



COVID-19 PROGRAM RESPONSE PLAN

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NOTE: THIS IS A LIVING DOCUMENT SUBJECT TO CHANGE WITHOUT NOTICE.

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Introduction

The Ottawa Recreation Commission (ORC) COVID-19 Program Response Plan outlines the procedures and guidelines that the ORC will follow as it resumes its operations and continues operational status through the COVID-19 Pandemic. Information in this document has been compiled from the Centers for Disease Control (CDC), Kansas Department of Health and Environment (KDHE), Kansas Recreation and Park Association (KRPA), Franklin County Emergency Management (FCEM), and the Franklin County Health Department (FCHD). The ORC COVID-19 Program Response Plan will follow the phases and guidance provided by Governor Laura Kelly’s Ad Astra Plan and the KRPA. However, the ORC reserves the right to include more stringent processes, procedures, and guidance based on the activity provided.

Flag Football COVID-19 Response Plan – Play Modifications

The following protocols will be enacted for all Flag Football practices and games sanctioned through the ORC:

- Coaches will call plays from the sidelines rather than in a team huddle.
- Coaches are required to wear a mask while conducting practices and games. Players will not be required to wear masks while participating in practices or games. However, players who are not playing in the game (Example: players on the bench) must wear a mask
- Teams will be allowed one additional 60 second time out per half to allow for proper hand hygiene. Hand sanitizer will be provided on each team bench area.
- Additional footballs will be provided to each team for practice. Additional game balls will be rotated each change of possession. Footballs will be disinfected as often as possible.
- Players will not be allowed to remove and re-insert mouthguards.
- Teams will be required to have players socially distanced while in the team bench area.
- Referees will use electronic whistles instead of traditional whistles.
- Officials are required to wear a mask.
- Practices and games will be conducted with a 15-minute barrier between scheduled activities.
- Spectators will be asked to bring their own chairs and socially distance from other spectators. Spectator seating will not be provided.
- It is recommended that vulnerable populations refrain from attending games.
- It is recommended that spectators be limited to household members only.
- Sportsmanship will be conducted in a touchless manner.
- Parents should screen their children prior to taking them to practices or games. (See screening criteria on page 7)

Soccer COVID-19 Response Plan – Play Modifications

The following protocols will be enacted for all Soccer practices and games sanctioned through the ORC:

- Coaches are required to wear a mask while conducting practices and games. Players will not be required to wear masks while participating in practices or games. However, players who are not playing in the game (Example: players on the bench) must wear a mask
- Practices and games will be conducted with a 15-minute barrier between scheduled activities.
- Practices should be conducted in a socially distanced manner, keeping players 6 feet apart whenever possible.
- There will be an official's time out called at the mid-point of each half for sanitation purposes.
- Additional soccer balls will be provided to each team for practice. Additional game balls will be rotated each stoppage in play. Soccer balls will be disinfected as often as possible.
- Players will not be allowed to remove and re-insert mouthguards.
- Teams will be required to have players socially distanced while in the team bench area.
- Referees will use electronic whistles instead of traditional whistles.
- Officials are required to wear a mask.
- Spectators will be asked to bring their own chairs and socially distance from other spectators. Spectator seating will not be provided.

- Vulnerable populations will be asked to refrain from attending games.
- It is recommended that spectators be limited to household members only.
- Sportsmanship will be conducted in a touchless manner.
- Parents should screen their children prior to taking them to practices or games. (See screening criteria on page 7)

Volleyball (Youth & Adult) COVID-19 Response Plan – Play Modifications

The following protocols will be enacted for all Volleyball practices and games sanctioned through the ORC:

- Spectator modifications and limitations will be based on current guidance at the time of the program
- Coaches are required to wear a mask while conducting practices and games. Players will not be required to wear masks while participating in practices or games. However, players who are not playing in the game (Example: players on the bench) must wear a mask
- Teams will be allowed one additional 60 second time out per half to allow for proper hand hygiene. Hand sanitizer will be provided on each team bench area.
- Additional volleyballs will be provided to each team for practice. Additional game balls will be rotated each stoppage in play with a 3-ball rotation cycle. Volleyballs will be disinfected as often as possible.
- Players will not be allowed to remove and re-insert mouthguards.
- Players will be required to use hand sanitizer following each rotation out of the game.
- Teams will be required to have players socially distanced while in the team bench area.
- Referees will use electronic whistles instead of traditional whistles.
- Practices and games will be conducted with a 15-minute barrier between scheduled activities.
- The referee will keep score of each match from the R1 position.
- Sportsmanship will be conducted in a touchless manner.
- Parents should screen their children prior to taking them to practices or games. (See screening criteria on page 7)

Adult Softball COVID-19 Response Plan – Play Modifications

The following protocols will be enacted for all Adult Softball games sanctioned through the ORC:

- Spitting will not be allowed anywhere on the field or in the dugout area.
- The umpire will call balls and strikes from behind the pitcher to reduce congestion at home plate.
- All players and spectators are expected to socially distance while participating or watching the game.
- Players are highly discouraged from sharing equipment.
- Throwing “around the horn” during the game is not allowed.
- Players should use hand sanitizing stations at the fields whenever coming into the dugout area.
- Each team will play with their own ball and will take their ball with them at the end of their half inning.
- Umpires will remain contactless with softballs in play.

