

## FRC Athletic Department response to COVID-19 plan - DRAFT

### Office Protocol

1. Personnel
  - a. Mandatory COVID-19 testing
  - b. Ongoing screening
    - i. Daily temperature reading (AD, Admin Asst, Athletic Trainers, Coaches, Student Athletes, Student Workers)
    - ii. Complete screening questionnaire daily
  - c. Training on safety protocols
    - i. Personal hygiene practices
    - ii. Cleaning practices (see cleaning practices section)
    - iii. Provide information and education materials on how to reduce risk in the office environment
      1. Athletic Admin Staff
        - a. Mask to be worn when dealing in person with students, community members, etc
        - b. Use hand sanitizer in a daily, ongoing capacity based on recommended CDC guidelines
        - c. Report 'red flag' symptoms of athletic department staff to appropriate administrator(s)
      2. Athletic Training Staff
        - a. Mask to be worn at all times around student athletes inside the office and clinic area
        - b. Athletic trainers will use recommended PPE
          - i. Masks
          - ii. Eye protection
          - iii. Gloves
          - iv. Gowns/Jumpsuits
        - c. Use hand sanitizer in a daily, ongoing capacity based on recommended CDC guidelines for healthcare personnel
        - d. Report 'red flag' symptoms displayed by athletic training staff and others to Athletic Director and/or appropriate administrator(s)
        - e. Educate and train all student workers on safety protocols and guidelines and enforce safety standards
        - f. Athletic training staff will guarantee that student athletes and/or athletic training staff who do not follow established rules and guidelines will be removed from the clinic area/practice/class/competition. Failure to do so will result in a formal reprimand, and/or temporary/permanent removal from the sports medicine program
      3. Coaching Staff
        - a. Mask to be worn at all times when around student athletes

- b. Report 'red flag' symptoms displayed by coaching staff and student athletes to head athletic trainer
- c. Coaches are to ensure that student athletes wash hands, sanitize and practice safety protocols, including social distancing measures, at all times during practices, competition and travel according to current CDC, state, and county health guidelines
- d. Daily temperature screening will be performed by coaching staff prior to any form of in-person activities
- e. Coaches will not allow student athletes to participate until they have been screened each day and present no symptoms. If a student presents symptoms after screening they shall be isolated in identifiable areas, given PPE, and shall remain isolated until the athletic trainer and/or physician can assess symptoms and determine further action
- f. Coaches will ensure that student athletes and/or coaches who do not follow established rules and guidelines will be removed from practice/class/competition. Severe and/or deliberate actions that compromise the shared responsibility to keep people safe will result in a formal reprimand, and/or temporary/permanent removal from program

## 2. Operations

### a. Athletic Department Office

- i. Students/Public Members/Visitors must schedule appointments in advance as much as possible via email, phone, and as a last resort in person
- ii. Signs will be displayed throughout athletic areas regarding operations and COVID-19 information
- iii. When required all persons must follow flow of traffic guidelines
- iv. Maintain social distancing guidelines at all times
- v. All student athletes will complete insurance claims in main athletic office

### b. Athletic Training Staff

- i. All student athletes must make appointments prior to utilizing athletic training services in the clinic
- ii. In the event of an emergency situation athletic trainers will make decisions in 'real time' and may modify standard operations and protocols without notification based on the severity of the situation and the best interest of those involved
- iii. All student athletes must complete a pre-participation questionnaire
- iv. Staff and students must follow flow-of-traffic guidelines
- v. Limit maximum number of student athletes allowed in clinic area
- vi. Utilize some form of an electronic health record system to document all athletic training services for student athletes to keep tracking records of treatment and to streamline healthcare information into a cloud-based location for easy access – will include daily screening of symptoms including symptom survey and temperature readings

