

Overtime Athletics
Programming
*Response to Coronavirus
Pandemic
COVID-19 Procedures



Thanks For Being A Part Of Our Team!

- We understand and appreciate the many concerns surrounding the importance of providing a positive, safe program experience for everyone during COVID-19, for participants and staff alike.
- This guide is to communicate and share how we are working to ensure programming is both fun and safe for everyone during these unprecedented times.
- OTA Programming is going to look different for sure, but if we all follow the protocols and guidelines set forth by the CDC, State and Local Officials, our Partnering Organizations and Facilities, and OTA Management, we can feel confident that if we all work together, we will achieve our goals of a fun, safe, and memorable session!

Guiding Principles

'Lower risk' does not mean 'no risk' and 'safer' does not mean 'completely safe'.

CDC NOTE: Program administrators can determine, in collaboration with [state and local health officials](#), whether and how to implement CDC considerations, making adjustments to meet the unique needs and circumstances of the local community. Implementation should be guided by what is feasible, practical, acceptable, and tailored to the needs of each community.

CDC NOTE: COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as [handwashing](#), [staying home when sick](#)) and environmental [cleaning and disinfection](#) are important principles that are covered in this document.

Coronavirus

The Science



Awareness and Understanding

COVID-19 can affect each person differently, with symptoms ranging from mild to severe. COVID-19 symptoms may appear 2-14 days after exposure to the virus. Employers and employees need to be able to recognize the most common COVID-19 signs and symptoms. Stay home if you are sick or experiencing any of these:

- Signs of COVID-19 include trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face.
- Common symptoms include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

- COVID-19 is thought to spread mainly through close contact 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.

Signs and Symptoms

- People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- This list does not include all possible symptoms. CDC will continue to update this information as we learn more about COVID-19.

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

Trouble breathing

Persistent pain or pressure in the chest

New confusion

Inability to wake or stay awake

Bluish lips or face

When seeking care, notify the operator or provider that you are seeking care for someone who has or may have COVID-19.

ABILITY OF PRE-SYMPOMATIC AND ASYMPOMATIC COVID-19 PERSONS TO TRANSMIT THE SARS-COV-2 VIRUS

- There are indications that some infected people may not exhibit signs or symptoms of COVID-19.
- There is emerging evidence that pre-symptomatic (SARS-CoV-2 detected before symptom onset) and asymptomatic people (SARS-CoV-2 detected but symptoms never develop) can unknowingly spread COVID 19 to others.

Get Vaccinated!

Vaccination is the leading public health prevention strategy in the United States to help end the COVID-19 Pandemic.

For any campers or staff who are not fully vaccinated, consistent use of multiple prevention strategies will limit or slow the spread of the virus that causes COVID-19 in many settings including youth camps.

People who are fully vaccinated are safe to resume activities in most settings like they did prior to the pandemic, however all employees need to adhere to the guidelines set forth for operating our youth programs.

OTA TEAM: Employment Practices

- Employees should stay home if they have tested positive for or are showing COVID-19 Symptoms.
- Employees who are not fully vaccinated should stay home if they have had CLOSE CONTACT with a person with COVID-19 and monitor their health.
- In either of these cases, Employees should discuss with their supervisor the guidelines and criteria for returning to work.

Workplace And Program Site Safety

Hand Hygiene and Respiratory Etiquette

- Regular hand washing by staff with soap and water for at least 20 seconds will be done and monitored to ensure adherence.
- Alcohol based hand sanitizer will be used when soap and water are not available.
- Cover coughs and sneezes with tissue or corner of elbow.

Cloth Face Coverings (masks)

- All employees will wear face masks or cloth face coverings throughout the day.
- Face coverings should be worn by staff as feasible, and are most essential at times when physical distancing is difficult
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.

About Cloth Face Coverings

(MASKS)

Anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance **SHOULD NOT WEAR A MASK**.

