

May 19, 2020  
The Nisswa Firecracker Run  
Nisswa, MN



## **The Nisswa Firecracker Run - Covid 19 Preparedness Plan**

**Date: July 4th and 5th, 2020**

**Location: Nisswa, MN**

**Business: The Recess Factory (The Nisswa Firecracker Run)**

The Recess Factory (TRF) is and always has been committed to providing a safe and healthy environment for all of it's staff and customers. Due to the current pandemic, The Recess Factory has created the following Preparedness Plan for our business, The Nisswa Firecracker Run, based on guidelines from Center for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH) and federal OSHA standards related to COVID19 and Executive Order 20-48. In this Preparedness plan, we display the appropriate changes we are making in order to operate and adhere to the current COVID19 safety guidelines. Due to the area in which this event occurs (outside) we will be able to eliminate the congregation of groups of customers and Staff throughout the event and maintain 6 feet distances from each other.

TRF will be in contact with customers via email and social media regarding these plans. The Nisswa Firecracker does have a refund policy in place that is specific to this pandemic. This is important because it will still give the customer an opportunity to opt out of this year's event if they do not feel comfortable. This will also allow any "high risk" customer, or a customer that may have an at risk person living with them to defer their registration to 2021. All customers will be able to make their own choice on whether to participate or not. You'll find the refund policy on page 11 of this document.

Below is our Preparedness Plan broken down to specific locations and interactions with customers. Please note that this plan was produced on May 19th, 2020 based on current local and state guidelines put in place due to the Covid 19 pandemic. We will edit this safety plan in accordance to local guidelines as needed.

## **Pre Event Communication**

All information contained in this document will be sent to every participant prior to the event. Any participant not conforming to these guidelines will not be allowed to participate in the event.

- Media used to communicate policy
  - Social media
  - Emails: Reminding patrons of health rules and expectations
  - Via the Nisswa Firecracker website: <https://www.runnisswa.com/therun>
  - Provide reassurance that we have participant safety in mind and the event will be sanitary.
- Signage will be onsite reminding customers to social distance and information on other restrictions/precautions such as handwashing and covering your cough.
- All Staff will be given a safety briefing prior to event start. All necessary PPE equipment will be provided by TRF to all staff.

## **Venue (All locations)**

- Gloves, masks, and hand sanitizer
- Sanitizing/ wiping down tables or using disposable table covering instead of linen tablecloths.
- Hand Sanitizer will be located near high traffic areas for customers and staff to use.
- 6ft distance for all staff, and participants at ALL times
- Sanitize high touch Public areas frequently and keep documentation in a cleaning log.
  - Door handles, handrails, push plates
  - Bike rack or other barricades the public may touch
  - Tables and chairs
  - Portable Restrooms (hand sanitizers inside each unit)
  - Telephones, computers, other keypads, mouse

## **Staff**

- TRF does implement paid sick leave for all Employees in regard to the Covid 19 pandemic. Staff are encouraged to come forward with any health issues that are concerning with no monetary consequences.
- All job responsibilities for staff will never require an employee to be within 6 feet of other staff or participants. All duties are to be held outdoors.
- All Staff will have temperature checked by a TRF Supervisor and will be checked for any symptoms before the event. Any staff not feeling well will be required to alert their supervisor and will be asked to go home.
  - Supervisor will conduct temperature screening using a 'no-touch' thermometer. Anyone displaying a temperature over 100.4 F (38.0 C) will be taken to a private area for a secondary temperature screening. Staff confirmed to have a higher temperature will be denied entry and directed to appropriate medical care.
- Gloves, masks, and hand sanitizer will be provided to all Staff and must be utilized when interacting with Participants and other staff at ALL times. Staff should wash their hands for twenty seconds at least every 60 minutes, and dry thoroughly with a disposable towel

or dryer. As a backup, staff may use sanitizer containing at least 60% ethanol or 70% isopropanol when a sink is not available. Workers should also wash their hands at the beginning and end of each shift and break, after using the restroom, sneezing, touching their face, blowing their nose, cleaning, sweeping, mopping, smoking, eating, or drinking.

