



# **SAFETY PLAN AND REOPENING HANDBOOK STARTING WITH 2020 – 2021 SEASON**

We have been working diligently to deliver new protocols to make ensure our members and participants return to a safe environment. While this plan exceeds current recommendations from the Center for Disease Control, we may need to adjust as time goes by. Please do your part to update as relates to your specific location.

*July 2020*

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## **OUR SPORTS NEEDED MORE THAN EVER**

In these unprecedented times, we are aware while everyone is trying to navigate these “waters”, it is most important we do not forget the children. It may be hard for adults to genuinely appreciate what our children are going through. Literally overnight they were separated from friends, forced to stay at home, required to get their education 100% online, and learn, quickly, to be to be more resilient than ever before. Socialization activities such as sports, baton, and dance sessions, interacting with peers at school were abruptly halted and children are looking forward to a time that all gets returned to them. **This is all why getting back to sports is needed now more than ever!**

### **What can we do to make things better for our young people?**

Getting back to instructional/training sessions is a great first step. We have been told by health officials that the risk of transmitting the COVID-19 virus in an outdoor environment is low. At the same time, holding sessions outdoors, have the tremendous benefits of socialization, exercise, and learning. Returning to sports activities will require a partnership with health officials, staff, athlete’s families, and the national organization.

We are excited about supporting your path to returning to your sports programs.

## **CONDITIONS OF RESTARTING**

ISLAND GARDEN, LIGHTNING BASKETBALL, JMF SPORTS' priority is to support our members and provide programming in a safe and effective manner. ISLAND GARDEN, LIGHTNING BASKETBALL, JMF SPORTS' Safety Plan and Operating Handbook prioritizes the health and safety of our members, staff, and the families we serve, considering CDC guidelines.

The plan is designed to be flexible, so that we can adapt and refine our response to COVID-19 as needed. ISLAND GARDEN, LIGHTNING BASKETBALL, JMF SPORTS will rely on all of its members following updated guidelines from the Board of Health of the county they live/operate in, orders from their governor's office and any mandated government agencies. ISLAND GARDEN, LIGHTNING BASKETBALL, JMF SPORTS' procedure in enforcing compliance with all COVID-19 preventative measures and practices may be modified and revised as guidance changes.

## **EXTERNAL FACTORS**

- Your state permits recreational and childcare businesses to begin operation
- Local health department provides guidelines for operation
- Migration efforts in local communities continues to result in declining cases, hospitalizations, and metrics in all categories in your state

## **INTERNAL FACTORS**

- Staff are trained and prepared to operate under new operating guidelines and care for athletes
- Program areas/spaces are ready to support physical/social distancing as required
- Cleaning and sanitizing operating procedures are in place and adequate supplies are available to properly execute
- Adequate PPE supplies are available for staff use
- Accessibility of handwashing stations and sanitizing equipment

## **ISLAND GARDEN, LIGHTNING BASKETBALL, JMF SPORTS COMMITMENT**

- Family communication
- Monitoring camper health
- Communicating with ISLAND GARDEN, LIGHTNING BASKETBALL, JMF SPORTS families openly about health concerns
- Follow all policies and procedures to support a healthy community

## **REIMAGINING A SAFER ENVIRONMENT**

Our sports sessions are potentially the safest place for our athletes to be, particularly, this summer. Your sports' session is not a risk-free environment, but increased safety procedures and policies have been created to minimize risk and provide athletes with amazing and safe experiences.

An increased element of risk is present all around us, everywhere we travel and with every interpersonal interaction. Children cannot be expected to stay at home indefinitely. They will play with friends, visit extended family members and parents will take children to places they feel are safe. You should help reassure families of low risk when you do temperature checks, consistent smaller groups, supervision by trained/educated staff and meticulous cleaning procedures in place.

ISLAND GARDEN, LIGHTNING BASKETBALL, JMF SPORTS wants to help you provide a unique setting for your athletes to return to a "new normal". Set with a mixture of outdoor sessions, physical/social distancing, and a robust cleaning schedule you can return to running your program with greater peace of mind and ease. ISLAND GARDEN, LIGHTNING BASKETBALL, JMF SPORTS are committed to supporting you and having your program be as safe as possible.

