Tour de Pepin
June 5, 2021
COVID-19 PREPAREDNESS PLAN

The Lake City Chamber of Commerce maintains a primary goal to offer a safe environment to celebrate this cycling event. We will take all necessary precautions and follow, to the best of our abilities, all protocols outlined by the MDH the CDC at all the venues. We want to protect all guests, staff, vendors, independent contractors and volunteers from the transmission of COVID-19, and that requires full cooperation among everyone involved. Only through this cooperative effort we can establish and maintain the safety and health of all persons at Tour de Pepin.

We advise that all vendors and independent contractors also adhere to MN Stay Safe Guidelines and base their plans on the MN Stay Safe Guidelines specific to their industries.

We acknowledge the shared responsibility for this event and the need to keep all people that participate safe to minimize the spread of COVID-19. Events that take place at Tour de Pepin must follow the current rules and guidelines provided by the State of Minnesota. https://www.health.state.mn.us/diseases/coronavirus/safeevents.pdf

This Preparedness Plan follows the industry guidance developed by the State of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA)statutes, rules and standards, and Minnesota’s relevant and current executive orders. We will monitor any changes to relevant State of MN Stay Safe Guidelines and continually update this document.

TO PROTECT ALL GUESTS, VOLUNTEERS, VENDORS, INDEPENDENT CONTRACTORS AND OUR STAFF WE ASK THAT ALL PARTICIPANTS ENGAGE IN THE FOLLOWING:

• Practice social distancing.
• Wear a face covering when not seated and actively eating or drinking at a table.
• Wash your hands and use hand sanitizer frequently.
• Do not enter any of the areas used by the event if you have COVID-19, COVID-19 symptoms or have been exposed to COVID-19.

We are adhering to all local and state government COVID-19 mandates, best practices outlined by the CDC, and have implemented additional protocols to help ensure a safe and enjoyable experience for all guests. Regular practices of cleaning and disinfecting will be implemented, including a schedule for routine cleaning and disinfecting of high-touch areas and surfaces. Appropriate and effective cleaning and disinfecting supplies will be used by staff, volunteer, vendor, independent contractors, and guest use in accordance with safety standards.

GENERAL PROTOCOLS FOR MANAGING OCCUPANCY

The Lake City Chamber of Commerce will make efforts to limit number of customers and clients necessary to allow for the required social distancing and not exceed required percentage of occupancy where required.
• Provide controlled flow of guests as much as possible, including upon start and at end of events. consistent with the diagrams in the appendix provided by MNFEA, the Minnesota Festivals & Events Association.

• Number of guests at any one time is limited to the number for whom physical distancing of 6 feet can be maintained. These numbers will be ascertained from the occupancy calculator for outdoor events on MDH’s website. Changes to MDH occupancy limits will be monitored and the Chamber will comply with the current and accurate numbers at the time of the event. In the case of enclosed transportation, these numbers shall be limited by selling only the amount of tickets corresponding to state occupancy requirements as expressed to us by the contracted service providers.

• Signage will be distributed through all areas where Tour de Pepin activities are occurring reminding guests, volunteers, vendors, and staff to wear face coverings and maintain 6 feet of distance between themselves and others not from the same household.

• Vendors and independent contractors will be asked to comply with all Minnesota COVID-19 requirements appropriate for their industries, and are responsible for activities and safety protocols within and pertaining to their own services and occupied areas.

• Guests will be encouraged to locate a seat upon arrival when appropriate (eating and drinking).

• Musical acts and other entertainers will be asked to maintain social distancing even during performance.

• Activities that generally involve close contact between persons, such as dancing, will be encouraged, to the best of our abilities, to adhere to physical distance guidelines between persons from different households. We will ask that masks be worn on the dance floor.

• When guests are not seated at their table, they will be asked to wear a mask.

PROTOCOLS TO LOWER THE RISK OF EXPOSURE TO COVID-19

• Social distancing of at least six feet will be implemented and maintained between staff, volunteers, customers, vendors, independent contractors, and visitors through the following controls: Staff, volunteers, vendors, and independent contractors will be asked to maintain 6 feet of distance between themselves and customers and visitors at all times possible. This policy will be reinforced with signage and verbal reminders by Chamber staff and designated volunteers.

• PPE including face coverings, hand sanitizer, and latex gloves will be available for all staff and volunteers.

• Work stations will be equipped with disinfectant and other cleaning materials and it will be both stated and written policy that they will be cleaned at regular intervals.

OTHER RISK LOWERING REQUIREMENTS AND PROTOCOLS

• We encourage guests, volunteers, vendors, independent contractors, and staff who are considered “high risk” to consider not attending the event.

