



LEGACY CENTER
— SPORTS COMPLEX —

REVISED: June 22, 2021

RETURN TO WORK/SPORT PLAYBOOK



@Legacy_CenterMI

9299 Goble Drive

Brighton, Michigan 48116

legacycentermichigan.com

TOPICS TO BE COVERED



- RESPONSIBILITIES OF DIRECTORS
 - RESPONSIBILITIES OF EMPLOYEES
 - RESPONSIBILITIES OF CUSTOMERS
 - WORK ENVIRONMENT PROTECTIVE MEASURES
 - CLEANING AND DISINFECTING
 - EXPOSURE SITUATIONS
 - RECORD KEEPING
 - CONFIDENTIALITY / PRIVACY
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INTRODUCTION

Legacy Center Sports Complex takes the health, well-being and safety of our employees and customers very seriously. With the spread of COVID-19 and its variants, the company must remain vigilant in mitigating the outbreak.

In order to be safe and maintain operations, we have developed a Return To Work (and Sport) Playbook: Coronavirus (COVID-19) Prevention, Preparedness And Response Plan to be implemented in every area of our company. The company has identified a team to monitor the related guidance of the CDC, the State of Michigan and Livingston County.

RESPONSIBILITIES OF DIRECTORS

All directors must be familiar with this plan and be ready to answer questions from employees. Directors must set a good example by following this plan at all times. This involves practicing good personal hygiene and recommended guidelines to prevent the spread of the virus. Directors must encourage the same behavior from all employees.

RESPONSIBILITIES OF EMPLOYEES



The company is asking every employee to assist with our prevention efforts while at work. In order to minimize the spread of COVID-19 at work, everyone must be diligent in doing their part. Personal responsibility will help ensure the success of this playbook. Employees must inform their direct report if they are experiencing signs or symptoms of COVID-19. The direct report must notify the Director of Administration.

If you have a specific question about this playbook or COVID-19, please see your direct report. If they cannot answer the question, please contact the Director of Administration.

All employees, per the recommendation of the CDC, the State of Michigan and/or Livingston County Health Department, must:

- Become familiar with the 'Return To Work (and Sport) Playbook'
- Frequently wash your hands with soap and warm water for at least 20 seconds. When soap and running water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol
- Avoid touching your eyes, nose, mouth and face with unwashed hands
- Follow appropriate respiratory etiquette which includes covering coughs and sneezes
- If not fully vaccinated (final dose plus 14 days) ... wear a face covering while in enclosed spaces and not able to maintain a 6' distance

All employees must familiarize themselves with the symptoms of COVID-19 which include the following:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Repeated shaking with chills

If you develop a fever or exhibit any combination of the above listed symptoms ... **DO NOT GO TO WORK (or STAY AT WORK)**. Immediately contact BOTH your healthcare provider AND your direct report. If you are contacted by anyone reporting these symptoms, please notify the Director of Administration.

RESPONSIBILITIES OF CUSTOMERS



The company is asking every customer to assist with our prevention efforts when coming to our complex. In order to minimize the spread of COVID-19 at Legacy Center, everyone must be diligent in doing their part. Personal responsibility will help ensure the success of this playbook.

If you have a specific question about this playbook or COVID-19, please contact us at info@legacycentermichigan.com.

All customers, per the recommendation of the CDC, the State of Michigan and/or Livingston County Health Department, must:

- Frequently wash your hands with soap and warm water for at least 20 seconds. When soap and running water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol
- Avoid touching your eyes, nose, mouth and face with unwashed hands
- Follow appropriate respiratory etiquette which includes covering coughs and sneezes
- If not fully vaccinated (final dose plus 14 days) ... wear a face covering while in enclosed spaces and not able to maintain a 6' distance

All customers should familiarize themselves with the symptoms of COVID-19 which include the following:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Repeated shaking with chills

If you develop a fever or exhibit any combination of the above listed symptoms ... please depart the complex. Immediately contact BOTH your healthcare provider AND your coach (program leader, instructor, etc.). The coach will contact their direct report. The coach's direct report will then notify the Director of Administration.



WORK ENVIRONMENT PROTECTIVE MEASURES

The company has instituted the following protective measures.

1. All employees must answer the daily, self-evaluation health screen questions (including recording of self-monitored temperature).
2. Frequently wash your hands with soap and warm water for at least 20 seconds. When soap and running water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol
3. Any employee or customer showing symptoms of COVID-19 will be asked to leave the complex immediately

CLEANING AND DISINFECTING

Legacy Center has daily cleaning processes, procedures and checklists. The Operations & Building Attendant Teams have increased the frequency of their cleaning and disinfecting schedule. Employees are asked to do the same in their work areas. The Operations Team will ensure that any disinfection will be conducted using a common EPA-registered household disinfectant, an alcohol solution with at least 60% alcohol or a diluted household bleach solution (if appropriate for the surface).

EXPOSURE SITUATIONS

Any cases of positive COVID-19 or suspected cases of COVID-19 must be communicated to your direct report immediately. The direct report must then notify the Director of Administration immediately. These include, but are not limited to:

1. Employee Exhibits COVID-19 Symptoms
2. Employee Tests Positive For COVID-19
3. Employee Has Close Contact With An Individual Who Has Tested Positive For COVID-19



RECORD KEEPING

If a confirmed case of COVID-19 is reported, the company will determine if and how it needs to be recorded and reported.

If an employee has a confirmed case of COVID-19, the company will conduct an assessment of any workplace exposure to determine if the case is work-related.

CONFIDENTIALITY / PRIVACY

Except for circumstances in which the company is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with the applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. The company reserves the right to inform other employees and customers that an unnamed employee has been diagnosed with COVID-19 if the others might have been exposed to the virus so the others may take measures to protect their own health.



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Contact Us

Given the ever-developing nature of COVID-19, revisions in CDC, State of Michigan & Livingston County guidelines, the company may modify this plan as needed.

If you have any questions concerning this plan, please contact the Director of Administration at 810.231.9288 or info@legacycentermichigan.com.