- vii. All student athletes will complete injury insurance claims in main athletic office
- viii. Will post signage regarding acceptable office protocols in athletic training office, clinic, and practice/game areas
- ix. Hydration
  - 1. Communal water coolers are prohibited
  - 2. Every student athlete is to bring their own water bottle to all training sessions
    - a. Water bottle should be large enough to hold enough water to last for training session – a gallon size if possible
    - b. Water bottles should never be shared
  - 3. Only pre-approved, authorized personnel will refill water bottles and fill cups in designated areas according to the AT Hydration plan
  - 4. Athletic training will provide a hydration schedule to each program based on approved practice/training plans
  - 5. No manual drinking fountain should be used; touchless water station use is encouraged
  - 6. Wash and sanitize hands before and after each refill (touchless water station refills)
  - 7. 'Borrowed' water bottles from athletic training area must be returned daily for proper cleaning and sanitization by designated staff only
- x. Anyone entering the athletic training clinic area will:
  - 1. Shower prior to entering at designated areas and wear clothes that were not worn during practices, class, or other locations (either on or off campus) that day. Must wear clean clothing
  - 2. Wear mask (disposable or reusable)
  - 3. Wash hands and use hand sanitizer in accordance with flow-of-traffic guidelines in clinic area
  - 4. Will have scheduled an appointment prior to arrival and will wait in a designated area by athletic training staff until appointment time
  - 5. Will leave immediately after treatment
  - 6. Will not be allowed to bring personal items, such as practice gear, backpacks, etc. in to clinic area
- xi. Athletic fields / Outdoor areas / Gymnasium
  - 1. Social distancing areas should be designated and clearly identifiable for participants to store personal items, including water bottles, and rest in between drills
  - 2. Student athletes should wash hands at hand washing stations and use sanitizer before practice/class, during, and after
  - 3. Hand washing and/or sanitizer should be used when changing between equipment usage. For example, when switching from a batting station to a throwing station, hands should be washed and sanitized after using the bat and before touching a glove/balls.
  - 4. Isolation areas should be identified for students who are showing acute symptoms but have not been tested

- a. Student athletes and/or coaches should notify athletic training staff immediately and remain in area until athletic trainer/physician arrives
  - b. Athletic Trainer should notify administrator(s) and begin screening and possible isolation protocol to determine next step
- c. Coaching staff
  - i. All coaches will follow current guidelines for pre-screening requirements prior to practices/meetings/trainings/classes taking place and will ensure that if a student athlete fails to submit their daily symptom survey and temperature reading in a timely manner will be withheld from participation that day
  - ii. Coaches will create clear and meaningful instructions as they relate to practice plans, meetings, classes, competition and travel that student athletes can follow to ensure maximum safety and minimum exposure against COVID-19. All instructions must be cleared and approved by the Head Athletic Trainer and the Athletic Director prior to the commencing of particular activity; any changes to existing plans will need approval prior to being dispersed to student athletes. These instructions should include things such as social distancing measures, equipment usage, water breaks, when a mask is required, and availability of resources to student athletes.
  - iii. Approved practice/class start and end times will be adhered to at all times. Failing to do so may result in a formal reprimand and/or removal from participation at the discretion of supervisor/administrators

### **Cleaning and Usage Protocol**

1. Main athletic department staff area
  - a. Maintain social distancing protocols
  - b. Regularly wash hands and use hand sanitizer
  - c. Clean common use areas (such as tables, chairs) with soap and warm/hot water
  - d. Sanitize personal use areas, such as keyboards, phones, etc., daily
  - e. Staff will follow guidelines below on how to clean and disinfect
2. Athletic Training clinic
  - a. Hand sanitizer should be made available in multiple points through the athletic training facility.
  - b. Proper sanitization protocols will be in place for any and all equipment and treatment surfaces.
  - c. According to the CDC, one must wear disposable gloves when cleaning and disinfecting surfaces.
  - d. Gloves should be discarded after each cleaning. Cleaning should be done with warm water and soap- EPA approved disinfectant should be utilized after cleaning: There are different cleaning standards for different surfaces (i.e. hard porous, soft porous)
  - e. Treatment tables and taping tables will be disinfected after each use. Follow the label on the EPA approved disinfectant to ensure proper soaking time.

