

Highland Springs Little League



COVID-19 Policies

Last Updated: 7/3/2020

The following policy was created to ensure all Highland Springs Little League (HSL) players, parents/guardians, volunteers, and spectators follow the requirements mandated by the State, County and CDC to minimize the threat of the virus, COVID-19. Other suggested guidelines from Little League International have been incorporated as well. The HSL organization requires all parents and volunteers to sign Attachment 2, which ensures they understand and agree to abide by these policies along with any updates that are made based on changes from the State and/or County. Any and all updates will be provided directly to HSL families and volunteers via email and then posted online. If there are any questions concerning this policy, please contact an Executive Board Member or email the organization at HighlandSpringsLL@gmail.com.

Contents

A. General Policies

1. Cleaning and Disinfection
2. Physical Distancing and Social Gathering
3. Screenings

B. Specific Roles and Responsibilities

1. Concessions Volunteers
2. Managers and Coaches
3. Team Mom
4. Parents/Guardians

C. Attachments

1. Attachment 1 - HSL Screening Questionnaire
2. Attachment 2 -HSL COVID-19 Policy Agreement Form
3. Attachment 3 – Concessions Operation Plan
4. Attachment 4 - Concessions Operation Plan Agreement Form

D. Addendums

Highland Springs Little League



COVID-19 Policies

General Policies

1. Cleaning and Disinfection
 - a. The HSSL Board will practice routine cleaning and disinfection of high contact areas and hard surfaces following the guidelines provided by the CDC and using the appropriate EPA-approved disinfectant to clean.
 - b. While HSSL players, volunteers and spectators are at a scheduled HSSL event, an HSSL volunteer will routinely disinfect surfaces at least every 2 hours. (If applicable)
 - i. Henrico County will clean and disinfect the bathrooms before a scheduled event
 - c. All shared items will be disinfected before and after each use to the extent practicable.
 - i. Since baseballs and softballs lose their integrity with any added substance, we cannot use disinfectants on the balls. Therefore, after every practice or after every inning during a home game, used balls will be placed in a dated container and will remain in storage for 72 hours to allow any possible virus/bacteria to dissolve before used again.
 - ii. Any shared player equipment provided by HSSL (IE: catcher equipment) will be disinfected before another player is able to use that equipment. A brief pause in a game/practice will have to be taken to allow an HSSL volunteer to properly clean the equipment and allow the appropriate EPA-approved disinfectant to dry.
 1. Once it is safe for the next player to obtain the equipment and is ready to play, the game/practice will resume.
 - d. All HSSL volunteers (including Board members, managers, coaches, team moms and additional volunteers) are required to practice frequent, proper hand washing protocol.
 - i. Access to the restroom facilities on site is the responsibility of Henrico County. Restrooms should be available to the public for access to wash hands when needed during an HSSL event.
 - ii. Washing your hands with soap and water for 20 seconds is the recommended routine to properly clean your hands. A CDC training video is available here: <https://www.cdc.gov/handwashing/videos.html>

Highland Springs Little League



COVID-19 Policies

2. Physical Distancing and Social Gathering

- a. Spectators may not be present during practices or games except for parents, guardians, caretakers and siblings of the players.
- b. ~~There is no limit on how many attendees are at the field as long as they are a parent, guardian, caretaker or sibling of the player and as long as the State required ten feet of physical distance is maintained by all instructors, participants, and spectators, with the exception of incidental contact or contact between members of the same household. This applies during instruction and practice and during competitive events. Competition that involves close contact with other athletes must be avoided.~~ (Addendum A.2.b.1) The total number of attendees per field is 250 persons. This includes both participants and spectators.
- c. Henrico County will post signage concerning public health reminders as well as more detailed information that states that no one with a fever or symptoms of COVID-19 or known exposure to a COVID-19 case in the prior 14 days, is permitted in the establishment.
- d. The HSSL Safety Officer will work with the rest of the HSSL Executive Board to ensure clear indicators are placed and adjusted to maintain social distancing requirements. Indicators will be located to clarify:
 - i. Where players are to sit while waiting at bat or breaking
 - ii. Where parents and other spectators can sit
 1. Players nor spectators are to use bleachers
- e. When in-person meetings need to occur, we will keep meetings as short as possible. We will limit the number of employees in attendance and use physical distancing practices.
- f. Teams that are practicing will have a scheduled time slot.

Highland Springs Little League



COVID-19 Policies

- i. There will be a 15 minutes window to allow for players and their families to clear the area and allow volunteers to disinfect the area for the next scheduled team.
- ii. This will also allow one group to leave the site before another group enters to maintain the physical distance and social gathering limits

3. Screenings

Per County and State requirements, any individual with a fever, COVID-19 symptoms, tested positive for COVID-19 or has been exposed to COVID-19 within 14 days is not permitted on site.