Pickleball COVID-19 Response Plan – Play Modifications

The following protocols will be enacted for all Pickleball games through the ORC:

- All players and spectators are expected to socially distance while participating or watching the game.
- Players should consider playing singles matches whenever possible.
- Players choosing to play doubles should play with a member of their own household whenever possible or keep the same partner for the duration of the program whenever possible.
- Players are highly discouraged from sharing equipment.
- Players should use hand sanitizing stations at the courts whenever coming out of a match.
- Players should avoid touching their face at any time.
- Players should use their paddle or foot to pick up pickleballs when transferring the ball to another player.
- Players will avoid changing ends of the court.
- Players are allowed to use ORC paddles. However, players may not exchange paddles once a paddle is chosen.
- A new ball will be used for each match. Once a match is completed, that ball will be placed in a bin for disinfection.
- Sportsmanship will be conducted in a touchless manner.

Cheerleading COVID-19 Response Plan – Play Modifications

The following protocols will be enacted for Cheerleading through the ORC:

- Spectator modifications and limitations will be based on current guidance at the time of the program
- Coaches will wear a mask while conducting practices and games. Cheerleaders will not be required to wear masks while participating in practices or games.
- Practices and games will be conducted in a socially distanced manner.
- Cheers and dances will be tailored in a manner to avoid contact with other participants.
- Parents should screen their children prior to taking them to practices or games. (See screening criteria on page 7)

Basketball (Youth & Adult) COVID-19 Response Plan – Play Modifications

The following protocols will be enacted for all Basketball practices and games sanctioned through the ORC:

- Spectator modifications and limitations will be based on current guidance at the time of the program.
- Coaches are required to wear a mask while conducting practices and games. Players will not be required to wear masks while participating in practices or games.
- Teams will be allowed one additional 60 second time out per half to allow for proper hand hygiene. Hand sanitizer will be provided on each team bench area.
- Additional basketballs will be provided to each team for practice. Additional game balls will be rotated each stoppage in play. Basketballs will be disinfected as often as possible.
- Players will not be allowed to remove and re-insert mouthguards.

- Teams will be required to have players socially distanced while in the team bench area.
- Referees will use electronic whistles instead of traditional whistles.
- Practices and games will be conducted with a 15-minute barrier between scheduled activities.
- A scorekeeper will be provided by the ORC to run the game clock and keep the score sheet. Coaches will be required to place a lineup on the score table with players and numbers, in a contactless manner, prior to each game.
- Sportsmanship will be conducted in a touchless manner.
- Parents should screen their children prior to taking them to practices or games. (See screening criteria on page 7)

Fitness Programs & PATH COVID-19 Response Plan – Program Modifications

The following protocols will be enacted for all fitness programs through the ORC:

- Fitness programs will be conducted in a socially distanced manner.
- Shared equipment will not be used in Phases 2 and 3.
- Activities will be conducted in the ORC Gymnasium whenever possible.
- Back-to-back classes will be scheduled with a 15-minute buffer to allow for cleaning and to reduce congestion at congregating areas.
- Spectators (Taekwondo) will be limited to household members only, not to exceed two adults per household. Spectators will be asked to remain socially distanced. Bleachers will not be available.
- Fitness mats will not be provided by the ORC while in Phases 2 and 3. Participants will be required to bring their own mat for their activity.

Summer Camp, Parent's Night Out & EU COVID-19 Response Plan – Program Modifications

The following protocols will be enacted for all summer camps and after school programs through the ORC:

- Up to 2 groups of 15 children (30 total) – maintain 1:15 ratio
 - These children will always stay with their group.
 - Groups will be separated by age/grade when possible.
 - Groups will remain the same for a period of two weeks at a time until such time as restrictions are not necessary (Phase Out)
 - Each group will have a separate schedule – snack time, play time, etc. to avoid interaction with other groups.
 - Groups will be age specific. We will have 15 spots for children K-3rd grade and 15 spots for children 4th-6th grade.
 - Groups will be in the gym separated by the curtain. The multipurpose room will be used for special activities, virtual field trips, etc. Outdoors will be utilized as well. On rainy days, one group can use the MP for a movie and one group can use the gym for a movie.
 - All food/snacks/drinks will be prepackaged. No loose snacks/drinks to avoid cross contamination.
 - When doing arts and crafts, children will be spaced far enough apart to avoid sharing of art supplies.

- Check in for campers will be outdoors.
- All participants will be screened prior to entry with temperatures taken.
- PPE will be required for staff while in Phase 3. Staff must always wear masks.
- ORC will establish a cleaning protocol in order to keep areas clean for new groups.
- ORC will track the health of campers who appear to have symptoms and isolate if possible if a child becomes sick.
- Each child will have individual art supplies to avoid sharing of supplies.
- Children should not bring any personal items to camp. This includes, jackets, umbrellas, toys, etc.
- Games and activities will be tailored to minimize sharing of equipment.
- Transportation will be limited from school to Goppert Building, not to exceed 30 minutes of transport.