## **STEPS TO SAFETY**

### **Athlete Screening**

- Current medical history and immunizations
- Daily session arrival symptom screening and temperature check
- Health monitoring throughout the day

### **Staff Screening – Testing**

- Current medical history and immunizations
- Daily session arrival symptom screening and temperature check
- Health monitoring throughout the day
- Personal Protection Equipment (PPE)

### **Cleaning and Disinfection**

- Cleaning and disinfecting of all active areas, equipment and supplies between each group
- Designated area(s) and equipment for each group's exclusive use
- Use of EPA approved soaps and sanitizers
- Areas to be thoroughly cleaned after each group's use and at the end of the day

### **Handwashing**

- Mandatory handwashing and sanitization protocol between groups/periods
- Hand sanitizer available at all activities
- Use of EPA approved soaps and sanitizers

### **Reasonable Contact Reduction**

- Session sizes limited to no more than 10 athletes per session
- Safe and social distancing practices will be maintained between sessions
- Face coverings and masks will be worn according to CDC and DOH guidelines

### **Symptom Management Plan**

- Trained medical professionals will assess all persons with possible COVID-19 related symptoms
- Quarantine area will be established
- Strict symptom management, including isolation, communication, tracing, and post-illness protocol will be enforced

## **GROUP SIZE AND PHYSICAL DISTANCING**

Sessions should be organized into small self-contained groups with dedicated supervisory staff that stay in a designated area.

Sessions will socially distance by not mixing or interacting with any other group. They will stay together as if family. Any staff that interact with athletes will wear Personal Protection Equipment (PPE) according to guidelines established by local authorities.

While we recognize that 100% separation of groups is impossible, every attempt must be made to physically distance and follow safety guidelines.

## **HOW GROUP SIZE WORKS - RATIO AND STAFFING**

The recommended ratio of athlete to staff is 5:1.

## **WHEN YOU MOVE FROM OUTSIDE TO INSIDE**

When you come to the point in time that you move sessions from outside to inside, make sure you have sufficient indoor space to provide a safe environment with adequate social distancing. It is possible, due to social distancing requirements, that your session sizes will need to be smaller. However, your program can continue to provide your athletes with a full schedule and excellence as you provided prior to this pandemic.

## FACE COVERINGS AND MASKS

### CLOTH COVERINGS

Homemade or commercially manufactured face coverings that are washable and help contain wearers respiratory emissions.

Intended use: recommended for use in areas where 6-foot physical distancing cannot be consistently maintained and required in designated areas. Must be washed or replaced daily.

- Athletes traveling together
- All coaches and staff
- Administrators and spectators

### DISPOSABLE MASKS

Commercially manufactured mask that helps contain wearers respiratory emissions.

Intended use: recommended for use in areas where 6-foot physical distancing cannot be consistently maintained and required in designated areas. Must be washed or replaced daily.

- All servicing staff
- Facility and Maintenance staff
- All adults within the recommended physical distance

### MEDICAL MASKS (N-95)

FDA approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions.

Intended use: these masks are reserved for indoor use during sessions, for all staff members who will engage with multiple groups, and any on-site medical staff.

- All medical staff
- Drivers
- Coaches, in close proximity staff
- Staff involved in arrival screening of athletes and staff

Coaches may not be required to wear cloth face coverings when engaged with the athletes they are coaching. **Follow your state guidelines for sports.**



## **PROGRAMS AND ACTIVITIES**

At the heart of ISLAND GARDEN, LIGHTNING BASKETBALL, JMF SPORTS are our amazing events and activities led by talented staff. The same is true of your programs and events. This is where the fun, engagement, friendships, learning, and lifetime memories begin. This is an important part of what we do in sports and we have been working hard to re-imagine the processes we use and make the experiences we offer better than ever. After months of staying at home with distance learning we know that athletes are ready to enjoy sports again, connecting with friends and having fun.

### **ACTIVITY PERIOD CHECKLIST**

- All campers and staff members wash/sanitize hands when they arrive and depart each session/event
- Cleaning and disinfection will be completed on all equipment and supplies before being used by another session/group
- One session/group scheduled at a time
- Session content will focus on skill-building and drills to limit contact among session members as much as possible
- Staff members will increase spacing and physical distancing with athletes when necessary
- A supply box, specifically for members of the session, will always be on-site and available

### **TRIPS & SPECIAL EVENTS**

- Check local regulations on competitive environments
- Check restrictions on travel with teams
- Continue with handwashing and sanitizing while on trips and at events.
- Have your own box of PPE in the event the host does not
- All individuals traveling and attending events must have personal PPE with them and use it

Stay updated on mandates, updates, restrictions, and requirements set by the CDC as well as governmental agencies.

