



COVID-19 Heritage Center Preparedness Plan

6/30/20

The City of Lakeville is committed to providing safe and healthy facilities for all employees and patrons. The City of Lakeville has developed a COVID-19 Preparedness Plan for staff; additionally, the following protocols have been developed regarding the Heritage Center. The plans follow [Centers for Disease Control and Prevention \(CDC\)](#) and [Minnesota Department of Health \(MDH\)](#) guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing and masks;
- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and employees; and
- management and supervision necessary to ensure effective implementation of the plan.

This document has been developed to clarify policies and procedures that are specific to the Lakeville Heritage Center and are in addition to the City of Lakeville COVID-10 Preparedness Plans.

Facility Maintenance

Regular housekeeping practices have been implemented, including routine cleaning and disinfecting of staff work areas and equipment, lobbies, restrooms and classrooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as door handles, railings, etc.

- Staff is encouraged to wear disposable gloves, and masks provided by the city, as needed.
- Staff will disinfect high-touch areas throughout the day.
- Staff will disinfect hard surfaces in classrooms before each class.

Facility and Program Policies

The following policies apply to the Heritage Center. This list will continue to evolve over time and will be updated as guided by the [CDC](#) and [MDH](#).

- Lakeville Area Active Adults (LAAA)
 - See Lakeville Area Active Adults Protocols
- Lakeville Yellow Ribbon:
 - Staff, volunteers and visitors are required to wear masks while in hallways, restrooms and other public areas of the building. For some people wearing a mask is not medically advised; reasonable ADA Accommodations will be made on a case by case basis.
 - Staff, volunteers and visitors are required to observe social distancing, one-way traffic in hallways and designated entrances and exits.
- Historical Society:
 - Staff, volunteers and visitors are required to wear masks while in hallways, restrooms and other public areas of the building. For some people wearing a mask is not medically advised; reasonable ADA Accommodations will be made on a case by case basis.
 - Staff, volunteers and visitors are required to observe social distancing, one-way traffic in hallways and designated entrances and exits.
- Rental Groups:
 - The Heritage Center is open on a limited capacity to outside renters.
 - All rental groups must adhere to current [CDC](#) and [MDH](#) protocols.
 - Rentals are limited to group sizes that follow the Governor's current directives.
 - [Updated Facility Rental Policy / Waiver forms](#) must be signed prior to use.