



COVID-19 Preparedness Plan

As of August 14, 2020

University Gateway Corporation (UGC) is committed to providing a safe and healthy workplace and event center within McNamara Alumni Center (MAC) for our tenants, their employees and staff, the clients of McNamara's event business, and guests and visitors to the building. To ensure we have a safe and healthy workplace, UGC has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Tenant organizations, their managers and employees, MAC management staff and its vendor partners, ABM and D'Amico, 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 tenants, employees, and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

This COVID-19 Preparedness Plan (the "Plan") pertains to the common areas within the MAC building. It is administered by UGC, who maintains the overall authority and responsibility for the Plan.

Each individual tenant organization is responsible for implementing their own COVID-19 Preparedness Plan within their respective premises. While tenants are encouraged to mirror their plans on this document, their plans must be consistent with University of Minnesota policies.

Together, UGC management and MAC tenants will work together to support, implement, comply with and provide recommendations to further improve all aspects of their respective COVID-19 Preparedness Plans.

UGC's managers, staff, and supervisors have its full support in enforcing the provisions of this Plan for the McNamara Alumni Center.

Our employees, clients, guests and visitors are our most important assets. UGC is serious about safety and health and protecting its employees. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by:

- Conducting staff meetings during which we discuss the specific processes of re-opening MAC and how we'll operate once the building is occupied.
- Asking staff for their recommendations on how to respond to certain situations that may arise.
- Involving staff in creating the Preparedness Plan by assigning staff to write certain sections/procedures that relate to their normal job functions.
- Training all staff in UGC's new policies and specific processes related to COVID-19 responses.

UGC's Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- ensuring sick UGC employees stay home and prompt identification and isolation of sick persons;
- social distancing – all occupants of MAC should be at least six-feet apart;
- UGC employee hygiene and source controls;
- workplace building and ventilation protocol;
- workplace cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices and protocol; and
- communications and training practices and protocol.

UGC has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including for office buildings and event spaces/public gatherings. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include additional protections and protocols for:

- customers, clients, guests and visitors;
- personal protective equipment (PPE);
- access and assignment;
- sanitation and hygiene;
- work clothes and handwashing;
- distancing and barriers;
- managing occupancy;
- limiting face-to-face interaction;
- receiving or exchanging payment.

UGC EMPLOYEE/STAFF PROTECTIONS AND PROTOCOLS FOR MAC

1. Admittance into McNamara Alumni Center

- a. McNamara Alumni Center will be closed to the general public. Only tenant employees with University access cards, their invited guests, and event patrons will be allowed into MAC. UGC will limit persons coming into the venue by keeping exterior doors locked to prevent unwanted/added guests.

2. UGC Employee/MAC Staff Health

- a. UGC employees, ABM and D'Amico staff will be asked to complete the health screening survey that can be found on this link each day they enter the building: <https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf> If any of the boxes are checked, the employee will not be allowed to remain at work and will be instructed to go home and contact their health care provider.
- b. UGC employees, ABM and D'Amico staff who have been in close contact with a household member with COVID-19 should not be in the building until their two-week quarantine period is finished.
- c. Communication protocols and steps have been established when UGC employees, ABM and D'Amico staff have been exposed to COVID-19 in the workplace.
- d. UGC employees, ABM and D'Amico staff will notify their supervisor if ill or diagnosed with COVID-19.
- e. Sickness reporting protocols have been established for UGC employees, ABM and D'Amico staff.
- f. Protocols have been established for employees to return to work following MDH Guidance <https://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf> .
- g. A process has been established to identify contact between infected UGC employees and other tenant employees who may have been exposed. (CDC Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020 <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html> .
- h. Sick leave policies have been adjusted to reflect the need for isolation and incentivize UGC employees who are sick to stay home.
- i. Accommodations will be provided for “high risk” and vulnerable populations in accordance with CDC’s People Who are at Higher Risk for Severe Illness <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html> . Vulnerable UGC employees should be encouraged to self-identify, and employers should avoid making unnecessary medical inquiries. UGC will take particular care to reduce these employees’ risk of exposure.
- j. Clearly communicate sick leave policies to all UGC employees.