- f. Countertops, ice machines, modalities, and other high touch areas should be sanitized at least every two hours.
  - g. Ice machines lids and scoop handles should be disinfected after each use. Limit athletic training staff as approved personnel allowed to use the ice machines when possible and restrict student athletes from using the ice machine for filling water bottles.
  - h. Rehab equipment should be disinfected after each use by the student-athlete.
  - i. Disinfecting wipes or spray should be made available at multiple points throughout the clinic area. Consider possibly creating a “dirty” equipment bin where student-athletes can drop items that cannot be disinfected easily (ie. minibands) to avoid multiple student athletes using the same contaminated piece of equipment.
  - j. Prior to modality use, the area of the patient’s skin should be wiped with rubbing alcohol.
  - k. The following modalities should be disinfected after each use:
    - i. E-stim pads
    - ii. Ultrasound heads
    - iii. Instrument assisted soft tissue tools
  - l. Massage guns heads should be covered with a glove, flexi-wrap, or something similar if being used directly on the skin and disinfect after each use until Phase 3. Consider placing a towel over the area you are planning to work on to avoid skin contact.
3. Weight Room
- a. Bay 1
    - i. Maintain 6 ft spacing between individuals
    - ii. Limit lifts that require spotters – no lifting with use of spotter until phase 2
    - iii. Hand sanitizer stations and equipment sanitizer will be provided and must be used
    - iv. Create exercise pairings to limit weight room traffic; Or one-way traffic flow based on entrances and exits
    - v. Maximize fresh air flow – weather permitting keep doors open as much as possible, including roll-up doors
    - vi. Weight rack perimeter should be utilized for as much individual lifting as possible
      - 1. Weight racks and equipment should be sanitized before and after individual use; dispose of reusable towels in identified bins after one use – do not re-use dirty towels
      - 2. Optimal weight rack use should be 8 students at a time, 1 student per weight rack
      - 3. Water bottles should follow established guidelines for storage and use
    - vii. Stagger group times post-workout no less than 10 minutes to provide ample time for cleaning and/or sanitization and limiting exposure

- viii. Utilize large-area sanitizing equipment, such as sprayers or fog machines
    - b. Bay 2
      - i. Maintain social distancing
      - ii. Maintain minimal equipment/supplies to limit exposure
      - iii. Hand sanitizer stations and equipment sanitizer will be provided and must be used
      - iv. Weight racks and equipment should be sanitized before and after individual use - dispose of reusable towels in identified bins after one use – do not re-use dirty towels
      - v. Maximize fresh air flow – weather permitting keep doors open as much as possible, including roll-up doors
      - vi. Outside area around Bay 2 can also be utilized for additional activities with same protocols as inside activities
      - vii. Stagger group times post-workout no less than 10 minutes to provide ample time for cleaning and/or sanitization and limiting exposure
      - viii. Utilize large-area sanitizing equipment, such as sprayers or fog machines
      - ix. Water bottles should follow established guidelines for storage and use
    - c. Gymnasium
      - i. Gym will be cleaned and disinfected according to maintenance and CCCATA guidelines and protocols
      - ii. Gym area should be ‘fogged’ each day according to guidelines
      - iii. Gym area should remain secure from outside use not approved in advance by proper administrator(s)
      - iv. Areas should be designated for personal item storage, such as water bottles and backpacks, and easily identifiable
      - v. Student athletes should limit personal items brought to practice until locker room access is restored when possible.
4. Coaches and individual programs
- a. Coaching staff will be responsible for identifying all equipment that needs to be cleaned and sanitized, including but not limited to, weights, balls, bats, cones, jump ropes, bands, practice gear (jerseys, shorts, pennies) daily to appropriate staff
  - b. Coaching staff will ensure that student athletes who are not following established guidelines, such as wiping down equipment, sharing water bottles, etc., will be removed from class/practice/game immediately until corrective measures can be done and rules followed.
  - c. The use of ‘hands free’ water fountains is encouraged for refilling personal water bottles. Coaches should prevent student athletes from using water fountains where physical touching is required
  - d. Coaching staff will follow guidelines below that explains how to properly clean and disinfect

- e. All issued practice gear, practice (and game) uniforms shall be collected and laundered every day

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### **How to Clean and Disinfect**

#### *Hard (Non-porous) Surfaces*

- Surfaces should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective.
  - Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.
  - Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Bleach solutions will be effective for disinfection up to 24 hours.
    - Prepare a bleach solution by mixing:
    - 5 tablespoons (1/3 cup) bleach per gallon of water or
    - 4 teaspoons bleach per quart of water