Wear your Face Covering Correctly

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily



- ❖ *Don't put the covering around your neck or up on your forehead*
- ❖ *Don't touch the face covering, and, if you do, wash your hands*

About Cloth Face Coverings (MASKS)



Take Off Your Cloth Face Covering Carefully, When You're Home

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

Cloth face coverings should be washed after each use. It is important to always remove face coverings correctly and wash your hands after handling or touching a used face covering.

How to clean: Washing machine

- You can include your face covering with your regular laundry.

How to dry: Dryer

- Use the highest heat setting and leave in the dryer until completely dry.

Health and Safety Logistics

- **Adequate Supplies** – healthy hygiene is supported by access and use of soap, hand sanitizer, paper towels, tissues, disinfectant wipes, ‘no-touch’ trash cans. Please help monitor supply levels and communicate any shortage of supplies
- **Signs** – posted signs communicating everyday protective measures to staff and participants assist with fostering a healthy space. Please help monitor that signs remain posted and communicate if more signage is needed in a neglected area.
- **Announcements** – continually remind participants throughout the day about protective measures and behaviors required of our program community that prevent the spread of COVID-19

Maintaining Healthy Environments



CLEANING AND DISINFECTION

- Part of your Job Description will be to assist in cleaning frequently touched surfaces
- To include - door handles, sink handles, tabletops, bathrooms, etc.
- A schedule of cleaning and disinfection will be reviewed with staff as a part of the daily and weekly agendas.
- Safe STORAGE of cleaners and disinfectants will be a requirement and these protocols will be reviewed with staff during on-site training.
- Use gloves when removing garbage bags or handling or disposing of trash. Wash hands after removing gloves.

SHARED OBJECTS

- Limiting shared use will be a priority of our program operations when it comes to equipment, supplies and gear.
- Part of your Job Description will be to assist in cleaning and disinfecting sports equipment, art supplies, games, activity gear
- This should be done between use as well as at end of day and end of week.



SOCIAL DISTANCING AND MODIFIED LAYOUTS

- Program Agendas will prioritize outdoor activities whenever possible.
- Practice social distancing when feasible. We will be monitoring CDC guidelines regarding social distancing policies throughout the session as they may evolve.
- During “low intensity” games and activities, space participants 6 feet apart.
- When necessary, small groups of participants will be assigned at the beginning of the week and will operate as an independent unit from the rest of the program, to include having the same Lead Instructor for the entire week.

Maintaining Healthy Operations



HEALTH SCREENING

- OTA Staff shall be screened every day for signs and symptoms of COVID-19.
- Parents/guardians will be asked to screen their child before coming to program for signs and symptoms of COVID- 19.
- Parents are required to confirm & acknowledge at drop off participant has NO symptoms before coming to program each day.
- If a participant has a temperature of 100.4 degrees or greater, they will not be allowed at program.
- Should participants show signs or develop symptoms during programming, they will be separated, and parents will be called to come pick up ASAP. OTA will have a closed room to be utilized as a “sick room”.
- A participant or Staff may not return to camp until the CDC criteria for discontinuing home isolation have been met (e.g. 72 hours without a fever, two negative tests, 10 days have passed since first symptoms).





PROGRAM STRUCTURE

- Weekly Sessions will be limited to the number of participants identified in the guidelines by state and local officials at the time of the weekly session or by whatever “phase” has been declared for the state.
- Where applicable, participants will be put into small groups.
- The Groups will remain static throughout the entirety of the Session; that is, no mixing of participants or staff between Groups. Staff will only be substituted when critically necessary, as in the case of illness or absence. All reasonable efforts will be made to keep each Group static throughout the session.
- All Staff are required to wear masks.
- Participants will wear their own masks indoors. *OTA is not responsible for providing masks to participants, only its employees.
- Staff will communicate, model, and reinforce the recommended methods for preventing the spread of COVID-19 including handwashing, face coverings, and social distancing.

PROGRAM PROCEDURES

- Daily activities will be planned to ensure no overlap between Groups in the usage of common spaces or same equipment.
- Groups may be in the gym/on the field together but in defined areas 6+ feet apart to allow for social distancing.
- The Groups will each have their own core equipment for use (sports balls, table games, coloring supplies, etc.).
- Any fixed equipment that is shared will be cleaned and wiped down before and after each group's use.
- OTA will make every reasonable effort to keep shared items and touched equipment between groups at a minimum.