- Staff should avoid touching their eyes, nose, and mouth. Microphones, headphones, and other personal equipment should not be shared, and should be sanitized before and after each use.
- Staff should cover their cough or sneeze with a tissue, or an elbow or shoulder if no tissue is available, followed by thorough handwashing.
- Staff must notify their supervisor/Race Director and stay away if they have symptoms of acute respiratory illness consistent with COVID-19 – such as fever, cough, chills, muscle pain, headache, sore throat, or shortness of breath – that is not explained by another medical or allergic condition.
  - Symptomatic Workers. If a worker exhibits symptoms of acute respiratory illness upon arrival to work, or becomes sick during the day, their supervisor will separate them from other workers and patrons and send them home or to a designated isolation area immediately.
  - Documentation. The supervisor will document the circumstances of the worker's illness to help with contact tracing, as applicable.
  - Contact with Symptomatic Workers. Because one can carry COVID-19 with no symptoms at all, anyone who has been in close contact with a person known to have had the virus, or whose family or friends show signs of exposure, should behave as if they are infected, isolate themselves, and contact their physician.
  - Returning to Work. Workers with symptoms of acute respiratory illness associated with COVID-19 may return to work after (a) home isolation for 14 days since their first symptoms or positive test, and (b) medical authorization.

### **Packet Pick Up (Map on following page)**

- TRF will break the Packet Pick up process in to 2 days , July 2 -3, 2020
  - Staffed by only 2 people. Staff will be required to wear a mask at all times while interacting with customers.
  - Give Participants a day and time to pick up their packet to keep gatherings from happening. This will allow us to govern how many vehicles come at one time.
  - TRF will schedule a day and time for each participant to pick up their race t-shirt and bib. All packets will be organized before it begins.
  - Only ticketed athletes that have been given predetermined times can enter the packet pick up area.
  - Customers will be instructed to stay in their vehicles at all times during this process.
    - i. When a customer pulls up, they will have the last name(s) of the registered participants written on paper inside their windshield.
    - ii. One staff at this location will radio to staff at pickup location further down, indicating the names ready for pickup.
    - iii. Staff at the pickup location will locate that customer's packet and place it into their trunk or back of the vehicle.
    - iv. After the customer has received their bag(s), they will exit the area.
  - There will be no exchange of money during this process, everything has been paid for before the race, electronically and all waivers have been signed electronically.
  - TRF will close registration for this event on June 28th. To maintain social distancing and help with crowd control, registration will not be available on site. This will allow us to keep track of all participants that are attending.

➤ **PACKET PICKUP**

July 2-3, 2020



➤ **MAP KEY**

- ...CAR PICK UP ROUTE (IN)
- ...CAR PICK UP ROUTE (EXIT)
- ...PICK UP / LOAD ZONE
- ...DIRECTIONAL CONES
- ...EVENT TRAILER
- ...10X20 SHADE TENTS FOR STAFF

\*NO MORE THAN 10 STAFF DURING PACKET PICKUP.

**TIMELINE ESTIMATE**

JULY 2: 1PM - 7PM  
 JULY 3: 8AM - 8PM

- ...STAFF: WILL CHECK DASHBOARDS FOR PARTICIPANT NAMES TO ENSURE THEY ARE REGISTERED.
- ... PORTA POTTIES (5)  
(STAFF ONLY DURING PACKET PICKUP)
- ...HAND WASH STATION  
(STAFF ONLY DURING PACKET PICKUP)

**Start Line - proposed dates: July 4-5, 2020 (Map below)**

- Start Sequence will include many more waves with much less people to maintain 6ft distance. Runners will be given a time they can start their race.
- Staggered start times (1 start time in the past for all runners): very small groups going off of no more than 10 people at a time. Each runner will get their start time before the race.
- TRF will have a modified Start Line this year. We will propose a different start line location this year that will not require a street closure (map attached).
- There will be no Start “chute” this year to keep customers from congregating at the start line.
- No spectators will be allowed inside or near the start line
- Staffing - TRF will only have 1 staff member located at the start line. This staff will be responsible for announcements and confirming that only the 10 customers that are scheduled to start do so.
- Participants will be required to wear a mask while near the start line.



## **Course**

- In accordance to this safety plan and local regulations, all runners will be required to keep 6 feet of distance between themselves and other runners at all times, regardless of relation. Customers will be asked to follow all rules and regulations required to use public roads and trails in the Niswaga Community.
- Due to the fact that TRF will be regulating the amount of runners that start, there will be much less runners on the course at a time, because of this, TRF will not require street closures. Once a customer leaves the start line area for the run, it will be up to them to get to the finish line safely, as if they were on a leisure run on their own. To keep down on staff, we will not have staff on the course for the duration of the event (All normal medical emergency protocols will still be followed on course).
- Depending on the amount of total participants, the actual course is to be left “open” for up to 2 days to give athletes ample time to complete their race in a safe manner (TRF can give more details and timeframes closer to event start).
- Runners will be required to obey ALL Pedestrian laws when it comes to running on the side of the road and making road crossings. (Map Attached)
- It will be the customers responsibility to follow all rules

## **Aid Stations**

- In order to keep this event as sanitary as possible, we will not have a customer aid station along the course. Customers will be asked to bring their own water with them to the race for hydration.

