



## PARKS & RECREATION COMMISSION

### AGENDA

Tuesday, June 16<sup>th</sup>, 2020 – 4:45pm

Zoom Meeting link

<https://us02web.zoom.us/j/2334797414>

**MEMBERS:** Charlie Storms--Chair--City Council, Sharilyn Feltmann – Vice Chair, Karla Horman – Secretary, Jim Zellmann, Julie Kuenzel – Community Ed, Bill Grundahl –Planning Commission Representative

**CITY STAFF:** Tony Voigt – Public Services Director, Steve Helget –City Administrator, Carol Lagergren – Mayor

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1. Call to Order
    - A. Pledge of Allegiance
  2. Adoption of Agenda
  3. Approve Minutes of 5-19-20 meeting
  4. Public Comment  
(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items, but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)
  5. Old Business
    - A. Friendship Park restroom update
    - B. Pavillion Doors update
    - C. Old Town
    - D. Arbor Day celebration
    - E. Kehrer Park Civic Groups Sign update
    - F. Provide Updates on the sidewalk connectivity of the 2020 Underpass project from Bolton & Menk
    - G. 2020 Underpass project trail lighting
  6. New Business
    - A. Update on Youth Baseball/Softball on City Fields
    - B. Guidelines for Reopening the Pool
  7. Miscellaneous Updates
    - A. We plan to host the July meeting in the Council Chambers if we can keep our social distance. I will confirm the meeting location when the agenda is sent out next month.
  8. Commissioner Report/Updates
  9. Adjourn

#### UPCOMING MEETINGS

June 22 <sup>nd</sup> ,	Work Session, EDA, City Council – 6:00pm
July 7 <sup>th</sup> ,	Planning Commission—6:00pm
July 8 <sup>th</sup> ,	Economic Development Commission--6:00pm
July 13 <sup>th</sup> ,	City Council—6:00pm
TBA,	Joint Meeting – City Council, EDC, Planning Commission, Parks & Recreation Commission, Chamber of Commerce Board – 6:30

*Norwood Young America*

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310 Elm Street West PO Box 59 – Norwood Young America, MN 55368 – (952)467-1800 – [www.cityofnya.com](http://www.cityofnya.com)



## PARKS & RECREATION COMMISSION

### Minutes

Tuesday, May 19<sup>th</sup>, 2020 – 4:45pm

Zoom Meeting link

<https://us02web.zoom.us/j/2334797414>

**MEMBERS present:** Charlie Storms--Chair--City Council, Sharilyn Feltmann – Vice Chair, Karla Horman – Secretary, Jim Zellmann, Bill Grundahl —Planning Commission Representative

**CITY STAFF present:** Tony Voigt – Public Services Director, Steve Helget –City Administrator, Carol Lagergren – Mayor, Karen Hailquist – Economic Development Marketing Director

1. Call to Order; cs at 4:48
  - A. Pledge of Allegiance
2. Adoption of Agenda; with additions of new business 6.B. to add 212 trail lighting to the discussion by TV, JZ/KH 4-0
3. Approve Minutes of 4-21-20 meeting; KH/SF 4-0
4. Public Comment  
(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items, but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)
5. Old Business
  - A. Friendship Park restroom update; TV presented he is working on door prices and lock timers and did not have final bid numbers and will be bringing to council soon. CS asked about the grade of doors and the exterior coating.
  - B. Pavillion Doors update; TV stated he is acquiring bids for steel doors and aluminum commercial doors for pricing, said he will get together with CS about the doors and the frame. TV also stated he is working on getting a new gutter over the handicap ramp. JZ asked about the door construction of steel vs aluminum. CS asked about windows in the new doors and if they will be the same. TV stated the steel doors will be the same as in the building and the aluminum doors will be full glass. SF asked about the options of decorative doors. CS asked if the doors are insulated or not. TV will check into that. SF asked which companies TV is working with. TV stated he is working with Rice Companies, Bradley Security, Scott Kendell, and Town and Country Glass. CS asked about the Lions Shelter door, TV said he will get that one replaced as a maintenance item.
  - C. Old Town; TV informed the commission that the funds for Old Town will be postponed until next year due to a fire apparatus purchase. The commission had a lot of discussion about the loss of funds for 2020. CS focused on creating a plan and getting a cost together so we can budget for 2021. KH questioned the budget of 2020 and if there is any way to keep money in for Old Town to continue. SF questioned why progress is not continuing with Old Town and the Pavillion Doors and why the work is not getting done. CS stated the Pavillion needs to get completed and we should complete one project before taking on more. TV shared all the updates of what is getting worked on at the Pavillion. TV reiterated he had inquired into raising the Old Town building with a contractor and it was too expensive. KH stated we need a maintenance plan for painting buildings and we need to reach out to volunteers to get it completed. CS recommended doing some investigation on Old Town this fall to get a better plan for this spring. TV said he should be able to get an employee to investigate how much mold and rot is in the walls.
  - D. Arbor Day celebration: TV wanted to do another planting for Arbor Day. CS agreed Prairie Dawn Park is a good place to plant. SF asked about 1 tree or more. TV stated it would depend on the amount of participation. SF said she was available before June 1<sup>st</sup>. TV said we could plan a planting on June 3<sup>rd</sup> at 1:00 at Prairie Dawn. TV said he would contact the paper, nursery for trees, and invite Amber Orr who helped the city move towards its commitment to Tree City USA. KH said she could put the planting on a Facebook feed the day of the planting.

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- E. Kehrer Park Civic Groups Sign update; CL informed the commission the sign in Keher Park and Friendship Park was put up in 1999 by Matt Braunworth and 9 others as an Eagle Scout Project, Matt is ok if sign needs to get moved and if the sign needs to get changed, she also spoke to Wade Scott who will talk to the boy scouts who are ok with it getting moved. TV asked where to relocate the sign. CS asked to get the sign removed from the area and put it back up when construction work is closer to completion. TV will stay in contact with the contractor to get the sign moved. CS asked to keep it on the agenda for old business.
- F. Provide Updates on the sidewalk connectivity of the 2020 Underpass project from Bolton & Menk; SH presented the information about the sidewalk connectivity. CS asked if it will cost the city to move the utility poles. SH thought it would be a couple weeks to have an answer. BG asked if we could put the power lines underground. SH said the city will solicit this project outside the Underpass bid project. SH stated we will need to talk to property owners and invite them to a council meeting. CS asked Steve to come back with prices at next month's meeting.

#### 6. New Business

- A. Elm Street Municipal Parking Lot Improvements: Karen H. presented information on the proposed improvements to Elm St parking lot. She stated this was an improvement highlighted by the Downtown Redevelopment Plan. CS and BG shared the concrete pad in the parking lot was an old antenna anchor. Karen stated the EDC wants feedback and they have monies for this project. Karen is looking to get estimates on closing the exit by the salon, add tables and benches, removes concrete anchor, add a pergola, redo parking, add fencing, etc. Karen presented this would be a beautification project to start trends around the city. CS wanted to make sure we do not remove too many parking spots and if the remaining entrance will be big enough for 2 cars to meet. CS did not like the idea to use split rail fence in this area. Karen will bring information back to the commission.
- B. 212 Trail Lighting Project; TV shared the info he received in regard to lighting the trail on the 212/underpass project. SF recommended a mixture of high and low lights, CS requested not add too much in residential backyard areas, KH was asking if there is a standard spacing or if there is a recommended spacing to follow. CS asked if the light anchors or baseplates are the same to allow interchangeability between bollards and overhead lights, TV will bring more info back to next meeting.

#### 7. Miscellaneous Updates

- A. Mitchell Scott is still working on the flagpole project at Friendship Park. Due to Covid-19 they are delayed but anticipate the project getting completed towards the end of June
- B. TV shared with the commission he spoke with Cathleen Williams about concerns with the Lions shelter. TV stated he is addressing the ice concerns and did not find the proposed trip hazard at the entrance. TV said he is working on putting a gutter on the building. CS suggested a possible dormer or if a gutter is installed to get the downspout to drain near the rear of the building. TV stated he will continue to get information about an additional Lions sign and work on the roof drainage.
- C. TV asked CL to address the commission about the Covid-19 questions regarding ballfields and the pool. CL stated there has not been a lot of information released at this time.
- D. CS requested the trails get swept free of sand and winter debris. CS also requested the removal of a dumpster bag on the trail located on Railroad St.

#### 8. Commissioner Report/Updates

- A. SF asked about the flower boxes getting put up at Old Town. TV stated they will get put up.

#### 9. Adjourn; SF/KH 3-0 6:48pm

*Norwood Young America*



TO: Parks and Recreation Commission Members

FROM: Tony Voigt, Public Service Director

DATE: June 16<sup>th</sup>, 2020

RE: Friendship Park restroom update

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We are continuing to work on the friendship park restrooms. At the June 8<sup>th</sup> city council meeting we were approved to move forward with replacing the exterior doors. The doors will be color matched with new hardware, weather strip, and threshold installed.

I am working with the door companies to get pricing on the electric strikes for the doors and will coordinate with a security company to get the locks on a timer. This will be like the system at Willkommen Park restrooms but will secure the door at the latch versus a large magnet at the top of the door. I hope to have this ready to bring to the June 22<sup>nd</sup> council meeting. Once the doors are installed, I will have staff complete the exterior trim work, paint the door frames and install new windows.

*Norwood Young America*

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TO: Parks and Recreation Commission Members  
FROM: Tony Voigt, Public Service Director  
DATE: 6-16-20  
RE: Pavillion doors Update

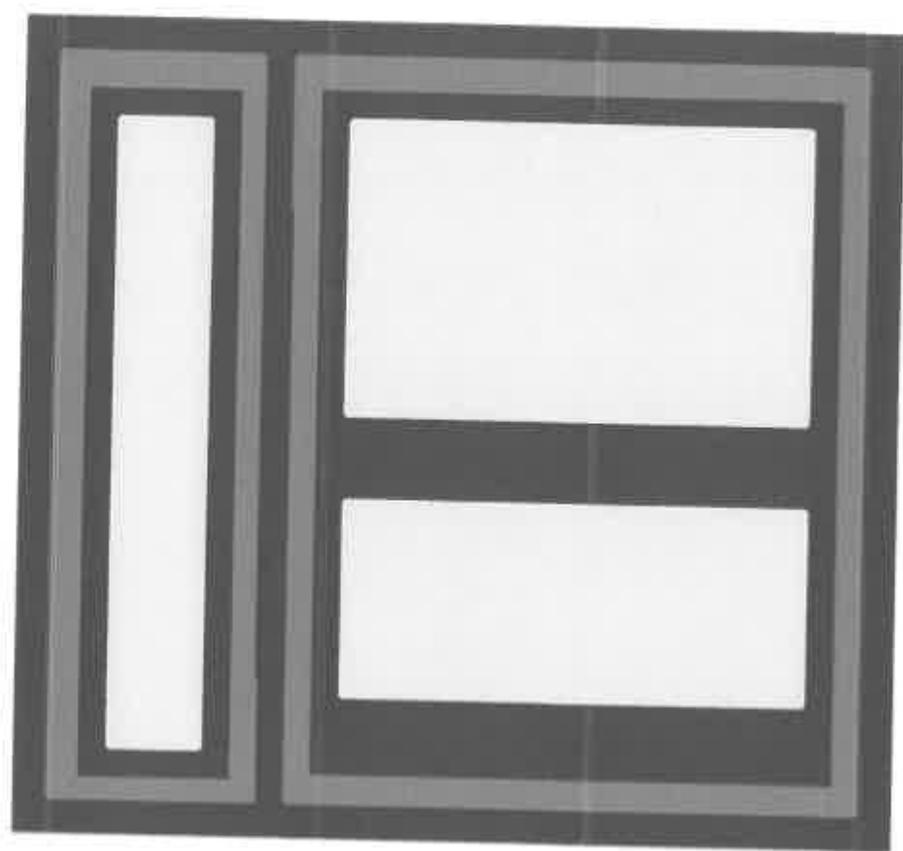
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I am working on getting quotes for the door replacements at the Pavillion. I met with multiple vendors to get pricing and options. I asked the vendors if the recommendation was to replace doors slabs like the Friendship Park restrooms or entire frames. All the vendors suggested putting in entire frames due to the rust occurring on the lower sections of the door frames. I asked about options with decorative door designs and decorative windows. They informed me on a commercial door you can add around \$600 per door slab to add a decorative panel design. The same price increase was shared with decorative window designs. Since the Pavillion has 4 sets of double doors there could be around \$4800 in additional cost for the doors. With the prices coming in right under our budget for the project, I do not think that would be an option. I solicited to 3 vendors for commercial grade steel doors, and 1 vendor thus far for aluminum doors to replace what is currently in the building with an addition of a handicap opener on the North door by the ramp. All steel doors quoted are insulated and fire rated doors. The aluminum doors are mostly insulated glass with aluminum structure surrounding. The quotes include all hardware, weatherstripping, and installation.

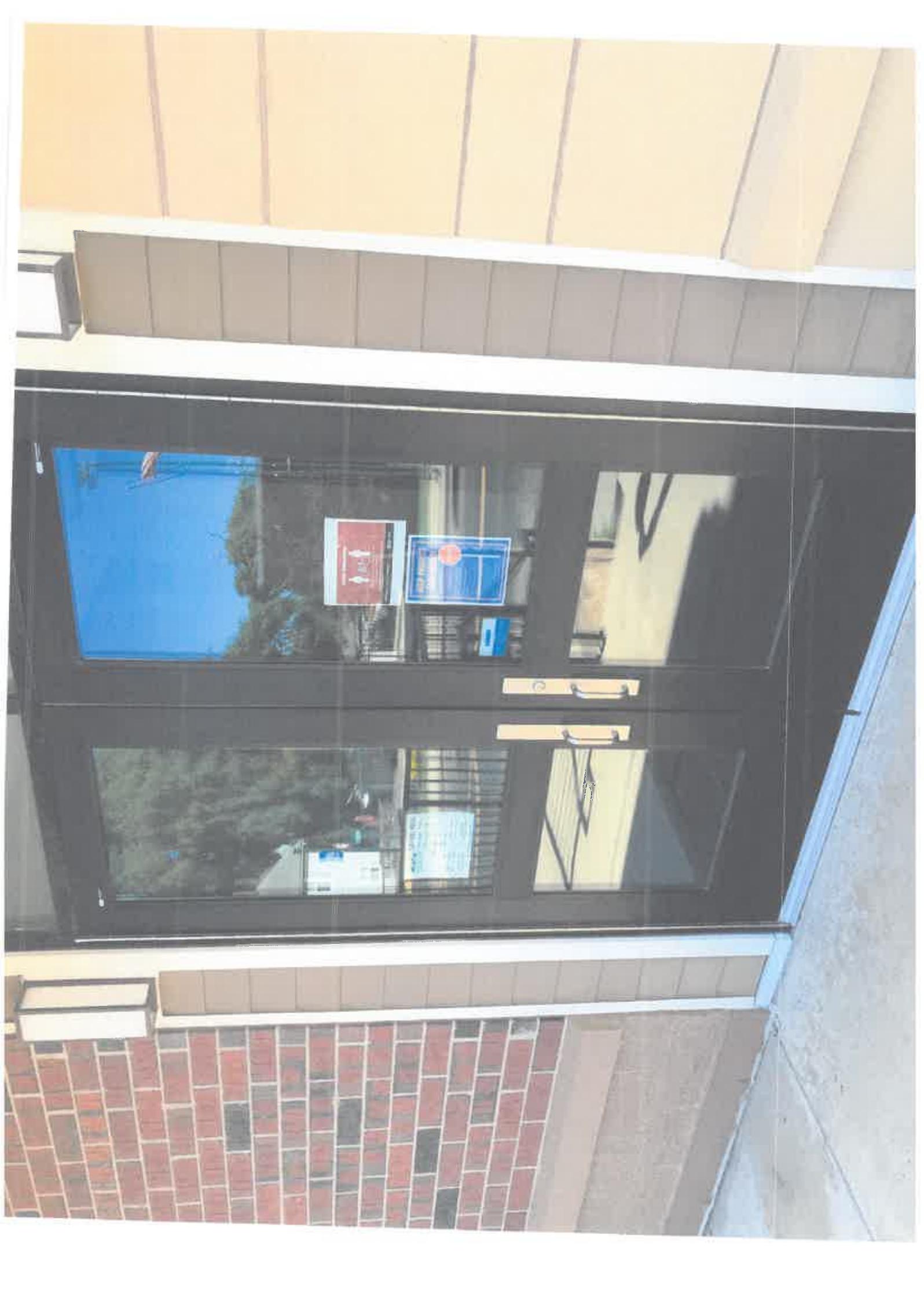
Upon inspection of driving through the community I confirmed most commercial properties, including city hall and Roy Clay, have aluminum commercial door like the ones quoted from Town and Country glass. These doors are very durable and are resistant to rust, therefore should last a long time on the building for us. I would not propose this type of door in our park restrooms since most of the door is glass. I was also asked to investigate a larger single door for the handicap entrance and a center removable mullion divider between the other doors. If we choose to pursue the aluminum doors option, I will contact another company for a proposal. I can bring the proposals I have to the meeting but did not want to make them public knowledge until we bring our purchase recommendations to council.

**Recommended action: Decide which style of door to move forward with and bring forth to City Council for purchase.**

*Norwood Young America*









TO: Parks and Recreation Commission Members  
FROM: Tony Voigt, Public Service Director  
DATE: June 16<sup>th</sup>, 2020  
RE: Old Town

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We will continue to work on Old Town this summer. I will have staff do some interior inspection behind the wall paneling to see how much rot and mold we must deal with as time and weather permit. I see this as a great rain day project. My plan is to finish working on specs so we can start collecting bids on.

I feel the exterior of the building needs to be completed in 1 phase if we want to control the moisture entering the building. I agree with the reports in the work that is proposed. Which is including all below:

Remove the lower section of the wall to gain enough clearance to add 8" concrete block or poured wall with anchors to a treated sill plate and connect to the existing wall replacing all deteriorated wood as found.

Replace all roofing with 30 year architectural shingle with 4' of ice and water around all eaves and tar paper, replace all flashing to ensure the proper stucco separation on dormers and parapet areas is adequate, replace valley tins and install roof vents. Before roofing is replaced, all rafter and girders should be inspected for any additional rot or decay.

Add gutters to all eaves of the building and drain them into tile which would run to the existing storm sewer. In addition to adding a tile system for drainage we will need to replace most of the existing concrete around the build to acquire the proper drainage away from the building.

