

COVID-19 POLICIES AND PROCEDURES MANUAL

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Table of Contents

<i>Our Response to COVID-19</i>	2
<i>COVID-19 Office Protocols</i>	3
<i>COVID-19 Program Changes & Cleaning Protocols</i>	4
Health Monitor Checklist:	5
Protocols for <i>Boccia</i> :	5
Protocols for <i>Cycling</i> :	5
Protocols for <i>Archery</i> :	6
Protocols for <i>Air Rifle</i> :	6
Protocols for <i>Kayaking</i> :	6
Protocols for <i>Golf</i> :	7
<i>COVID-19 Events Changes & Cleaning Protocols</i>	8
<i>Reporting and Responding to Cases of COVID-19</i>	9
Reporting a Positive Case to BIIS:	9
Responding When Someone Tests Positive & is Symptomatic:	9
Responding When Someone Tests Positive & is Asymptomatic:	9
<i>Cleaning and Disinfecting Following an Incidence of COVID-19</i>	10
<i>Oath of Personal Responsibility</i>	11



Our Response to COVID-19

At Bridge II Sports (BIIS), we are “Playing it Safe” and following the 3 W’s (Wear, Wait, Wash). We ask that all staff members, athletes, coaches, staff, participants, and volunteers wear a cloth face covering, participate 6-feet apart, and wash & sanitize often (NCDHHS, 2020).

In addition, we have adapted our programs and events to follow local and state guidelines, as well as developed reporting and responding protocols in the event of a COVID-19 case within BIIS Nation. We ask that you adhere to these to ensure the safety of all.

The health of BIIS Nation is always our top priority. **Please stay home if ANY ONE of these apply to you:**

- 1) you have tested positive or are presumed to be positive for coronavirus** (see: [Reporting and Responding to Cases of COVID-19](#)),
- 2) you have been exposed to anyone who has tested positive for COVID-19 in the past 14 days, or**
- 3) you have had symptoms of COVID-19, such as cough, fever/chills, or shortness of breath, within the past 14 days.** We appreciate your understanding!

COVID-19 Office Protocols

Bridge II Sports staff should refrain from coming into the office if ANY ONE of the following apply:

- 1) they have tested positive or are presumed positive for coronavirus (see: [Reporting and Responding to Cases of COVID-19](#)),**
- 2) they have been exposed to anyone who has tested positive for COVID-19 in the past 14-days, or**
- 3) they have/had symptoms of COVID-19, such as cough, fever/chills, or shortness of breath within the past 14 days.**

Guidelines for Operating the Bridge II Sports Office:

- ALL staff members must:
 - Wear a mask or cloth face covering, especially when using common areas, entering a space occupied by another person, and interacting with patrons and visitors.
 - Practice social distancing of at least 6-feet at all times.
 - Wash and sanitize their hands often.
 - Refrain from unnecessary physical contact with others.
 - Complete daily disinfecting/cleaning protocols of personal office space and of all surfaces touched. *See daily cleaning checklist posted at each desk.*
 - Complete daily disinfecting/cleaning protocols of common areas of office, including the hallway, printing zone, kitchen, and restroom. *See rotating schedules posted throughout office.*
 - Sign in on the attendance sheet at the credenza upon entering.
 - Note: ALL visitors who enter into the building must be tracked on the attendance sheet by the Office Manager.
- In addition to the above, our office is also operating under these guidelines:
 - Staff members and interns must communicate plans to visit the office with the Office Manager, who will ensure adequate space to enforce social distancing before authorizing the visit.
 - Patrons are seen by appointment only. Signage is posted on the front door to notify visitors that we are enforcing the wearing of a mask, washing hands, and practicing social distancing.

COVID-19 Program Changes & Cleaning Protocols

Participants should refrain from attending programming if ANY ONE of the following apply:

- 1) they have tested positive or are presumed positive for coronavirus** (see: [Reporting and Responding to Cases of COVID-19](#)),
- 2) they have been exposed to anyone who has tested positive for COVID-19 in the past 14-days, or**
- 3) they have/had symptoms of COVID-19, such as cough, fever/chills, or shortness of breath within the past 14 days. We appreciate your understanding!**

Guidelines for Conducting Programs:

- **ALL in Attendance (participants, volunteers, attendees, family members, etc.) MUST:**
 - Wear a mask or cloth face covering.
 - Practice social-distancing of at least 6-feet at all times, with the exception of members of the same household.
 - Wash and sanitize their hands often.
 - Pass a temperature check of below 100.4 degrees Fahrenheit upon arrival.
 - Refrain from unnecessary physical contact with others.
- **In ADDITION to the above, ALL PARTICIPANTS & VOLUNTEERS MUST:**
 - Register before attending. No walk-ups.
 - Sign the updated Move United (formerly DSUSA) COVID-19 Waiver.
- Prior to the start of each program, a BIIS staff member will assign a volunteer the **Health Monitor** role, responsible for enforcing the contents within this document (see: Health Monitor Checklist)
- Each program will have a maximum number of registration spots (facility dependent). If a participant requires assistance during programming, maximum of 1 additional attendee per participant is allowed.
- Bridge II Sports will not be able to provide transportation to program locations. Some locations are accessible by public transportation.
- At the conclusion of every session, all BIIS sports equipment and facility equipment, including tables & chairs, should be disinfected by a BIIS staff or volunteer.

