



**COVID-19 Operations Plan:**  
*Equipment Rental*



## **Duluth Parks & Recreation**

### ***COVID-19 Operations Plan: Equipment Rental***

*Duluth Parks & Recreation strives to promote the health and well-being of our community, environment and economy by facilitating recreational opportunities and coordinating the enhancement of our parks, facilities and natural resources now and into the future.*

In order to provide recreation opportunities in safe way in adherence of guidelines put forth by the Minnesota Department of Health (MDH), the Centers for Disease Control and Prevention (CDC), the Minnesota Department of Natural Resources (MNDNR), and the City of Duluth Administration, Duluth Parks & Recreation has developed a series of policies to guide program implementation.

The following operations plan applies to the rental of recreation equipment by community members.

The policies outlined in this document include:

- Program overview
- Equipment reservation and rental details
- Health and safety processes
- Equipment-specific details

More information about the City of Duluth's COVID-19 Preparedness Plan as well as other COVID information and resources can be found at:

- <https://duluthmn.gov/covid19/>
- <https://www.cdc.gov/coronavirus/2019-nCoV/>
- <https://www.health.state.mn.us/diseases/coronavirus/>

## **Overview**

We are committed to providing the Duluth community with a variety of recreational and educational outdoor experiences this summer. In order to do so, we will be aligning our program policies with recommendations from Federal, State, and Local levels in terms of important social interaction safety precautions due to COVID-19.

The Equipment Rental program will allow community members to rent Parks & Recreation equipment including sports equipment, yard games, and outdoor equipment.

Parks staff will maintain records of equipment cleaning logs and facilitate contactless pick-up and drop-off for rentals. Staff will don gloves and facemasks when sanitizing equipment and when delivering equipment to pick-up area.

## Equipment Reservation and Rental

### Online Reservation

To reserve equipment, users should follow these steps:

1. Register and pay for equipment online at [duluthmn.gov/parks/register](https://duluthmn.gov/parks/register)
2. During registration, user selects a time block to pick up equipment between 9 a.m.-12 p.m. on Friday
3. During registration, user selects a time block to return equipment between 2-5 p.m. on Monday
4. Please make reservations by end of day Thursday – rentals run Friday to Monday

### Pick Up

When picking up equipment on Friday, users should follow these steps:

1. Communicate ahead of time to establish a pick up and drop off location
2. Call Parks staff at 218-310-9929 to let them know you have arrived
3. Parks staff will bring sanitized equipment next to your vehicle while wearing mask and gloves
4. Please double check that the items are correct before departing

### Drop Off

When returning items on Monday, users should follow these steps:

1. Arrive at pre-established location
2. Call Parks staff at 218-310-9929 to let them know you have arrived
3. Place equipment on curb or next to car
4. Please wait for Parks staff to retrieve equipment before leaving

### Communication

If you need to make adjustments to your reservation or change your scheduled pick up/drop off time, please contact Parks staff at 218-310-9929 or email [parks@duluthmn.gov](mailto:parks@duluthmn.gov)

### Equipment Damage/Replacement Fee

If an item is lost or returned in non-working order, user will be charged a \$50 damage/replacement fee

## Health and Safety Processes

### Cleaning and Disinfection

A variety of products may be used to sanitize and disinfect equipment, including Alpha HP, Oxivir, 10% bleach solution, 70+% isopropyl alcohol, hydrogen peroxide, soap and water, Cavicide, Clorox (or generic) disinfecting wipes, or any other product that is either on the EPA COVID-19 disinfection list, or that is EPA or FDA approved and claims to kill the COVID-19 virus.

Staff are trained on proper use of these chemicals and will wear proper personal protective equipment when cleaning. All sanitization and disinfection of equipment, storage spaces, and staging areas (tables, vehicles, etc) will be recorded by staff in a cleaning log.

Equipment will be sanitized after each program. Per MNDNR recommendations, 'soft goods' or fabric-based equipment will be not be used for 72 hours after a program to minimize the risk of coronavirus transmission.

## Cleaning Logs

Staff will implement the following methods to track and record equipment cleaning:

- All equipment will be sanitized before pick-up by user and again upon return to Bayfront Family Center
  - a. When cleaning equipment, staff will wear a mask and gloves
  - b. Upon return, equipment will be sanitized before returning to shelves; both equipment and 'return bin' will be sanitized
- Each time a cleaning is done, staff will complete a log with the following information
  - a. Day/time
  - b. Equipment cleaned
  - c. Cleaning agent used
  - d. Whether equipment is going 'out' or coming 'in'
  - e. Acknowledgement of wearing mask and gloves
  - f. Signature of staff

## Employee Policies

Employees are screened daily at the start of their work day with health screening questions. On days where employees are entering a City building or interfacing with the public at a program or event, they are also required to have their temperature taken.

For detailed information on Employee Policies in regards to COVID-19, please see pages 3-5 of the City of Duluth's COVID-19 Preparedness Plan here: [www.duluthmn.gov/media/9884/covid-19-preparedness-plan.pdf](http://www.duluthmn.gov/media/9884/covid-19-preparedness-plan.pdf)

## Equipment-specific Cleaning Details

- 'Soft' materials (cloth, fabric)
  - a. Per MNDNR recommendations, 'soft goods' or fabric-based equipment will be not be used for 72 hours after a program to minimize the risk of coronavirus transmission
  - b. Equipment that falls under this category (bean bag toss bags, trekking poles) will be rotated out of use for at least 72 hours after each use

## COVID-19 Preparedness Plan Guidance

*Note: Active websites and links may be updated overtime.*

### General

CDC Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

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

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

### Businesses

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

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

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

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

DLI Updates related to COVID-19 – [www.dli.mn.gov/updates](http://www.dli.mn.gov/updates)

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

### Handwashing

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

<https://youtu.be/d914EnpU4Fo>

### Respiratory etiquette: Cover your cough or sneeze

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

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

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

### Social distancing

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

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

### Housekeeping

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

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

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

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

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

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

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

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

### Training

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

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

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