Replace all rotted wood found behind existing soffit and fascia and then install aluminum soffit and fascia and add the proper soffit vents as needed.

Replace all existing windows adding the proper flashing above and below.

Replace all concession windows with roll up doors and installed with proper flashing above and below. Install stainless countertops in concession windows.

Replace all doors to include the proper flashing above and below.

Replace all deficient wood in the building as needed including wall studs, headers, etc. All lumber that is structurally sound with mold will need to be treated. I am afraid how the stucco on the building will look after we install all the proper flashing, but we may need to remove all stucco and replace the exterior.

*Norwood Young America*



TO: Parks and Recreation Commission Members  
FROM: Tony Voigt, Public Service Director  
DATE: June 16<sup>th</sup>, 2020  
RE: Arbor Day Celebration

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We celebrated Arbor Day and held a tree planting event at Prairie Dawn Park on June 10<sup>th</sup>. We planted 8 trees in the park to line the trail heading south and to add future shade for the basketball court. We had Al Lohman with the Sun Patriot newspaper, Karen Hallquist Economic Development Marketing Director, Amber Orr (a volunteer which has been instrumental for the city pursuing Tree City USA), Park Commission members Charlie Storms and Jim Zellman. The tree planting went very well. Staff was able to get the trees watered later that day and mulched around the following day. A big Thank You goes out to everyone that helped make the tree planting possible. We will continue to look towards tree planting in the future and more possible areas we can add trees.

I apologize for the delay in the planting event. As I wrote down in the minutes we agreed on June 3<sup>rd</sup>. I entered the planting event on my calendar for June 10<sup>th</sup> by accident and I try to follow my calendar to keep up on track.

*Norwood Young America*

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**BOLTON  
& MENK**

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May 6, 2020

City of Norwood Young America  
Attn: Steve Helget  
310 W. Elm St.  
P.O. Box 59  
Norwood Young America, MN 55368

**RE: Wilson Street Sidewalk Project**

Dear Mr. Helget:

**Background:**

As part of MnDOT's Hwy 212 and pedestrian underpass project a safe pedestrian crossing of Hwy 212 will exist between Reform Street and Morse Street. The City desires to connect their sidewalk system to this new trail that will terminate in Kehrer Park. The selected route for the new sidewalk is along Wilson Street from Kehrer Park to the east to the existing sidewalk located along Morse Street.

**Findings:**

Construction of the sidewalk on either the north side or the south side of Wilson Street appears to be feasible. Attached is a figure showing the sidewalk on each side of the road. The layout for either option assumes a 5-foot wide concrete walk with a 5-foot wide turf boulevard. Available right-of-way appears to exist for either option. This figure also shows the existing topography, the overhead utility lines, and the building setbacks. Also attached is an evaluation matrix outlining the pros and cons of each of these alignment option.

**Recommendations:**

It is recommended that the City select a preferred alignment option and proceed with the project. Next steps include topographic survey collection, utility coordination, and preliminary design. This work would allow for verification that no easements are needed and verification that the preferred alignment will work and cost as anticipated. A potential cost savings exists by having the concrete subcontractor on the MnDOT project bid on this work. Therefore, it is recommended to proceed with this project now in order to have construction ready to commence by late summer.

Please contact me if you have any questions or if you wish to discuss this potential project in greater detail.

Sincerely,

**Bolton & Menk, Inc.**

Jake S. Saulsbury, P.E.

# Sidewalk Project

City of Norwood Young America

## Options: Wilson Street Sidewalk

May 2020



**LEGEND**

-  PROPOSED 5' CONCRETE SIDEWALK
-  PROPOSED 5' BOULEVARD
-  PROPOSED TRAIL TO KEHRER PARK
-  EXISTING POWER POLES
-  EXISTING WATER SERVICES

H:\NOVA\C1235710 - misc\2020 Sidewalk-212 Trail\Fig-035710-Sidewalk-212 Trail Connection-2.dwg 5/5/2020 4:13 PM

# Wilson Street Sidewalk Analysis

## Legend

- Favorable  - The sidewalk location is more favorable for this item  
 Not Favorable  - The sidewalk location is less favorable for this item

Item	North Side of Wilson Street	South Side of Wilson Street
Pedestrian Safety	Stop controlled crossing of Wilson Street would be at Morse Street.	Crossing at Union Street would be at an uncontrolled intersection.
Number of Frontage Properties	3 properties (all residential).	Six properties (4 residential, 1 vacant, 1 utility company) .
Setback to Adjacent Structures	Average setback is 34 feet.	Average setback is 17 feet with 2 properties encroaching onto the proposed sidewalk.
Tree Impacts	3 to 4 trees removals estimated to be needed along with some smaller bushes.	0 to 1 trees removals estimated to be needed. Additional trees removals behind the fence at the east end may also be needed.
Available Right-of-Way	The road is centered in the right-of-way so the same amount of space exists on each side which is about 15 feet.	2 structures and a fence are located within the right-of-way.
Utility Conflicts	Overhead power poles conflict with the proposed sidewalk alignment. Pole relocations are needed and/or a wider boulevard section is needed. Additional underground utilities may exist.	No known impacts. Underground private utilities may exist.
Topography	No concerns.	The west end of the project would likely require a retaining wall due to the steeper grades. Mailboxes for all properties are located on this side.
Estimated Cost	Assuming the overhead power can be relocated for no cost, the estimated cost to construct the sidewalk on the north side is approximately \$10,000 less than on the south side.	This option increases the project cost by approximately \$10,000 due to a retaining wall being needed at the west end, an additional pedestrian ramp, and signing/stripping for an additional crosswalk.



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Bolton-Menk.com

February 27, 2020

City of Norwood Young America  
Attn: Steve Helget  
310 W. Elm St.  
P.O. Box 59  
Norwood Young America, MN 55368

**RE: Wilson Street Sidewalk Project**

Dear Mr. Helget:

**Background:**

As part of MnDOT's Hwy 212 and pedestrian underpass project a safe pedestrian crossing of Hwy 212 will exist between Reform Street and Morse Street. This MnDOT project also includes a trail from the future pedestrian underpass thru Kehrer Park that will connect to Wilson Street.

To promote the use of this Hwy 212 pedestrian crossing an additional sidewalk is needed. A new sidewalk along the north side of Wilson Street would connect the new trail / pedestrian underpass to the pedestrian facilities in the southern part of town. The MnDOT project already includes additional trails that will connect the crossing to the pedestrian facilities to the north of Hwy 212. The attached figure shows the work planned to be completed with the MnDOT project as well as the recommended sidewalk project to be completed as a separate city project.

**Estimated Scope & Fee:**

The table below lists the tasks necessary to complete this project through construction. This table also lists the estimated fee to complete each task.

Task	Description	Basis	Estimated Fee
1	Topographic Survey & Utility Coordination	Estimated Hourly	\$2,500
2	Prelim Design & ROW/Easement Review	Estimated Hourly	\$2,500
3	Final Design/Preparation of Plans & Specs	Estimated Hourly	\$4,000
4	Construction Administration	Estimated Hourly	\$3,000
5	Other Project Tasks as Directed	Hourly as Needed	TBD
	<b>Total:</b>		<b>\$12,000</b>

Name: Wilson Street Sidewalk Project

Date: February 27, 2020

These fees are based on the following assumptions:

- Task 1 - The topographic survey data will be completed without snow cover. Having to remove snow, chip ice, etc. to collect topographic survey data typically adds 20% to 40% to the estimated hourly fee.
- Task 2 - The preparation of easement figures and legal descriptions (if necessary) is not included in this fee. The goal of the preliminary design will be to avoid the need for any easements. However, this will not be known until after the topographic survey is collected, the existing right-of-way lines are identified, and the preliminary design work is completed.
- Task 3 - The project will not be publicly bid. The quote process will be utilized to minimize the design, specification, and bidding requirements.
- Task 4 - The project will be handled as a stand-alone city project. Completing as a change order to MnDOT's project would increase bid pricing due to wage rates, would require additional materials testing, and would be subject to other rules and requirements for a MnDOT project utilizing state funds.

Schedule:

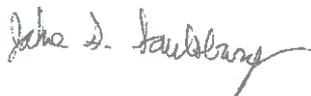
In an effort to reduce project costs, it is recommended to solicit quotes for this project. A likely bidder for this project will be the TBD concrete subcontractor on the MnDOT Hwy 212 project. It is recommended to send bidding documents to this company as well as to two or three local concrete contractors. When adding the estimated construction cost to the fees listed on the previous page, the total estimated project cost for this project is approximately \$43,000. Please note this amount does not include any potential easement costs. This number will be updated, and hopefully reduced, once the topographic survey and the preliminary design are completed.

The recommended schedule is to have the sidewalk construction work approximately coincide with the concrete work of the adjacent MnDOT project. Therefore, the tentative project schedule is to complete Task 1 and Task 2 this spring / early summer, complete Task 3 late summer / early fall, and then construct the sidewalk later in the 2020 construction season.

I am available at your convenience to discuss this project and answer any questions that you or the City Council may have.

Sincerely,

**Bolton & Menk, Inc.**



Jake S. Saulsbury, P.E.



LEGEND



PROPOSED CITY SIDEWALK LOCATION



TRAIL & PEDESTRIAN UNDERPASS TO BE COMPLETED WITH 2020 212 PROJECT

H:\NOVA\1235710 - misc\2020 Sidewalk-212 Trail\Fig-035710-Sidewalk-212 Trail Connection-2.dwg 2/19/2020 1:03 PM

**ENGINEER'S ESTIMATE**WILSON STREET SIDEWALK  
CITY OF NORWOOD YOUNG AMERICA

ITEM NO.	BID ITEM	APPROX. QUAN.	UNIT	UNIT PRICE	AMOUNT
1	MOBILIZATION	1	LUMP SUM	\$1,500.00	\$1,500.00
2	CLEAR AND GRUB TREE	2	TREE	\$300.00	\$600.00
3	NEW TREE	2	TREE	\$500.00	\$1,000.00
4	REMOVE CONCRETE CURB & GUTTER	40	LIN FT	\$20.00	\$800.00
5	REMOVE BITUMINOUS DRIVEWAY/SIDEWALK	1,000	SQ FT	\$4.00	\$4,000.00
6	COMMON EXCAVATION (EV) (P)	30	CU YD	\$40.00	\$1,200.00
7	4" CONCRETE WALK (W/ 4" AGG. BASE CL. 5)	1,200	SQ FT	\$7.00	\$8,400.00
8	6" CONCRETE DRIVEWAY/SW (W/ 6" AGG.)	500	SQ FT	\$11.00	\$5,500.00
9	CONCRETE CURB & GUTTER	40	LIN FT	\$40.00	\$1,600.00
10	PEDESTRIAN RAMP W/ TRUNCATED DOMES	2	EACH	\$1,000.00	\$2,000.00
11	ADJUST CURB STOP	2	EACH	\$150.00	\$300.00
12	STORM DRAIN INLET PROTECTION	1	EACH	\$200.00	\$200.00
13	SODDING TYPE LAWN	250	SQ YD	\$10.00	\$2,500.00
14	LANDSCAPING	1	ALLOWANCE	\$300.00	\$300.00
15	BITUMINOUS STREET PATCHING	10	SQ YD	\$100.00	\$1,000.00
<b>TOTAL ESTIMATED CONSTRUCTION COST:</b>					<b>\$30,900.00</b>

## Tony Voigt

---

**From:** Steve Helget  
**Sent:** Friday, June 12, 2020 10:38 AM  
**To:** charlie.storms@nyacouncil.com; Tony Voigt  
**Subject:** FW: Relocating Utility Poles

Charlie and Tony,

In respect to Wilson St. and relocating the utility poles, Xcel will pay the cost for relocating them as long as we survey the ROW area and remove any obstructions such trees/branches.

Steve Helget  
City Administrator

**From:** Johnson, Timothy J <Timothy.J.Johnson@xcelenergy.com>  
**Sent:** Friday, June 12, 2020 10:18 AM  
**To:** Steve Helget <cityadmin@cityofnyc.com>  
**Subject:** RE: Relocating Utility Poles

Yes we will pay for relocating.

Thanks,  
TJ

---

**From:** Steve Helget [<mailto:cityadmin@cityofnyc.com>]  
**Sent:** Friday, June 12, 2020 10:16 AM  
**To:** Johnson, Timothy J  
**Subject:** RE: Relocating Utility Poles

EXTERNAL - STOP & THINK before opening links and attachments

Hi Tim,

I'm checking in to see if you've had a chance to visit with your manager about the relocation of the utility poles on that one block of Wilson St. we spoke about last Friday. Would Xcel pay the cost of relocating the poles if we complete the requirements you identified in your June 5<sup>th</sup> email.

Steve Helget  
City Administrator

**From:** Johnson, Timothy J <Timothy.J.Johnson@xcelenergy.com>  
**Sent:** Friday, June 5, 2020 3:56 PM  
**To:** Steve Helget <cityadmin@cityofnyc.com>  
**Subject:** RE: Relocating Utility Poles

Hi Steve,

I will need to get a response on a few things from Michelle and my manager and site check the location before I can get you correct info. If we do end up moving ect, we will require the area to be surveyed, ROW free of trees/obstructions and stake the area you want each pole moved.

I'll keep you posted when I hear back.

Thanks,  
TJ

---

**From:** Steve Helget [<mailto:cityadmin@cityofnva.com>]  
**Sent:** Friday, June 05, 2020 3:31 PM  
**To:** Johnson, Timothy J  
**Subject:** RE: Relocating Utility Poles

EXTERNAL - STOP & THINK before opening links and attachments

Hi Tim,

I would like to speak to you as soon as possible about the installation of sidewalk on the north side of Wilson Street as I described below and is reflected in the attached drawing. Please contact me at your earliest convenience. Thank you.

**Steven Helget**

City Administrator  
City of Norwood Young America  
P.O. Box 59  
310 Elm Street W.  
Norwood Young America, MN 55368  
952.467.1805  
[www.cityofnva.com](http://www.cityofnva.com)



**From:** Swanson, Michelle M <[michelle.m.swanson@xcelenergy.com](mailto:michelle.m.swanson@xcelenergy.com)>  
**Sent:** Friday, May 29, 2020 8:28 AM  
**To:** Steve Helget <[cityadmin@cityofnva.com](mailto:cityadmin@cityofnva.com)>  
**Cc:** Johnson, Timothy J <[Timothy.J.Johnson@xcelenergy.com](mailto:Timothy.J.Johnson@xcelenergy.com)>  
**Subject:** RE: Relocating Utility Poles

Steve:

You will want to work with Tim Johnson who is the designer for your area on this question. He is copied on this email. We would want to see first if there is any way to readjust your sidewalk so all/some of the poles do not have to be relocated.

Thanks,

Michelle

**From:** Steve Helget <[cityadmin@cityofnya.com](mailto:cityadmin@cityofnya.com)>  
**Sent:** Thursday, May 28, 2020 12:56 PM  
**To:** Swanson, Michelle M <[michelle.m.swanson@xcelenergy.com](mailto:michelle.m.swanson@xcelenergy.com)>  
**Subject:** Relocating Utility Poles

EXTERNAL - STOP & THINK before opening links and attachments

Hi Michelle,

I hope you are well. We are considering to install sidewalk on the north side of Wilson Street between Morse St. and Union St. This is a one block segment. In order to install a 5' wide sidewalk and have a 5' wide boulevard the existing utility poles would have to be relocated. Attached is an illustration of what we are proposing. It appears the poles could be relocated immediately to the north and remain in the right-of-way.

What is Xcel Energy's policy for relocating utility poles and who is responsible for the cost?

**Steven Helget**

City Administrator  
City of Norwood Young America  
P.O. Box 59  
310 Elm Street W.  
Norwood Young America, MN 55368  
952.467.1805  
[www.cityofnya.com](http://www.cityofnya.com)



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## Tony Voigt

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**From:** Steve Helget  
**Sent:** Friday, June 12, 2020 10:09 AM  
**To:** Tony Voigt  
**Subject:** FW: Wilson Street Sidewalk

Tony,

Below is Jake's estimated cost for installing sidewalk/trail on the south side of Wilson St.

Steve

**From:** Jake Saulsbury <[Jake.Saulsbury@bolton-menk.com](mailto:Jake.Saulsbury@bolton-menk.com)>  
**Sent:** Wednesday, March 11, 2020 8:24 PM  
**To:** Steve Helget <[cityadmin@cityofnyc.com](mailto:cityadmin@cityofnyc.com)>  
**Subject:** RE: Wilson Street Sidewalk

Purely guessing on a wall height of 3 feet (with 2 buried blocks) and a length of 175 feet (half a block) moves the construction only cost estimate to approx. \$50k. Also needed would be an additional ped ramp and crosswalk signage and striping since the crossing would be at Union Street which is an uncontrolled through movement along Wilson. This, along with the retaining wall, moves the construction only cost to approx. \$54k. The south side is more expensive as well as less safe. I recommend using the north side of Wilson Street to make a sidewalk connection to either the east or the west. Let me know if you have any questions or if you need any additional information.

**From:** Steve Helget <[cityadmin@cityofnyc.com](mailto:cityadmin@cityofnyc.com)>  
**Sent:** Tuesday, March 10, 2020 3:12 PM  
**To:** Jake Saulsbury <[Jake.Saulsbury@bolton-menk.com](mailto:Jake.Saulsbury@bolton-menk.com)>  
**Subject:** RE: Wilson Street Sidewalk

Hi Jake,

I have been asked if we could look at the south side of Wilson St. too. There are steeper elevations which may require a retaining wall or reshaping of the lawns. What do think? Could you provide a cost estimate and comments about locating the sidewalk on the south side of Wilson St. Would you be able to provide something to me by this Friday or next Tuesday at the latest?

Steve Helget  
City Administrator

**From:** Jake Saulsbury <[Jake.Saulsbury@bolton-menk.com](mailto:Jake.Saulsbury@bolton-menk.com)>  
**Sent:** Thursday, February 27, 2020 8:17 AM  
**To:** Steve Helget <[cityadmin@cityofnyc.com](mailto:cityadmin@cityofnyc.com)>  
**Subject:** Wilson Street Sidewalk

Attached is an updated letter as we discussed. I reference the construction cost in the letter as you desired. This number assumes the worst as far as impacts (at least with what I could see with the snow cover). Also attached is the cost estimate (construction cost only). Let me know if you have any questions or if you need any additional information.



TO: Parks and Recreation Commission Members  
FROM: Tony Voigt, Public Service Director  
DATE: June 16<sup>th</sup>, 2020  
RE: 2020 Underpass project trail lighting

---

I contacted Matt with Choice Electric to help us get started on a trail lighting project. He was able to get the layouts together for us but I have not received any pricing yet. I have included the information sent for review. I will present at meeting if I receive any estimated pricing for the fixtures.