• Face coverings (masks) are required whenever one is gathering or in a setting with others from outside their household. Face coverings help to keep the person wearing the covering from infecting others. Evidence suggests that the virus causing
COVID-19 can be spread by respiratory droplets when a person who has COVID-19 coughs, sneezes, sings, speaks, or breathes, even if the infected person is not showing symptoms.

- Volunteers, vendors, independent contractors, staff, and guests should not attend if they or someone in their household are experiencing symptoms of COVID-19.
- All attendees will be asked to not congregate in common areas like entryways, restrooms, or hallways and maintain 6 feet of distance when in any lines.
- Portable restroom capacity should not exceed 1 person.
- Guests, volunteers, vendors, independent contractors, and staff who are unwilling to comply with these protocols may be asked to leave for the safety of our staff and other guests.

***PLEASE DO NOT ATTEND TOUR DE PEPIN IF YOU ANSWER YES TO ANY OF THE FOLLOWING QUESTIONS:

- Do you have any of the symptoms associated with COVID-19 that you cannot attribute to another health condition? Symptoms include: Fever or feeling feverish, chills, a new cough, shortness of breath, a new sore throat, new muscle aches, new loss of smell or taste? [https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)
- Have you or anyone in your household been in close contact with someone who has COVID-19 or symptoms of it?
- Have you tested positive for COVID-19?

WORKER AND VOLUNTEER SPECIFIC REQUIREMENTS AND PROTOCOLS

Workers and volunteers will be informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures will be implemented to assess workers’ health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms:

- Workers and volunteers will be asked to not report to duty in the event that they are experiencing any of the common symptoms of Covid-19 (loss of taste or smell, fever, fatigue, sore throat, cough). Likewise, if any volunteer or staff member has been exposed to someone with Covid-19 or has had a positive test at any point in the ten days leading up to the event, they will be asked to not report to duty.
- If any worker or volunteer begins experiencing symptoms while on duty, they will report their symptoms to the executive director, staff member, or volunteer lead, and will be isolated from other workers, volunteers, or customers until they can go home.

COMMUNICATIONS AND TRAINING PRACTICES AND PROTOCOL

This COVID-19 Preparedness Plan will be communicated via email to all workers and volunteers at least one week prior to the beginning of the event.

Additional communication will be ongoing by distributing a printed copy of this document to all areas where staff and volunteers will be located at the time of the event. A copy of this
document will also be published to the Chamber’s website and a link to that page will be shared on social media for the general public to access.

Instructions will be communicated to all workers, including employees, volunteers, independent contractors, subcontractors, vendors, outside technicians, customers, clients, patrons, guests and visitors about protections and protocols, including: 1) social distancing protocols and practices; 2) practices for hygiene and respiratory etiquette; 3) requirements regarding the use of face-coverings and/or face-shields by workers, customers, clients, patrons, guests, volunteers, and visitors. All workers, customers, clients, patrons, guests, volunteers, vendors, independent contractors, and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Managers and supervisors are expected to monitor how effective the program has been implemented. All management and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary.

Additional MN ‘Stay Safe’ Guidelines, Protections, and Protocols

MN STAY SAFE GUIDELINES: TOUR DE PEPIN EVENT PLAN

The Tour de Pepin registration site and rest areas will follow rules and protocols listed in MDH’s document, “Preparedness Plan Guidance: Requirements for Outdoor Venues” (http://dli.mn.gov/sites/default/files/pdf/COVID_19_preparedness_plan_requirements_outdoor_venues.pdf)

1. Health screening and “stay at home”
   • All guests will be asked if they have any symptoms of Covid or have been exposed to anyone with Covid recently at registration.
   • We will advise patrons when they are making reservations not to come to the venue if they are potentially infectious.
   • We will post health screening questions at registration.
   • See previous section “WORKER AND VOLUNTEER SPECIFIC REQUIREMENTS AND PROTOCOLS” for other stay at home guidelines.
   • Vendors and independent contractors will be responsible for monitoring their own screening and will be given a copy of this COVID plan so that they can align their standards with the Chamber’s.

2. Managing Occupancy
   • Number of guests at any one time is limited to the number for whom physical distancing of 6 feet can be maintained. These numbers will be ascertained from the occupancy calculator for outdoor events on MDH’s website. Changes to MDH occupancy limits will be monitored and the Chamber will comply with the current and accurate numbers at the time of the event. In the case of enclosed transportation, these numbers shall be limited by selling only the amount of tickets
corresponding to state occupancy requirements as expressed to us by the contracted service providers.