### **CLEANING PROCEDURES**

In addition to your own focus on keeping equipment and activities clean and safe, make sure the facilities and events you travel to do the same. Make sure they too follow all required cleaning and sanitizing protocols.

## **TRANSPORTATION**

To remain safe, travel in vehicles containing multiple people, not related, is discouraged. The form of transport should contain minimal number of people and be cleaned and sanitized after each trip. Temperature check upon arrival to the location as well as prior to getting back in the car are recommended.

### **Parent Pick-up and Drop-off**

You should establish and communicate with your athletes' families the Pick-up and Drop-off locations for your sessions and activities. You should create a single lane for a parent to drive up with their athlete(s), for Drop-off, where their temperature will be taken. Any person with a temperature of 100.4 or higher is required to leave and return home. This happens while the driver is still present. Pick-up location should be different for a quick and efficient exit of athletes. Temperatures should be taken as the athlete leaves your session.

## **VISITORS**

Due to physical distancing requirements parents, spectators and visitors should be restricted in number from past experiences.

For sessions only (1) parent per athlete should be permitted. At events, physical distancing of at least 6-feet should be maintained. If distancing is not possible spectators/visitors should either leave the area and/or wear a mask.

All parents who remain at a session and/or visitors/spectator at events should have their temperature taken prior to entering the session/event they are attending. Anyone with a temperature of 100.4 or higher will be prohibited from remaining at the session/event.

All parents/visitors/spectators must wear a face covering and maintain physical distancing from all athletes and staff.

## **SNACKS AND MEALS**

Everyone should bring their own snacks and/or meals to their session/event. The snack/meal is better controlled if you brought it with you. Everyone should be advised to try and limit bringing foods that contain peanuts and tree-nut. Program/event directors should be aware of athletes who have allergies to these products.

## WHAT TO BRING TO THE GYM

To reduce the number of personal belongings that go back and forth between the gym and home it is recommended that the following items be kept in the athlete's backpack. In addition, all items that belong to the athlete should be labeled with the athlete's name. Some items might include:

- Towel or any clothing they use while playing
- Any personal hygiene items
- Water bottle
- Snacks, personal medical items

## **SYMPTOM MANAGEMENT PLAN**

The guidelines and requirements for a dealing with a member of your twirling community with symptoms are provided by your state's Board of Health as well as your county's Board of Health.

### **Daily Screening**

- All staff should be trained in recognizing signs and symptoms of communicable disease
- Be aware of testing protocols developed by your state and county health officials

### **Communication**

- Follow all reporting guidelines to the Board of Health
- Alert families by phone followed up by a letter of potential exposure
- Alert staff members immediately of any potential exposure

### **Symptoms and Tracing**

- Enhanced monitoring of symptom complaints
- All staff and athletes potentially exposed traced
- Collaboration and partnership with Board of health and their protocols

### **COVID-19 Screening Questions**

1. Do you have a sore throat, fever, body aches, cough or difficulty breathing that is new?
2. Have you or a person within your household travelled outside of the region or the United States within the past month?
3. Have you cared for or lived with a person who tested positive for COVID-19?
4. Have you been tested for COVID-19 in the past 14-days and are you waiting for the results or was the result positive?
5. Do you work at a skilled nursing facility OR assisted living that has a concern for COVID-19?

### **COVID-19 Symptoms**

- Cough
- Fever
- Shortness of Breath
- Muscle Ache
- Sore Throat
- Unexplained loss of taste or smell
- Diarrhea
- Headache
- Fatigue

## **Medical Staff**

Any athlete or staff member that shows symptoms and needs to see a health professional will be triaged outside the session in a designated quarantine area. Their temperature and an assessment of symptoms will be performed, and their parent called.

## **Quarantine Designated Area**

Person's with possible COVID-19 symptoms requiring medical attention to be further assessed by a medical professional:

## **QUARANTINE PROCEDURES**

- Be evaluated by a health professional
- Staff will have PPE in good supply for discretionary use
- Call parent immediately to share that person has visited the designated quarantine area and discuss next steps necessary

## **Symptom Management Plan**

### **What happens when an athlete or staff member develops COVID-19 like symptoms while at session/event?**

- Persons with possible COVID-19 symptoms will be directed to the quarantine designated area where they will be further assessed and monitored by a health professional while awaiting transport home. Staff that self-transport who are physically able to drive may be escorted to their car with proper PPE worn by both ill staff members and escort. The escort must wear an N-95 mask.
- Persons who have been sent home due to possible COVID-19 infection may return to session when they provide a negative COVID-19 antigen test results and symptoms have been resolved.