*Norwood Young America*

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310 Elm Street West PO Box 59 – Norwood Young America, MN 55368 – (952)467-1800 – [www.cityofnya.com](http://www.cityofnya.com)

## DESCRIPTION

The 15" Terrapin LED provides exceptional aesthetics with impressive strength and is available in 20, 30 or 40 watt lumen packages. Polycarbonate lens, clear or opal, combined with four face plates provides a choice of different styles. Choose a photo control or motion sensor for control. Choose an emergency battery pack to provide egress illumination.

Catalog #	TRO15-LD4-40W-CL-UNV-EDC1-CSTG	Type	TUNNEL
Project		Date	
Comments			
Prepared by			

## SPECIFICATION FEATURES

### Housing

Shallow casting is die-cast aluminum. Backplate constructed of 16 gauge aluminum.

### Face Plate Finish

Injection-molded polycarbonate color is matte black standard, matte white painted, or bronze painted. Border paint option is a premium baked-on finish. For custom colors, provide manufacturer paint number, RAL number or color chip.

### Surface Conduit Box Finish

Polyester powder-coat paint applied in a five-stage process, 2.0 mil thickness, and baked on at 400° F. Finish is TGIC, textured, thermoset, polyester powder-coat.

### Mounting

Surface, ceiling or wall. Interior or exterior.

### Gasket

Die-cut closed-cell silicone gasket seals lens to casting. Gasket is secured with adhesive, and locked in place to the back casting. When the casting is not required, the gasket is mechanically attached to the back plate. One gasket seals the fixture.

### Lens

One-piece, injection-molded opal or clear polycarbonate, 0.125" thick. Attached with 4 recessed T20 stainless-steel TORX®-head fasteners. **Lens Lifetime Warranty**, see page 3 for details.

### Decorative Faces

Faceplate consists of high-impact, injection molded, 0.125" minimum thickness, polycarbonate overlay attached to lens with two recessed T20 stainless steel TORX®-head fasteners. Eyelid offers optimal

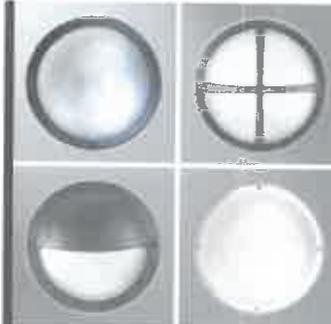
lamp shielding. Open face is lens for continuous radial light pattern. Border face utilizes the standard open lens with paint on the border, eliminating backlit halo effect.

### Electrical

LED driver is mounted to the backpan for optimal thermal management. High efficiency LED mounted to circuit board. 70% lumen maintenance at 50,000 hours when operated in an environment as noted on the Maximum Ambient Operating/Option Matrix on the following page.

### Labels

UL/cUL listed for wet locations, ceiling or wall mount. IP65 rated. Available to mount on combustible or non-combustible surfaces.



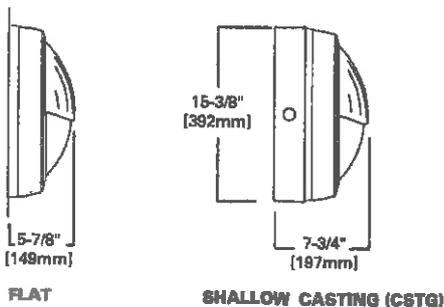
## TR 15 LED

### LD4 LED

15" Round  
Terrapin LED  
High Abuse  
Polycarbonate

CEILING/WALL

## MOUNTING



Wattage		Delivered Lumens				
		TRO15	TRB15	TRR15	TRF15	TRE15
20	Clear	2945	2460	2585	2340	1245
	Opal	1595	1070	1125	1020	545
30	Clear	3930	3300	3465	3135	1665
	Opal	2125	1425	1500	1355	725
40	Clear	4875	4060	4265	3860	2045
	Opal	2640	1760	1850	1670	865
		Open	Border	Ring	Four Quadrant	Eyelid

Refer to LM-78 data for exact lumen output, input wattage and distribution.

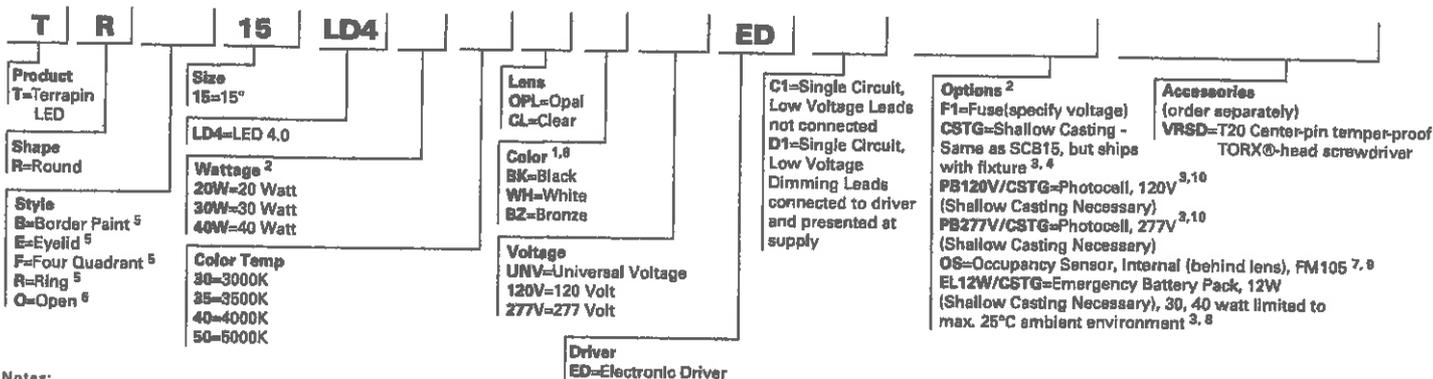
## RATINGS

UL/CUL listed for wet locations  
IP65

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of Camcar Division of Textron Inc.

ORDERING INFORMATION

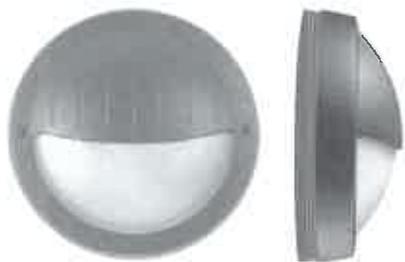
SAMPLE NUMBER: 1HF15-LD4-20W-40-UPL-BZ-UNV-EDC1-EL12W/CSTG



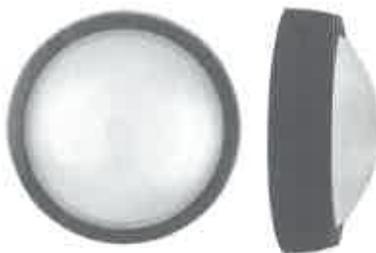
- Notes:
1. Custom colors available. Furnish RAL # or paint manufacturer/model #.
  2. See table below for wattage construction/options.
  3. When CSTG, PB120/CSTG, PB277/CSTG, EL12W/CSTG is specified, a color must be specified.
  4. CSTG has (4) threaded hubs suitable for 1/2" conduit (plugged).
  5. Color must be specified.
  6. Open lens/style does not require a color to be specified, unless used with a shallow casting (CSTG, PB120/CSTG, PB277/CSTG, EL12W/CSTG).
  7. 25C maximum ambient for 40W.
  8. 30 and 40 watt limited to max. 25°C ambient environment.
  9. OS only functional with 120V or 277V.
  10. PB120V/CSTG requires 120V to be specified as fixture voltage, and PB277V/CSTG requires 277V to be specified as fixture voltage.

Maximum Ambient Operating/Option Matrix												
	20W				30W				40W			
	Flat Mount		Shallow Cast		Flat Mount		Shallow Cast		Flat Mount		Shallow Cast	
	Ceiling	Wall	Ceiling	Wall	Ceiling	Wall	Ceiling	Wall	Ceiling	Wall	Ceiling	Wall
No options	40C	40C	40C	40C	40C	40C	40C	40C	40C	40C	40C	40C
Fuse	40C	40C	40C	40C	40C	40C	40C	40C	40C	40C	40C	40C
Photocell	n/a	n/a	40C	40C	n/a	n/a	40C	40C	n/a	n/a	35C	35C
Occ Sensor	40C	40C	40C	40C	25C	25C	25C	25C	25C	25C	25C	25C
Fuse & Photocell	n/a	n/a	40C	40C	n/a	n/a	40C	40C	n/a	n/a	35C	35C
Fuse & Occ Sensor	40C	40C	40C	40C	25C	25C	25C	25C	25C	25C	25C	25C
EM	n/a	n/a	40C	40C	n/a	n/a	25C	25C	n/a	n/a	25C	25C
EM & Fuse	n/a	n/a	40C	40C	n/a	n/a	25C	25C	n/a	n/a	25C	25C
EM & Fuse & Photocell	n/a	n/a	40C	40C	n/a	n/a	25C	25C	n/a	n/a	25C	25C
EM & Fuse & Occ Sensor	n/a	n/a	40C	40C	n/a	n/a	25C	25C	n/a	n/a	25C	25C
EM & Photocell	n/a	n/a	40C	40C	n/a	n/a	25C	25C	n/a	n/a	25C	25C
EM & Occ Sensor	n/a	n/a	40C	40C	n/a	n/a	25C	25C	n/a	n/a	25C	25C

## DESIGN GALLERY

**Eyelid**

Polycarbonate eyelid/cover attached to lens with tamper resistant screws

**Border (Painted Border)**

Side and edge of lens painted, no front cover

**Ring**

Polycarbonate ring attached to lens with tamper resistant screws

**Four Quadrant**

Polycarbonate cover attached to lens with tamper resistant screws

**Open**

Unpainted lens only. No polycarbonate front cover

## Lens Lifetime Warranty

Fail-Safe will repair or provide a replacement lens for any TR15 lens found to be inoperative due to physical abuse for the duration of the installation under normal conditions.

\*\* To make a claim, contact your Cooper Lighting Agent to arrange an RMA (Return Material Authorization) for the claimed product. Upon receipt and verification of the defect, Cooper Lighting will return to you a repaired or, at Cooper Lighting's sole option, replacement fixture.

## DESCRIPTION

The RL LED luminaire provides uncompromising optical performance and outstanding versatility for a wide variety of area and roadway applications. Patented modular LightBAR™ technology delivers uniform and energy-conscious illumination to walkways, parking lots, and roadways. UL/cUL listed for wet locations.

Catalog #	LDRL-T3-F06-E	Type	
Project		Date	
Comments			
Prepared by			

## SPECIFICATION FEATURES

### Construction

Heavy-duty cast aluminum housing and removable door. 3G vibration rated to ensure strength of construction and longevity in application. Die-cast aluminum door frame features integral hinges for tool-less maintenance access.

### Optics

Choice of twelve patented, high-efficiency AccuLED Optics™ distributions. Optics are precisely designed to shape the light output, maximizing efficiency and application spacing. AccuLED Optics technology creates consistent distributions with the scalability to meet customized application requirements. Offered Standard in 4000K (+/- 275K) CCT and minimum 70 CRI. Optional 3000K CCT, 5000K CCT and 5700K CCT. For the ultimate level of spill light control, an optional house-side shield accessory can be field or factory installed. The house-side shield is designed to seamlessly integrate with the SL2, SL3 or SL4 optics.

### Electrical

LED drivers mount to die-cast aluminum back housing for optimal heat sinking, operation efficacy, and prolonged life. Standard drivers feature electronic universal voltage (120-277V 50/60Hz), 347V 60Hz or 480V 60Hz operation. 480V is compatible for use with 480V Wye systems only. Greater than 0.9 power factor, less than 20% harmonic distortion, and is suitable for operation in -40°C to 40°C ambient environments. All fixtures are shipped standard with 10kV/10kA common – and differential – mode surge protection. LightBARs feature an IP66 enclosure rating and maintain greater than 95% lumen maintenance at 60,000 hours per IESNA TM-21. Occupancy sensor and dimming options available.

### Mounting

Two-bolt/one-bracket slipfitter with cast-in pipe stop and leveling steps. Fixed-in-place birdguard seals around 1-1/4" or 2" mounting arms.

### Finish

Components finished in a standard grey, five-stage super TGIC polyester powder coat paint, 2.5 mil nominal thickness for superior protection against fade and wear. Consult your lighting representative at Eaton for a complete selection of standard colors including black and bronze. RAL and custom color matches available.

### Warranty

Five-year warranty.

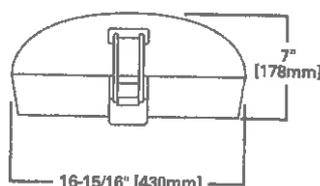
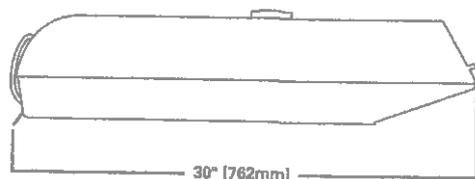


## RL LED ROADWAY LARGE COBRAHEAD

1 - 6 LightBARs  
LED

ROADWAY LUMINAIRE

## DIMENSIONS



## CERTIFICATION DATA

UL/cUL Listed  
LM79 / LM80 Compliant  
ISO 9001  
IP66 LightBARs  
3G Vibration Rated

## ENERGY DATA

Electronic LED Driver  
>0.9 Power Factor  
<20% Total Harmonic Distortion  
120-277V/50 & 60Hz, 347V/60Hz,  
480V/60Hz  
-40°C Minimum Temperature  
40°C Ambient Temperature Rating  
50°C [Optional] Ambient Temperature  
Rating

## EPA

Effective Projected Area: (Sq. Ft.)  
0.87

## SHIPPING DATA

Approximate Net Weight:  
35 lbs. (15.91 kgs.)

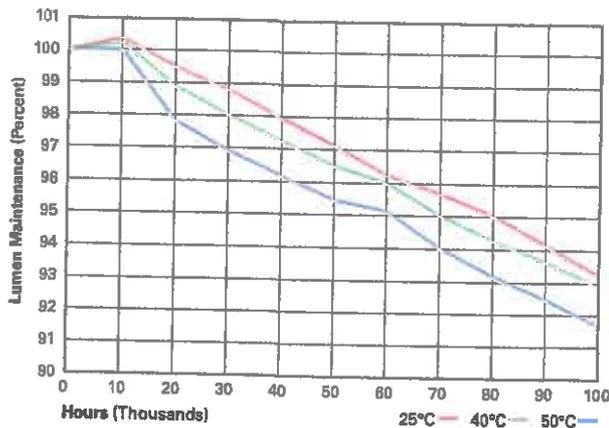
**POWER AND LUMENS BY BAR COUNT (21 LED LIGHTBARS)**

Number of LightBARS		E01	E02	E03	E04	E05	E06
Drive Current	350mA Drive Current						
Power (Watts)		25W	52W	75W	97W	127W	149W
Current @ 120V (A)		0.22	0.44	0.63	0.82	1.07	1.26
Current @ 277V (A)		0.10	0.20	0.28	0.36	0.48	0.56
Power (Watts)		31W	58W	82W	99W	132W	159W
Current @ 347V (A)		0.11	0.19	0.28	0.29	0.39	0.48
Current @480V (A)		0.09	0.15	0.20	0.21	0.30	0.36
T2	Lumens	2,990	5,997	8,996	11,994	14,993	17,991
	BUG Rating	B1-U0-G1	B2-U0-G2	B3-U0-G3	B3-U0-G3	B3-U0-G3	B3-U0-G3
T3	Lumens	2,886	5,872	8,957	11,943	14,929	17,915
	BUG Rating	B1-U0-G1	B2-U0-G2	B3-U0-G3	B3-U0-G3	B3-U0-G3	B3-U0-G3
T4	Lumens	2,939	5,877	8,816	11,754	14,893	17,632
	BUG Rating	B1-U0-G1	B1-U0-G2	B1-U0-G2	B2-U0-G3	B2-U0-G3	B2-U0-G3
5MQ	Lumens	3,108	6,215	9,323	12,431	15,538	18,646
	BUG Rating	B2-U0-G1	B3-U0-G1	B3-U0-G2	B4-U0-G2	B4-U0-G2	B4-U0-G2
5WQ	Lumens	3,066	6,131	9,197	12,262	15,328	18,393
	BUG Rating	B2-U0-G1	B3-U0-G1	B3-U0-G2	B4-U0-G2	B4-U0-G2	B4-U0-G2
5XQ	Lumens	3,092	6,184	9,276	12,368	15,461	18,553
	BUG Rating	B2-U0-G1	B3-U0-G2	B3-U0-G3	B4-U0-G3	B4-U0-G3	B4-U0-G4
SL2	Lumens	2,928	5,856	8,784	11,712	14,640	17,568
	BUG Rating	B1-U0-G1	B1-U0-G2	B2-U0-G2	B2-U0-G2	B2-U0-G2	B3-U0-G3
SL3	Lumens	2,969	5,937	8,908	11,875	14,843	17,812
	BUG Rating	B1-U0-G1	B1-U0-G2	B2-U0-G2	B2-U0-G2	B2-U0-G3	B3-U0-G3
SL4	Lumens	2,982	5,764	8,646	11,528	14,410	17,292
	BUG Rating	B1-U0-G1	B1-U0-G2	B2-U0-G2	B2-U0-G2	B2-U0-G3	B3-U0-G3
RW	Lumens	3,004	6,007	9,011	12,015	15,018	18,022
	BUG Rating	B2-U0-G2	B3-U0-G3	B3-U0-G3	B3-U0-G3	B4-U0-G4	B4-U0-G4
SL/SLR	Lumens	2,693	5,387	8,080	10,774	13,467	16,161
	BUG Rating	B1-U0-G2	B1-U0-G2	B1-U0-G3	B2-U0-G3	B2-U0-G4	B2-U0-G4

**LUMEN MAINTENANCE**

Ambient Temperature	25,000 Hours*	50,000 Hours*	60,000 Hours*	100,000 Hours	Theoretical L70 (Hours)
25°C	> 99%	> 97%	> 96%	> 93%	> 450,000
40°C	> 98%	> 97%	> 96%	> 92%	> 425,000
50°C	> 97%	> 96%	> 95%	> 91%	> 400,000

\* Per IESNA TM-21 data.



