



Anoka County Radio Club
and Emergency Services, Inc.

COVID-19 Preparedness Plan for The Anoka County Radio Club

The Anoka County Radio Club is committed to providing a safe and healthy environment for all our members and visitors. 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. Event leaders are all responsible for implementing this plan.

Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, 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.
- communications and instructions for visitors

Screening and policies for individuals exhibiting signs and symptoms of COVID-19

Attendees to our events will attest to the questions on the Minnesota Visitor Health Screening Checklist as part of the event sign-in procedure. <https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>.

Any members who report illness or risk factors on the checklist will be asked to leave our event.

All site visitors must also sign into our event form.

Attendees who become ill may leave at any time and indicate on that form if they felt ill.

The Anoka County Radio Club will inform all members if someone at our event subsequently tests positive for COVID-19.

Handwashing

As the Anoka County Radio Club does not have a physical presence, hand-washing and sanitization methods will be used as available, wherever our events are located. The club and/or members will have sanitation wipes available for members and guests to sanitize radio operator positions and microphones.

Respiratory etiquette: Cover your cough or sneeze

All attendees will be required to wear masks while they are in the immediate socially distanced vicinity of other attendees.

Social distancing

Social distancing of six feet will be implemented and maintained between club members and visitors at event locations through the following engineering and administrative controls:

We will ask individuals to be 6' apart.

Active amateur radio stations will either be operated by one person or will have separate areas for logging and operation to maintain 6' barrier. Additionally, shielding may be used in the middle of a single table.

When weather permits, stations may be operated outside to increase air circulation.

When individuals are inside an RV, one person may enter or exit at a time.

Visitors will be asked to bring their own fold-up chairs and situate them outdoors 6' apart. Traffic inside of RVs will be restricted or minimized.

Wipes will be available for each person to wipe the contact surfaces of the radios and computers that may be used during our events.

Masks will be provided at the main sign-in area for the event. Individuals will be asked to wear a mask any time they are near other people and not eating or drinking. Individuals may remove masks when alone inside their own motorized vehicles or trailers with the doors closed.

A copy of this policy will also be present at the sign-in position.

If CDC guidance supersedes these practices for vaccinated individuals, that guidance may be followed instead.

Cleaning, disinfection, and ventilation

The Anoka County Radio Club does not have a permanent building structure; therefore, sanitation practices fall to the location where our events might be.

When a temporary shelter is used, sanitizing wipes and hand sanitizer will be available to be used prior to using equipment.

When permitted, outdoor air may be vented into operating positions as desired by radio operator.

Communications and training

This COVID-19 Preparedness plan will be available on the club's website, and be present at the sign-in location of all club in-person events.

The club will work through this new program and update the plan, as necessary. This version of the COVID-19 Preparedness Plan has been certified by **Anoka County Radio Club** board members and was posted on 4/6/2021 and will continue to be updated, as necessary.

Certified by:

Bob Cordell



CEO Anoka County Radio Club



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

General

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

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

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

Businesses

CDC: Resources for businesses and employers – 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-business-faq.html

CDC: Building/business ventilation – 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

MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: Materials for businesses and employers – 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

Federal OSHA – www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages – 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

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

MDH: www.health.state.mn.us/diseases/coronavirus/prevention.html

Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

CDC: 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

CDC: 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-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

MDH: www.health.state.mn.us/diseases/coronavirus/basics.html

MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: 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

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/about.pdf