### **What happens when there is a positive COVID-19 diagnosis?**

If an athlete or staff member reports they are COVID-19 positive the program/ISLAND GARDEN, LIGHTNING BASKETBALL, JMF SPORTS will maintain the confidentiality of the individual at all times while mitigating the situation. The case will be reported to the proper health authorities and all families and staff that were potentially exposed immediately. All areas exposed will immediately be deep cleaned as per CDC guidelines.

Persons who came in close contact with the infected individual will be required to quarantine for 14-days and that any persons identified as having a proximate exposure would be required to self-monitor for symptoms for the same 14-day period. CDC guidelines for handling exposure and mitigating risk of exposure will be strictly followed.

## **Persons who test positive for COVID-19 may return to a program when:**

The answer to **ALL** of the following questions is **YES**:

- ✓ Has it been at least 14 days since you had symptoms?
- ✓ Fever free for 3 days (72 hours) without any medicine for fever reduction?
- ✓ Has it been 3 days (72 hours) since your symptoms have improved?

OR

The answer to **ALL** of the following questions is **TRUE**:

- ✓ Resolution of fever without the use of fever reducing medications?
- ✓ Improvement of respiratory symptoms (e.g. cough, shortness of breath)?
- ✓ TWO negative COVID-19 tests greater than 24-hours apart?

## **What is the definition of a “Close Contact”?**

The CDC defines close contact as interactions within 6-feet for more than 15 minutes. Contact tracing will be carried out by trained staff in conjunction with the local health department.

## **What is the definition of “Proximate Exposure”?**

A proximate exposure is defined as interactions greater than 6-feet from an infected individual within a shared space.

## **Childhood Inflammatory Disease Related to COVID-19**

We are aware that the state department of health is investigating children experiencing symptoms similar to Kawasaki Disease and toxic shock like symptoms which may be related to COVID-19. We will continue to monitor all situations and ISLAND GARDEN, LIGHTNING BASKETBALL, JMF SPORTS will be vigilant in monitoring the pandemic nationwide.

## **SIGNAGE**

Include the following signage throughout your facility. The more the better!

- Stay in your designated area
- Wash your hands
- Wash your hands before you eat
- Handwashing is your superpower
- Keep Calm and Wash your Hands
- A poster of COVID-19 symptoms
- STOP! Feeling Sick? Stay Home.
- COVID-19 Basic Infection Prevention Measures
- Wear Your Face Mask
- SOCIAL DISTANCE – 6-FEET APART
- Drop-off Here
- Pick-up Here
- Stop – Temperature Check

Any additional signage you would like to hang. Communicate-Communicate-Communicate.

We have followed all of the COVID-19 news closely in order to provide the best experience for our players, families, and staff upon our return. Once that we hear the Governor's/County's guidelines, we plan for our return to basketball. Cleaning and sanitation are a priority at the Island Garden. We will increase the cleaning of the facility with a deep cleaning nightly. We will add extra steps to protect everyone to the best of our abilities, while still delivering a great basketball experience.

### **PHASE I - PRACTICES (3-4 Weeks) Limited People Gathering - Maximum 35**

- We will start once allowed by the state and county.
- All teams must submit a complete roster with all contact information as well as take attendance and submit both to the Island Garden staff member on duty in case of a need for contact tracking.
- Everyone entering the building must have a COVID-19 Waiver on file and verified upon entry.
- Practices will be spread out throughout the building, with a space between practice court. (we plan to use courts 1 & 3 at one time)
- 5 players and 1 coach will be allowed per court.
- Practice sessions will be 1.5 hours with an extended gap of time between sessions to help with social distancing.
- Players will be asked to bring their own basketballs and wipe them down before practice. This will limit the number of people touching equipment throughout the day.
- Player must bring their own water bottle labeled with their name.
- Restroom access will be limited.
- Parents will be encouraged NOT attend sessions. If parents attend, it will be at a maximum rate of ONLY (1) per player. This will help keep the number of people in the building extremely low.
- Coaches (and IG Staff) will wear masks and will have their temperature checked each day they enter the building.