**LUMEN MULTIPLIER**

Ambient Temperature	Lumen Multiplier
10°C	1.02
15°C	1.01
25°C	1.00
40°C	0.99
50°C	0.98

POWER AND LUMENS BY BAR COUNT (7 LED LIGHTBARS)

Number of LightBARs		F01	F02	F03	F04	F05	F06
Drive Current		1A Drive Current					
Power (Watts)		26W	55W	78W	102W	133W	167W
Current @ 120V (A)		0.22	0.46	0.66	0.86	1.12	1.31
Current @ 277V (A)		0.10	0.21	0.29	0.37	0.50	0.58
Power (Watts)		32W	60W	85W	105W	137W	164W
Current @ 347V (A)		0.11	0.19	0.28	0.30	0.41	0.49
Current @ 480V (A)		0.09	0.15	0.21	0.22	0.31	0.37
T2	Lumens	2,475	4,951	7,426	9,902	12,377	14,852
	BUG Rating	B1-U0-G1	B2-U0-G2	B2-U0-G2	B3-U0-G3	B3-U0-G3	B3-U0-G3
T3	Lumens	2,485	4,830	7,395	9,859	12,324	14,789
	BUG Rating	B1-U0-G1	B2-U0-G2	B2-U0-G2	B3-U0-G3	B3-U0-G3	B3-U0-G3
T4	Lumens	2,426	4,852	7,278	9,704	12,129	14,555
	BUG Rating	B1-U0-G1	B1-U0-G2	B1-U0-G2	B2-U0-G2	B2-U0-G3	B2-U0-G3
5MQ	Lumens	2,565	5,131	7,696	10,262	12,827	15,393
	BUG Rating	B2-U0-G1	B3-U0-G1	B3-U0-G1	B3-U0-G2	B4-U0-G2	B4-U0-G2
5WQ	Lumens	2,531	5,061	7,592	10,123	12,654	15,184
	BUG Rating	B2-U0-G1	B3-U0-G1	B3-U0-G2	B4-U0-G2	B4-U0-G2	B4-U0-G2
5XQ	Lumens	2,553	5,105	7,658	10,210	12,783	15,316
	BUG Rating	B2-U0-G1	B3-U0-G2	B3-U0-G3	B4-U0-G3	B4-U0-G3	B4-U0-G3
SL2	Lumens	2,417	4,834	7,251	9,668	12,086	14,503
	BUG Rating	B1-U0-G1	B1-U0-G1	B1-U0-G2	B2-U0-G2	B2-U0-G2	B2-U0-G2
SL3	Lumens	2,451	4,901	7,352	9,803	12,254	14,704
	BUG Rating	B1-U0-G1	B1-U0-G1	B1-U0-G2	B2-U0-G2	B2-U0-G2	B2-U0-G3
SL4	Lumens	2,379	4,758	7,138	9,517	11,896	14,275
	BUG Rating	B1-U0-G1	B1-U0-G2	B1-U0-G2	B2-U0-G2	B2-U0-G2	B2-U0-G3
RW	Lumens	2,480	4,959	7,439	9,918	12,398	14,878
	BUG Rating	B1-U0-G1	B2-U0-G2	B3-U0-G3	B3-U0-G3	B3-U0-G3	B4-U0-G4
SLL/SLR	Lumens	2,224	4,447	6,671	8,894	11,118	13,341
	BUG Rating	B1-U0-G1	B1-U0-G2	B1-U0-G3	B1-U0-G3	B2-U0-G3	B2-U0-G4

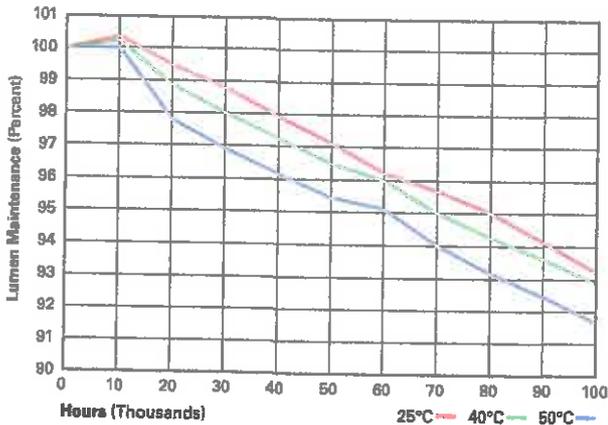
LUMEN MAINTENANCE

Ambient Temperature	25,000 Hours*	50,000 Hours*	60,000 Hours*	100,000 Hours	Theoretical L70 (Hours)
25°C	> 99%	> 97%	> 96%	> 93%	> 450,000
40°C	> 98%	> 97%	> 96%	> 92%	> 425,000
50°C	> 97%	> 96%	> 95%	> 91%	> 400,000

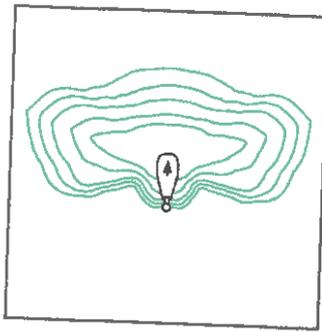
\* Per IESNA TM-21 data.

LUMEN MULTIPLIER

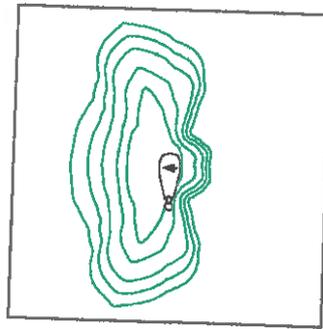
Ambient Temperature	Lumen Multiplier
10°C	1.02
15°C	1.01
25°C	1.00
40°C	0.99
50°C	0.96



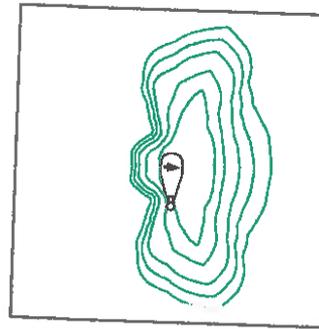
**OPTIC ORIENTATION**



Standard



Optics Rotated Left @ 90° [L90]



Optics Rotated Right @ 90° [R90]

**CONTROL OPTIONS**

**0-10V (DIM)**

This fixture is offered standard with 0-10V dimming driver(s). The DIM option provides 0-10V dimming wire leads for use with a lighting control panel or other control method.

**Photocontrol (PER and PER7)**

Photocontrol receptacles (PER and PER7) provide a flexible solution to enable "dusk-to-dawn" lighting by sensing light levels. Advanced control systems compatible with NEMA 7-pin standards can be utilized with the PER7 receptacle.

**WaveLinx Wireless Outdoor Lighting Control Module (WOLC-7P-10A)**

The 7-pin wireless outdoor lighting control module enables WaveLinx to control outdoor area, site and flood lighting. WaveLinx controls outdoor lighting using schedules to provide ON, OFF and dimming controls based on astronomical or time schedules based on a 7 day week.

**ORDERING INFORMATION**

Sample Number: LDRL-T3-E06-E-AP

Lamp Type	Product Family 1	Distribution	Number of LightBARs 2,3	Voltage
LD=Solid State Light Emitting Diodes	RL=Roadway Large Cobrahead	T2=Type II T3=Type III T4=Type IV SL2=Type II w/Spill Control SL3=Type III w/Spill Control SL4=Type IV w/Spill Control RW=Rectangular Wide SMQ=Type V Square Medium SWQ=Type V Square Wide SXQ=Type V Square Extra Wide SLL=90° Spill Light Eliminator Left SLR=90° Spill Light Eliminator Right	E01=(1) 21 LED LightBAR E02=(2) 21 LED LightBARs E03=(3) 21 LED LightBARs E04=(4) 21 LED LightBARs E05=(5) 21 LED LightBARs E06=(6) 21 LED LightBARs F01=(1) 7 LED LightBAR F02=(2) 7 LED LightBARs F03=(3) 7 LED LightBARs F04=(4) 7 LED LightBARs F05=(5) 7 LED LightBARs F06=(6) 7 LED LightBARs	E=Universal (120-277V) 347=347V 480=480V 4
<b>Options (Add as Suffix)</b>		<b>Accessories (Order Separately)</b>		
7030=70 CRI / 3000K CCT 5 7050=70 CRI / 5000K CCT 5 7060=70 CRI / 5700K CCT 5 8030=80 CRI / 3000K CCT 5 HA=50°C High Ambient Temperature Rating PER=NEMA Twistlock Photocontrol Receptacle PER7=NEMA 7-PIN Twistlock Photocontrol Receptacle DIM=0-10V Dimming Driver 2L=Two Circuits 6 L90=Optics Rotated Left 90° R90=Optics Rotated Right 90° LCF=LightBAR Cover Plate Matches Housing Finish K=Level Indicator HSS=Factory Installed House Side Shield 7 BK=Black BZ=Bronze		OA/RA1013=Photocontrol Shoring Cap OA/RA1014=NEMA Photocontrol - 120V OA/RA1016=NEMA Photocontrol - Multi-Tap OA/RA1027=NEMA Photocontrol - 480V OA/RA1201=NEMA Photocontrol - 347V MA1252=10kV Circuit Module Replacement LB/HSS-21=Field Installed House Side Shield for "E" LightBARs 2,3 LB/HSS-07=Field Installed House Side Shield for "F" LightBARs 2,3 WOLC-7P-10A=WaveLinx Outdoor Control Module (7-pin) 8		

**NOTES:**

- Customer is responsible for engineering analysis to confirm pole and fixture compatibility for all applications. Refer to our white paper WP513001EN for additional support information.
- Standard 4000K CCT and 70 CRI nominal.
- 21 LED LightBAR powered at 350mA, 7 LED LightBAR powered at 1A.
- Only for use with 480V Wye systems. Per NEC, not for use with ungrounded systems, impedance grounded systems or corner grounded systems (commonly known as Three Phase Three Wire Delta, Three Phase High Leg Delta and Three Phase Corner Grounded Delta systems).
- Extended lead times apply. See website for IES files.
- Low-level output varies by bar count specified. Consult factory. Not available with 347V or 480V. Requires quantity two or more light bars.
- Only for use with SL2, SL3 and SL4 distributions. Not available with L90 or R90 options.
- One required for each light bar. Not available with L90 or R90 options.
- Requires 7-pin NEMA twistlock photocontrol receptacle.



# FCB6C-36L02



Date:

Approved:

Type:

Fixture: FCB6C-36L02-3K-11L-BZ

Project:

**FCB6C-36L02** Exterior die-cast aluminum, 6" nominal diameter bollard with a 360° window and 2" high lens.

## SPECIFICATIONS

### PHYSICAL

dimensions	fixture: 39.5"H x 5.512" $\varnothing$
weight	18 lbs
housing	marine grade, corrosion resistant, heavy gauge extruded aluminum
lens	impact resistant, UV stabilized, opal, polycarbonate diffuser
mounting	heavy gauge base bracketing for bollard installation provides a unique mounting solution, so the tower body anchors flush to the ground without the appearance of a base plate, anchor bolts included (j-box by others)
ingress protection	IP66: dry, damp, or wet locations with extruded silicone gasket to seal out contaminants
finish	six stage chemical iron phosphate substrate pre-treatment process for a UV stable, super durable standard polyester powder coat

### PERFORMANCE

color temperature	2700K	3000K	3500K	4000K
lumen output	943	992	1045	1100
lifetime	> 70,000 hours / L70 or better			
color consistency	3-Step MacAdam Ellipse / standard: CRI $\geq$ 85			
temperature	operating: -13°F to 104°F (-25°C to 40°C)   start up: -13°F to 104°F (-25°C to 40°C)   storage: -40°F to 176°F (-40°C to 80°C)			
junction temperature	73°C @ T <sub>a</sub> 25°C			
warranty	5 year limited warranty (refer to website for details)			

### ELECTRICAL

input voltage	Universal 120-277VAC   optional: 347 VAC (integral)   480 VAC (integral)
power supply	integral Class II, electronic, high power factor > 94% @120V
certification	ETL/cETL Listed
standards	UL1598/CSA C22.2 No. 250.0; UI 8750/CSA C22.2 No. 250.13/IES LM-79/LM-80
power consumption	20W (1100 lm)
dimming interface	standard: 0-10V (10%)   optional: ELV (120V only)/DMX (integral)/DALI (integral)

**Z QUICK SHIP PRODUCT** visit [fclighting.com](http://fclighting.com)

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US Commercial Lighting Manufacturer Since 1982

**Specification Sheet**

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AG Rev. 111119

FCB6C-36L02



# Ordering Information

PART NUMBER										
FCB6C-36L02		39		11L						
SERIES	VOLTAGE	HEIGHT	CCT	LUMENS	FINISH	ACCESSORIES				
FCB6C-36L02	UNV	UNV 120V-277V	39 39.5"	LED	27K 2700K	11L 1100 lumens (20W)	BK	Black	LD	LED Dimming (0-10V) standard
	347V*	347V* AC (Integral)			3K 3000K		BZ	Bronze	ELV*	ELV Dimming (120 only)
	480V*	480V* AC (Integral)			35K 3500K		SL	Silver	DMX*	DMX Dimming* (Integral)
					4K 4000K		WH	White	DALI*	DALI Dimming* (Integral)
							CC	Custom Color	PE	Photo Eye
									SP20	20kv Surge Protection
									BBU	Battery Backup, Integral

\* consult factory for lead time

**Consult Factory for other options and configurations.**

To ensure you receive proper configurations for your lighting specifications, contact us directly about any unique application requirements. This may include but not be limited to lumen output, mounting needs, or electrical requirements.



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**Specification Sheet**

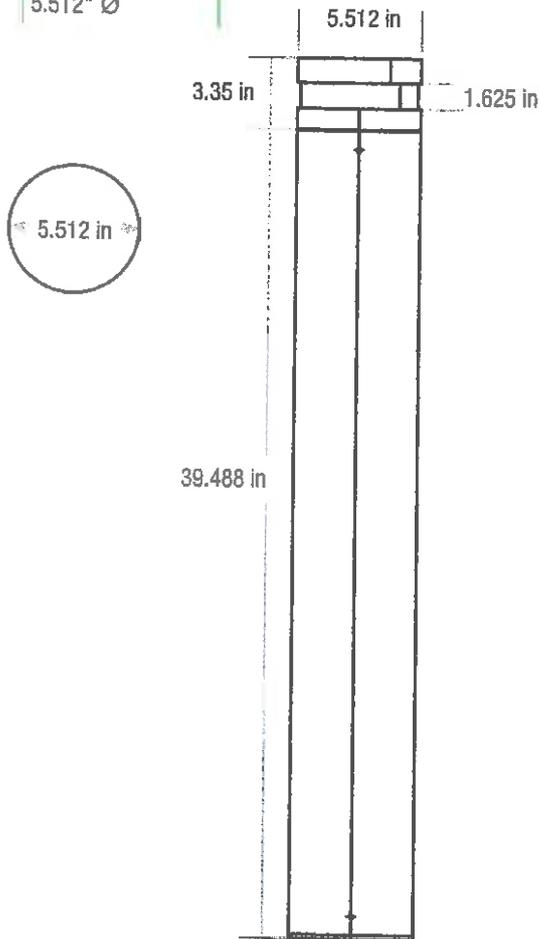
AG Rev. 111119



# Physical

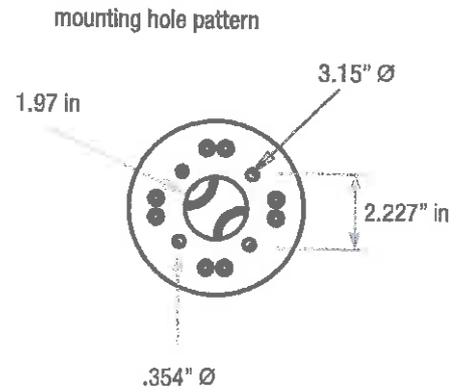
## PRODUCT DIMENSIONS - STANDARD PRODUCT

height	39.488" H
diameter	5.512" Ø

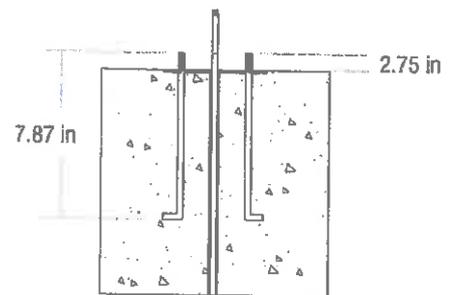


## MOUNTING - *Y-Box sold by others*

mounting plate diameter	5.512" Ø
-------------------------	----------



Concrete pour minimum depth 12";  
7.87" anchor bolts should be 2.75"  
above top surface of concrete.  
See installation for instructions.

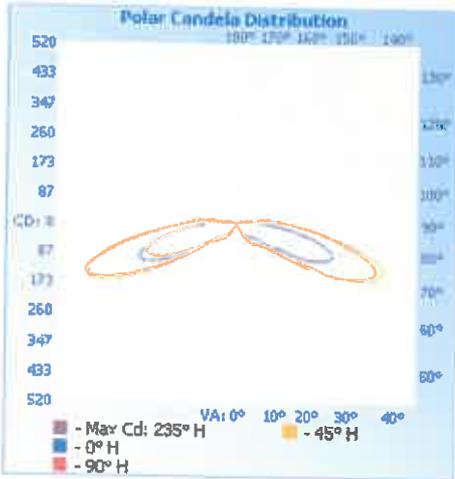


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# Photometry

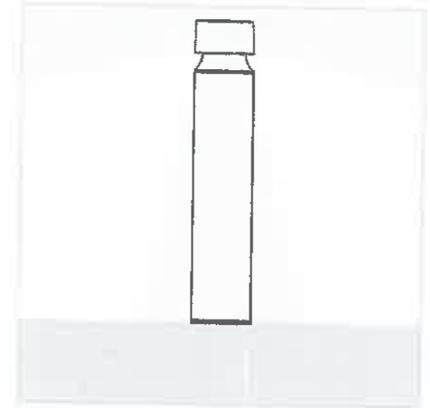
## OPTICAL DISTRIBUTION



**Illuminance at a Distance**

Center Beam fc	Beam Width	
0.17ft	20.5 fc	0.10 ft 0.12 ft
0.33ft	5.44 fc	0.20 ft 0.24 ft
0.50ft	2.37 fc	0.30 ft 0.36 ft
0.67ft	1.32 fc	0.40 ft 0.49 ft
0.83ft	0.86 fc	0.50 ft 0.60 ft
1.00ft	0.59 fc	0.60 ft 0.73 ft

■ Vert. Spread: 33.4°  
■ Horiz. Spread: 39.9°



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**Specification Sheet**



# FCBT690



Date:

Approved:

Type:

Fixture:

Project:

**FCBT690** Exterior die-cast aluminum bollard with right angle head position tower. Available in 42" and 36" height. Designed and built to illuminate the ground and/or pathways safely without glare. **FCBT690** has an extremely wide-throw beam pattern covering 30'-35' wide and still measuring greater than 1 foot candle. It also has a forward throw of approximately 14 feet. Matches up with FCBT690S, 24" high version.