PROGRAM RULES: FOOD/EATING/DRINKING

- Participants and Staff required to bring own lunches and water bottles. No sharing!
- Lunch will be eaten with members of their Group ONLY, at its designated lunch area, which will have participants socially distanced from each other and Staff.
- Staff should ensure participants wash hands prior to eating lunch or snacks.
- If food is offered during any program segment, it must be offered in pre-packaged boxes or bags for each participant.
- Ensure the safety of participants with food allergies.

Precautions When Playing SPORTS

- Maintain Inner-Group Competition
- Emphasis on SKILLS and Drills
- Social Distancing Rules Apply As Much As Possible
- Utilize “Grid” Games
- Maintain Social Distancing During Instruction and Breaks In Play
- No Spitting – No High Fives – No Handshakes – No Fist Bumps
- Clean Equipment After Use
- Instructors, when refereeing/coaching should also be social distancing monitors

Communication Systems



SELF REPORTING

- Staff and Families will be encouraged to self report to Administrative Team if they have symptoms of COVID-19, a positive test for COVID-19, or have been exposed to someone with COVID-19.

MONITORING PARTICIPANTS

- Instructors should consistently monitor group for any participant showing signs of symptoms of COVID-19.
- Upon becoming aware of symptoms from any participant, instructor will communicate situation to Program Director in order to take action.



POINT OF CONTACT

- The initial point of contact for staff, participants, and parents/guardians to communicate COVID-19 questions and concerns will be the Program Director.
- Program Directors will immediately communicate issues to Admin Team/Health Supervisor

NOTIFYING HEALTH OFFICIALS

- Administrative Team will notify local health officials immediately of any case of COVID-19 and respond to the coordinated directions given by officials in order to communicate with staff and families.

Response and Management for COVID-19



Preparing For When Someone Gets Sick

- **Isolate and Transport those who are sick**
 - Program sites will have an identified isolation room for use should a participant or staff member show symptoms of COVID-19
 - Immediately separate staff and participants with COVID-19 symptoms (such as fever, cough, or shortness of breath) at site.
 - Individuals who are sick should go home and or to a healthcare facility depending on how severe their symptoms are.
 - Using Masks and Gloves when caring for someone who is sick is required.
- **Clean and Disinfect**
 - Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).
 - Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning and disinfection products, including storing them securely away from children.

Preparing For When Someone Gets Sick

- Any unvaccinated staff or child exposed to a person diagnosed with a confirmed or probable case of COVID-19 may not work or attend camp until they have completed self-quarantine following the CDC guidelines.
- Persons who have recovered from COVID-19, must be cleared for release from isolation according to CDC guidelines.
- If a group has an unvaccinated staff member or a child that is found to have a confirmed or probable case of COVID-19 at the facility: The group shall quarantine following the CDC guidelines.
- Unvaccinated Individuals may not work at or attend until completing self-quarantine and obtaining clearance from the individual's primary care physician.

Informed Consent for Staff and Parents



ACKNOWLEDGEMENT

'Lower risk' does not mean 'no risk' and 'safer' does not mean
'completely safe'.

Consent form from all staff and parents of all children enrolled that they have received notice of the following:

- People who are 65 years and older, people of any age who have serious underlying medical conditions, are at higher risk for severe illness from COVID-19 are recommended to stay at home.
- A list of medical conditions associated with higher risk of severe illness from COVID-19 can be found in the CDC guidance.
- Individuals and families should consult their healthcare provider to determine whether they have medical conditions that place them at risk.
- Staff and children living in households with individuals who are 65 years or older OR have higher risk for severe illness from COVID-19 are recommended to stay home.

Thanks
For
Being
A
Part
Of
Our
Team!

*Thanks for reviewing this very important information.
We appreciate your cooperation in adhering to all policies, procedures, and guidelines as it relates to Overtime Athletics' response to the Coronavirus Pandemic.