- a. If you are sick, you are to stay at home. It is suggested that you start quarantine procedures provided by the CDC at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>.
- b. Persons with symptoms should stay home until CDC criteria for ending isolation have been met. Persons with severe symptoms may need to be evaluated by a healthcare provider.
- c. If you have possible COVID-19 symptoms:
 - i. Contact the Secretary to advise
 1. The Secretary is to contact the President if they are experiencing COVID-19 symptoms
 - ii. The date of the notification will be documented and provided to the Safety Officer
 - iii. If that individual has been in contact with anyone from the HSLL organization (including other parents, children and volunteers) within the past 14 days those individuals will be notified of possible exposure, and it will be suggested that those individuals start quarantine procedures provided by the CDC at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

Highland Springs Little League



COVID-19 Policies

- d. Where possible, individuals should utilize face coverings. (See CDC Use of Cloth Face Coverings guidance for more detailed information).
 - i. This includes players and volunteers if not practicing, playing, hydrating or if they have a medical condition that prevents them from wearing a mask.
- e. HSLL requires a signature to confirm screening for coaches, managers, officials, other volunteers (including team mom and board members), and players.
- f. Some individuals are at higher risk for severe illness from COVID-19. These vulnerable individuals include individuals over age 65 and those with underlying medical conditions. HSLL encourages every individual to self-identify and make the right decision to attend any HSLL event.

Highland Springs Little League



COVID-19 Policies

Specific Roles and Responsibilities

1. Concessions

Note: If you are sick, you are not to enter the concessions area or allowed to be on premise

- a. Concessions is closed during Phase II
- b. Concessions is open Phase III as of July 6, 2020
 - i. See Attachment 3 (Concession Operation Plan)
 - ii. Concession volunteers must sign Attachment 4

2. Managers and Coaches

- a. When developing schedules, implement additional short breaks to increase the frequency with which everyone can wash hands with soap and water.
- b. The HSLL organization will ensure each team is provided hand sanitizer and coaches/managers will have players throughout practices/games use hand sanitizer on their hands when hand washing is not available.
- c. A 70% alcohol solution, bleach solution or another CDC approved product will be provided and used to disinfect high contact areas, equipment used by players/coaches and hard surfaces at their designated field following the guidelines provided by the CDC and using the appropriate EPA-approved disinfectant to clean.
- d. If close contact to a player (for instruction) is necessary, wearing a face mask is mandatory. (See CDC Use of Cloth Face Coverings guidance for more detailed information)
- e. Players will not share coolers, food or any equipment. Only “time equipment” may be shared if it has been properly disinfected by a coach.
- f. Monitor players and volunteers for possible signs of COVID-19. Those signs are:
 - i. Trouble Breathing
 - ii. Coughing
 - iii. Headaches
 - iv. Nausea/Vomiting*These are not all possible symptoms. *
- g. If a player or volunteer becomes ill or presents signs of illness while on the field during practice or a game:
 - i. Isolate the individual from the rest of the team and volunteers
 - ii. Place a face mask on yourself and provide a face mask (if possible) to the sick individual

Highland Springs Little League



COVID-19 Policies

- iii. Determine if the individual needs medical care
 1. If the sick individual is a player and:
 - a. Emergency medical care IS necessary:
 - i. Call 9-1-1
 - ii. Access their medical form in your coaches/manager binder to provide any additional information necessary for medical personnel
 - iii. Have the team mom/additional coach or manager reach out to the players parent/guardian to inform of what is occurring
 - iv. Stay with the player, until medical services and/or a parent/guardian arrives at the side of the player
 - v. Report the incident to the HSLL Secretary via phone, text or email
 - b. Emergency medical care IS NOT needed:
 - i. Have the team mom/additional coach or manager reach out to the players parent/guardian to transport the player home or to a medical facility.
 2. If the sick individual is a coach/manager or volunteer and:
 - a. Emergency medical care IS necessary:
 - i. Call 9-1-1
 - ii. Access their medical form in your coaches/manager binder to provide any additional information necessary for medical personnel
 - b. Emergency medical care IS NOT necessary:
 - i. Instruct that individual to put on a facemask, leave the site and start quarantine procedures provided by the CDC at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>.
- iv. Report the incident to the HSLL Secretary via phone, text or email
 - v. If an illness occurs during practice, practice will be immediately cancelled
 1. Instruct remaining parents, players and volunteers that further instruction and scheduling will be provided by the Safety Officer or President of HSLL within 48 hours.
 - vi. If an illness occurs during a home game