3. Social Distancing

- a.** UGC employees will continue to work from home when not needed to fulfill a building or event function. This is to minimize the amount of employees in the building at all times.
- b.** A traffic flow plan has been developed to create one-way walking paths around the first floor of the building. This reduces “choke points” and crowding at entrances, in hallways, elevators, waiting areas, break areas, front desks, etc. A comprehensive signage plan has been developed to guide all building tenants and event guests around their respective areas or floors (following the set traffic flow) to find their destination quickly and safely.
- c.** Limit collective gatherings of employees to 10 people or less.
- d.** Restroom capacity will take into consideration the 6 feet social distance guidelines.
- e.** UGC will ensure physical distancing in work areas, workstations and front desk areas. UGC employees will be encouraged to stay in their own work area and not enter the space of others. Plexiglas dividers have been purchased to put up at the front desk (public) and registration locations.
- f.** UGC will limit employee interaction across floors, buildings, campuses, worksites, etc. unless at least 6-foot distance is maintained.
- g.** By using stanchions and partitions to create lines/barriers, UGC will increase physical space between employees and customers.

4. UGC Employee hygiene and source controls

- a.** Require UGC employees to regularly wash their hands. Handwashing and/or hand-sanitizer facilities are readily available and appropriately stocked.
- b.** Protective supplies, such as non-medical cloth face coverings, gloves, disinfectant, guards, shields, etc. will be provided to employees.
- c.** There will be posted “hand-washing” and “cover your cough” signs.
- d.** The use of source control face coverings (e.g. face masks) are required for all UGC employees required for all UGC employees while in common areas, outside of their individual offices, and/or interacting with MAC occupants and guests.
- e.** Supplies in restrooms are regularly monitored and stocked.
- f.** The McNamara Alumni Center’s restrooms are fire-rated and do require the door handles to be secure on the restroom doors. UGC provides trash receptacles at the doors of the restrooms to discard paper towels to be used when exiting at the restrooms and elevator lobbies.
- g.** Community drinking stations and water-fountains will not be available/used. Touchless water-filling stations will still be provided.
- h.** Food will not be shared communally.

- i. Tissues will be provided at the first floor front desk for proper cough/sneeze etiquette and no-touch disposal bins.
- j. Employees are advised to launder work clothes daily and on the warmest setting possible, and dry them completely between each shift.

5. MN Workplace Building and Ventilation Protocols General Building Conditions:

- a. Venues must assess the status and capacities of the utility-systems within the building (e.g. ventilation, water-supply, sewer, gas), as well as potential issues associated with vermin, molds, and mildew, prior to putting the building into an operational status.
- b. UGC staff follows established protocols for starting mechanical, electrical, plumbing, life-safety, and other systems after non-use according to the authorities having jurisdiction. UGC has continued the operation of all mechanical equipment at reduced schedules during the University's "work from home" timeframe.
- c. UGC continues to assess the building for indications of pest and vermin infestation, and consult a pest-control professional as appropriate.
- d. UGC did not shut down MAC systems for prolonged periods during the "work from home" period or subsequently.

6. Ventilation System Start-up:

- a. UGC will continue to maintain ventilation for all spaces in McNamara.
- b. As tenants return to work in MAC, UGC will continue to operate the MAC mechanical ventilation within the building that provides for a safe environment. This may include the increase of outdoor air-percentage to increase dilution of contaminants, and eliminate recirculating, whenever possible, while maintaining indoor air-conditions.
- c. UGC will continue to use a MERV 13 air filter system on the main air handling equipment serving MAC.
- d. Replace and upgrade air filters prior to re-occupancy.
- e. UGC has communicated with and utilized the expertise of the University's in-house Environmental Specialist during the COVID 19.