## SPECIFICATIONS

### PHYSICAL

length/dimensions   (HxWxD)	fixture: 42"H or 36"H x 8"W x 9"D at top (3"D at base)
weight	12 lbs
housing	marine grade, corrosion resistant, heavy gauge aluminum
lens	impact resistant, UV stabilized, clear, polycarbonate diffuser
mounting	heavy gauge base bracketing for bollard installation provides a unique mounting solution, so the tower body anchors flush to the ground without the appearance of a base plate, anchor bolts included (j-box by others)
ingress protection	IP66: dry, damp, or wet locations with extruded silicone gasket to seal out contaminants
finish	six stage chemical iron phosphate substrate pre-treatment process for a UV stable, super durable standard polyester powder coat

### PERFORMANCE

color temperature	2700K	3000K	3500K	4000K
lumen output offerings	479 lm, 958 lm, 1436 lm, 1915 lm			
lifetime	> 70,000 hours / L70 or better			
color consistency	3-Step MacAdam Ellipse / standard: CRI ≥ 85			
temperature	operating: -49°F to 104°F (-45°C to 40°C)   start up: -49°F to 45°F (-25°C to 40°C)   storage: -49°F to 176°F (-45°C to 80°C)			
junction temperature	73°C @ T <sup>a</sup> 25°C			
warranty	5 year limited warranty (refer to website for details)			

### ELECTRICAL

input voltage	Universal 120-277VAC   optional: 347 VAC (integral)   480 VAC (integral)
power supply	Integral Class II, electronic, high power factor > 94% @120V
certification	ETL/cETL Listed
standards	UL1598/CSA C22.2 No. 250.0; UL 8750/CSA C22.2 No. 250.13/IES LM-79/LM-80
power consumption	7W (479 lm) minimum, 26W (1915 lm) maximum
dimming interface	standard: 0-10V (10%) optional: ELV (120V only)/DMX (integral)/DALI (integral)

**Z** **QUICK SHIP PRODUCT** visit [fclighting.com](http://fclighting.com)

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**Specification Sheet**

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KW Rev. 071219



# Ordering Information

## ORDERING INFORMATION

FCBT690												
SERIES	VOLTAGE		HEIGHT		TEMPERATURE		LED LUMENS	FINISH		OPTIONS & ACCESSORIES		
FCBT690	UNV	UNV 120V-277V	42	42"	LED	27K	2700K	479 lumens (7W)	BK	Black	GD	Cane Detector
	347V*	347V* AC (integral)	36	36"		3K	3000K	958 lumens (13W)	BZ	Bronze	LJ	LED Dimming (0-10V) standard
	480V*	480V* AC (integral)				35K	3500K	1436 lumens (20W)	CC	Custom Color	ELV*	ELV Dimming (120 only)
						4K	4000K	1915 lumens (26W)	SL	Silver	DMX*	DMX Dimming* (integral)
								WH	White	DALI*	DALI Dimming* (integral)	
											SP20	20kv Surge Protection
											BBU**	Battery Backup, Remote
											HS	House Shield

\* consult factory for lead time

\*\* BBU not with ELV

**Consult Factory for other options and configurations.**

To ensure you receive proper configurations for your lighting specifications, contact us directly about any unique application requirements. This may include but not be limited to lumen output, mounting needs, or electrical components.

**Z QUICK SHIP PRODUCT** visit [fclighting.com](http://fclighting.com)

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# Physical

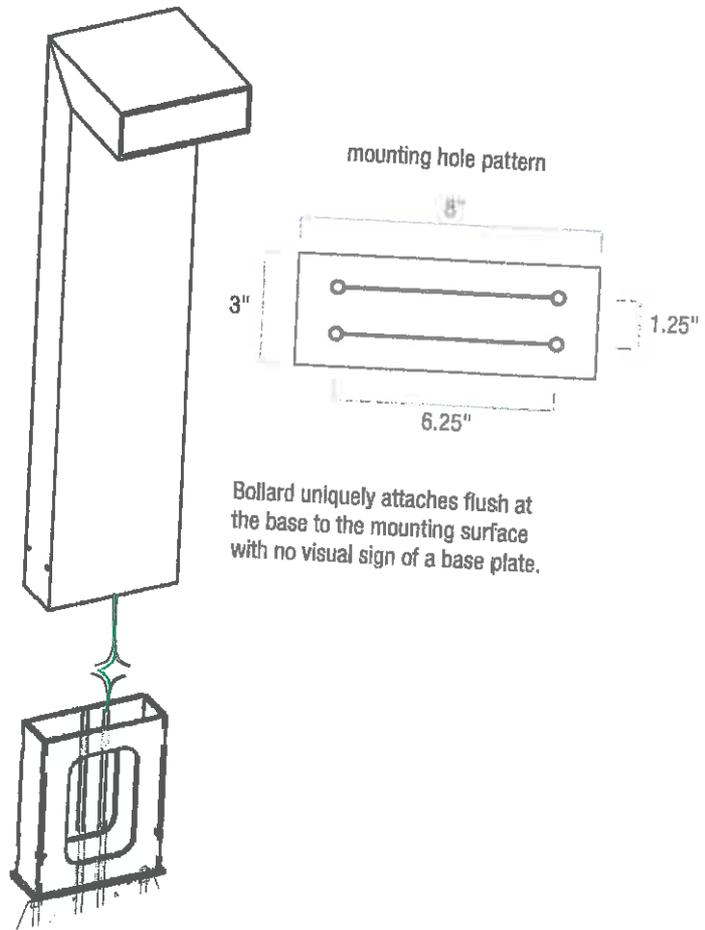
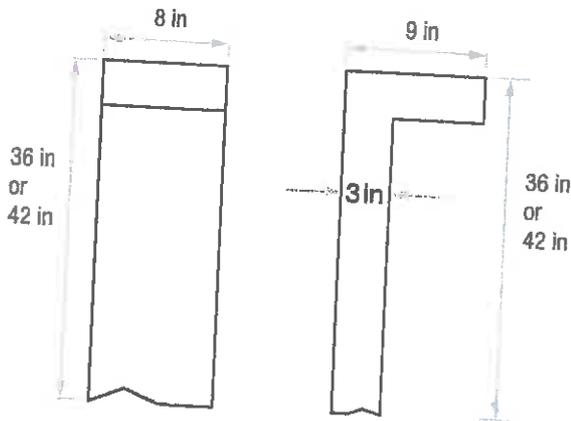
## PRODUCT DIMENSIONS - STANDARD PRODUCT

height	42"H or 36"H
width	8" W
depth	9" D top
depth	3" D base

## MOUNTING - /-fix sold by others

mounting plate depth	3" D
mounting plate width	8" W
anchor bolt size	3/8"Ø x 12"L x 2" Tang

Anchor Bolt Part #	94523B-4
Quantity Required	4 for each bollard



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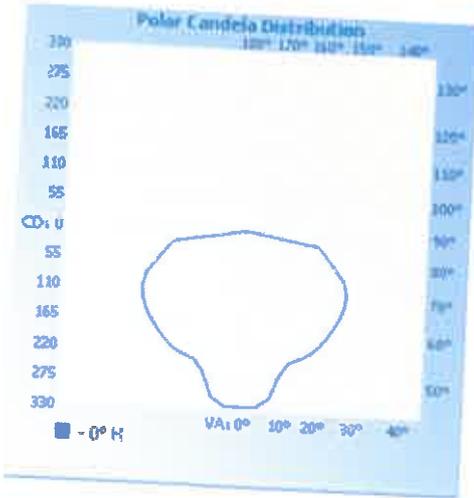
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**Specification Sheet**

KW Rev. 071219

# Photometry

## OPTICAL DISTRIBUTION



**Illuminance at a Distance**

Center Beam Fc	Beam Width	
1.7ft	11.1 ft	10.9 ft
3.3ft	21.5 ft	21.1 ft
5.0ft	32.8 ft	31.9 ft
6.7ft	44.1 ft	42.8 ft
8.3ft	55.5 ft	53.0 ft
10.0ft	67.0 ft	63.9 ft

■ Vert. Spread: 145.1°  
■ Horiz. Spread: 145.2°

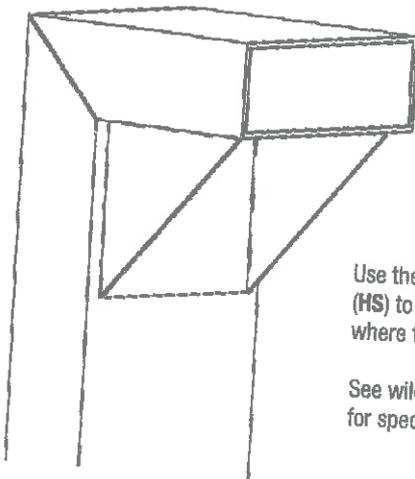
Lumen Output	1915 Lm @ 4000K
Power Consumption	26 W

**itl** illuminations testing laboratory

## ACCESSORIES

FIND THE FILES ON [FCLIGHTING.COM](http://FCLIGHTING.COM)

### HS - 180° House Shield



Use the 180° House Side Shield (HS) to protect beach side areas where fixtures are installed.

See wildlife fixture regulations for specific requirements.

### CD - Cane Detector

foot depth	add 3" D at column base
foot width	8" W



SHOWS FCBT690  
W/ CANE DETECTION

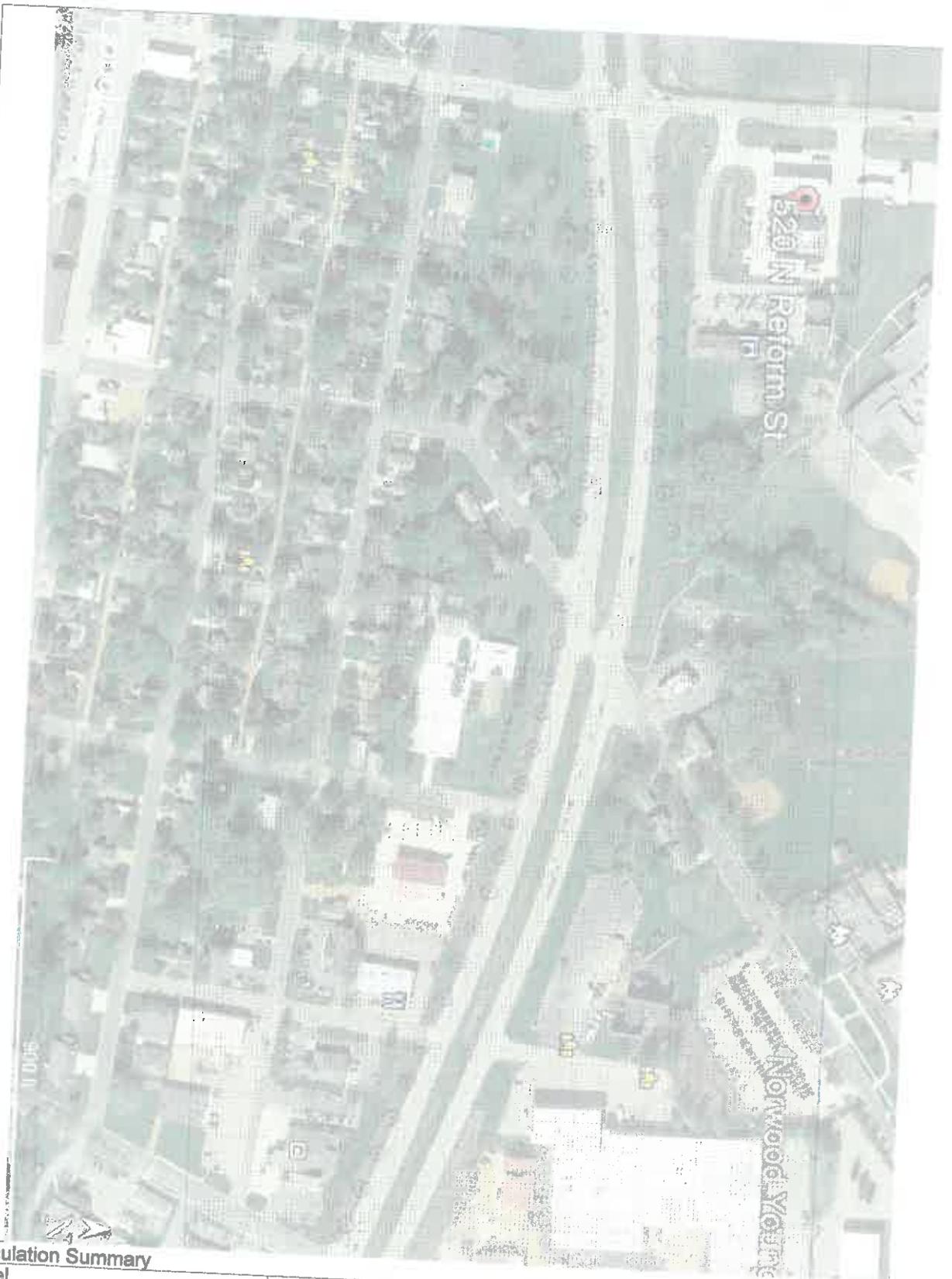
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**Specification Sheet**

KW Rev. 071219



**Calculation Summary**

Label		CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
Bollards Planar		Illuminanc	Fc	0.01	1.3	0.0	N.A.	N.A.
Luminaire Schedule								
Symbol	Qty	Label	Arrangement	LLF	Description	Lum. Lumens		
	47	B	SINGLE	0.910	FCB6C-36L02-4K	1112		

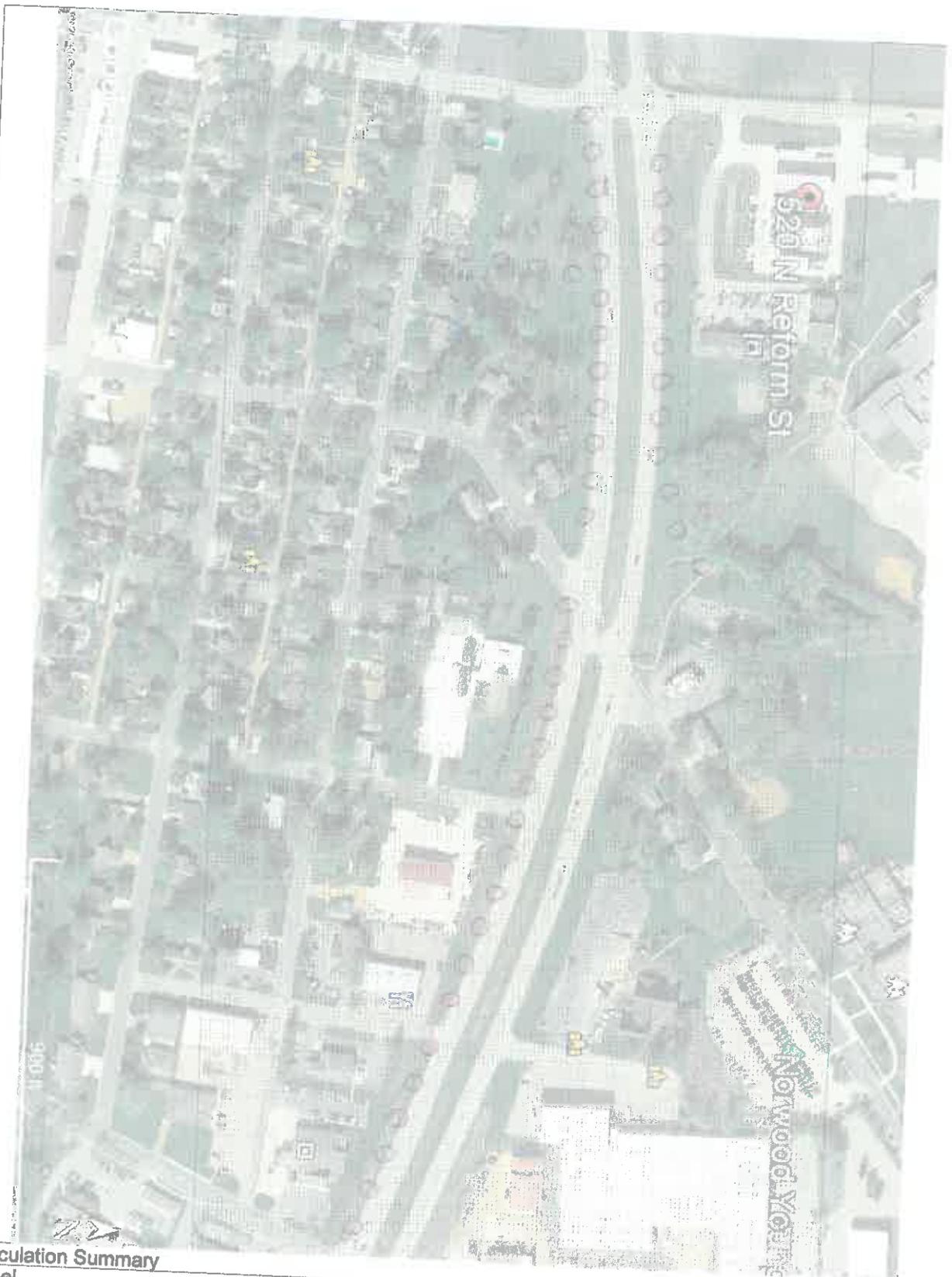
Page M of 1

Norwood Young America  
Hwy212 Pathway Bollards

Drawn By: Jennifer Wallace  
Checked By:  
Date: 4/23/2020  
Scale:

#	Date	Comments





**Calculation Summary**

Label		CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
Bollards Planar		Illuminanc	Fc	0.02	3.4	0.0	N.A.	N.A.
Luminaire Schedule								
Symbol	Qty	Label	Arrangement	LLF	Description	Lum. Lumens		
	47	B2	SINGLE	0.910	FCBT690-120V-4K	1915		