- Registration and wrap up will be held in the grassy area on the southern side of Roschen Park, including under the pavilion. This area of the park encompasses 67615 sq ft. The area will be a mix of seated and non seated spaces and has been calculated on the State Occupancy Calculator as such. The occupancy of the area has been determined to be 598 persons at a time. The area will be monitored by staff and volunteers, visually gauging occupancy to the best of their abilities, and signs regarding face coverings and distancing guidelines will be posted throughout the street closure area.

3. Access, arrival, and checkpoints

Managing Access: The Chamber and its proxies will monitor and manage access and occupancy of the registration area to ensure the maximum occupancy is not exceeded.

- Access into the registration area will not exceed the required percentage of occupant capacity or maximum number of patrons allowed at any given time.

- A registration flow will be established consistent with the diagrams in the appendix provided by MNFEA, the Minnesota Festivals & Events Association.

Managing Arrival: The Chamber and its proxies manage arrival of patrons to the venue to ensure social distancing of at least 6 feet is maintained between groups of patrons (defined in the social distancing requirements in section 5, below) at all times.

- We will ensure adequate distance is established guarantee proper social distancing between patrons, and minimize congestion of patrons waiting to enter registration and transportation.

- We will assign an adequate number of volunteers necessary to facilitate orderly screening and queuing, and to effectively monitor and maintain social distancing throughout the process.

- At other areas and events at Tour de Pepin including rest areas and transportation waiting areas park a customer flow will be established consistent with the diagrams in the appendix provided by MNFEA, the Minnesota Festivals & Events Association.

4. Seating for outdoor venues

- The registration area will be a mix of unassigned seated areas and standing areas.

- We make every attempt to arrange tables and chairs so that social distancing of at least 6-feet is maintained between all patrons from different groups. Only persons from the same group may to be seated directly next to one-another where social distancing of at least 6-feet is not maintained. Signs will be posted to emphasise this rule.

- We will keep space around tables and seating and pathways open as to ensure proper social distancing from people walking through the registration area. A number of volunteers will be assigned to help facilitate orderly entry, navigation, and exit throughout the registration and transportation areas, and to effectively monitor and maintain social distancing.
5. Maintain social distance between people

- Patrons may attend an event with a group and are not required to maintain social distancing from other group members, provided that the group does not exceed 6 people.

- Social distancing of at least 6-feet must be maintained between all groups while in attendance at venues. Signage will be visible throughout Tour de Pepin to encourage this behavior and staff and volunteers will be asked to verbally remind guests to adhere to these recommendations.

- Members of each group of patrons must not co-mingle with other groups of patrons if social distancing cannot be maintained between members of different groups. We will do our best to eliminate congestion areas, bottlenecks and choke points, and provide queuing (e.g., signage, markings, barriers, paint, tape, flags) to maintain social distancing.

- Patrons must not be allowed to linger or socialize in lobbies, common areas, hallways, restrooms, ticket counters, concession counters, etc. Signage will be visible throughout Tour de Pepin to encourage this behavior and staff and volunteers will be asked to verbally remind guests to adhere to these rules and recommendations.

- We will ensure attractions are arranged to provide for social distancing according to this section. We will post signage prohibiting the congregation of persons around individual attractions, and implement and maintain social distancing in specific spaces or while performing certain activities.

- Presentation ceremonies of items such as certificates, trophies, awards, ribbons, badges, pins, and decorations will ensure social distancing to the extent possible. However, notwithstanding the social distancing requirements in this plan, presenters may move closer than six feet to present these items to a recipient. This closer contact will be limited to the briefest period of time possible. All people involved in the ceremony will be required to wear face coverings.

6. Hand hygiene Practices and Restroom Information

- We will provide and sanitizer throughout Tour de Pepin for patrons to encourage hand hygiene and minimize crowding, congestion, and lines.

- Portable Restrooms will be provided by vendors who will be contracted for their services. We will ask that portable restrooms be arranged consistent with the diagrams in the appendix provided by MNFEA, the Minnesota Festivals & Events Association when appropriate.

7. Use of face coverings

- Staff, volunteers, vendors, independent contractors, and patrons will be required to wear face coverings at Tour de Pepin when not on their bicycles or in the proximity of other riders, whether indoors or outdoors, subject to the exemptions and allowances for temporary removal of face coverings in Executive Order 20-81 (as amended by Executive Order 21-11).