### **PHASE 2 - Scrimmages/Intramurals (3-4 Weeks) Limited People Gathering - Maximum 100**

- Will begin on July 15th, in accordance with the state/county guidelines.
- We will use courts 1 & 3 to spread-out so there is plenty of space, as we are with practices.
- We will allow ONE parent/guardian per player to attend. This will keep our per court numbers low and give people plenty of space to spread out with six feet or more space.
- Teams will not be allowed to enter until one court of games from the previous hour has ended, and those players and fans have exited. We will ask for the next game's players to wait in their cars to ensure we are under the 100-person limit during this phase
- Games will also be available for purchase on PlaySight, whether you livestream or get VOD afterwards. This will give people the option to watch without entering the building.
- Facemasks will be required for all spectators during this phase.
- Island Garden employees will be wearing facemasks.

### **PHASE 3 - TOURNAMENTS (When Permitted) Limited People Gathering – TBD**

- Basketball tournaments will start when permitted by the state/county, and we are working through the details with each tournament operator to maintain proper social distancing.
- Tournaments from the Spring will be added to August and September, if permitted. We will follow all state/county guidelines within the timeframes of each tournament.

### **PHASE 4 - CAMPS/CLINICS (TO BE DETERMINED)**

- Our basketball camps will be considered starting in the fall.
- We will limit the number of campers for each session to stay within the safety guidelines recommended by the state/county.
- Any equipment used will be sanitized throughout the camp day.



**WAIVER/RELEASE FOR COMMUNICABLE DISEASES INCLUDING COVID-19  
ASSUMPTION OF RISK / WAIVER OF LIABILITY / INDEMNIFICATION AGREEMENT**

In consideration of being allowed to participate on behalf of the Island Garden, Lightning Basketball & JMF Sports athletic programs and related events and activities, the undersigned acknowledges, appreciates, and agrees that:

1. Participation includes possible exposure to and illness from infectious diseases including but not limited to MRSA, influenza, and COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist; and,
2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my participation; and,
3. I willingly agree to comply with the stated and customary terms and conditions for participation with regards to protection against infectious diseases. If, however, I observe any unusual or significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest official immediately; and,
4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS the Island Garden, Lightning Basketball & JMF Sports their officers, officials, agents, and/or employees, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the event ("RELEASEES"), WITH RESPECT TO ANY AND ALL ILLNESS, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF RELEASEES OR OTHERWISE, to the fullest extent permitted by law.

**FOR PARTICIPANTS OF MINORITY AGE (UNDER AGE 18 AT THE TIME OF REGISTRATION)**

This is to certify that I, as parent/guardian, with legal responsibility for this participant, have read and explained the provisions in this waiver/release to my child/ward including the risks of presence and participation and his/her personal responsibilities for adhering to the rules and regulations for protection against communicable diseases. Furthermore, my child/ward understands and accepts these risks and responsibilities. I for myself, my spouse, and child/ward do consent and agree to his/her release provided above for all the Releasees and myself, my spouse, and child/ward do release and agree to indemnify and hold harmless the Releasees for any and all liabilities incident to my minor child's/ward's presence or participation in these activities as provided above, EVEN IF ARISING FROM THEIR NEGLIGENCE, to the fullest extent provided by law.

**I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.**

Name of participant: \_\_\_\_\_

Participant/Parent/Guardian Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

Note: The signed waiver/release should be kept on file by the sports organization for at least 7 years and possibly longer if the player has contracted a serious illness.

## ISLAND GARDEN, LIGHTNING BASKETBALL, JMF SPORTS BEST PRACTICES FOR HOSTING EVENTS

*Required for Sanctioned Events/Recommended for NON-Sanctioned Events*

### **Post information to promote everyday preventive actions.**

Operators should include in pre-event promotionals, display posters and signs throughout the facility, to frequently remind attendees to take steps to prevent the spread of COVID-19. These messages may include information about:

- Staying home if you are sick or do not feel well.
- Using social distancing and maintaining at least six feet between individuals in all areas of the facility. Arrive EARLY to avoid crowds and delays at entrance.
- Covering coughs and sneezes with a tissue, then throwing the tissue in the trash.
- Washing hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- Using hand sanitizer that contains at least 60% alcohol if soap and water are not available. *(Bring hand sanitizer with you from home.)*
- Avoiding touching eyes, nose, and mouth with unwashed hands.