Highland Springs Little League



COVID-19 Policies

1. Coaches will meet to determine if the game will proceed, be postponed or cancel
3. Team Moms
 - a. Create and manage communications to parents on their team to remind them of the current screening, social distancing, player and parent requirements before each game/practice
 - i. Players cannot share coolers, drinks or food of any kind
 1. All spectators must provide their own seating and coolers
 - ii. Players cannot share equipment including cooling rags, icepacks, bats, gloves, head gear, etc....
 - iii. Social distancing rules are active and to abide by markings at the field to ensure the State and County requirements are met
 - iv. Limit individuals (parent/guardian) per player allowed on the field as a spectator during practices/games
 1. While face masks are not required outside, they are recommended while in a group setting to reduce/eliminate the spread of COVID-19
 - b. Monitor players, coaches and managers for changes in behavior that could indicate possible COVID-19 symptoms as stated above.
 - i. If symptoms of COVID-19 are indicated, advise the next in charge (coach, manager or board member) and start the process from the *Specific Roles and Responsibilities* section starting at **2-g**
 1. Assist the coach/manager/board member with the procedure where needed
 - c. Assist with maintaining social distancing requirements amongst players in the dugout, and waiting to bat
4. Parents/Guardians
 - a. The HSLL organization requires every family to self-monitor their symptoms before coming to the site. Check for the following symptoms of yourself and your child(ren):
 - i. New constant cough
 - ii. Fever of 100.4 F or greater
 - iii. Head or body aches
 - iv. Sore throat
 - v. Trouble Breathing
 - vi. Nausea, vomiting or diarrhea
 - vii. Loss of taste or smell

Highland Springs Little League



COVID-19 Policies

1. You will need to sign our Screening form to confirm the status of COVID-19s symptoms.
- b. If you or your child(ren) are experiencing any symptoms above we ask that you remain home and start quarantine procedures provided by the CDC at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>
 - i. Parents are required to inform the Secretary of HSLL via phone, text or email the date COVID-19 symptoms started.
- c. Will be required to sign an HSLL Screening form upon arrival at the site for practice and games.
- d. Required to provide their child(ren) and themselves the following items to eliminate shared items which will reduce the possible spread of COVID-19:
 - i. Drinks/Water
 - ii. Snack
 - iii. Cooling rags/ice packs
 - iv. Emergency Kit
 1. HSLL will have emergency Medical Kits on site, however we do suggest you carry your own for any specific items needed for you or your child(ren). Our minimum recommendation for items in your emergency kits are:
 - a. Pain Reliever
 - b. Band-Aids
 - c. Medical Ointment (IE: Neosporin)
 - d. Large Bandages and medical tape
 - e. Feminine products
 - f. Medical Emergency Ice packs
 - v. Player equipment and gear
- e. Abide by social distancing requirements set by the State and County
 - i. HSLL will have markers around the field(s) to indicate safe spaces for those requirements
- f. HSLL request that all parents/guardians wear masks at practices and games
- g. ~~Only parents/guardians, caretakers and siblings are allowed at practices/games~~
(Addendum B.4.g.2 -) Any individual can attend practice/games for a player
 - i. HSLL recommends that at least one parent/guardian remain at practices/games for the entire duration in case of emergency

Highland Springs Little League



COVID-19 Policies

Attachments

The next four pages contain Attachment 1 - 4.

- Attachment 1 is the HSSL Screening Form which is part of the required daily routine for all HSSL volunteers, and players before gaining access to practices and games. This form must be signed until they are no longer required by State and County requirements.
- Attachment 2 is the HSSL COVID-19 Policy Agreement form which only requires a signature once from all HSSL volunteers and parents/guardians.
 - If a committed parent/guardian of an HSSL player does not sign attachment 2, the player and parent/guardian will not be permitted on the field for practices/games until they do and forfeits any refund for the season.
 - If a volunteer (including coaches, managers, team mom and board members) does not sign attachment 2, they will not be allowed on site or participate any HSSL events until the attachment is signed.
- Attachment 3 is the Phase III Concessions Operation Plan
 - All volunteers will need to read and understand this attachment. It is an addition to the original COVID-19 policy.
- Attachment 4 is the Concession Operation Plan Agreement (signature page) and must be signed by all volunteers working concession once, prior to their first shift.