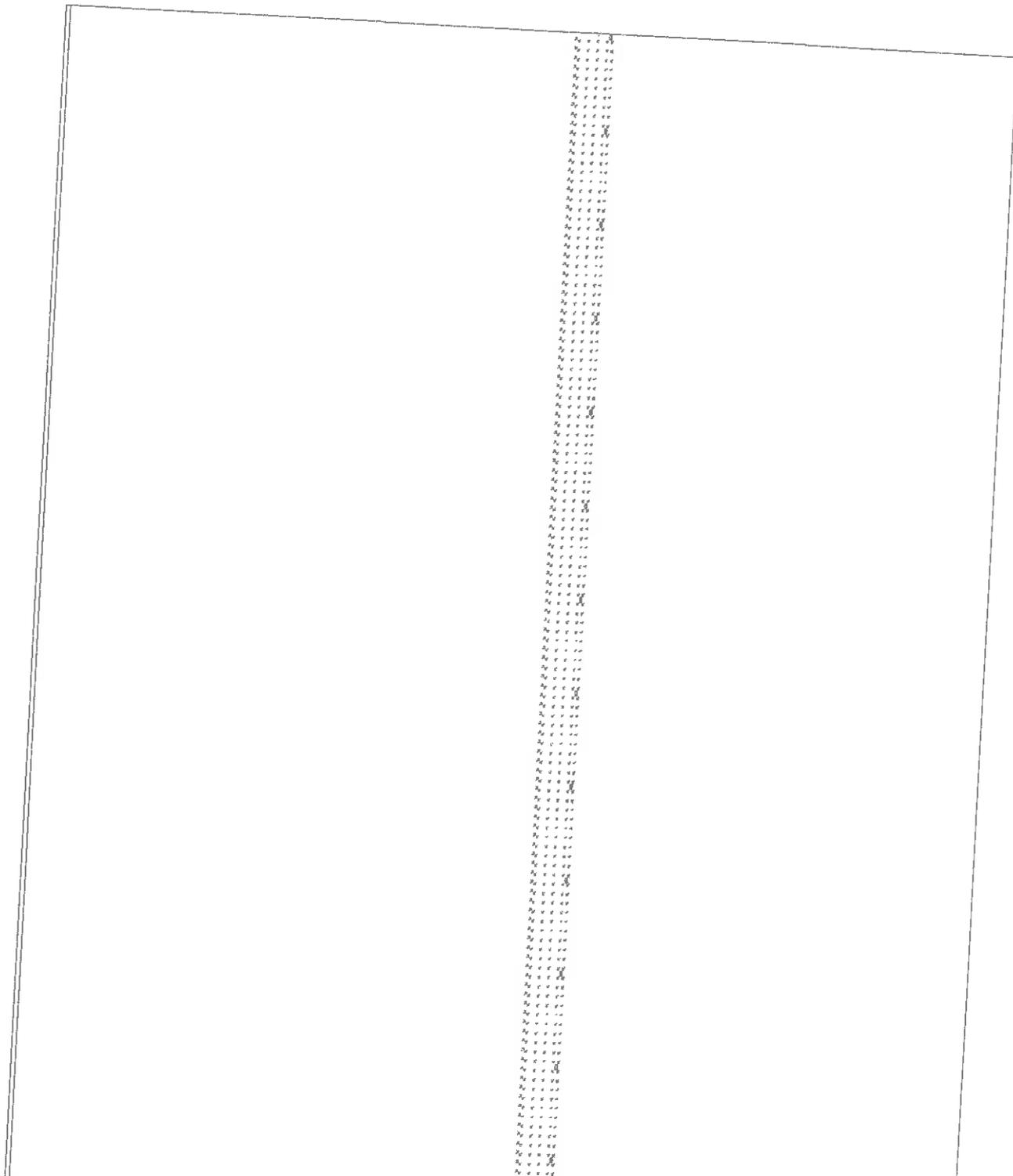
Page 1 of 1

Norwood Young America  
Hwy212 Pathway Bollards

Drawn By: Jennifer Wallace  
Checked By:  
Date: 1/23/2020  
Scale:

#	Date	Comments





**Calculation Summary**

Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
Tunnel Floor	Illuminanc	Fc	12.12	17	7	1.73	2.43
Tunnel Wall 1	Illuminanc	Fc	0.00	0	0	N.A.	N.A.
Tunnel Wall 2	Illuminanc	Fc	7.50	27	4	1.88	6.75
Tunnel Wall 4	Illuminanc	Fc	12.47	19	8	1.56	2.38
Tunnel Wall 3	Illuminanc	Fc	9.98	27	4	2.50	6.75

NYA Tunnel

Drawn By: Jennifer Wallace  
 Checked By:  
 Date: 4/23/2020  
 Scale:

Revisions	#	Date	Comments





**Calculation Summary**

Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
Tunnel Floor	Illuminanc	Fc	12.12	17	7	1.73	2.43
Tunnel Wall 1	Illuminanc	Fc	0.00	0	0	N.A.	N.A.
Tunnel Wall 2	Illuminanc	Fc	7.50	27	4	1.88	6.75
Tunnel Wall 4	Illuminanc	Fc	12.47	19	8	1.56	2.38
<b>Luminaire Totale</b>	<b>Illuminanc</b>	<b>Fc</b>	<b>9.98</b>	<b>27</b>	<b>4</b>	<b>2.50</b>	<b>6.75</b>
<b>Symbol</b>	<b>Qty</b>	<b>Label</b>	<b>Arrangement</b>	<b>LLF</b>	<b>Description</b>		<b>Lum. Lumens</b>
□	13	WP	SINGLE	0.910	TRO15-LD4-40W-40-CL-UNV-ED1C		4121

Page 11 of 1

NYA Tunnel

Drawn By: Jennifer Williams  
 Checked By:  
 Date: 6/23/2020  
 Scale:

#	Date	Comments



**Project : City of Waconia Trunk Hwy 5**

**Distributor : Border State Electric**

**Order:SO0303513**

**PO:5501316009**

**Type: Bollard Bollard : CBM1103H-LAP-3-38W-4K-120@277-BB2-CP4344-RAL9005TX**

Page: 1/1

Qty:20

**Components**

**Head module:** Round shape, cast aluminum hood tops a one-piece seamless acrylic, POND finish 75% diffusing (LAP) vessel (UV polymer resistant) with four (4) decorative arms and shade. The head is mechanically assembled with an aluminum cast ring on the locking system and secured with one (1) Allen type vandal screw.

**Opening system:** A quarter-turn locking mechanism with constant pressure points allowing a tool-free access inside the bollard, to the lamp and ballast tray. Made with cast aluminum parts and sealed with a gasket compression system. The bollard offers an IP66 weatherproof protection.

**Base:** Round shape. Made from a 5"(13cm)Ø 6063-T6 aluminum tubing. Welded to both the top and the bottom of an anchor plate. **Base cover:** Round shape. A two-pieces cover made of cast aluminum, mechanically secured together.

**Bolt circle (BC) :** 7" (18cm)Ø.

**Anchor bolts :** Supplied by Cyclone: 3/8"Ø x12" (9"+3") long Fully galvanized anchor bolts c/w nuts & washers for levelling.

**Optical/electrical components**

**LED:** 38 watts, 4000K (White), Super high flux output and high luminance, design for high current operation. LED board is mechanically mounted on heatsink for easy replacement.

**Optic:** IES type III (3). The optic's reflector is made of pre-anodized aluminum reflecting sheets (86% min. reflection), segmented in multiple facets with heat sink radiator to keep the LED temperature down and increase their longevity.

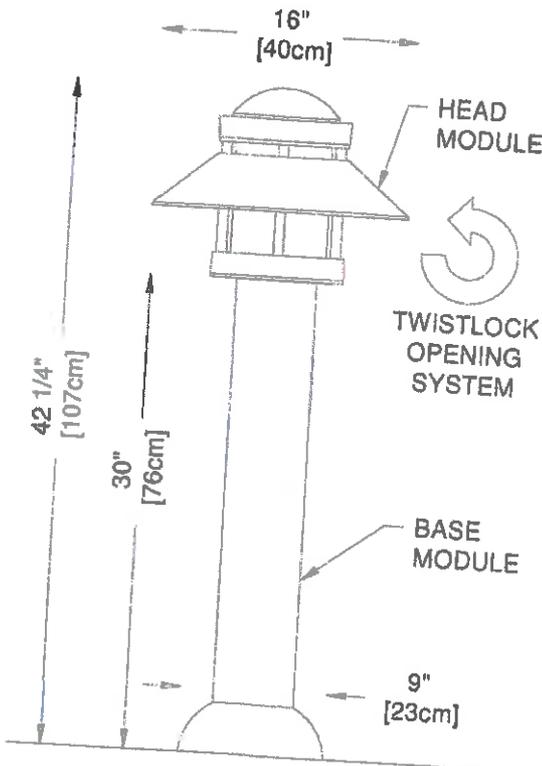
**Heatsink:** Die cast aluminium alloy has been thermally tested for maximum efficacy.

**Driver module:** Auto-adjustable 120-277VAC Class I driver. 50/60 Hz. THD max 20%. ROHS compliant. Assembled with quick-disconnect connectors resisting up to 221°F (105°C). High power factor of 90%. Minimum starting temperature: -40°F (-40°C). Maximum operating temperature: 130°F (55°C). Overheat protection: Output current is reduced to 150mA if internal driver temperature (Tcase) exceeds 185°F (85°). Complete with a 3-Pole 10KV surge protector for Line-Ground, Line-Neutral and Neutral-Ground according to IEEE/ANSI C62.41.2 C High. Certification, maintenance and luminaire codification labels are located within the module.

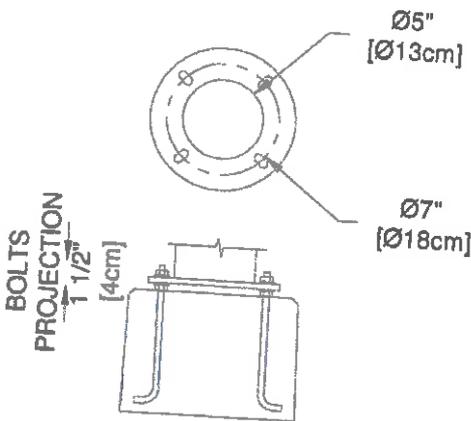
**Generales/Options**

**Wiring/hardware:** All electrical connections between modules are made with quick-disconnect connectors for easy maintenance. All exposed hardware is stainless steel. Silicone gasketing are applied.

**Color:** RAL9005 (Jet black) / **Finish:** textured (TX)  or smooth (SM) . Application of a polyester powder coat of paint. (5 mils /127 microns). The finish meets the ASTM G7, B117 and D1654 requirements relative to salt spray and humidity resistance. **Cyclone recommends the textured finish for this product.**



**ANCHOR PLATE**



**Stamp/Approval**

Name :

Date :

File : CY55P1UF - SO0303513 - CITY OF WACONIA TRUNK HWY 5.DOC

Date : 11/06/2015 Page : 7/7

Designer : vIacampo



To: Members of the Parks and Rec Commission  
From: Carol Lagergren, Mayor  
Re: Update on Youth Baseball/Softball on City Fields  
Date: June 16, 2020

On June 8th, the City Council responded to a request from Darin Fox, representing the Central Softball Boosters Association, regarding the use of city fields for youth softball practice and a rescheduled youth softball camp and a request from Chad Eischens regarding the use of city fields for youth baseball.

The Council reviewed the guidelines from MDH (which are attached) on youth sports and youth programs (to include camps). The Council was also informed that Tim Schochenmaier, Superintendent of Schools, provided a summary document of the guidelines for youth sports put in place through the Minnesota Department of Health to all coaches affiliated with Central Schools.

Based on the guidelines and discussion by the City Council, the following recommendations were agreed to and communicated to Fox and Eischens by email:

***All youth programming in our community fields continue to schedule through Community Education and must follow the guidelines recommended by the Minnesota Department of Health.***

**Recommendation: Information only**

STAY SAFE MN

# Guidance for Social Distancing in Youth Sports

This guidance document outlines the practical application of prevention strategies to reduce the spread of COVID-19 among sports activities. This is a sports-specific supplement to the [Guidance for Social Distancing in Youth and Student Programming \(PDF\)](https://www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf) (<https://www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf>).

Please ensure that your program is following the parameters outlined in the above referenced document, including the development of a program-specific plan. Get a program-specific plan template at [COVID-19 Preparedness Plan Template and Instructions \(PDF\)](http://www.dli.mn.gov/sites/default/files/pdf/COVID_19_business_plan_template_services.pdf) ([http://www.dli.mn.gov/sites/default/files/pdf/COVID\\_19\\_business\\_plan\\_template\\_services.pdf](http://www.dli.mn.gov/sites/default/files/pdf/COVID_19_business_plan_template_services.pdf)).

In general, the youth and student programming guidance document includes recommendations for:

- Following social distancing.
- Encouraging and enforcing norms of health etiquette, including face coverings.
- Promoting health checks and screening of participants and staff/volunteers.
- Enforcing stay-at-home when sick expectations.
- Ensuring policies are considerate of staff, volunteers, and participants at highest risk of complications.
  - [People Who Are at Higher Risk for Severe Illness](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html) (<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>)
- Routine disinfection of high-touch items (balls, racquets, bats, other equipment).

In support of the National Youth Sports Strategy aims, the Minnesota Department of Health (MDH) recognizes that sports provide opportunities for youth to develop or maintain fitness, specific skills, mental well-being, and social-emotional health. MDH supports youth in engaging in sports, but it should be done in a way that will keep them safe. Below are specific parameters to support youth sports in a way that will minimize transmission of COVID-19.

## Programs involving youth sports

If your program involves sports as either an activity within a program or as the focus of the program itself, please use the following guidance. The guidance is based on the risk level of the sport. The risk categories were determined after reviewing recommendations from the following groups: [United States Olympic and Paralympic Committee \(https://www.teamusa.org/-/media/8BEB91F1CD574230BCD39CE0C779B592.ashx\)](https://www.teamusa.org/-/media/8BEB91F1CD574230BCD39CE0C779B592.ashx) and the [National Collegiate Athletic Association \(http://www.ncaa.org/sport-science-institute/coronavirus-covid-19\)](http://www.ncaa.org/sport-science-institute/coronavirus-covid-19), and the MN Higher Education Athletics Workgroup.

### General guidance:

- Strongly encourage that games and practices occur outdoors as much as possible.
- Use face coverings; especially among program staff and coaches, and among participants when feasible.
- Within the program, create consistent pods of the same staff, volunteers, and participants with a maximum number of 10 people for indoor activities, and up to 25 people per pod for outdoor activities.
  - Organizations should not feel pressured to go up to 25 people in the outdoor settings, taking time to feel comfortable about bringing kids together is the first priority.
- Make sure you're in compliance with Safe Sport mandates (federal law).
- Remind parents or caregivers that they should not attend practices or games. If necessary for them to be at practices or games, ensure that proper social distancing is maintained between parents or caregivers and encourage the use of face coverings.
- Discourage sharing of equipment as much as possible.
- Adhere to facility or field specific guidelines for COVID-19, including capacity limits.
- Avoid using locker rooms and facility showers.
  - If facility showers need to be used, only allow shower and locker room use if there are partitions or else place signage to maintain proper physical distancing of 6 feet.
- On any given field, floor or space, there must be sufficient space between pods to prevent any interaction between the pods. For example consider the following ratios for participants per field/space. If the field/space is smaller than standard size, consider reducing the number of pods. Examples include (but not limited to):
  - Football/soccer field (approx. 57,600 sq. ft.) – no more than 4 pods of 10, or 2 pods of 25.
  - Ice rink (approx. 17,000 sq. ft.) – no more than 2 pods of 10.

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### Risk Factors

Risk Level	Examples
<p><b>HIGH RISK:</b> sports that involve close, sustained contact between participants, lack of significant protective barriers, and high probability that respiratory particles will be transmitted between participants.</p>	<p>Rugby, boxing, judo, karate, taekwondo, wrestling, pair figure skating, ice dancing, football, lacrosse, hockey, group dance, group cheer.</p>
<p><b>MEDIUM RISK:</b> Sports that involve close, sustained contact, but with protective equipment in place that may reduce the likelihood of respiratory particle transmission between participants <b>OR</b> intermittent close contact <b>OR</b> group sports <b>OR</b> sports that use equipment that can't be cleaned between participants.</p>	<p>Bobsled, doubles luge, multi-person rowing, multi-person kayaking, multi-person canoeing, water polo, gymnastics, sport climbing, trampoline, table tennis, doubles tennis, swimming relays, synchronized diving, artistic swimming, fencing, cycling in a group, running in a close group, modern pentathlon, group sailing, volleyball, soccer, basketball, baseball/softball, short track, speed skating, speed skating in a group, bowling, curling.</p>

### Recommendations for HIGH and MEDIUM Risk:

- For sports activities that are part of a child care, school, day camp, or other program:
  - Keep any “play” or interaction between players contactless.  
For example: Kick a soccer ball back and forth, but do not allow for training around stealing the ball where contact between players may occur.
  - Do not have intermixing between groups.
- For organized recreation or club sports:
  - Focus on skill development.
  - Keep any “play” or interaction between players contactless.
  - Do not have intermixing between groups.
  - Do not participate in games or tournaments, even if these events are out of state where youth sports games/tournaments are supported.
- Games and competitions are not allowed at this time for these sports.

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Risk Level	Examples
LOW RISK: sports that can be done individually, or with social distancing, or no to minimal sharing of equipment or the ability to clean the equipment between use by competitors.	Archery, shooting/clay target, individual running events, individual cycling events, individual swimming, diving, individual canoeing, individual kayaking, individual rowing, individual diving, equestrian jumping, dressage or eventing, golf, individual sailing, skateboarding, weightlifting, alpine skiing, nordic skiing, biathlon, single luge, freestyle skiing, individual speed skating, snowboarding, ski jumping, singles figure skating, , singles tennis, individual dance, pole vault, high jump, long jump, marathon, triathlon, cross country, track and field, disc golf, badminton.

### Recommendations for Low Risk:

- Continue to focus on individual development.
- Games are permitted; however, as in line with the general guidance, remind parents or caregivers that they should not attend games or practices for this phase. If necessary for them to be at practices or games, ensure that proper social distancing is maintained between parents or caregivers.

## Future Steps

Future steps may include allowing for larger gatherings and/or flexibility around intermixing between teams and will likely have different guidance based on the type of contact that normally occurs in the sport. In general, MDH will be increasing parameters based on the epidemiology of COVID-19 in Minnesota.