### **Maintain restrooms that remain open. Ensure they have functional toilets, clean and disinfected surfaces, and handwashing supplies. Ample hand sanitizer throughout the facility.**

Restrooms should remain open for as long as the facility remains open for public visitation. (If restrooms will be closed, notify visitors ahead of time so they can prepare appropriately.) Ensure that open restrooms are:

- Operational with functional toilets.
- Cleaned and disinfected regularly, particularly high-touch surfaces such as faucets, toilets, doorknobs, and light switches. Clean and disinfect restrooms daily or more often if possible. The EPA-registered household disinfectants listed here are recommended. Ensure safe and correct application of disinfectants and keep products away from children.
- Regularly stocked with supplies for handwashing, including soap and materials for drying hands or hand sanitizer with at least 60% alcohol.
- Hand sanitizer dispensers should be throughout the facility.

### **Be prepared to cancel or postpone large events and gatherings.**

- Monitor and **adhere to guidelines** issued at the national, state, and local levels related to limiting the size of gatherings. (CDC is a great resource)
- Continually assess current conditions and engage with state, and local public health officials when deciding whether to postpone, cancel, or significantly reduce the number of attendees (if possible) for mass gatherings.
- Consider CDC guidance as you make decisions about whether to proceed with, postpone, or cancel an event.

### **Make sure people are social distancing in popular areas of the facility.**

During periods of sustained community transmission, operators should:

- Monitor areas where people are likely to gather and consider temporary closure to support social distancing practices. These areas might include fields, playgrounds, tennis courts, concession seating areas.
- Post signs discouraging groups from gathering in larger numbers than are currently recommended or allowed.
- If your event has been canceled at a park, communicate with team coaches that unofficial practices are also prohibited within the park.

## **Postpone or cancel organized activities and sports.**

In general, most organized activities and sports such as sports, basketball, baseball, soccer, and football that are held on park fields, open areas, and courts are not recommended during times in which individuals are encouraged or required to practice social distancing. These activities and sports typically require coaches and athletes who are not from the same household or living unit to be in close proximity, which increases their potential for exposure to COVID-19.

Operators should monitor directives issued at the national, state, and local levels related to limiting the size of gatherings. These directives can inform decisions about limiting participation for those sports and activities that exceed the maximum number allowed. Until local public health officials have determined if/when it is safe to participate in such activities, all should be postponed or canceled.

## **Be flexible especially for those at a higher risk for severe illness.**

- Be as flexible as possible with staff attendance and sick-no show policies.
- Remind staff to stay at home if they are sick.
- Identify staff whose duties would allow them to work from home and encourage teleworking when possible.
- Consider offering revised duties to staff who are at higher risk of severe illness with COVID-19.

## **Keep your staff informed about COVID-19 and preventive actions.**

When there is ongoing transmission of COVID-19 in the community where the facility is located, consider implementing the following strategies:

- Provide staff with up-to-date information about COVID-19 and park policies on a regular basis.
- Communicate to staff the importance of practicing healthy hygiene habits such as washing hands often, covering coughs and sneezes, and social distancing to prevent the spread of COVID-19.
- If staff develop a fever, cough, or shortness of breath while working, have them immediately put on a face mask (if available), isolate them, and have them return home from the facility as soon as possible, and ask them to follow CDC-recommended steps for persons who are ill with COVID-19 symptoms.
- If a staff member has a confirmed COVID-19 infection, inform other staff about their possible exposure to the virus, while maintaining confidentiality as required by the Americans with Disabilities Act. *(See Public Health Recommendations for People in U.S. Communities Exposed to a Person with Known or Suspected COVID-19, other than Health Workers or other Critical Infrastructure Workers.)*

## **Review CDC's guidance for businesses and employers.**

- Review CDC's guidance for businesses and employers to identify additional strategies to protect staff during an outbreak of COVID-19.
- For additional questions or guidance, contact your state or local health department public health officials.

## **HOW TO PROTECT YOURSELF & OTHERS**

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness.

### **Know how it spreads**

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
  - Between people who are in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes or talks.

- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

### **Everyone Should**

- Have their temperature taken at the admission door. *(Anyone with greater than 100-degree temperature should be refused entry to the facility)*
- Everyone entering must wear a face mask.
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

### **Avoid close contact**

- **Avoid close contact with people who are sick, even inside your home.** If possible, maintain 6 feet between the person who is sick and other household members.
- **Put distance between yourself and other people outside of your home.**
  - Remember that some people without symptoms may be able to spread virus.
  - Stay at least 6 feet (about 2 arms' length) from other people.
  - Do not gather in groups.
  - Stay out of crowded places and avoid mass gatherings.
  - Keeping distance from others is especially important for people who are at higher risk of getting extremely sick.