By attending BIIS Programming, you understand that there will be inevitable risk of cross-contamination (equipment may touch, wipes may not provide 100% protection, etc.)*

Health Monitor Checklist:

Screen each person in attendance (participants, volunteers, attendees, family members, etc.).
If 'YES' to any of the below, please ask them to leave the program/event, as we are "Playing it Safe" at Bridge II Sports.

YES/NO	
	Temperature at or above 100.4 degrees Fahrenheit?
	"Are you currently positive or are you presumed to be positive for COVID-19?"
	"Have you experienced symptoms of COVID-19 such as cough, fever, lightheadedness, or shortness of breath in the past 14 days?"
	"Have you been exposed to anyone who has tested positive for COVID-19 in the past 14 days?"

The following are based on CDC, NCDHHS, and local guidelines.

Protocols for Boccia:

- In order to maintain social distancing, practices have been broken into one-hour sessions and players will be assigned spaces at least 6-ft apart or greater.
- Limit the sharing of equipment. If equipment must be shared, it is to be cleaned with a disinfecting wipe before another person uses it. Participants and/or their attendees are responsible for cleaning their own equipment. (assign one person per participant for ball retrieval)
- Participants should wash hands and/or apply sanitizer after touching shared surfaces or if equipment comes into contact with someone else.

Protocols for Cycling:

- All participants & their attendees must wear a mask or cloth face covering in the staging area. Masks may be removed once cycling/riding begins.
- Hand sanitizer will be available at the staging area. Participants should bring their own hand sanitizer for personal use on the trail.
- Maintain social distancing of 6-feet while in the staging area.
- When possible, tandem riders will be assigned the same pilot rider for the entire season.

Protocols for Archery:

- In order to maintain social distancing, practices have been broken into one-hour sessions.
- All participants & their attendees must wear a mask or cloth face covering. Exceptions can be made for athletes who use the mouth actuated mechanism, but only during active participation.
- Limit the sharing of equipment.
 - Each participant should be assigned their own bow.
 - Each participant should be assigned their own set of arrows. Use different colors to differentiate them when multiple athletes are shooting at once.
 - If equipment must be shared, disinfect it first.
 - Participants should be assigned their own mouth actuated trigger. When this cannot occur, ensure proper disinfecting occurs first.
- Assign each instructor to one participant for the duration of the session. If an athlete needs assistance with arrow retrieval, assign one person per participant for this task.

Protocols for Air Rifle:

- In order to maintain social distancing, practices have been broken into one-hour sessions.
- All participants & their attendees must wear a mask or cloth face covering. Exceptions can be made for athletes who use the mouth actuated mechanism, but only during active participation.
- Limit the sharing of equipment.
 - Each participant should be assigned their own air rifle.
 - If equipment must be shared, is should be wiped down with a disinfecting wipe first.
 - Participants should be assigned their own mouth actuated trigger. When this cannot occur, ensure proper disinfecting occurs first.
- Assign each instructor to one participant for the duration of the session.

Protocols for Kayaking:

- All participants & their attendees must wear a mask or cloth face covering in the staging area. Masks may be removed once paddling begins.

Protocols for *Golf*:

- Limit the sharing of equipment. If equipment must be shared, it should be wiped down with a disinfecting wipe first.

COVID-19 Events Changes & Cleaning Protocols

Participants should refrain from attending programming if ANY ONE of the following apply:

- 1) they have tested positive or are presumed positive for coronavirus** (see: [Reporting and Responding to Cases of COVID-19](#)),
- 2) they have been exposed to anyone who has tested positive for COVID-19 in the past 14-days, or**
- 3) they have/had symptoms of COVID-19, such as cough, fever/chills, or shortness of breath within the past 14 days. We appreciate your understanding!**

Guidelines for Conducting Events:

- **ALL in Attendance (participants, volunteers, attendees, family members, etc.) MUST:**
 - Wear a mask or cloth face covering.
 - Practice social-distancing of at least 6-feet at all times, with the exception of members of the same household.
 - Wash and sanitize their hands often.
 - Pass a temperature check of below 100.4 degrees Fahrenheit upon arrival.
 - Refrain from unnecessary physical contact with others.
- **In ADDITION to the above, ALL PARTICIPANTS & VOLUNTEERS MUST:**
 - Register before attending. No walk-ups.
 - Sign the updated Move United (formerly DSUSA) COVID-19 Waiver.
- Prior to the start of each event, a BIIS staff member will assign a volunteer the **Health Monitor** role, responsible for enforcing the contents within this document (see: [Health Monitor Checklist](#))
- Each event will have a maximum number of registration spots (facility dependent).
- Bridge II Sports will not be able to provide transportation to program locations. Some locations are accessible by public transportation.
- At the conclusion of every session, all BIIS sports equipment and facility equipment, including tables & chairs, should be disinfected by a BIIS staff or volunteer.