Remote Learning Camp COVID-19 Response Plan – Program Modifications

The following protocols will be enacted for the Remote Learning Camp through the ORC:

- The ORC will follow all USD 290 protocols when conducting the Remote Learning Camp.
- Children will be separated by building and socially distanced.
- Children will always remain in their group.
- All participants will be screened prior to entry with temperatures taken.
- PPE will be required for staff while in Phases 2 and 3. Staff must always wear masks.
- Children will bring their own supplies to RLC. ORC will not provide supplies.
- Meals will not be provided by the ORC.
- ORC will track the health of campers who appear to have symptoms and isolate if possible if a child becomes sick.

Executive Order 20-52: Mask Mandate – Program Modifications

The following protocols will be enacted for all programs through the ORC:

- Masks will be required for all coaches, officials and staff while Executive Order 20-52 is in effect.
- ORC Staff will be required to wear a mask any time they are outside of their desk area and at all times when in an area where the public has access.
- Masks will not be required for participants playing in athletic programs. However, masks will be required for participants who are not in play action, i.e. on the bench or in the bench area.
- Masks will be required for all spectators who cannot socially distance and who are not in the same household.
- Masks will be required for entry into the Goppert Building.
- Masks will not be required while using fitness machines at the Goppert Building as machines are spaced 6 ft apart.
 - Patrons must wear a mask while moving between fitness machines/stations.
- Masks will not be required while using the walking track unless social distancing cannot be maintained with a member outside of your household.
- Masks will be required for all summer camp participants when they are unable to maintain social distancing.

- Many activities will be tailored with social distancing in mind so that children do not have to wear a mask for the entirety of their time at camp.
- ORC will provide a reusable mask to all participants in its programs and will have masks available at the front desk for patrons using the Goppert Building if they do not furnish their own.
- Fitness class participants will not be required to wear a mask while participating in the class, as all classes are currently designed with social distancing in place.
- Participants and patrons with underlying health concerns regarding the use of masks, patrons who are deaf, patrons who are 4 years old or younger, or other patrons who are exempt from wearing masks according to Executive Order 20-52, are not required to wear a mask while participating in activities.
- Executive Order 20-52 can be found in its entirety by following this [link](#).

Parent Screening

Parents are asked to screen their children and any spectators planning to attend prior to attending practices or games by looking for the following symptoms:

- Fever (100.4 or higher) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Parents are required to hold their children out of practices or games if children have any of the above symptoms. Prevention is the key to stopping the spread of COVID-19. Our leagues depend on parent cooperation in this matter.

Confirmed Cases of COVID-19 within an ORC Facility or Program

- If a confirmed case of COVID-19 is discovered within a participant/member within a facility the following will apply:
 - The facility will be completely sanitized to ensure that all components are clean according to the cleaning procedures listed in this plan.
 - ORC will coordinate with FCHD to ensure that all contact tracing can be determined.
 - The person(s) that have been affected will be removed and/or their membership suspended until they are cleared by FCHD.

- The key to this is prevention and making sure that communication is done with every participant and member that if they feel ill or experience symptoms of COVID-19 they need to remain home until cleared.
- If a confirmed case of COVID-19 is discovered within a participant of a program, class, or team.
 - The member would be removed from the team pending clearance from FCHD.
 - The key to this is prevention and making sure that communication is done with every participant so if they feel ill or experience symptoms of COVID-19 they need to remain home until cleared. Failure to do so, may result in the removal of entire teams or the cancellation of a program/class.
 - Any parent of a minor child that is confirmed positive must remove their child from the program pending completion of the isolation order by FCHD.
 - All equipment will be re-sanitized to ensure cleanliness.
- If a suspected case of COVID-19 is discovered with a participant of a program, class, or team or participant's household and a member of the household has been ordered to quarantine:
 - The participant would be removed from the activity pending clearance from the FCHD.
 - Any parent of a minor child that is ordered to quarantine pending COVID-19 test results must remove their child from the program pending completion of the isolation order or until cleared by the FCHD.
- Refunds
 - Normal refund policy will be used with the following exceptions:
 - After an activity has been started, a participant who becomes ill with COVID-19 will be given a prorated refund for the remainder of their activity, minus the shirt cost if offered, in the form of a gift certificate.
 - After an activity has started, a participant who is ordered to quarantine will not be offered a refund or prorated gift certificate unless they test positive for COVID-19.
 - No cash refunds will be offered once an activity has started unless the activity is cancelled by the ORC due to a shutdown order by the FDHC.

Sources:

- Program modifications in this document have been made with documents from the following sources:
 - USA Soccer, USA Pickleball, National Council for Youth Sports, National Alliance of Youth Sports, Centers for Disease Control, Kansas Recreation and Park Association, National Recreation and Park Association and the Franklin County Health Department.
- Kansas Recreation and Park Association Guidance:
<https://krpa.wildapricot.org/resources/Documents/2020/KRPA%20Support%20Guidelines%207.06.20edit.pdf>