### **Cover your mouth and nose with a cloth face cover when around others**

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities. (Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.)
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

### **Cover coughs and sneezes**

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

### **Clean and disinfect**

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
- Then, use a household disinfectant.

# ISLAND GARDEN, LIGHTNING BASKETBALL, JMF SPORTS

## Events-Competitive and Non-Competitive – Best Practices Checklist

Name and Date of Event:

Expected # of Athletes:

NON-Athletes:

Facility/Venue:

### SUPPLIES NEEDED ON HAND

	Supplies	Quantity
<input type="checkbox"/>	Hand Sanitizer	
<input type="checkbox"/>	Clorox Wipes	
<input type="checkbox"/>	Disinfectant Spray / Paper Towels	
<input type="checkbox"/>	Face Masks	
<input type="checkbox"/>	Latex Gloves	
<input type="checkbox"/>	Crowd Counter	

### PRE-EVENT

<input type="checkbox"/>	Written guidelines and protocols provided to all athletes and families as well as staff prior to event by an assigned Hygiene Coordinator stating: If at risk, stay home, etc.)
<input type="checkbox"/>	Communicate with venue to discuss cleaning protocols, venue staffing, etc.
<input type="checkbox"/>	Determine facility limitations – mandated maximum number of entrants in the building, etc. (Tool: ISLAND GARDEN, LIGHTNING BASKETBALL, JMF SPORTS Health & Safety Questionnaire)
<input type="checkbox"/>	Determine additional seating needs – do we need to add additional seating options? (based on venue set up)
<input type="checkbox"/>	Schedule accommodations – Sets, flow of crowd; time of traffic, buffer time in between sets to clear out the gym, halls, cafeteria etc.
<input type="checkbox"/>	Verify MANDATORY COVID-19 Waiver is on file for all participants.
<input type="checkbox"/>	Set up pre-event admission sales to avoid gathering at door.

### DURING EVENT

<input type="checkbox"/>	Set up sanitation stations (sanitizer wipes, hand sanitizer, etc.)
<input type="checkbox"/>	Equip all staff & personnel with masks, sanitizer, etc.
<input type="checkbox"/>	Screeners for all entrances required for temperature check, mask check etc.
<input type="checkbox"/>	In coordination with the venue staff, additional cleaning of facilities throughout the day including bleachers, bathrooms, etc.
<input type="checkbox"/>	Wipe equipment, tables, and bleachers regularly
<input type="checkbox"/>	Staff including judges must wash hands often during the event
<input type="checkbox"/>	Set up limited seating around courts and bleachers taped off to promote social distancing – Designated seating areas for each team/organization
<input type="checkbox"/>	Baton/Prop sanitation – batons/props to be sanitized (Pre-event communication)
<input type="checkbox"/>	Do not allow athletes/staff to touch in anyway after competing (Shaking hands, hug etc.)
<input type="checkbox"/>	Encourage all athletes and spectators to leave immediately after they are done completing and receiving awards; if facility allows – one entrance and one exit; recommend teams are not allowed to enter until 15 minutes prior to their set time (players/parents should stay in cars and not congregate inside or outside)

**SAFETY PLAN  
and  
REOPENING HANDBOOK  
STARTING WITH YEAR  
2020**

**ACKNOWLEDGEMENT RECEIPT**

I understand as a member, employee, board member, leader, coach, staff member, volunteer, and/or tenant of the Island Garden, and/or Lightning Basketball and/or JMF Sports Management organization; that I am required to read and agree to all this **SAFETY PLAN AND REOPENING HANDBOOK**.

Before signing, if I have any questions or I do not understand any portion of this information I will ask Jim Fox, Karen Cammer and/or Tom Sigismonti for clarification.

Upon signing this required form, I will return it to the Administrative Director, Karen Cammer for its inclusion in the organization's operational file.

I \_\_\_\_\_ (please print your name) acknowledge receipt of the **SAFETY PLAN AND REOPENING HANDBOOK**. I have read, understand, and agree its contents.

Signature \_\_\_\_\_ Date \_\_\_\_\_