Reporting and Responding to Cases of COVID-19

Reporting a Positive Case to BIIS:

All Program athletes, coaches, staff, participants, and volunteers should notify the Director of Programs (Wes Hall, wesh@bridge2sports.org, 919-864-2370) and all Events athletes, coaches, staff, participants, and volunteers should notify the Events Manager (Katharine Doyle, katharined@bridge2sports.org, 919-300-5858) immediately if they test positive or are presumed positive for COVID-19. The Director of Programs/Events Manager will then document 1) the circumstances, 2) the areas the individual visited and/or used (the “impacted areas”), and 3) the individuals who were also in these areas at that time (the “impacted individuals”). Impacted areas will be cleaned and disinfected appropriately (see: [Cleaning and Disinfecting Guidelines](#)). Impacted persons will be notified within 24 hours (NC Center for Non-Profits, 2020).

Responding When Someone Tests Positive & is Symptomatic:

“Per CDC guidelines, if an athlete, coach, staff, participant or volunteer has been diagnosed with COVID-19 or is presumed positive by a medical professional due to symptoms, they should be excluded from sports program or activities until:

- 1) No fever for 72 hours since recovery (without using fever reducing medicine) AND
- 2) Other symptoms have improved (e.g. coughing, shortness of breath), AND
- 3) At least 10 days have passed since first symptoms.

Require symptomatic athletes, coaches, staff and participants to wear masks until leaving the facility” (CDC, 2020; NCDHSS, 2020). *BIIS reserves the right to mandate a longer leave from programs.*

Responding When Someone Tests Positive & is Asymptomatic:

“Per CDC guidelines, if an athlete, coach, staff, participant or volunteer has been diagnosed with COVID-19 but does not have symptoms, they should remain out of sports activity until 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test” (CDC, 2020; NCDHSS, 2020).

Cleaning and Disinfecting Following an Incidence of COVID-19

The following steps are based on CDC recommendations:

1. **Close off the impacted areas & WAIT 24 hours before entering the area to clean or disinfect.** (If more than 7 days have passed since the person who is sick visited/used the facility, additional cleaning/disinfecting is not necessary).
2. Wear disposable gloves, masks, and gowns for all cleaning tasks during the entire cleaning process.
3. Open outside doors and windows to increase air circulation.
4. Clean **all** surfaces using **soap and water**, then use a EPA registered household **disinfectant** (follow directions on bottle – this usually involves keeping surfaces wet for a period of time).
 - a. Ensure high touch areas are cleaned and disinfected such as door knobs, light switches, tables, countertops, handles, phones, toilets, faucets, sinks, etc.
 - b. For fabrics/carpets/drapes: Launder using soap and water and the warmest appropriate water setting OR use an EPA registered household disinfectant. Allow items to dry completely. Do not shake dirty fabrics.
 - c. For outdoor areas or equipment: Clean with soap and water. A disinfectant is not required.
5. When finished, remove gloves, masks, and gowns carefully. Wash hands with soap and water immediately (CDC, 2020).

References

Centers for Disease Control and Prevention. (2020, April 28). *Cleaning and Disinfecting Your Facility*. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Centers for Disease Control and Prevention. (2020, May 26). *Coronavirus Disease 2019 (COVID-19: When You Can be Around Others*. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

North Carolina Center for Nonprofit Organizations. (2020, May 25). *Going Forward. Best Practices and Considerations for Nonprofit Re-Engagement*. <https://www.ncnonprofits.org/sites/default/files/NCNonprofitsReEngagementGuide.pdf>

North Carolina Department of Health and Human Services. (2020, May 22). *Interim Guidance for Administrators and Participants of Youth, College, & Amateur Sports Programs*. <https://files.nc.gov/covid/documents/guidance/NCDHHS-Interim-Guidance-for-Youth-College-Amateur-Sports-Phase-2.pdf>



Oath of Personal Responsibility

As a Bridge II Sports staff member/coach/Tier 1 volunteer/intern, I am aware of the potential spread of COVID-19 that could result in severe illness and potential death. Therefore, I will, to the best of my ability, practice proper social distancing while attending all Bridge II Sports events, meetings, and practices, and also within my community, as well as practice good hygiene (handwashing, use of hand sanitizer, wearing of a mask when required, etc.) and follow other health recommendations by health department directives and by Bridge II Sports. Should I become ill, am exposed, or suspected to be exposed to COVID-19, I promise to self-report the illness, self-quarantine, and contact Bridge II Sports and notify them of my condition. I will adhere to testing guidelines and work with my own primary care providers.

Oath Adapted from the NC Center for Non-Profits, 2020.

Signature: _____

Print Name: _____ Date: _____