Sportable

COVID-19 Program Planning and Wrap-Up Checklist

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| Name of Program: | Date(s) of Program:  |

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| **Before Event** | **Date to be Completed** | **Date Completed**  |
| Program Location * COVID-19 Phase, Compliance with outlined safety guidelines, etc.
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| Athlete Recruitment: Details in email/Social Media |  |  |
| Volunteer Recruitment: Specific contact done by Program Managers |  |  |
| Athlete, Coach, & Volunteer Paperwork* Updated Liability/Waiver
* Medical Info
* Acknowledgement of 5 Point Safety Plan
* Vol Background Checks & Updated Liability/Waiver
* Completion of Prescreen Paperwork with all attendees
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| Final Confirmations (athlete and vols), Waitlist * If program weekly series, send weekly confirmation
* Waitlist per 4 weeks – inform no repeats allowed at current time
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| Equipment and Vehicle Prep |  |  |
| Program Binder * Athlete Roster
* Volunteer Roster
* Emergency Contacts
* Blank forms
* Athlete Med Forms
* Confirmation Emails
* COVID-19 Paperwork
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| Volunteer Training* Completed by individual phone calls/Zoom meetings
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| **At Program** Below is a basic guideline to practices; set-up, execution and wrap-up.  | **Date to be Completed** | **Date Completed** |
| Practice* Arrival 1.5 hours prior to practice to initiate set-up; all equipment to be decontaminated at the practice location, set-up staging areas, etc.
* Coaches and Volunteers contact Program Lead to complete temperature checks.
* Assign Volunteers to Athletes
* Athletes contact Program Lead for temp. checks at their vehicles.
* Upon approved and logged temp. check, athlete to report to equipment staging area (masks worn if able)
* Athletes to immediately exit the equipment staging area once equipment safety check is completed by coaches/Program Lead
* **IDEAL FOR PROGRAM LEAD TO STAY AT THE EQUIPMENT STAGING AREA FOR THE DURATION OF PROGRAM.**
* At end of athlete practice, athletes to re-mask if able, exit their assigned equipment and leave the practice area. Athletes **MUST** check-out with Program Lead. Currently socializing is prohibited within the equipment staging area.
* Contact points of equipment to be immediately decontaminated after use.
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| **End of Program** All post program wrap-up needs to be completed within 2 business days of practice |  |  |
| Equipment and Vehicle clean up* Decontaminate any used equipment prior to leaving the practice facility.
* 24 hours after practice all equipment should be placed outside for a minimum of 4 hours of UV contact (weather pending).
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| Program Reporting |  |  |
| Temperature Logs Uploaded to Server |  |  |
| Incident Reports (if applicable) |  |  |
| Athlete/Volunteer/Coach Follow-ups; to be completed 72 hours after practice. |  |  |

\*In the event that an athlete, volunteer or coach is exposed to COVID-19 or has related symptoms they will be asked to self-quarantine. All participants will be informed.

\*\*In the event that an athlete, volunteer or coach is diagnosed with COVID-19, the program will immediately shut-down and all participants will be informed to self-quarantine for 14 days.