7. Day-To-Day Operations:

- a. UGC continues to operate MAC consistent with the original design of MAC's HVAC system, utilizing a high level of outside air per this design.
- b. UGC will adjust HVAC system runtimes as building occupancy loads increase and longer operation is necessary.
- c. UGC utilizes an optimal start protocol for MAC that has a building flush phase incorporated into the existing HVAC runtime strategies.

- d. The building is designed with a variable air volume mechanical system which negates the possibility of providing negative air-pressure.
- e. Additional mechanical ventilation will be added to the stairwells during off-hours to increase air movement.
- f. There are no plans to reconfigure the building's existing mechanical system; air distribution will remain as designed.

8. Workplace cleaning and disinfection protocols

- a. UGC and its janitorial contractor ABM has created a documentation sanitation log and checklist, identifying surfaces/equipment to be sanitized, the agent to be used, and the frequency at which sanitation occurs.
- b. UGC's janitorial contractor will perform frequent cleaning and disinfecting of all areas, such as restrooms, locker and changing rooms, common areas, and touch points throughout common areas including light switches, door handles, countertops, barriers, railings, handles, and other surfaces.
- c. Building occupants' personal equipment, tools and phones should avoid being shared. If shared, these should be disinfected after each use.
- d. Immediate cleaning and disinfecting of the workplace if a UGC employee, patron or visitor becomes ill with COVID-19.

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

- a. Deliveries will be received via a contactless method whenever possible.
- b. Deliveries for events will be coordinated with UGC event staff in advance to determine the appropriate delivery procedure (loading dock, directly to an event space, front desk, etc.) This will be done on a case-by-case basis.
- c. Equipment, animals, attractions, products, and items being delivered, dropped off or picked up are prescheduled and coordinated. Deliveries, drop-offs, or pick-ups must be performed one load, carrier, or vehicle at a time, and multiple deliveries, drop-offs, or pick-ups should not be performed simultaneously. Delivery personnel must wait in their vehicles if another delivery, drop-off, or pick-up is being performed.
- d. Deliveries will be dropped off at the loading dock weekly on Wednesdays upon notification to UGC Building Management to receive packages.
- e. UGC employees must wear mask and gloves when receiving and delivering packages to tenant organizations.
- f. UGC employees must maintain a distance 6-feet or greater from others during interactions while receiving or exchanging deliveries.
- g. UGC employees must minimize the unnecessary exchanging or sharing of scanners, pens, or other tools with delivery personnel.

10. Communications and training practices and protocol

- a. All UGC employees and the management team will be trained regarding COVID-19 exposure, as well as applicable policies, procedures, practices, and protocols. The training will be provided in a manner and language that each employee can understand, and will be adjusted to reasonably accommodate all limiting factors present. See “OSHA’s Resource for Development and Delivery of Training to Employees” <https://www.osha.gov/Publications/osha3824.pdf> .
- b. UGC will ensure the COVID-19 Business Preparedness Plan is posted within the building’s and event venue’s areas in readily accessible locations, and will be shared with and reviewed by all UGC employees.
- c. UGC will ensure the necessary or required rules and practices are communicated to UGC employees, ABM and D’Amico staff and adequately enforce their provisions.
- d. UGC, ABM and D’Amico will ensure the necessary or required protocols and practices are communicated to temporary and contract employees, and ensure protocols and practices are discussed with organizations providing temporary and/or contract employees.
- e. UGC will ensure all employees, including temporary and contract employees, are provided with and use personal protective equipment necessary to perform their work.
- f. UGC employees must ensure they comply with and follow established rules and practices.
- g. UGC Event Venue staff will communicate to patrons the steps being taken for their protection to mitigate the spread of COVID-19. These communications and protective measures will be conveyed to patrons prior to, and at the start of, all events in the venue to both educate patrons as well as inform them of their role in protecting the UGC employees and other patrons.
- h. UGC will maintain signage reminding patrons of protections and protocols, including social-distancing, hand-washing, and respiratory-etiquette.