*If there are any questions or concerns regarding this policy, please email Highland Springs Little League at:
HighlandSpringsLL@gmail.com.*

Highland Springs Little League



COVID-19 Policies

HSSL Screening Form

Team: _____

Today's Date: _____

I certify that me and/or my child(ren) have not been tested positive for, been around anyone one who has tested positive for, or have symptoms of COVID-19 within the last 14 days. I certify that I did self-screen myself and my child(ren) (if applicable) for COVID-19 symptoms prior to coming to the field and have found no illness.

1. Print Name: _____ Signature: _____
2. Print Name: _____ Signature: _____
3. Print Name: _____ Signature: _____
4. Print Name: _____ Signature: _____
5. Print Name: _____ Signature: _____
6. Print Name: _____ Signature: _____
7. Print Name: _____ Signature: _____
8. Print Name: _____ Signature: _____
9. Print Name: _____ Signature: _____
10. Print Name: _____ Signature: _____
11. Print Name: _____ Signature: _____
12. Print Name: _____ Signature: _____
13. Print Name: _____ Signature: _____
14. Print Name: _____ Signature: _____
15. Print Name: _____ Signature: _____

Highland Springs Little League



COVID-19 Policies

HSSL COVID-19 Policy Agreement Form

By signing this document, I understand that Highland Springs Little League is abiding by the guidelines and requirements created from the State of Virginia, County of Henrico and Little League International to protect its players and volunteers from the highly contagious corona virus named COVID-19.

I hereby understand, agree with and will abide to the above policies created. I understand that as State and County requirements change, so will this document and I will be notified of the changes made. I agree to complete the HSSL Screening Questionnaire every time me and/or my child wish to attend and participate in any HSSL events until the State and County remove such requirements.

Furthermore, I agree to advise HSSL as quickly as possible if any symptoms of illness do present themselves and the date of the first occurrence. I understand and agree to stay at home if I or a member of my family have symptoms, been near or find out that we have been close to a person who tested positive for COVID-19.

Lastly, by signing this document, I understand that even though Highland Springs Little League has placed these policies to reduce the spread of COVID-19, I am still at risk for contracting the virus. I understand that Highland Springs Little League is not responsible if me or a member of my family is infected with COVID-19 or any other virus as it is a new and unpredictable virus.

Signature: _____

Date: _____

Highland Springs Little League



COVID-19 Policies

Concession Operation Plan

Note: If you are sick, you are not to enter the concessions area or allowed to be on premise

Phase III allows the HSSL Concession Stand to serve food and beverage to our parents, volunteers and visitors as of July 6, 2020.

1. A maximum of 5 persons are allowed in concessions at one time
 - a. Cook, cashier, parent volunteer and up to 2 board members
2. No children are allowed in concessions
 - a. All individuals in concessions must be 17 years of age or older
3. X's will mark for 6ft distance for taking and receiving orders
 - a. The above social distancing requirements also applies to individuals inside of concessions
4. Gloves and masks are to be worn at all time by volunteers in concessions
5. Any keypads/touch pads used by the public for concession purchases will be disinfected between every use
 - a. Keypads/Touchpads used within concessions will disinfected at opening, between cashiers assigned, and when closing.
6. Prior to your shift, concessions volunteers will need to sign the COVID-19 Screening form to confirm they are free of any symptoms and have not tested positive for COVID-19
 - a. This is an additional signature requirement if the volunteer previously signed the screening form for their child prior to practice/game
7. Hand sanitizer will be provided at the concessions window for customers
8. There will be a designated sink for hand washing only in concessions
9. Customers must utilize 6ft social distancing markers on all tables and in the waiting area during and after ordering food
10. Before and after a shift, a volunteer must disinfect all door handles and high traffic areas in and around concessions.
 - a. A schedule should be posted in concessions to ensure cleanliness
11. **ALL SALES ARE FINAL** – A customer cannot return any food or beverage (pre-packaged or not) once it's been placed in their hand
12. It is preferred that Credit/Debit Cards are used during phase III to reduce the spread of bacteria

Highland Springs Little League



COVID-19 Policies

Concession Operation Plan Agreement

I have read and understand the Concession Operation Plan. As a volunteer, I agree to all requirements.

Print Name: _____

Signature: _____

Today's Date: ____/____/____

Highland Springs Little League



COVID-19 Policies

Addendums

- **A.2.b.1** – As of **July 1, 2020 for phase III**, the total number of attendees per field is 250 persons. This includes both participants and spectators.
- **B.4.g.2** – As of **July 1, 2020 for phase III**, any individual can attend practice/games for a player.
- **B.1.b.3** - As of **July 1, 2020 for phase III**, concessions is open. Attachment 3 is required for review and attachment 4 must be signed by concession volunteers.