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### Resources

[Frequently Asked Questions About Youth Sports \(PDF\)](https://www.health.state.mn.us/diseases/coronavirus/schools/youthsportsfaq.pdf)

<https://www.health.state.mn.us/diseases/coronavirus/schools/youthsportsfaq.pdf>

[The National Youth Sports Strategy \(PDF\)](https://health.gov/sites/default/files/2019-10/National_Youth_Sports_Strategy.pdf) ([https://health.gov/sites/default/files/2019-10/National\\_Youth\\_Sports\\_Strategy.pdf](https://health.gov/sites/default/files/2019-10/National_Youth_Sports_Strategy.pdf))

[Project Play Resources](https://www.aspenprojectplay.org/coronavirus-and-youth-sports) (<https://www.aspenprojectplay.org/coronavirus-and-youth-sports>)

[Youth Programs and Camps During the COVID-19 Pandemic \(PDF\)](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Camps-Decision-Tree.pdf)

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Camps-Decision-Tree.pdf>

[Reopening of Public Swimming Pool and Aquatic Facilities \(PDF\):](https://www.health.state.mn.us/diseases/coronavirus/schools/poolreopen.pdf)

<https://www.health.state.mn.us/diseases/coronavirus/schools/poolreopen.pdf>

[Guidance for Social Distancing in Youth and Student Programs \(PDF\)](https://www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf)

<https://www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf>

[Stay Safe Guidance](https://staysafe.mn.gov/industry-guidance/index.jsp) (<https://staysafe.mn.gov/industry-guidance/index.jsp>)



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Contact [health.communications@state.mn.us](mailto:health.communications@state.mn.us) to request an alternate format.

06/06/2020

# Guidance for Social Distancing in Youth and Student Programs

UPDATED 5/13/2020

This guidance document outlines the practical application of prevention strategies to reduce the spread of COVID-19 in youth and student programming. This guidance is applicable to programs authorized to operate by Executive Order 20-56 including youth programs, K-12 schools, colleges, universities, and day camps. Other youth serving organization such as overnight camps can use this to start planning should programming be allowed to resume at a later date.

Specific guidance for licensed and certified child care providers is noted on the last page of this document.

Public health guidance is based on:

- [Centers for Disease Control and Prevention's Guidance for Schools and Child Care Programs \(www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html\)](http://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html)
- [Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission \(PDF\) \(www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf\)](http://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf)

MDH recognizes that each program setting is unique, and it may be difficult for the proposed strategies to be implemented in every setting. Administrators are encouraged to think creatively about ways to increase the physical space between staff and program participants while limiting interactions in large group settings.

## What is social distancing?

The term "social distancing" refers to measures being taken to restrict where and when people can gather in order to stop or slow the spread of infectious disease. In general, 6 feet of separation is the distance that should be kept between people interacting within their community. This recommendation is most important in the setting of a large gathering where there is intermingling of people whose symptom status may be hard to monitor.



Small, closed pods that serve a consistent group of participants and staff offer the opportunity to more closely control the environment through monitoring of symptoms and adherence to policies for people who are ill. Additionally, staff can build routines for participants to wash hands upon

entering and leaving the classroom or program space, and create regular cleaning practices for frequently used items such as desks, program equipment, writing utensils, and other programmatic materials. Social distancing guidance will support a **3-foot radius** around each participant, resulting in a 6-foot total distance between any two people.

## Have a plan and prepare

- CDC and MDH recommends that all businesses identify program coordinators who are responsible for COVID-19 issues and preventive activities.
- Summer programs should communicate with families prior to sessions beginning to set expectations for participating in programming this summer. Communication should include what strategies will be implemented to mitigate the risk of COVID-19 exposure in the summer program community, and acknowledge that strategies may change if the level of community transmission increases to the point where programming must be disrupted.
- Families should understand what actions they need to take should their child become symptomatic or be exposed to COVID-19 while participating in summer programming.

## Promote a safe program environment

- Adapt practices to allow physical distancing of at least 6 feet whenever possible.
- Try to adhere to a staff (or volunteer) to participant ratio of 1:9. If social distancing cannot be attained with the group size, then the number of participants must be reduced.
- Within the program, create consistent pods of the same staff, volunteers, and participants with a maximum number of 10 people in each pod.
- Whenever possible, implement programming that refrains from intermixing pods. If intermixing of pods is necessary, limit the number of pods that intermix and keep records of staff, volunteers, and participants that intermix.
- Have a plan for back-up staffing in case a staff member or volunteer becomes ill during the day/program.
- Wherever possible, hold activities outdoors and encourage participants to spread out.
- If social distancing cannot be adhered to for some activities, cancel the activity.
- Avoid having areas easily accessible that would allow staff, volunteers, or participants to easily congregate in a limited space.
- Reduce the number of people on transportation buses to allow them to spread out. Consider using visual cues to illustrate where participants may sit to adhere to social distancing.
- When helping participants apply sunscreen, ensure staff and volunteers are washing hands between applications.

## How can programs practice social distancing in an indoor environment?

### Maintain safe program spaces.

- Modify classes where participants are likely to be in very close contact.
  - Bring in specialist staff (e.g., music, art, physical education) to individual classrooms versus rotating all kids through a shared space that is not able to be cleaned with each new participant introduction.
  - Whenever possible, hold physical education and music classes outside and encourage participants to spread out. Consider using visual cues to demonstrate physical spacing.
- Rearrange desks and common seating spaces to maximize the space between participants.
  - Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
  - Consider using visual aids (e.g., painter's tape, stickers) to illustrate traffic flow and appropriate spacing to support social distancing.
- Avoid community supplies when possible.
  - If shared supplies are necessary, consider using designated bins for clean and used supplies. Community supplies are considered high-touch and should be cleaned frequently.
  - Do not share equipment between staff, volunteers, and participants when possible.
    - For example, consider designating paddles or tennis rackets to participants or asking families to send them with participants whenever feasible.
  - Clean high touch surfaces between different groups.
- Consider ways to accommodate the needs of children and families at risk for serious illness from COVID-19.
  - Honor requests of parents who may have concerns about their children attending the program due to underlying medical conditions of those in their home.
  - Staff who cannot be at work due to their own high-risk conditions should be offered alternatives for working.
- The CDC lists underlying medical conditions that may increase the risk of serious COVID-19 for people of any age: [Groups at Higher Risk for Severe Illness \(www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/groups-at-higher-risk.html\)](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/groups-at-higher-risk.html).

### Promote cloth face coverings

- Follow cloth face covering guidance for schools and child care.
  - Staff members working in youth and participant programs are encouraged to wear cloth face coverings during the work day as much as possible.

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- MDH recommends participants/children only wear cloth face coverings if they can reliably wear, remove, and handle the cloth face covering throughout the day.
- Face mask guidance is available at [Masking Recommendations for Child Care and Schools \(www.health.state.mn.us/diseases/coronavirus/schools/masks.html\)](http://www.health.state.mn.us/diseases/coronavirus/schools/masks.html).

### Strategize meal times

- Wherever feasible, encourage bag lunches from home.
- Stagger meal times to minimize the number of people dining inside at one time and keep people 6 feet apart.
  - Don't intermix pods, and maintain a consistent group of pods that are dining at the same time each day whenever possible.
  - These steps will help minimize transmission and also allow for swift contact tracing if needed.
- Clean and disinfect common surfaces between groups.
- If meals are typically served family-style, plate each meal to serve it so that multiple people are not using the same serving utensils (e.g., have staff serve food to participants).
- Serve meals outside or in alternative indoor areas as weather allows.
- Staff serving meals should follow [MDH's Food Service Worker Safety Information \(www.health.state.mn.us/diseases/coronavirus/schools/foodservice.pdf\)](http://www.health.state.mn.us/diseases/coronavirus/schools/foodservice.pdf).

### Minimize opportunities for mixing between groups

- Stagger arrival and/or dismissal times.
  - Minimize crowding at drop-off and pick-up times.
    - Designate times for families to come, consider staggering times if possible.
    - Whenever possible, participant pick-up and drop-off should occur outside.
    - Add visual cues or barriers to direct traffic flow and distancing.
    - Develop signage and processes to minimize interactions of families.
  - Consider dividing participant entry points rather than funneling all participants through the same entry space. These approaches can limit the amount of close contact between participants in high-traffic situations and times.
  - MDH recognizes that busing times are often tightly scheduled. Consider making arrival schedule changes for participants who walk or are dropped off by a parent or caregiver.
- Cancel field trips, assemblies, and other large gatherings.
  - Cancel activities and events like field trips, participant assemblies, athletic events, practices, special performances, program-wide meetings, or spirit nights.
  - Consider transitioning field trips to free virtual opportunities.

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- Consider changing events to a virtual format where appropriate.
- Use private playgrounds when appropriate safeguards are in place.
  - Consider staggering playground use rather than allowing multiple classes to play together. Limit other activities where multiple classes interact.
  - Wash hands before and after touching play structures and maintain 6 feet of space from other children as much as possible. When possible, build in visual cues that demonstrate physical spacing.
  - If possible, consider cleaning high touch areas of the play structure between groups.
  - For schools, consider allowing flexibility in recess policies and the use of teacher time to allow for supervision of classroom recess.
- Avoid contact with shared public amenities like picnic tables, benches, and playground equipment.
  - Assume such equipment has not been cleaned.
  - Have staff, volunteers, and participants wash hands or use hand sanitizer if they come into contact or use shared amenities.
- Avoid taking multiple pods to the bathrooms at once (e.g., avoid having all classes use the bathroom right after lunch or recess).
- Limit nonessential visitors.
  - Limit the presence of volunteers for activities.
  - Use virtual formats for guest speakers and reading programs.
  - For schools, move parent-teacher conferences, 504, and individualized education program (IEP) meetings to phone conferences or a virtual format.
  - Do not allow the public access to indoor facilities when a program is in progress.
    - Limit access to the program's indoor facilities to staff, volunteers, and participants of the program.
- Promote staff, volunteers, participants, and their families to maintain distance from each other.
  - Educate staff, volunteers, participants, and their families and explain why this is important.
  - Provide reminders about the importance of not sharing food or drinks.
  - If possible, consider cleaning high touch areas of the play structure between groups.
- Exercise caution when using drinking fountains.
  - Think carefully about how drinking fountains are being used and how regularly they are being cleaned in making a decision to use them. Consider encouraging participants to use refillable water bottles to avoid direct contact with the fountain equipment.

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- If you do use them, ensure there are hand hygiene products available right next to the drinking fountain and encourage users to perform hand hygiene before and after using one.
- Adhere to current travel restrictions
- [CDC's Travel Updates for COVID-19 \(www.cdc.gov/coronavirus/2019-ncov/travelers/index.html\)](https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html)

## Encourage and reinforce social norms and health etiquette

- Promote materials and trainings to ensure that staff, volunteers, and participants:
  - Wash hands often with soap and water for at least 20 seconds, especially after having been in a public place or after blowing your nose, coughing, or sneezing. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
    - [Hand Hygiene \(www.health.state.mn.us/people/handhygiene/index.html\)](https://www.health.state.mn.us/people/handhygiene/index.html)
  - Always cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in the trash. If you don't have a tissue, cough or sneeze into your arm or elbow.
    - [Cover Your Cough \(www.health.state.mn.us/people/cyc/index.html\)](https://www.health.state.mn.us/people/cyc/index.html)
- Ask staff, volunteers, and participants to wash hands upon arriving, before and after eating meals, before and after applying sunscreen, and when entering or leaving indoor spaces.
  - Consider ways to reinforce good hand hygiene. For example, provide incentives (e.g., creative summer program or camp accolades) for proper and thorough handwashing.
- Have hand sanitizer and tissues readily available for use by staff, volunteers, and participants.
- Ensure the availability of appropriate cleaning supplies (e.g., disinfectant wipes) for cleaning of high-touch surfaces (see more details below).
- Educate staff, volunteers, and participants on the importance of avoiding touching their faces throughout the day, and washing their hands when they do.
- Ensure participants aren't sharing water bottles, food, or other items.
- Avoid using other employees' phones, desks, offices, or other work tools or equipment.
- Consider engaging program participants in developing communications or creative strategies to limit the spread of COVID-19 (e.g., develop a competition around creating the new camp greeting, providing alternatives to hugs or high-fives).
- Post posters, use social media, email communication, etc. around symptoms of COVID-19 and health etiquette expectations.

## Promote health checks

- Promote social distancing and reduce congestion in the health office.
  - Use the health services office for participants, staff, and volunteers with COVID-19 like symptoms and, if possible, create a satellite location for first aid or medication distribution.

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- Allow for flexible administration of health care tasks for participants who are able to independently manage needs.
- Consider using visual cues to demonstrate physical spacing.
- Emphasize the importance of daily health checks.
  - This includes screening for participants, staff, and volunteers to ensure those who develop symptoms are not attending.
    - Screening process for children: [Guidance for Child Care Programs that Remain Open \(www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren\)](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren)
    - Consider using a similar system to the employee screening checklist: [Visitor and Employee Health Screening Checklist \(PDF\) \(www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf\)](https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)
  - If it is not feasible to conduct health screening given the setting:
    - Provide parent education about the importance of monitoring symptoms and staying home while ill through classroom applications and other district messaging.
    - Ask about access to thermometers and consider implementing temperature checks for households that do not have one.
    - Use existing outreach systems to provide text and email reminders to staff and families to check for symptoms of household members in the morning and evening.
- Use exclusion guidance and isolate symptomatic staff and program participants.
  - Follow exclusions guidance and ensure staff and participants stay home when sick: [COVID-19 Exclusion Guidance \(PDF\) \(www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf\)](https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf)
  - Ensure sick policies are supportive of participants and staff staying home when sick.
  - Have a plan if staff or participants get sick.
    - Make a plan with parents prior to sessions around expectations if their child becomes ill while at the program.
    - Plan to have a room or area that can be used to isolate a symptomatic staff member, volunteer, or participants while they wait to be picked up or are able to leave on their own; ensure there is enough space for multiple people placed at least 6 feet apart (in the case more than one participant becomes ill).
    - Ensure that they have hygiene supplies available, including a cloth mask, facial tissues, and alcohol-based hand rub.
- If you end up having a participant or staff who is diagnosed with COVID-19 reach out to MDH or your local public health agency for further direction.

## Be mindful of traveling

- Limit participation in summer programming to participants and staff who are arriving from Minnesota or bordering states.
- Ask staff and participants to limit their interaction with local communities when off-site to obtaining only essential services; and only allow sparingly or find other ways to get supplies/services. Follow appropriate social distancing and health etiquette measures when interacting with the community.
- Encourage staff to limit their interactions with others on their time off.

## Promote a safe workplace for staff and volunteers

- Hold staff and volunteer meetings virtually or in a large enough space to accommodate social distancing.
- Encourage non-essential planning and preparatory activities be conducted outside program facilities.
  - Consider allowing staff and volunteers to use alternate spaces (e.g., telecommute) for discretionary preparation time.
  - Conduct professional development virtually whenever possible.
- Ensure policies are supportive of participants, staff, and volunteers staying home when sick and offer options for people who are at high risk of developing serious symptoms associated with COVID-19.
  - Explore opportunities for staff and volunteers who cannot be on-site due to their own high-risk conditions or those of their family members to complete work using alternate spaces (e.g., telecommute).
- Ensure classroom access to hand hygiene products (e.g., hand sanitizer, soap, tissues, disinfectant wipes).
  - Ensure the availability of appropriate cleaning supplies (e.g., disinfectant wipes) for cleaning of high-touch surfaces.
  - Have hand sanitizer and tissues readily available for use by participants, staff, and volunteers throughout the building.
- Arrange classrooms to allow staff and volunteers to practice social distancing.
  - Turn desks to face in the same direction (rather than facing participants) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- Ensure daily cleaning of the program environment.
  - Routine cleaning and disinfecting is key to maintaining a safe environment for staff, volunteers, and participants. Cleaning removes dirt and most germs and is usually done with soap and water. Disinfecting kills most germs, depending on the type of chemical, and only when the chemical product is used as directed on the label.

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- Adapt practices to ensure high-touch surfaces such as doorknobs, stair rails, counters, dining hall tables and benches, program equipment, and other items are regularly cleaned and disinfected.
- Follow MDH guidance for cleaning and disinfecting:
  - [COVID-19 Cleaning and Disinfecting Guidance for Schools and Child Care Programs \(www.health.state.mn.us/diseases/coronavirus/schools/clean.html\)](http://www.health.state.mn.us/diseases/coronavirus/schools/clean.html)
  - [COVID-19 Cleaning and Disinfecting Guidance for Institutes of Higher Education \(www.health.state.mn.us/diseases/coronavirus/schools/cleanihe.html\)](http://www.health.state.mn.us/diseases/coronavirus/schools/cleanihe.html)
- Clean and disinfect bathrooms regularly, particularly high-touch surfaces, and ensure they have handwashing supplies.
- Use EPA-registered household disinfectants recommended by the CDC – [Information on Disinfectants: \(www.epa.gov/coronavirus\)](http://www.epa.gov/coronavirus).
- Dedicate individual classroom and office materials.
  - Do not share writing utensils, classroom, and office supplies between participants, staff, or volunteers (when possible).
  - Frequently clean office materials or equipment that cannot be designated.
  - Place hand hygiene supplies in close proximity to shared equipment (e.g., printer/copier).

### Resources

[Schools and Child Care: Coronavirus Disease 2019 \(COVID-19\)](http://www.health.state.mn.us/diseases/coronavirus/schools/index.html)

[\(www.health.state.mn.us/diseases/coronavirus/schools/index.html\)](http://www.health.state.mn.us/diseases/coronavirus/schools/index.html)

[Child Care Information for Families and Providers \(https://mn.gov/childcare/\)](https://mn.gov/childcare/)

[CDC Guidance for Child Care Providers that Remain Open \(www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html\)](http://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html)

[CDC Guidance for Schools and Child Care \(www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html\)](http://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html)

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5/13/2020

For more information, visit [Coronavirus Disease 2019 \(COVID-19\) \(health.state.mn.us/diseases/coronavirus/index.html\)](http://www.health.state.mn.us/diseases/coronavirus/index.html), or call the COVID-19 hotline at 651-201-3920 or 1-800-657-3903.

Contact [health.communications@state.mn.us](mailto:health.communications@state.mn.us) to request an alternate format.



To: Members of the Parks and Recreation Commission  
From: Karen Hallquist and Carol Lagergren  
Re: Guidelines for Reopening the Pool  
Date: June 16, 2020

On Friday, June 5th, Governor Walz moved the state into Phase III of the Stay Safe MN Protocols. This included allowing community pools to open at 50% capacity with safeguards in place, effective June 10th. The City Council had already agreed to open the pool if it became possible and guidelines were feasible.

