

Pandemic Operating Plan for Equipment Rental:

Hartley Nature Center recognizes how important it is to get outside during these troubling times, and we are dedicated to safely providing recreational opportunities for the community. As such Hartley Nature Center will be open for equipment rental on weekends during the 2020-2021 winter season. To provide these recreational opportunities in a safe manner, Hartley Nature Center has developed the following pandemic plan in adherence to Minnesota Department of Health, St. Louis County, and City of Duluth guidelines.

The following operations plan applies to the rental of recreational equipment from Hartley Nature Center by community members.

The policies outlined in this document include:

- Equipment rental details
- Health and safety procedures

Equipment Rental Details

Staff permitting, Hartley Nature Center will be offering winter equipment rental on weekends during the 2020-2021 winter season. This includes cross country skis (including boots and poles), snowshoes, studded boots, and kicksleds. All gear will be available to rent from 10am-3:30pm Saturday and Sunday. Additional hours may be available during holidays. All gear must be reserved in advance and checked out in person at Hartley Nature Center, during the time you indicate on your reservation. All gear must be used in Hartley Park and returned no later than 3:30pm on the day of rental. Rental is subject to staff availability, gear availability, and snow conditions. Renters will be informed of any changes to their reservation due to one of these circumstances.

Payment is due at the time of reservation. Renters are also required to digitally sign a liability waiver and agree to the equipment damage and replacement policy. This digital documentation will serve as our participant record and will be held on file for 60 days.

Rental gear will be returned at the front entrance (see Cleaning and Sanitizing procedures below). Renters will call nature center staff upon return to let staff know that gear is being returned.

Health and Safety Procedures

Hartley Nature Center will remain locked, even during rental hours. Upon arriving at Hartley Nature Center for a reservation pick up, renters will be instructed to call nature center staff at 218-724-6735. HNC staff will meet interested parties at the doors and escort them into the building to facilitate the pick-up process, one household at a time. If another household arrives at the same time, they will be asked to wait outside until the group in front of them is finished.

Groups waiting outside will be encouraged to wear a mask and keep distance between them and other groups.

Building Use: Prior to entering the building, staff will ask each person in a household to self-identify for COVID signs/symptoms. Anyone who is experiencing symptoms consistent with Covid-19 will be denied entry to the building and to equipment rental. All guests 5 years of age or older will be required to wear a face mask when inside the building. Guests will also be asked to keep a distance of 6 feet or more from staff when inside. Hartley Nature Center will be limiting access to 5 guests at any one time and may ask members of your household to wait outside if the limit is reached. Groups waiting for a staff member to facilitate rental will wait outside until the next staff member is available.

Bathroom Use: Bathrooms will be closed to the general public but will be available for use by those renting equipment during rental hours. Bathroom will be cleaned at least twice daily.

Seating Areas: Some seating areas will remain open for use. These areas are reserved for people putting on ski boots or other gear. These areas will not be used for storing personal items. Seating areas will be disinfected between each household.

Areas Closed: All classrooms, kit room, mechanical room, mezzanine, office area, and a portion of the exhibit hall will remain closed during rental operating hours. These areas will be locked and/or marked off to inform people of the closure.

Staff Self-Screening: Employees are required to self-check before each shift using the most up to date Minnesota Department of Health decision tree. Employees that do not pass the self-screen at home will not be allowed to work. Staff are also required to verify they have passed the self-screening and sign in once they arrive for a shift. If at any time they feel ill during their shift, they will be sent home immediately and encouraged to get evaluated by a health care professional.

Staff Hygiene: Staff are required to wash hands with soap and water for at least 20 seconds immediately upon entering the building, and multiple times throughout the day. Hand sanitizer will also be available for use at numerous stations throughout the building. Staff are encouraged to use hand sanitizer anytime they are unable to wash their hands.

Facemasks and Distancing: Staff are required to wear a facemask upon entering the building, anytime they are within 6 ft of another staff member or volunteer, and anytime they are working with members of the public (even if they are able to maintain a distance of 6 ft or more).

Cleaning and Sanitizing: Routine cleaning and sanitizing will take place after each day, as well as at least 1x during each shift. This will include routine cleaning and disinfecting of the bathroom, door handles, benches, and other common touch surfaces in the areas open to the

public. Additionally, all rental gear will be disinfected between each user. The chart below summarizes the cleaning and disinfecting steps for all spaces and gear.

SPACE	DISINFECTANT	FREQUENCY
Bathrooms	Alpha-HP	2x Daily
Benches	70 % Alcohol	After each group
Door Handles	Lysol or similar wipe	2x Daily

GEAR	DISINFECTANT	FREQUENCY
Ski Boots	Lysol or similar disinfectant	Ski boots will be sprayed with disinfectant upon return – If disinfecting is not possible, boots will be set aside for at least 72 hours.
Ski Poles	70% Alcohol	Upon return, handles of ski poles will be sprayed and wiped with a 70% or more alcohol solution and set aside to dry.
Skis	70% Alcohol	Skis will be set aside for at least 72 hours after each use unless those skis are immediately needed. When this is the case skis will be sprayed and wiped with a 70% or more alcohol solution.
Snowshoes	70% Alcohol	Snowshoes will be set aside for 72 hours after each use, unless needed immediately. In that case snowshoe straps will be sprayed and

		wiped with a 70% or more alcohol solution.
Kicksleds	70% Alcohol	Upon return, all kicksled handles and seats will be sprayed and wiped with a 70% or more alcohol solution.
IceBug Boots	Lysol or similar disinfectant	Upon return, all boots will be sprayed with Lysol or similar disinfectant and set aside to dry.

Any gear that is not able to be disinfected will sit for a period of at least 72 hours. Those items will be set aside and labeled with the date and time they were returned.