



Oregon School Activities Association

COVID-19 Preparedness & Safety Plan



Instructions:

A COVID-19 Preparedness & Safety Plan is essential for a successful return to sports and activities.

This checklist will help member schools prepare for successful competitions and draft specific operational plans. This checklist is not intended to fully inform you of every provision regarding COVID-19 prevention and mitigation. It is your responsibility to take all necessary factors into account.

Contest Information:

- Primary contact name(s) & contact information, including how they can be reached during and after games. Each team is responsible for having information (roster) and prescreening their team prior to the contest and for the visiting team prior to leaving their school. That document should be shared between both teams before entering the home team's facility.
- Opponent and level (Var, JV, FR) & gender, location & specific hours of operation (including set up and tear down)
- What signage will you post at gathering venue entrances outlining established protocols. [Clear Signs](#) Consider utilizing signage with easy to interpret graphics in commonly used languages reminding everyone to maintain 6 feet of distance, wear masks, wash hands, etc. [Wear Masks Signs](#)
- What instructions will be posted for individuals throughout the gathering venue at entrances that inform individuals of: capacity limits; prohibitions on entering a gathering if they are experiencing symptoms; hygiene and physical distancing instructions, signage, and markings; and face covering requirements. [Building Signage](#)

Capacity & Map for Practices and Competitions:

- Size of the venue in square feet and regular occupancy level
- Total number of attendees over the course of the event and maximum number of attendees at any one time ([Chart](#))
- Discuss how compliance with the maximum number of attendees will be achieved.
- Discuss how the planned maximum number of attendees will be enforced.
- Provide a map and/or plot plan of the venue that shows the following:

<input type="checkbox"/> Playing areas and benches	<input type="checkbox"/> Traffic flow through event	<input type="checkbox"/> Food service locations
<input type="checkbox"/> Toilet facilities	<input type="checkbox"/> Screening station(s)	<input type="checkbox"/> Areas for coaches, referees
<input type="checkbox"/> Handwashing/sanitizing stations	<input type="checkbox"/> Isolation area	<input type="checkbox"/> Spectator areas

Arrival and Exiting:

- Discuss how games and practices will be timed to allow for departure and arrival without congestion.
- Discuss procedures for players and coaches to minimize their arrival time prior to a game or practice session.
- Discuss procedures to require teams and spectators to depart the field or facility immediately upon completion of the game or practice.
- Discuss procedures for players to wait in their cars/buses with guardians/coaches until just before the beginning of a practice, warm-up, or game, instead of forming a group.

Sanitation Schedule Cleaning and Disinfection:

- Identify areas that need to be cleaned frequently, including shared equipment, restrooms, concession stands, high-touch items such as door handles, etc.
- Identify how you will separate equipment that needs to be cleaned and disinfected before reusing.

- Develop a schedule for cleaning and disinfecting the areas identified, including, at minimum, before and after each practice and game.
- Identify who will be responsible for sanitizing each area identified.
- What sanitizers and/or disinfectants from the [EPA "N" List](#) are you using?
- What is the required contact time for the chosen product and how will you ensure this is met?
- How will you ensure that jerseys, uniforms, and other practice/game attire are washed after every use?
- How will you ensure that participants pick up their own trash at the conclusion of all games, practices, and activities. Extra trash bins should be provided, and more frequent disposal should occur. Where applicable, departing teams or league representative must sanitize the team/player area.

Personal Hygiene:

- How will you ensure that staff and players practice healthy hygiene including washing their hands frequently and covering their sneezes and coughs?
- Where will hand sanitizer be placed, how often will it be checked for restocking and who will be responsible for restocking?
- How will you ensure your program will have supplies for event staff and participants available, including hand sanitizer that contains at least 60% alcohol, tissues, trash baskets, disposable facemasks, and disinfecting products.

Use of Face Coverings and Personal Protective Equipment (PPE):

- How will you ensure that face coverings are worn properly by coaches, managers, sports staff, officials, parents/guardians, and allowed attendees and spectators? Players and athletes must also wear face coverings indoors and outdoors at all times.
- Who will enforce that face coverings are worn properly for each contest, practice or competition?
- What signage will you have in place informing attendees, vendors and performers of the face covering requirements? [Face Covering Signs](#)
- What PPE will staff use for sanitizing?
- Do you have sufficient face coverings and PPE to distribute to staff and volunteers?

Physical Distancing:

- How will you ensure staff, attendees, and participants will remain at least 6 ft apart within the venue? [Building Signage](#)

<input type="checkbox"/> Traffic arrows or guides	<input type="checkbox"/> Queuing within venue	<input type="checkbox"/> Barriers at vendor booths
<input type="checkbox"/> Scheduled entry	<input type="checkbox"/> Posters	<input type="checkbox"/> Other
<input type="checkbox"/> Restroom access/use	<input type="checkbox"/> PA reminders	<input type="checkbox"/>

- How will you ensure that during times when players are not actively participating in practice or competition, that physical distancing will be achieved by increasing space between players on the sideline, dugout, or bench?
- How will you ensure that players are at least 6 feet apart on the field, when possible, while participating in the sport (such as during warmup, skill building activities and simulation drills)?
- How will you create physical distance between players when explaining drills or the rules of the game?
- How will you prohibit unnecessary physical contact, such as high fives, handshakes, fist bumps, or hugs?
- Where will the designated areas for managers and coaches, when not practicing/playing, to ensure physical distancing is maintained?
- Identify plans to limit the number of spectators admitted into the premises so that all staff, volunteers, contractors, and spectators can keep six (6) feet of physical distance.
- How will you encourage players not to travel with other members of the team and only members of their immediate households?

- How will you ensure players and spectators for contests do not share space, including but not limited to restrooms, hallways, concession stands?
- Who will be responsible for monitoring and enforcing physical distancing requirements for players, managers, coaches, and spectators?

Shared Equipment and Commonly Touched Surfaces:

- Which equipment will be shared vs. which equipment must be solely used by one player?
- How will you ensure that when it is necessary to share critical or limited equipment, all surfaces of each piece of shared equipment are cleaned and disinfected frequently, as appropriate for the sport (e.g. between players, sets, periods, or games).
- How will you ensure that players do not pick-up or touch another teams' equipment when not necessary for play?
- How will you require players or their family members to clean and disinfect equipment after each use?
- How will you ensure that players' personal items and equipment are spaced out at least 6 feet apart?
- How will you encourage players bring their own water/beverage to consume during and after games and practice?
- How will you ensure there are no shared/communal snacks?
- How will you require players to not spit or eat sunflower seeds, gum, or other similar products?

Health Screenings, Isolation and Testing:

- Who will perform COVID-19 screenings for all players/athletes, coaches, referees/officials, league officials, staff and managers before each practice, contest or other team event?
- Who will collect COVID-19 screening surveys for all participants (coaches, managers, athletes/players, referees/officials, league officials, spectators/attendees, staff?) All participants MUST respond to COVID-19 screening-survey questions upon arrival and check-in at each practice or contest?
- What will you do if someone on-site does not pass your screening requirements?
- What will you do if someone becomes ill with COVID-like symptoms on-site?

Staff Training & Enforcement:

- How will you train staff on cleaning, sanitizing, and disinfecting?
- How many staff/volunteers will you have to enforce capacity, physical distancing and face covering requirements?
- What will you do when a staff member, attendee, vendor, or participant does not comply with face covering, PPE or physical distancing requirements?