## **Participants**

- Participants will be encouraged to bring and wear a mask, particularly near the start and finish lines.
- Participants will be required to follow all current health policies. Any participant not following these guidelines will be asked to leave the event immediately.
- Participants will not be timed for the run.
- Participants will be asked to bring their own masks, water bottles, hand sanitizers, etc.
- Participants should avoid touching their eyes, nose, and mouth
- Participants should cover their cough or sneeze with a tissue, or an elbow or shoulder if no tissue is available, followed by thorough handwashing.
- Participants must notify the Race Director via email or phone and not attend if they have symptoms of acute respiratory illness consistent with COVID-19 – such as fever, cough, chills, muscle pain, headache, sore throat, or shortness of breath – that is not explained by another medical or allergic condition.
- Masks, hand sanitizers, headphones and other personal equipment should not be shared, and should be sanitized before and after each use.

## **Spectators**

- TRF is not recommending spectators for this event.
- If spectators do attend, they will be asked to follow all local health guidelines described in this plan..

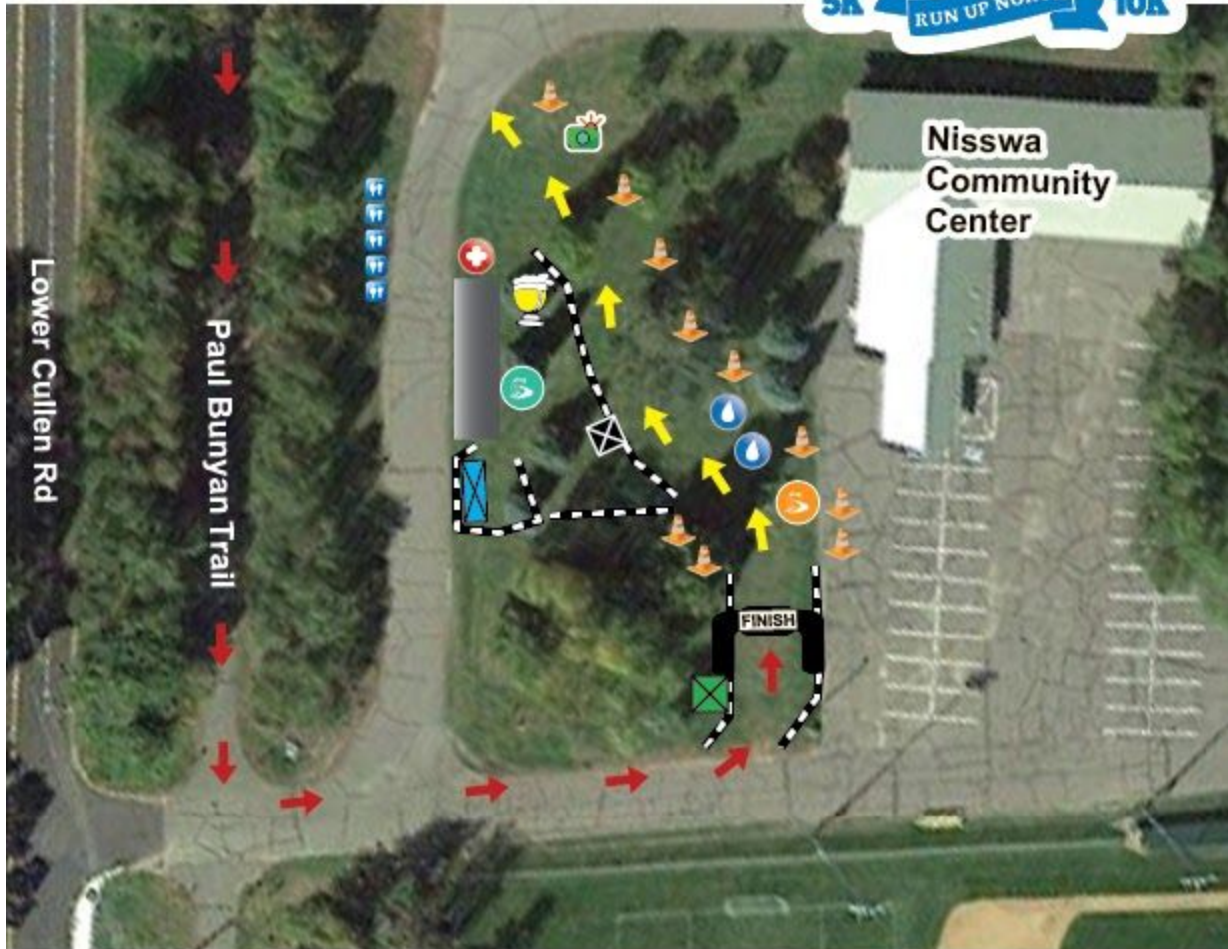
### **Finish Line (Map on following page)**

