

Coach/Instructor/Organization Guidelines for Summer 2020 Programs - COVID-19

Albany Area Schools

Below are the youth program guidelines that must be followed (per CDC and [MDH guidelines](#)) in order to hold programming at Albany Area Schools during the COVID pandemic. Please contact the Community Education Office for clarification on items as we work together to create the safest possible environment for our staff, coaches and participants.

Program Structure

- Within the program, create **consistent pods** of the same staff, volunteers, and participants with a **maximum of**:
 - **Youth Sports**: 25 people per pod
 - **Youth Enrichment/Child Care**: 15 people per pod for indoor activities; 25 people per pod for outdoor activities
 - **Pool**: No more than two swimmers per lane during lap swimming.
- **Mixing of pods is not permitted** at this time. (Ex. Pod A should always be assigned to Coach A, Pod B should always be assigned to Coach B, etc.).
- **Social distancing** of six feet must be implemented whenever possible and any play or interaction between plays should remain **contactless**. Focus on skill development.
- Programming **start times should be staggered** to ensure large groups of students are not entering or exiting the building at the same time. (Ex. Pod 1 at 8:00 am, Pod 2 at 8:05 am, etc.).
- Discourage **sharing of equipment** as much as possible. If sharing has to occur, it must be **disinfected in between pods** by coaching staff. A 15 minute window of time should be scheduled in between groups to allow for proper disinfection of equipment. (Ex. Pod A is done at 9:00 am, Group D should not begin until 9:15 am). Cleaning supplies will be provided for district-sponsored programs only.

Health and Safety Requirements

- All staff and participants are required to wear **cloth face coverings** while on campus. Face coverings may be temporarily removed when participating in a physical activity where the level of exertion makes wearing a face covering difficult, when eating or drinking, when outdoors, when in the pool, or when working alone in a space where there is no person-to-person interaction. When face coverings are removed, social distancing of at least six feet must be maintained as much as possible.
- Students and staff/coaches must **wash hands or use hand sanitizer** upon entering and exiting the building/programming space. Hand sanitizer will be available at all programming locations.
- Proper **health etiquette** must be practiced and reinforced, including covering coughs/sneezes, not touching your face (eyes, mouth, nose), and staying home if any symptoms are present.
- **Participant health screenings** will be conducted on all participants of district-sponsored programs by community education staff prior to entering the building and any symptomatic participant will not be allowed entry. If a participant is being dropped off by a parent, the participant and parent must wait in their vehicle at the curb until a community education staff member approaches them to conduct the screening. Parents

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may not enter the building. If a student drives themselves, they must wait outside the main door (maintaining a social distance of six feet from other participants) until a community education staff member approaches them to conduct the screening. In addition, if at any time a **student or coach experiences an onset of any COVID-19 symptoms** (new onset cough, shortness of breath, fever of 100.4 degrees or higher, chills, muscle pain, sore throat, loss of sense of smell or taste, and gastrointestinal symptoms of diarrhea, vomiting, or nausea, or having direct household contact with a person who tested positive for COVID-19 or who is experiencing COVID-19 symptoms) they must immediately be isolated and the programming space must be vacated for thorough cleaning.

- **Staff/coach [health screenings](#)** are required to be done by each individual staff member prior to leaving your home. Staff must check their temperature and complete a self-assessment and if any symptoms are present, are not to enter the facilities.
- The [MDH Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs](#) must be followed by all programs utilizing district facilities and health screening information for participants and staff/coaches, regardless of the format (prior to leaving home or upon arrival), must be shared with all participants and families.

Other

- **Locker rooms** will be closed until further notice.
- Students must bring their own **personal water bottles**. Water fountains should be used by staff and students only when absolutely necessary. Some water fountains may be temporarily closed.
- Practices should be hosted **outdoors** as much as possible.

Program Preparedness Plans

[Program plans](#) must be submitted to the Community Education Office and Activities Office (if applicable) at least 14 days prior to the start of your program. Program plans must include:

- Specific ways you will ensure all guidelines above are followed for your specific program. (Social distancing, limiting groups to 25 and ensuring groups do not mix, health screenings, equipment disinfection, hand sanitizer procedures).
- Program dates, times and locations including specific group times (ex. Pod A = 8:00-9:00 am Tues/Thurs on Field 1)

Note: Guidelines may change if the level of community transmission increases to the point where programming must be disrupted or upon updated guidance from MDH and CDC.