Attached please find a copy of the Minnesota Department of Health guidelines as well as a draft of the West Carver Community Pool COVID-19 Preparedness Plan. This plan is closely aligned to the city plan to reopen our city buildings. Please review the plan for any recommendations prior to placing it on the Council agenda for June 22nd. It is our plan, barring any unforeseen complications, to open the pool at up to 50% capacity at or around June 24th.

Last week, we started interviews for lifeguards for the pool. Originally we had six applicants, which allowed us to create two teams of three staff members. One of our candidates has the licensure to certify new lifeguards --- and since we had two community youth who had planned to take the necessary classes this spring, we are planning to train them and add them to our staff as well. With the addition of these additional guards, we will be able to have four lifeguards on duty at all times. This will help with following the necessary protocols and give new lifeguards a chance to mentor with more experienced guards. Based on recent legislation, we will be able to add the two additional lifeguards at no cost to the city, as new CARES monies will be available to pay their salaries. We are also looking at adding two additional on-call guards, if possible to cover absences.

**Recommendation: Recommend approval of the COVID19 Preparedness Plan and move to the City Council for final approval.**

*Norwood Young America*



## **COVID-19 Preparedness Plan City of Norwood Young America Western Carver Community Pool**

The City of Norwood Young America is committed to providing a safe and healthy workplace for all our workers and customers. To ensure that, 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 customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. The City of Norwood Young America 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. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by gathering input regarding concerns. 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:

<b><i>Screening and policies for employees exhibiting signs and symptoms of COVID-19</i></b>	<b><i>Page 2</i></b>
<b><i>Handwashing and Respiratory Etiquette</i></b>	<b><i>Page 3</i></b>
<b><i>Social Distancing</i></b>	<b><i>Page 3</i></b>
<b><i>Housekeeping</i></b>	<b><i>Page 4</i></b>
<b><i>Communication and Training</i></b>	<b><i>Page 4</i></b>
<b><i>Appendix A: Daily Screening Tool</i></b>	
<b><i>Appendix B: Stop the Spread of Germs Poster</i></b>	



## Screening and policies for employees and visitors 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' and visitors' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

- ***All workers and visitors will respond to a daily screener (Appendix A) before entering city buildings.***
- ***Any worker or visitor who responds "yes" to any of the questions on the screener will be sent home and workers will be quarantined for the required amount of time.***
- ***Any worker or visitor experiencing symptoms at work will be sent home and workers will be quarantined for the required amount of time.***

The City of Norwood Young America 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.

- ***All workers will be covered by the Emergency Paid Sick Leave Act which guarantees employees a maximum of two weeks of paid sick leave (paid at the full regular rate for missed shifts) for employees who are unable to work or telework because they need to quarantine or seek a diagnosis or preventative care for Coronavirus capped at \$511/day or \$5,110 total over the two-week paid sick leave period.***

The City of Norwood Young America 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.

- ***Within 24 hours of notification, the City Administrator or his designee will contact any employee exposed to a person with COVID-19 and require them to quarantine at home.***

In addition, a policy has been implemented to protect the privacy of workers' health status and health information.

- ***Based on current Employee Handbook (page 2): All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.***



## Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. 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 visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

- ***Sinks are available at all city buildings for hand washing purposes.***
- ***Hand sanitizer is available to all city employees and visitors.***
- ***Signs encouraging frequent hand washing are posted in all city buildings.***

## Respiratory etiquette: Cover your cough or sneeze

Workers 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 the trash 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 and visitors.

- ***Signs encouraging respiratory etiquette (Appendix B) are posted in all city buildings.***

## Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

- ***Maximum pool occupancy will be at 50%. All visitors must call to reserve a time in the pool before coming.***
- ***Lifeguards will practice social distancing between workers and workers and customers.***
- ***Appropriate signage regarding social distancing and respiratory etiquette have been posted at all city buildings, including city hall (Appendix B).***
- ***Protective personal equipment (masks) will be worn by all lifeguards when they are not in the water. Masks and gloves will be worn by lifeguards working at the desk.***
- ***Protective personal equipment (masks) will be recommended for all visitors to the pool who are not in the water. Masks will be provided by the pool staff when requested.***



- ***There will be separation between the entrance and exit of the pool to allow for social distancing. In addition, marks on the floor will be provided by the front desk to support social distancing during check-in and concession purchases.***

Workers, visitors and customers are prohibited from gathering in groups. Workers and visitors are prohibited from gathering in confined areas and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

## **Housekeeping**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, 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, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

- ***Lifeguards will clean the hard surfaces (counter, tables, chairs, slides, diving board) at least three times a day with disinfectants - before opening, between 4:30 and 5:00 PM and again at the end of the shift.***
- ***Lifeguards will wipe down other personal equipment as needed.***

## **Communications and training**

This Preparedness Plan was communicated by the City Administrator or his designee to all lifeguards the week of June 15th, and necessary training was provided. Additional communication and training will be ongoing through email and bi-weekly meetings and provided to all workers who did not receive the initial training. Instructions will be communicated to customers about how drop-off, pick-up and delivery will be conducted to ensure social distancing between the customer, the worker and other customers, and about the recommendation that customers use face masks when dropping off, picking up or accepting delivery. Managers and supervisors are to monitor how effective the program has been implemented by the Safety Committee. 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 City of Norwood Young America management and was posted throughout the workplace [date]. It will be updated as necessary.

Reviewed by City Council and certified by:

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**Mayor of Norwood Young America**



more than a place. it's home.

## APPENDIX A

### Daily Screener for COVID-19

# VISITOR AND EMPLOYEE HEALTH SCREENING CHECKLIST



## CONDUCT HEALTH SCREENING EACH TIME EMPLOYEES OR VISITORS ENTER THE FACILITY.

You may also opt to conduct temperature screening if it can be done with proper social distancing, protection, and hygiene protocols. However, temperature screening is not required.

If a worker or visitor answers "Yes" to any of the screening questions, they should be advised to go home, stay away from other people, and contact their health care provider.

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Please answer "Yes" or "No" to each question. Do you have:

- Fever or feeling feverish?
- Chills?
- A new cough?
- Shortness of breath?
- A new sore throat?
- New muscle aches?
- New headache?
- New loss of smell or taste?

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STAY SAFE MN

05/20/2020

APPENDIX B

Respiratory/Social Distancing Etiquette

# Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



Stay at least 6 feet (about 2 arms' length) from other people.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.



When in public, wear a cloth face covering over your nose and mouth.



Do not touch your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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# Reopening of Public Swimming Pool and Aquatic Facilities

UPDATED 6/5/2020

NOTE: From June 1 through June 9, the use of public swimming pools is restricted to those used for youth sports and recreational activities, as described in [Executive Order 20-63](https://www.leg.state.mn.us/archive/execorders/20-63.pdf) (<https://www.leg.state.mn.us/archive/execorders/20-63.pdf>).

Beginning June 10, all public swimming pools may open at 50% capacity.

All public swimming pools must have a COVID-19 Preparedness Plan before opening.

Guidance for “before reopening” may be helpful for all swimming pool operators.

## Before reopening and for pools that choose to remain closed

### Secure premises to prevent access

Drowning remains a leading cause of accidental injury death in the United States. If the pool is closed, be sure all doors, gates, and windows that allow access are closed and locked.

### Maintain recirculation and disinfection

#### All pools and spas

Maintain the pool chemistry even if the pool is not operational.

- Keep the water chemically balanced to prevent damage to surfaces and equipment by corrosive or scale-forming water. Properly balanced water will prevent biofilm and algae growth.
- Minimize the use of pool heaters. Heaters should be run for 15-20 minutes after starting circulation to ensure they are operating correctly. After that, they can be turned off until the pool is ready to be open for bathers.

## REOPENING OF PUBLIC SWIMMING POOL AND AQUATIC FACILITIES

- Reduce the speed of the circulation pump. Ensure there is enough water flow to keep the chemical controllers operating, and to turn the volume of water over at least once daily.
- Maintain the pool as normal. Check and balance the water chemistry, remove debris, and clean the skimmer and pump baskets no less than once a week. Continued maintenance includes brushing, vacuuming, and backwashing.

### Aquatic play features

Aquatic play features or fountains such as water slides, cascading mushrooms, dumping buckets, or spray decks must be operated intermittently. Circulate water through these features several times per week for at least 30 minutes to help reduce pathogens in plumbing lines that service these features.

### Seasonal pools

Clean and start the pool as normal, and follow the guidance above.

If present, leave safety covers installed to reduce the amount of debris entering the water.

### Hot tubs and spas: *Legionella* concerns

Extended closures of hot tubs and spas can increase the risk of waterborne diseases such as Legionnaires' disease. *Legionella* is the organism that causes Legionnaire's Disease and Pontiac Fever. It is important to ensure hot tubs and spas are safe to use and minimize the transmission of *Legionella* and other bacteria.

See the following CDC guidance:

[Extended Hot Tub/Spa Closures \(https://www.cdc.gov/healthywater/swimming/aquatics-professionals/extended-hot-tub-closures.html\)](https://www.cdc.gov/healthywater/swimming/aquatics-professionals/extended-hot-tub-closures.html)

[Operating Public Hot Tubs/Spas \(https://www.cdc.gov/healthywater/swimming/aquatics-professionals/operating-public-hot-tubs.html\)](https://www.cdc.gov/healthywater/swimming/aquatics-professionals/operating-public-hot-tubs.html)

[Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation \(https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html\)](https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html)

## Planning for reopening

### Capacity and distancing

The pool operator is ultimately responsible for ensuring that social distancing requirements are met. Determine user capacity based on social distancing requirements, and the facility's pool, spa deck, restroom, and locker room configurations.

## REOPENING OF PUBLIC SWIMMING POOL AND AQUATIC FACILITIES

### Planning for reduced capacity

Consider the square footage needed per bather to allow for 6 feet of space for each patron (except for family groups) in the pool and on the deck at all times. In most cases, this will effectively reduce the regular posted capacity by 50%.

- Ensure that capacity allows for proper social distancing on the pool deck in the event of a fecal incident or other life-safety situation where bathers may need to exit the pool and remain on the pool deck or evacuate to another location.
- Establish a schedule with time slots for various activities, and allow sign-ups online and/or by phone.
- Consider assigning separate entries and exits, and manage the flow of users to move in one direction.
- Consider impact on programs – recreational swim, water exercise, lap swim, swim lessons, swim team practices. Develop a plan for these scenarios, as applicable to your facility.

### Lobby and locker rooms

Consider staggering entry of users and establish time limits to maximize the number of users while maintaining capacity limits.

- Establish safe places for guests to wait for entry.
- Encourage re-arranging locker rooms or putting in place other physical barriers or markings to encourage social distancing.
- Install sanitizing stations at the entrance to your facility and at key locations throughout the facility where customers are likely to contact shared equipment. If hand sanitizer is provided, ensure it contains at least 60% alcohol.
- Enforce the requirements for user sanitation and safety, including showering, as stated in [Minnesota Rule 4717.1650: User Sanitation and Safety](https://www.revisor.mn.gov/rules/4717.1650/) (<https://www.revisor.mn.gov/rules/4717.1650/>).
- Do not allow guests to congregate while waiting for access. Consider using floor markings, outdoor distancing, waiting in cars, or other techniques to maintain adequate separation.

### Pool deck and bodies of water

Locate deck furniture in accordance with distancing requirements.

- Consider marking furniture locations.

Limit the number of individuals on play features to avoid crowding.

If diving boards, slides, or other aquatic play features are used, consider marking off the proper distance for people standing in line.

During lap swim, consider proper distance between swimmers.

## REOPENING OF PUBLIC SWIMMING POOL AND AQUATIC FACILITIES

- One patron per lane at a time is recommended for lap swimming or competition. Patrons should swim in the middle of the lane to allow for maximum distance between their heads.

### Staffing

Ensure adequate staffing to accommodate modifications to the operation, including altered hours of operation and enhanced cleaning and disinfecting protocols. Train all staff on new procedures and expectations.

Each facility must have a designated person on site to ensure that guidelines and regulations are followed. A facility may appoint an attendant or other staff member to perform these duties, as long as the facility is otherwise properly staffed. **A lifeguard while on lifeguard duty may not perform duties of the attendant** or be given additional duties that distract from the responsibilities of lifeguarding.

Plan employee schedules so that cohort groups work together, when practical. For example, Aaden, Javier, and Ann always work together; Hodan, Dawb, and Peter always work together. However, members of one team never work with another team. Scheduling in teams can help to reduce exposures within the staff.

For pools without lifeguards, make a plan to determine how mandated capacity limits and access will be monitored. Options may include using a screener at the pool entrance, or using a video monitoring system.

Implement sick leave (time off) policies and practices for staff that are flexible and non-punitive.

### Signage

Identify and post additional signage, including for:

- Capacity and social distancing.
- Reminders to wash hands and practice good personal hygiene.
- Location of handwashing and sanitizing stations.
- Instructions on how to identify symptoms of COVID-19.
- Information about being excluded if individuals or household members are exhibiting symptoms of COVID-19.

### Emergency protocols and other safety considerations

Evaluate COVID-19 impact on rescue protocol:

- Ensure adequate supply and reliable source of personal protective equipment (PPE).

## REOPENING OF PUBLIC SWIMMING POOL AND AQUATIC FACILITIES

- Evaluate and revise CPR protocol as needed (example: acquire bag valve mask to eliminate the need for mouth to mouth resuscitation).
- Have staff treat any emergency victim as COVID-19 positive until otherwise determined.

### Cloth face coverings

Encourage the use of cloth face coverings for employees and guests, when not in the pool. See CDC guidance on cloth face coverings: [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 \(https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html\)](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html).

**Do not allow swimming with cloth face coverings on. Cloth face coverings can make it difficult to breathe when wet, increasing the risk of drowning.**

### Cleaning and disinfecting the facility

In addition to regular maintenance, establish a cleaning protocol that includes:

- Defined times of day when cleaning and disinfection will occur (examples include before opening, between shifts, after closing).
- Defined areas and equipment that need to be cleaned (for example: frequently touched surfaces such as ladders and hand rails, diving equipment, tables, doorknobs, switches, deck furniture, drinking fountains, emergency phones, toilets, faucets, sinks).
  - Discourage people from sharing items that are difficult to clean, sanitize, or disinfect, or ones that are meant to come in contact with the face (for example, goggles, nose clips, and snorkels).
  - Discourage people from sharing equipment and toys that are not part of their household.
  - Ensure adequate equipment for patrons and swimmers, such as kick boards and pool noodles, to minimize sharing to the extent possible, or limiting use of equipment by one group of users at a time and cleaning and disinfecting between uses.
- For indoor pools, establish a cleaning protocol that addresses the HVAC system.
- Do not allow chemicals used to enter the pool water that are used to clean the decks, furniture, or other equipment.

See the following CDC guidance:

[Cleaning and Disinfection for Community Facilities \(https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html\)](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html).

### Children and swimming lessons

Modify the number of swimmers allowed in swim classes, according to limits on capacity.

## REOPENING OF PUBLIC SWIMMING POOL AND AQUATIC FACILITIES

Require that a parent or guardian from the same household remain in the water for lessons that require hands-on assistance for beginning swimmers.

### Communicating expectations

Prepare your staff and community for your anticipated new operating procedures.

Notify customers of new expectations, compliance plan and restrictions in advance, and the need to cooperate for the pool to remain open.

### Professional guidance

Contact your swimming pool maintenance provider or local sanitarian / health inspector if you have questions. [State and Local Environmental Health Delegated Agencies](https://www.health.state.mn.us/communities/environment/food/license/delegation.html) (<https://www.health.state.mn.us/communities/environment/food/license/delegation.html>).

## After opening

### Water chemistry and maintenance

Proper operation, maintenance, and disinfection (with chlorine or bromine) of swimming pools should kill the virus that causes COVID-19. Maintain the disinfection residuals required in the Minnesota pool code: [Minnesota Rule 4717.1750: Pool Water Condition](https://www.revisor.mn.gov/rules/4717.1750/) (<https://www.revisor.mn.gov/rules/4717.1750/>).

### Employee COVID-19 screening

Have a protocol to check employee health such as conducting employee health screening of all employees at the beginning of each shift.

- You may opt to conduct temperature screening if it can be done with proper social distancing, protection, and hygiene protocols. However, temperature screening is not required.
- Consider using the [Visitor and Employee Health Screening Checklist](https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf) (<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>).

Instruct employees who are sick to stay home.

- Follow the MDH guidelines for [COVID-19 and When to Return to Work](https://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf) (<https://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf>).

Have a protocol to address employees who begin showing symptoms of COVID-19 while at work.

Train and remind employees of required hand hygiene practices, including handwashing procedure and frequency, and COVID-19 precautions when reopening.

# REOPENING OF PUBLIC SWIMMING POOL AND AQUATIC FACILITIES

## Customer screening

It is recommended that you screen all customers and visitors before allowing them to enter your business.

You may opt to conduct temperature screening if it can be done with proper social distancing, protection, and hygiene protocols. However, temperature screening is not required.

Consider using the [Visitor and Employee Health Screening Checklist](https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf) (<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>).

## Surface cleaning and disinfection

### Cleaning hard (non-porous) surfaces

If surfaces are dirty, they should be cleaned using a detergent or soap and water before disinfection.

Use U.S. Environmental Protection Agency (EPA)-approved [List N: Disinfectants for Use Against SARS-CoV-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>) to thoroughly clean and disinfect the entire facility, especially if it has been closed.

Focus on high-contact surfaces (e.g., tables, doorknobs, light switches, faucets, point-of-sale systems, keyboards, telephones) that would be touched by both employees and guests.

Follow the manufacturer's instructions for all cleaning and disinfection products. For example, concentrations, application method, contact time, and the use of personal protective equipment. Do not mix them together.

### Cleaning soft (porous) surfaces and laundry

For soft (porous) surfaces such as carpeted floors, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.

For items that can be laundered such as towels, follow the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely. Otherwise, use products that are EPA-approved and suitable for porous surfaces:

[List N: Disinfectants for Use Against SARS-CoV-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>).

### Cleaning electronics

For electronics such as tablets, touch screens, keyboards, remote controls, and ATMs, remove visible contamination if present. Clean and disinfect according to manufacturer's recommendations. Consider using wipeable covers for these items, if possible.

## REOPENING OF PUBLIC SWIMMING POOL AND AQUATIC FACILITIES

If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry the surfaces thoroughly to avoid damage to the equipment.

### Additional Resources

Visit the CDC website for additional guidance about prevention of COVID-19 and public aquatic facilities: [Considerations for Public Pools, Hot Tubs, and Water Playgrounds During COVID-19 \(https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html\)](https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html).



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