- More information about face covering requirements and exemptions is available on the MDH website at Face Covering Requirements and Recommendations (www.health.state.mn.us/diseases/coronavirus/facecover.html) and Frequently Asked Questions About the Requirement to Wear Face Coverings (www.health.state.mn.us/diseases/coronavirus/facecoverfaq.html). These resources also include requirements
and recommendations on how to properly wear face coverings (i.e., choose a covering that is made of at least two layers of fabric with a snug fit that covers the mouth and nose).

- The Chamber will take reasonable steps to ensure that workers, customers, clients and visitors wear face coverings in accordance with Executive Order 20-81, and conspicuously post face covering policies for workers, customers, clients and visitors. Cloth face coverings are NOT a substitute for maintaining a social distance of 6-feet from other people. All persons will be asked to wear face coverings while in attendance at Tour de Pepin registration and rest stops, including both indoors and outdoors. This includes activities such as entering the facility, checking in, being in lobbies, hallways, and other common areas, moving throughout the venue, before and after classes, putting away equipment, changing clothes, and using restrooms.

- We will take reasonable steps to ensure that patrons wear face coverings in accordance with Executive Order 20-81, and conspicuously post face covering policies for workers, performers, and patrons. Cloth face coverings are NOT a substitute for maintaining a physical distance of 6-feet from other people.

- Procedures will be established to ensure patrons are wearing face coverings and actions that will be taken if patrons refuse offered reasonable accommodations. These actions will include 2 verbal warnings, followed by a request to leave the premises. If the patron refuses to leave, the authorities will be called.

8. Cleaning and disinfecting

- We will ensure our high touch surfaces are being disinfected during timed intervals and between venues and events.

- Vendors and independent contractors will be responsible for cleaning and disinfecting their own equipment and designated occupied areas.

9. Food service, concessions, and merchandizing

- Ticket-counters, merchandise-counters, concession-counters, will be separated to allow patrons to maintain a social distance of at least 6 feet in accordance with this guidance.

- Social queuing will be established to provide and promote social distancing between multiple workers and patrons waiting in lines to make purchases. Lane-lines, order, check-out, and adjacent areas will be demarcated (e.g., floor markers, stanchions) to provide for social distancing of at least 6-feet.

- If food service is provided, it will be by outside vendors. We will ask that they refer to Industry Guidance for Safely Reopening: Restaurants & Bars on the Stay Safe Guidance for Restaurants and Bars (staysafe.mn.gov/industry-guidance/restaurantsbars.jsp).

- Beverage service will end by 10:30 p.m. and consumption will be prohibited between the hours of 11:00 p.m. and 4:00 a.m. each day. Food and beverage service areas will be clearly marked and separated where possible as closed. Venues may continue to operate while food and beverage service is closed.

- Water will permitted after 11:00 p.m. and before 4:00 a.m., but individuals must be socially distanced from others when removing a face covering to drink water.
• Patrons must take food and beverages back to areas designated for the consumption of food and beverages, and may only consume food and beverages while seated in designated areas.

• Drinks, and other items will not be refilled using the same container by Chamber staff or volunteers. A new container must be provided.

• Vendors will be asked to follow the requirements of the Minnesota Administrative Rules Chapter 4626, Food Code; Food Managers (www.revisor.mn.gov/rules/4626/).

• Transportation will be operated by Pearl of the Lake Paddleboat and a yet to be determined bussing contractor. These entities will be responsible for adhering to and enforcing their own food or beverage concession guidelines in accordance with State of Minnesota regulations and guidelines.

• A customer flow will be established consistent with the diagrams in the appendix provided by MNFEA, the Minnesota Festivals & Events Association.

10. Live Entertainment

• Live entertainment is only permitted by performers who are designated by the The Chamber and Tour de Pepin Committee and volunteers.

• Patrons may dance if physical distancing of at least 6-feet is maintained at all times between all persons of different groups, and face-coverings are worn at all times.

• 12-feet will be established between the “performers” and “patrons”.

• An area will be established for “live” events and performances, and the performance area will be separate and distinct from those areas accessible to patrons.

• Performers will remain within the designated performance area. Performers will not be permitted to leave the designated performance area and enter into areas accessible by patrons, or to intermingle, co-mingle, or congregate within 12-feet of patrons.

• Performance-related demonstrations, exercises, and activities that involve interaction between performers and patrons that conflict with these social-distancing practices will not be permitted.

11. Incident management

• Chamber staff and volunteers will monitor for and ensure to the best of their abilities adherence to requirements, including occupant capacity, social distancing and the use of face-coverings.