11. What tenants and event patrons can do to minimize the transmission

- a. Patrons will be advised to conduct a self-check of their body temperature on the day of and prior to their arrival at the building.
- b. UGC will post signs with messaging that if patrons do not feel well or have any symptoms compatible with COVID-19, they should stay home. In addition, patrons will be asked to stay home if they have a household member experiencing symptoms compatible with COVID-19. Refer to CDC’s “What to Do if You are Sick or Caring for Someone Who is Sick” <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/> .
- c. If patrons begin to feel unwell while in the facility, UGC employees will request that they leave immediately and isolate themselves at home. See CDC’s Interim Guidance for Businesses and Employers Responding to Coronavirus Disease

2019 (COVID-19), May 2020 <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html> .

- d. Have patrons review a screening survey that checks for COVID-19 symptoms, close contacts with confirmed cases and quarantined cases, and recent out of continent travel. The questions would be the same as those completed by employees. MDH's Visitor and Employee Health Screening Checklist (<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>)
- e. Patrons will be encouraged to regularly wash and/or sanitize their hands.
- f. UGC will limit equipment, products, or items touched by the patrons while in the facility.
- g. UGC requires that all patrons and guests wear a face mask (unless one of the five exemptions are cited per the MDH guidelines) while in McNamara Alumni Center. Cloth face coverings are NOT a substitute for maintaining a physical distance of 6-feet from other people. Refer to MDH guidance and executive order 20-81 for more information on face coverings. <https://www.health.state.mn.us/diseases/coronavirus/facecover.html>.
- h. UGC employees will disinfect all equipment that is used before and after each use by a patron, and dispose of the wipe accordingly.

12. Additional protections and protocol for managing occupancy for events

- a. UGC has reduced occupant capacity to no greater than 25%, not to exceed 250 occupants, and that which is necessary to allow for the required social distancing.
 - i. Deferring to the occupant capacities as established by applicable state or local authorities.
 - ii. If an event occurs outdoors and off-site, we'll adhere to social distancing guidance and outdoor social gathering limits
 - iii. Work with event clients in advance to determine the number of guests and households expected to attend the event.
- b. UGC will limit the number of patrons allowed within the venue at one time, and will not allow the required percentage of occupancy or maximum number of occupants allowed where required to be exceeded.
- c. UGC is recommending event clients offer virtual or on-line services whenever possible (e.g. pre-registration, rental arrangements, on-line bidding).
- d. UGC will require clients to solidify their guest count in advance and assign seating to accommodate for social distancing among households.
- e. UGC will ensure all venues, including outdoor venues, maintain established and well-defined boundaries as to promote well-controlled access, ingress, and occupancy.
- f. UGC will provide for reserved and assigned seating to manage occupancy and social distancing.

- g. UGC will limit household groups to six people and require they sit together or participate within their own 6 ft distance. Social distancing is maintained between each group from different households.
- h. UGC will advertise business protocols so that current and potential patrons are aware of changes. These are posted on the McNamara website, given to clients in advance of an event, and provided to guests at the event.
- i. UGC will advise patrons of the added COVID-19 precautions that are taken prior to arrival at the venue. This will be done on our website and social media channels.
- j. UGC will encourage event patrons of “high risk” to consider postponing from participating in these venues at this time. Persons who may be at higher risk for severe illness should consider delaying seeking or providing these services. See CDC’s People of any Age with Underlying Medical Conditions <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>
- k. UGC will post signage at the venue entrances and throughout outlining established protocols.
- l. UGC will post instructions for customers/clients at entrances, and inform customers/clients/patrons:
 - i. Not to enter if they are experiencing symptoms;
 - ii. About the facility’s occupancy limits;
 - iii. They are required to adhere to hygiene and social distancing instructions, signage and markings; and
 - iv. UGC will require that patrons wear a face covering or face mask (unless not recommended for health or physical ability reasons) while they are in common areas such as hallways and restrooms.
 - v. UGC will decline to provide services to a patron if there is any suspicion that they are sick or symptomatic, and request that they leave the venue.

