



# **COVID-19 Safety Plan**

## For *FIRST* Chesapeake

# ***FIRST* Chesapeake COVID-19 Safety Plan**

## **Introduction**

The goals of this plan are to:

- Ensure the safety of team members, volunteers and *FIRST* Chesapeake staff related to COVID-19 by minimizing risk of exposure.
- Create a living document that is updated and changes as CDC and local guidance requires.
- The decision to scale or cancel an event will be determined by current CDC, state and local requirements using the data from website <https://covidactnow.org/>

## **Responsibilities**

**Executive Director.** The Executive Director is responsible for keeping the **COVID-19 Safety Plan** up to date, ensuring that copies of the plan are available in designated locations, keeping abreast of policies put in place by CDC and local guidance and implementing a training plan for *FIRST* Chesapeake staff, key volunteers and teams.

***FIRST* Chesapeake Staff.** *FIRST* Chesapeake staff members are responsible for being knowledgeable of the policies and procedures in this plan and adhering to them.

***FIRST* Chesapeake Key Volunteers.** *FIRST* Chesapeake key volunteers are responsible for being knowledgeable of the policies and procedures in this plan applicable to their specific roles and adhering to them during events.

**Venue Manager.** This person handles detailed coordination of making sure everyone adheres to the details of this plan during the event.

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## **Staff requirements**

At all meetings:

- Using the questions in Appendix A, confirm that all participants answer no all questions, or they will not be allowed to enter.
- Everyone must wear a face mask. Gators, bandannas and vented masks are not approved as a face mask for use.
- Keep the physical space between people at least 6 feet apart whenever possible.
- At least once a day, [clean and disinfect](#) surfaces with CDC approved cleaners that are frequently touched by multiple people. This includes door handles, desks, phones, light switches, and faucets.
- Assigning a person to rotate throughout the workplace to clean and disinfect surfaces.
- All staff attending events will be required to be fully vaccinated.

## **Event requirements**

All staff, teams and volunteers must adhere to the following rules or will be asked to leave the event. If any team member refuses to comply with any rule, the entire team will be asked to leave and be disqualified from the event.

- Using the questions in Appendix A, confirm that all participants answer no all questions or they will not be allowed to enter.
- All persons attending will sign a *FIRST* Chesapeake consent and release form even if they have signed one in the past upon entry so we can track event attendance.
- Everyone must properly wear a face mask covering both their nose and mouth. Gators, bandannas and vented masks are not approved for use.
- Keep the physical space between people at least 6 feet apart whenever possible.
- Teams may be limited in the number of mentors and students they can bring depending on current CDC, local and venue guidance and current COVID numbers. We will utilize our COVID Decision Matrix and inform teams of current conditions 1 week prior to their competition. A similar FRC matrix will be added as soon as it is finalized.

FIRST Chesapeake FTC COVID Decision Matrix

Local Transmission Level	7-Day Incidence Rate per 100,000		7-Day Percent Positivity	Masking	Max Teams	Max per Team (Includes Mentors)	Max Volunteers	On Site	Judging	Matches	Spectators	Streaming
Low	< 10	AND	< 5%	Required	36	13	20	488	Remote	2 v 2	Teams only	Twitich
Moderate	10 - 49	OR	5% - 7.9%	Required	18	13	20	254	Remote	2 v 2	Teams only	Twitich
Substantial	50 -99	OR	8% - 9.99%	Required	18	7	5	131	Remote	2 v 2	Teams only	Twitich
Very High	>= 100	OR	> = 10%	Required	8	6	3	51	Remote	2 v 2	Teams only	Twitich

- At least once a day, but as often as possible [clean and disinfect](#) surfaces with CDC approved cleaners that are frequently touched by multiple people. This includes door handles, desks, phones, light switches, and faucets. A deep clean will occur between events.

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- Assigning a volunteer to rotate throughout the workplace to clean and disinfect surfaces during the event.
- Non-compliance with rules will result in the entire team being disqualified and asked to leave immediately.

### **Social distancing at events**

- Teams will socially distance in their own POD, staying a minimum of 6 feet from other teams, volunteers and staff. This includes no sharing of tools or equipment between teams or volunteers.
- Pits will be comprised of only a taped off area. The team will have to bring with them any tables, chairs, tools, extension cords, etc. and removed them when they leave the event.
- Team pit areas will be taped off with a minimum of 6 feet between them. Teams will be asked to stay in their pit area unless they are competing at the field.
- At the field, clear dividers will be placed between teams in areas that could possibly place students closer than 6 feet apart.
- Everyone must properly wear a face mask covering their nose and mouth and safety glasses during the entire event. Gators, bandannas and vented masks are not approved for use as a face mask.
- Assigning a team member to rotate throughout their pit space to clean and disinfect surfaces during the event.
- Non-compliance with rules will result in the entire team being disqualified and asked to leave immediately.

### **Signage and cleaning supplies at events**

- Hand sanitizer will be placed at all entry and exit points and available to teams and volunteers.
- Wipes will be provided in all high touch areas.
- Signs stating the rules will be placed at all entry locations.
- Smaller reminder signs will be placed in all traffic areas including restrooms.
- A deep clean will be completed between events using CDC approved cleaners.

### **Facility management**

- The facility will be shut down for ten days if we are notified by the local health department of anyone testing positive after attending our event. We will cooperate with local health department officials in any contact tracing. The facility owner will be notified of the situation.
- As safety is our prime concern, we need to control and know exactly who has been in the space. No facility employees or facility contractors will be allowed to enter the space without prior notification except in case of emergency.
- If at any time staff, volunteers, or teams feel uncomfortable with another staff, volunteer, or team's behavior, they should immediately contact Ron Therrien, Director of Programs

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at 443-996-7000 or Sarah Gagnon, Assistant Director Volunteer and Community Engagement at 804-380-5165.

## Appendix A

# *COVID – 19 Screening Questions*

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms.

**You should not attend if you answer yes to any of these questions**

### **1) Do you have any of these symptoms?**

- Lack of smell or taste without congestion
- Cough
- Shortness of breath or difficulty breathing
- Elevated temperature/fever (oral > 100.4 degrees F; axillary/temporal > 99.5 degrees F)
- Sore throat
- Nausea, diarrhea, vomiting and/or abdominal pain
- Headache
- Chills, muscle pain, and/or fatigue
- Congestion or runny nose

### **2) Close Contact/Potential Exposure?**

- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with a confirmed case of COVID-19 **(If fully vaccinated and asymptomatic, this does not apply.)**
- Had a recent COVID-19 test and are awaiting results