• A protocol for reporting and addressing patrons who refuse to follow required protocols and protections (e.g., social distancing, face-coverings) will be established. Procedures will be established to ensure patrons are wearing face coverings and actions that will be taken if patrons refuse offered reasonable accommodations. These actions will include 2 verbal warnings, followed by a request to leave the premises. If the patron refuses to leave, the authorities will be called.
• Incident-response procedures will adhere to physical distancing and other protective measures (e.g., face-coverings, face-shields, other necessary personal protective equipment) when necessary.

• Incident-response procedures are established and communicated to workers for following up and addressing COVID-19 related incidents (e.g., non-compliance, symptomatic persons). Verbal and written communications will be disseminated.

• Staff and volunteers will be trained to report and respond to social-distancing challenges while carrying out their work-activities, and how to respond to difficult situations, unsafe conditions, and emergencies. Staff and volunteers will be encouraged to contact the police if situations become unsafe or difficult. 911 will be called in the case of emergencies.

• A designated medical isolation area for workers and/or patrons who become sick or symptomatic consistent with COVID-19 will be established at the Chamber office.

MN STAY SAFE GUIDELINES: TOUR DE PEPIN RIDE PLAN

Tour de Pepin must provide a plan in order to prevent COVID-19 transmission at an organized ride, to maintain control over the event, and to facilitate social distancing between participants, volunteers, and employees. All organized rides must adhere to the following basic requirements as outlined in the applicable sections of the Stay Safe MN Requirements for Outdoor Recreational Race Events section in the document COVID-19 Organized Sports Practice and Games Guidance for Youth and Adults: (https://www.health.state.mn.us/diseases/coronavirus/sportsguide.pdf)

1. Registration

• The Chamber will provide advance registration via The Chamber’s website and socially distanced registration on the day of the event if spaces are still open.

2. Participant, employee and volunteer attendance

• Tour de Pepin is “Point to point” course, where the start and finish areas are distinct from one another and is preferred by MN State Stay Safe Guidelines because they discourage crowds and naturally spread out potential spectators.

3. Social distancing measures

• Participants will be informed that they must maintain at least 6 feet of social distancing from other participants, volunteers, and employees through the entire event, including at the starting line, throughout the race, and at the finish line. Staff
and volunteers must also maintain social distancing from other staff, volunteers, and participants.

• Markers will be placed where riders congregate to aid participants in maintaining social distancing.

• Riders will register for staggered transportation times to aid in maintaining social distancing.

• Face coverings. Face coverings will be worn by all people at all times in the start and finish areas. Face coverings may be removed by participants while on the ride course as long as social distancing can be maintained.

4. Communication and signage

• The Chamber will strongly promote the importance of social distancing and personal responsibility to all participants, volunteers, and staff as part of the event’s regular communication strategy (both pre-event and during the event).

• In event venue areas (particularly areas not enclosed), the event will post prominent signage throughout the area that informs participants of the following:
  • Not to enter if they are experiencing symptoms of COVID-19.
  • Hygiene, face covering and social distancing requirements and instructions.
  • Applicable venue attendance limits and instruction to avoid clustering.

5. Spectators

• The ride course is designed to eliminate the potential of spectators, and its route, spread out for many miles on secluded roadways, is preferred by the State of MN to discourage attracting crowds.

• Social gathering limits for social distancing will apply when races occur in public roadways, trails, and other areas that are not a defined and controlled venue.

• The Chamber will not set up seating or gathering areas, or otherwise encourage the gathering of spectators without following the Stay Safe Guidance for Entertainment and Meeting Venues (https://staysafe.mn.gov/industry-guidance/entertainment.jsp).

6. Vendors and attractions

• Tour de Pepin contracted vendors will only be allowed at the registration and wrap up point in Roschen Park and will be asked to adhere to all requirements laid out previously in this document.
7. Transportation

- Contracted Transportation services will be asked to adhere to MN Stay Safe Guidelines for their industries. (http://dli.mn.gov/sites/default/files/pdf/COVID_19_preparedness_plan_requirements_guidelines_passenger_transportation.pdf).

8. Event policies

- The Chamber reserves the right apply additional, lawful policies that are more stringent than required by this or other guidance or executive orders at its discretion for Tour de Pepin.

We all have a role to play in protecting ourselves and fellow Minnesotans from COVID-19. By following currently applicable Executive Orders from Governor Walz (https://mn.gov/governor/news/executiveorders.jsp) and these guidelines, we can enjoy activities and events while providing for public health, slowing the spread of COVID-19, and decreasing the potential for added strain on local communities and health care systems in Minnesota. For more information visit the below website.


Signed,
Edward Hoffman
April 21, 2021
Executive Director, Lake City Chamber of Commerce