was previously emptying campground garbage due to a common locked dumpster. The lock has been removed from the dumpster and campground guests will deposit their own garbage in the dumpster eliminating the need for face to face interactions for garbage collection. If this procedure leads to an overflow condition of the dumpster due to non-authorized deposits, then the lock will be placed on the dumpster like it is now and keys will be made and distributed to each camper.

Each campsite user is responsible for securing lids and disposing their garbage daily.

12. Additional protection and protocols for distancing and barriers

The SSPOA beach area behind the club house will be open and available with a sign that states similar to ... Due to COVID 19, the beach and dock area will be limited to 10 people with a reminder to adhere to social distancing.

The common boat landing on Fawn Lake will be open and available with a sign posting that has wording similar to ... Due to COVID 19, the dock area will be limited to 10 people with a reminder to adhere to social distancing.

13. SSPOA quarterly open board meetings:

The SSPOA board of directories will monitor the situation closely for infections and mortality rates and determine when to resume open quarterly meetings. Prior reservations will be required to attend the open meeting as meeting attendees will be limited to ensure six-foot social distancing. There will be a waiting list and attendees will be invited on a first come first served basis. SSPOA board members will reserve the right to determine the number of attendees for any given open meeting and the dates of said meetings.

Preparedness Plan Pertaining to Managers and Employees:

14. Policies and procedures that assist in the identification of sick workers and ensure sick workers stay home

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. Policies and procedures were implemented to assess workers' health status prior to entering the workplace.

Our campground groundskeeper is isolated to the campground and will rarely interact with the club house groundskeeper. The club house groundskeeper will rarely interact with the campground groundskeeper. Separate equipment such as lawn mowers will be utilized. Both groundskeepers should not ride in the same vehicle at the same time. When it is necessary to verbally communicate with members, guests or the public on Sylvan Shores property, masks should be worn, and a six-foot distance should be maintained. Personal contact with campers should be kept to a minimum and only when necessary.

The office manager works in the club house that is currently closed to the public. The club house cleaner cleans the club house once a week and maintains a six-foot social distance from the office manager.

Workers have been informed that they are to self-screen and not to report to work if they are not feeling well for any reason. Workers will inform the office manager in the event symptoms are experienced at home or during the workday.

Sylvan Shores Property Owners Association has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when they are required to isolate or quarantine themselves or a member of their household. SSPOA will follow the CARES Act guidelines for providing paid sick leave due to COVID. In order for an employee to receive the paid sick leave, they must provide a written statement as described below in the FAQs related to ***COVID-19-Related Tax Credits: How to Substantiate Eligibility and Periods of Time for Which Credits are Available FAQs***.

An Eligible Employer will substantiate eligibility for the sick leave or family leave credits if the employer receives a written request for such leave from the employee in which the employee provides:

1. The employee's name,
2. The date or dates for which leave is requested,
3. A statement of the COVID-19 related reason the employee is requesting leave and written support for such reason, and
4. A statement that the employee is unable to work, including by means of telework, for such reason.

In the case of a leave request based on a quarantine order or self-quarantine advice, the statement from the employee should include the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine, and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relation to the employee.

In the case of a leave request based on a school closing or child care provider unavailability, the statement from the employee should include the name and age of the child (or children) to be cared for, the name of the school that has closed or place of care that is unavailable, and a representation that no other person will be providing care for the child during the period for which the employee is receiving family medical leave and, with respect to the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care.

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. Since there are only four workers and they all work separately from each other and the public, no further accommodations are needed at this time. This will be revised at a later date if necessary.

Sylvan Shores Property Owners Association has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. Workers will be notified by phone call or in person within 24 hours of SSPOA management becoming aware of the exposure. In addition, a policy has been implemented to protect the privacy of workers' health status and health information. Any information provided to SSPOA regarding the employees' health status and health information will not be shared with anyone outside of SSPOA management.

15. Workplace social distancing - maintaining six feet of separation

Social distancing of six feet will be implemented and maintained between workers in the workplace through the following engineering and administrative protocols:

Social distancing of six feet will be implemented and maintained between workers and customers or members in the workplace through the following engineering and administrative protocols: The club house groundskeeper has extremely limited interaction with others. The campground groundskeeper does interact with the public, but that interaction will be kept at an absolute minimum on 'as required' basis. The club house is currently closed so there is no interaction from members or the public with the office manager or cleaner. When board members interact with any employee, a six-foot distance is maintained. When the board members meet in person, six-foot distances are maintained.

16. Worker hygiene and source controls

Worker hygiene and source controls are always being implemented at our workplaces. Workers are instructed to wash their hands often and use hand sanitizer when washing is not available. Workers are also advised to use face masks and social distancing when in face to face contact with others.

17. Workplace building and ventilation protocols

The two employees that maintain the grounds work almost exclusively outside and therefore special HVAC and other requirements are not applicable. The office manager and cleaner work in the club house, but the club house is not open to the public so extra precautions such as a special HVAC systems and other considerations are not applicable.

18. Workplace cleaning and disinfection protocols

The campground groundskeeper and club house groundskeeper have their own equipment such as they each have their own lawnmower. Workers have been instructed that personal equipment and tools should not be shared and, if shared, should be disinfected between users. The club house cleaner does not share any equipment with other workers.

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.

19. Drop-off, pick-up and delivery practices and protocols

This is not applicable to SSPOA

20. Communications, training and supervision practices and protocols

The draft COVID-19 Preparedness Plan was communicated via printed material to all workers on June 25, 2020 and necessary training was provided. This final plan dated July 14, 2020 was provided to all workers by July 31, 2020. Managers and supervisors are to monitor how effective the plan has been implemented by spot checking on a monthly basis employee actions related to the plan. Management and workers are to work through this new program together and update the training, as necessary. This COVID-19 Preparedness Plan has been certified by Sylvan Shores Property Owners Association management and was posted throughout the workplace by July 31, 2020 and will be updated when necessary.

Certified by:

Ed Haberman (signed via electronic signature 7/14/2020)

Ed Haberman
SSPOA Board of Directors President

COVID-19 Preparedness Plan for Sylvan Shores Property Owners Association Employee Certification

The SSPOA draft COVID-19 Preparedness Plan and necessary training were provided to me at the club house on June 25, 2020. My input was requested and considered in this final SSPOA COVID-19 Preparedness Plan. I have been provided a copy of the SSPOA COVID-19 Preparedness Plan dated July 14, 2020.

(print your name)

(sign your name)

(date)