- Customers will be able to pick up a pre packaged to go food box to be consumed off site. This is part of the registration fee and will be paid for before the race. No monetary transaction will take place here.
- Only participants with an event bib can enter the Finish line area.
- Athletes and spectators will be asked to leave the finish festival once they receive their take home box.
- Bottled water will be available for athletes to go at the finish line.
- There will be 4 total staff members at the finish line area
  - 1 will cook crawfish at least 30 feet away from any other staff or customer. Staff member will be required to wear gloves and masks at all times and follow local health code requirements (TRF has obtained a health permit for this event from MDH). TRF will utilize Nisswa Community Rec Center Kitchen. Only 1 staff member will be permitted to be inside the facility while prepping.
  - 1 staff member will run the finished food to a separate area. Staff member will be required to wear a mask and gloves at all times.
  - 2 staff members will hand out food to customers after they cross the finish line. Staff members will be required to wear a mask and gloves at all times
- TRF does not plan to have any outside expo attendees onsite for this event scenario.



➤ FINISH DETAIL

July 4 (and possibly July 5)



➤ MAP KEY

- ➔ ...RUNNER/WALKER ROUTE (IN)
- ➔ ...RUNNER/WALKER ROUTE (EXIT)
- ...PORTABLE FENCE
- 🚧 ...DIRECTIONAL CONES
- 🚚 ...EVENT TRAILER
- 🍲 ...CRAWFISH BOIL KITCHEN (10X20 TENT)
- 🗣️ ...ANNOUNCER SCAFFOLD
- 🏥 ...MEDICAL TENT
- 📸 ...DIY PHOTO STATION
- 🚻 ... PORTA POTTIES (5)
- 🧴 ...HAND SANITIZER
- 🚰 ...HAND WASH STATION

TIMELINE ESTIMATE

JULY 4: 7AM - 4PM  
 JULY 5: 8AM - 5PM

"TO-GO" ITEMS

- 💧 ...BOTTLED WATER
- 🍺 ...BEER SERVING STATION (I.D. CHECK)
- 📦 ...CRAWFISH TO-GO BOX PICKUP

The Recess Factory is confident that it can execute this Preparedness Plan for the Nisswa Firecracker while creating a memorable experience for our customers. By implementing these changes, we are positive the Firecracker Run can operate in a safe way for staff, customers and our community, while adhering to whatever COVID19 guidelines may be in place at the time of the event. The safety of our employees and customers have always been at the forefront of The Recess Factory's mission. This Preparedness Plan will be implemented to the fullest extent.

Certified and Guaranteed by:



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## COVID19 Refund policy

If The Firecracker Run is forced to cancel due to COVID regulations, we will notify everybody at latest, June 15th, which is 3 weeks prior to the event date.

**If it is illegal to host the event on July 4th, we have a couple options for you.**

**Option 1:** Participate in a Nisswa Firecracker 'Virtual run' and also receive a 40% off discount code for the 2021 event. (as a small business, this option would be our most favored. Honestly, no pressure to choose option 1 if it doesn't fit your current situation)

- We would mail your 2020 event shirt(s) and bib number to you.
- Discount code would be emailed to you when the 2021 registration opens.
- We'll give you a virtual high-five!

**Option 2:** Transfer your registration(s) to 2021.

**Option 3:** Receive full refund if:

- You do not want to do options 1 or 2.

What if you are still not personally comfortable with being part of an event on July 4th when it is not cancelled?

- In this situation, since there is no cancellation, we'll happily transfer your registration to the 2021 event but could not offer you a refund.