13. Additional protections and protocol for event patrons’ arrival and seating

- a. UGC will work with event clients to provide reserved and assigned seating to manage occupancy and social distancing.
- b. UGC will ensure proper social distancing is maintained between each pod from different households by creating floorplans of seating configuration(s) in advance and sharing with the client.
- c. UGC will designate one-way traffic-flows to mitigate congestion and crowding.
- d. UGC will provide seating arrangements abiding by 6 feet between households. Engaged seating such as “pods” or “table” seating will be designed with social distancing guidelines.
- e. UGC will provide seating to ensure proper social distancing and ensure patrons are not seated directly next to, in front of or behind other patrons.

- f. Accommodations may be made to allow persons from the same household to be seated directly next to one another. However, a household group is limited to six people.

14. Additional protections and protocol to limit patron face-to-face interaction

- a. UGC will evaluate activities that involve face-to-face interaction to determine if they can be done in an alternative way. Activities will not be permitted if adequate protective measures cannot be implemented.
- b. UGC employees will always wear face coverings/face masks when working with a patron. See CDC Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html> .
- c. UGC staff will require that patrons wear face masks while in common areas (hallways, restrooms, etc.) and strongly encourage patrons to wear a face covering at all times, except when eating/drinking, unless not recommended for health or physical ability reasons.
- d. UGC will encourage patrons to bring their own face coverings, however, will provide face coverings for patron's use.
- e. Additional work practices to reduce face-to-face interaction will include:
 - i. Installing/Maintaining barriers or screens to separate employees from patrons.
 - ii. Standing to the side or behind the patrons as much as possible.
 - iii. Custodial/Maintenance: Ensure social distancing is maintained while employees are performing sanitation, janitorial, and housekeeping activities. Employees should be performing these activities in-between reservations, sessions, and lane-times. Where activities must be performed while patrons are engaged in activities, employees should establish social distancing through formal delineation (e.g. stanchions, placement of carts).

15. Additional protections and protocol for patron distancing and barriers

- a. The space, configuration and flow of the MAC facility has been evaluated to allow for physical distancing of 6-feet by all UGC employees and patrons.
- b. A designated one-way traffic-flow to mitigate congestion and crowding has been established.
- c. Patrons will be discouraged from lingering or socializing in lobbies, common areas, hallways, restrooms, etc.
- d. Community benches, tables, booths, and seating that do not allow for proper social-distancing will be removed or marked to prevent

16. Additional protections and protocol for patron exiting

- a.** UGC will designate one-way traffic-flows to mitigate congestion and crowding.
- b.** When applicable, when groups of patrons are leaving a single venue, it is recommended the client will ask patrons to exit in an orderly fashion, starting with those closest to the exit and ending with those farthest from the exit. The same process will be followed upon entry, patrons asked to file in to the furthest part of the room.

17. Additional protections and protocol for sanitation and hygiene

- a.** UGC will advise event clients to send materials, brochures, programs and handouts, to patrons in advance via online downloads, email or mail, rather than distributing them on the day of the venue.
- b.** UGC will advise event clients to reduce the amount of touch points throughout an event, such as pens at a registration line or microphones for Q&A.
- c.** UGC will provide hand sanitizer at the event entrance, point of purchase, or another prominent location for customers.
- d.** UGC will advise event clients to avoid passing and using community materials, sign-in sheets, and writing utensils.
- e.** UGC will ensure high touch surfaces (e.g. seats, armrests, cup holders, tables, door handles, ticketing kiosks, touch screens) are being disinfected with antiviral agents during timed intervals and between venues and event times.