#### *Soft (Porous) Surfaces*

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
  - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely. Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces

#### *Electronics*

- For electronics such as tablets, touch screens, keyboards, remote controls, etc, remove visible contamination if present.
  - Follow the manufacturer's instructions for all cleaning and disinfection products.
  - Consider the use of wipeable covers for electronics.
  - If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

#### *Linens, Clothing, and Other Items That Go in the Laundry*

- All practice gear, game uniforms, towels, etc. must be washed daily according to CDC and manufacturer guidelines
- Additional practice equipment such as helmets, masks, bats, gloves, nets, etc. should be cleaned and sanitized daily
- In order to minimize the possibility of dispersing virus through the air, do not shake dirty

laundry.

- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
  - Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.
    - o Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
    - o Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
    - o Clean hands after handling dirty laundry.
  - Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
  - Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.
  - Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
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## **Human Resources & Support Issues**

Currently the final decision as to what model the CCCAA has not been made. The athletic department would greatly benefit by adding an equipment manager or similar position that could oversee the additional requirements to ensure safety measures and cleaning protocols for all athletic department equipment, areas, and daily laundry needs.

If the contingency plan is enacted, forcing all sports to compete in the spring, there may not be enough athletic training staff to adequately provide athletic training services while staying in compliance with the new guidelines. This will need to be evaluated after the July 17<sup>th</sup> CCCAA vote.

The entire athletic department staff (admin, coaches, sports medicine) is working in a high risk exposure environment and should be provided additional resources and support as needed.

Foreseeable support issues are in the areas of transportation, laundry, and access to hot water for showers. There should be an urgency placed on installing equipment, especially the washing machines that are already on campus, getting hot water running in the identified buildings, placing hand washing stations on campus if possible, and a realistic evaluation of how the current understaffing of custodial staff will impact the area of athletics much less other departments.



Potential HR issues should involve a contingency plan if either Juan Nunez or Steve Keely become injured or ill, including possible exposure to COVID-19 which limits or removes them from performing within their stated capacities. This could prove also to be an issue if members of the coaching staff or administrative staff fall ill as well.

### **Interaction with students/public**

1. Athletic Admin Staff
  - a. Staff will ensure that all interactions with students and members of the public will follow current CDC and Plumas County health guidelines including approved social distancing standards, hand sanitization, limiting number of groups allowed in specific areas and keeping meeting attendance to a minimum or utilizing remote online services, such as Zoom, when necessary
  - b. Will create policies and guidelines that affect student athletes, athletic department staff, and campus staff that prioritizes safety and health of each individual and make decisions that are in the best interest of our community as a whole
  - c. Will be screened daily for symptoms and document results and will screen others as necessary including officials, visitors, etc.
  - d. Until the state of California moves into stage 4 there is consideration of not allowing any fans at home games. This will continue to be monitored and decisions will be made as needed
2. Athletic Training Staff
  - a. Head athletic trainer will coordinate a pre-screening and daily screening regimen for the whole athletic department
  - b. Head athletic trainer will make referrals to the team physician for student athletes who present multiple symptoms
  - c. Head athletic trainer will educate athletic department staff on safety guidelines, protocols and provide training on new athletic department COVID-19 related guidelines
3. Coaches
  - a. Coaches will create activity/practice plans that will incorporate current guidelines based on each phase of the resocialization plan published by the California Community College Athletic Trainers Association (CCCATA) *CCCAA Resocialization Back to Sport Guidelines Best Practices*
  - b. Coaches will follow all approved guidelines and requirements for student athlete participation with regard to practices, competition, meetings, and travel
  - c. Coaches will remove any student athlete who has a fever of 100.4 or higher from participation of any activity and/or meetings for 72 hours. If fever persists coaches will notify head athletic trainer who may conduct additional screening and/or referral
4. Transportation and related issues (food, lodging, etc)

- a. Travel guidelines will reflect approved CDC and Plumas County recommendations at the time of travel
- b. Schedules have been reduced to limit exposure
- c. Recommend no over-night travel unless required or is unsafe to travel back to campus the same day as the event
- d. Student meals will be handled according to approved plan submitted by head coach and/or athletic trainer prior to each trip