

# TOTAL TURF EXPERIENCE'S

**COVID-19 Preparedness Plan**

# COVID-19 Preparedness Plan for TOTAL TURF EXPERIENCE

**Total Turf Experience, LLC** is committed to providing a safe and healthy workplace for all our workers and clients. To ensure we have as safe and healthy workplace, 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 workplaces and communities, and that requires full cooperation among our workers, management and clients. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Total Turf Experience managers and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at **Total Turf Experience**. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and New Jersey Department of Health (NJDoH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 149, and addresses:

* hygiene and respiratory etiquette;
* engineering and administrative controls for social distancing;
* cleaning, disinfecting, decontamination and ventilation;
* prompt identification and isolation of sick persons;
* communications and training that will be provided to managers and workers; and
* management and supervision necessary to ensure effective implementation of the plan:
* protection and controls for pick-up, drop-off and delivery of food products;
* protections and controls for in-store 614 Grille ordering;
* communications and instructions for customers.

## Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers 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. Total Turf Employees will be required to have a temperature check upon entering the facility and answer questions regarding possible symptoms or sickness. If found to be sick during business, the employee will be isolated within the designated classroom and arrangements will be made for the employee to be transported home. Any areas that the employee attended will be immediately cleaned and disinfected and isolated for a period of 3 days while cleaning and monitoring is continued.

**Total Turf Experience** has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Total Turf Experience strictly adheres to the New Jersey's Sick Leave Law that provides New Jersey employees the right to accrue and use up to 40 hours of paid sick leave (PSL) in any period of 12 consecutive months. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

**Total Turf Experience** 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. Total Turf Experience will notify via broadcast email each employee via email and our scheduling software "When I Work".

In addition, a policy has been implemented to protect the privacy of workers’ health status and health information. Total Turf Experience issues each employee via ADP Payroll's portal an Employee Handbook that addresses Confidentiality and the specific related areas, including workers' health status and information.

## Handwashing

Basic infection prevention measures are always being implemented at our workplaces. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All customers and visitors to the workplace will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Since inception, Total Turf Experience has supplied hand washing stations at all major entrances and areas that may require stations (i.e., behind the counters at 614 Grille, at drinking stations, etc.). With COVID-19, we have ordered and implemented additional supplies for employees, including 4 additional hand sanitizing stations located at each major entrance, gloves to be worn by all employees at critical times and hand sanitizer in bulk. The General Manager will continue to conduct training after the reopening of the facility to include every new employee while stressing the importance of hand sanitation.

## Respiratory etiquette: Cover your cough or sneeze

Workers, customers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers, customers, and visitors. Total Turf Experience has provided instructional posters throughout the Complex to properly demonstrate how to "Wash Hands Thoroughly", "Keep That Cough Under Cover" and other educational posters.

## Social distancing

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

Where applicable and queue lines are formed within Total Turf Experience, we provide examples of 6 feet spacing via Total Turf stickers adhered to the floor, thus ensuring and example of proper spacing for visitors and customers. All customer facing counters space or check out stations have also been provided spit guards for proper customer interaction. If spacing cannot be increased or social distancing consistently maintained, existing barriers and/or guards will be used. Due to our large capacity, each individual area has a clearly defined occupancy requirement, interactions will be safely conducted during drop-off, pickup and delivery. At this time, spectators will be prevented from gathering in groups in common areas and confined facility areas. Each employee will be trained on proper Social Distancing and policing of our clients. Total Turf Experience will provide recommended protective supplies, such as masks or non-medical cloth face coverings, gloves, disinfectant face-shield (if requested) for workers and instruction about when and how they should be worn.

## Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, sports supplies, and equipment in the work environment, including restrooms, break areas, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high- touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, credit card readers, etc. by our staff and outside cleaning services will focus on entire building cleaning multiple times per week to ensure a safe and clean sports complex. If a client is found displaying COVID-19 symptoms, they will be isolated in a designated space, parents, or guardian, if applicable, will be notified and a safe removal from the building will be implemented. Upon exiting the isolation room, a thorough disinfecting of all areas via fog machine will be conducted. If an employee, customer or visitor is symptomatic or is diagnosed with COVID-19, that person will be isolated within a designated classroom, arrangements will be made for safe transport to either their home or local hospital and any/all areas exposed by the infected person will be immediately cleaned and disinfected by our Clean Team, including fogging enclosed areas, wiping all surfaces with disinfectant and isolating that particular room for a period of 72 hours to ensure a safe return to service.

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. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people. Total Turf Experience's buildings are both new construction and with the inclusion of an educational tenant, we are familiar with the fresh air requirement and air circulation within our buildings comply. The new facility, built in 2019, passed stringent fresh air requirements and included the following as part of our overall design:

-Three 40' ceiling mounted fans for air movement in a 58,000-sf capacity

-Two building mounted fans that are controlled via automatic thermostats to exchange air based on humidity and interior temperature

-One fresh air fan that is activated in conjunction with other HVAC functions to ensure fresh air supply to the facility

## Communications and training

This COVID-19 Preparedness Plan was communicated via email to all returning workers 6/30/2020 and necessary training was provided. Additional communication and training will be ongoing via email updates and onsite training and provided to all workers who did not receive the initial training.

Instructions will be communicated to customers and visitors about: how drop-off, pick-up, and delivery will be conducted to ensure social distancing between the customers and workers; required hygiene practices; and recommendations that customers and visitors use face masks when dropping or picking up. Customers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. Temperature checks will occur at every major egress and ingress and anyone exhibiting signs or symptoms of COVID-19 (i.e., fever, cough, shortness of breath, temperature above 100.4 degrees) will be separated and arrangements will be made to safely remove that person from the facility and Managers will notify the State Health Department. Managers and Supervisors monitor how effective the program has been implemented and completing a daily log. 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 Total Turf Experience Management and was posted throughout the workplace June 30, 2020. I will be updated, as necessary.

Certified by:

**TOTAL TURF EXPERIENCE OWNERSHIP TEAM**

## Appendix A – Guidance for developing a COVID-19 Preparedness Plan

### General

Centers for Disease Controal and Prevention (CDC): Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-](http://www.cdc.gov/coronavirus/2019-nCoV) [nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

Minnesota Department of Health (MDH): Coronavirus – [www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

State of Minnesota: COVID-19 response – [https://mn.gov/covid19](https://mn.gov/covid19/)

### Businesses

CDC: Resources for businesses and employers – [www.cdc.gov/coronavirus/2019-](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html) [ncov/community/organizations/businesses-employers.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

CDC: General business frequently asked questions – [www.cdc.gov/coronavirus/2019-ncov/community/general-](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html) [business-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

CDC: Building/business ventilation – [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html) [response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: Businesses and employers: COVID-19 – [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

MDH: Health screening checklist – [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: Materials for businesses and employers – [www.health.state.mn.us/diseases/coronavirus/materials](http://www.health.state.mn.us/diseases/coronavirus/materials)

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – [www.dli.mn.gov/updates](http://www.dli.mn.gov/updates)

Federal OSHA – [www.osha.gov](http://www.osha.gov/)

### Handwashing

MDH: Handwashing video translated into multiple languages – [www.youtube.com/watch?v=LdQuPGVcceg](http://www.youtube.com/watch?v=LdQuPGVcceg)

### Respiratory etiquette: Cover your cough or sneeze

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

CDC: [www.cdc.gov/healthywater/hygiene/etiquette/coughing\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

### Social distancing

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

### Housekeeping

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

Environmental Protection Agency (EPA): [www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) [sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

### Employees exhibiting signs and symptoms of COVID-19

CDC: [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/returntowork.pdf](http://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf)

State of Minnesota – <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

### Training

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

Federal OSHA: [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)