

Agenda

- Re-cap USL Stages and NCJLA Key
- State of CA requirements
- Free Training (*Optional*)
 - NFHS COVID19 webinar and certification
- Safety Manager's Responsibilities
- Sample Documents Ready for Club Use
- Communication Plan Diagrams
- Location of Additional Support
- Best practices for Record Keeping

Why is the Safety Manager critical to operations during a pandemic?

- *Safety managers or equivalent are required by the State of CA in order to operate in a pandemic. The NCJLA does not want to impose more tasks on clubs.*
- Clubs can designate a coach, parent, paid staff, etc.
- If no Safety Manager is available from the host club the game shall be immediately CANCELLED and the game will be recorded as a 1-0 in favor of the visiting team(s). The club will be placed on probation and all games for the following 9 calendar days will be canceled pending a review by the NCJLA Board of Directors.
- The official's organization may have other consequences.

Purpose of the Safety Manager

- Ensure that all attendees are screened
- Keep accurate records
- Ensure that safety measures are implemented:
 - 1 entry point
 - Disinfect shared surfaces
 - Participants not playing or officiating the game wear a face covering
 - Signage is posted at the game
- Communicate with the NCJLA Staff, Public Health Officials, or Club leadership/families.

COVID-19 FOR COACHES AND ADMINISTRATORS

 Elective Course

Coach

Administrator

Official

Performing Arts

California

\$ 0

Order Course

- [COVID19 Coaches and Athletic Directors](#)
 - Free when you register with NFHS
- Course Content
 - General Information
 - Limiting the Spread
 - Face Coverings
 - Activity Guidelines
 - Cleaning and Equipment Considerations
 - Social Distancing
 - Final Considerations and Review

NFHS
E-Learning

Checklists for Safety Manger

Overall responsibility is to keep accurate records of attendance and screening completion.

Complete or confirm the following is done according to the NCJLA Infectious Disease Game and Event Modifications Plan

- Confirm that the necessary disinfecting supplies and personal protective equipment are available onsite.
- Confirm that supplies for screening participants are available onsite. (ie. No contact thermometers, digital or physical copies of screening/attendance sheets, reference NCJLA Safety Manager Supply Kit List).
- Wear personal protective equipment while performing the duties of the Safety Manager.
- Enforce screening protocols as required by the league and public health officials.
- Submit accurate and complete records of attendance and screening to the designated club administrator for the current season.
- Report failed screenings, reports of exposures, and active infections.
- File NCJLA Infectious Disease Reports within 24 hours.
- Inform game officials if a participant is not complying with the NCJLA Infectious Disease Protocols during active game play including not wearing a face covering when required.
- Maintain confidentiality of screening and attendance records and contact information.
- Wear NCJLA Safety Manager identification.
- Confirm that signage is displayed according to public county health officials' requirements. (preventing the spread, personal hygiene, social distancing, face coverings etc.).
- If someone during an activity is injured, feels sick or demonstrates symptoms, the coordinator should work to separate the individual from the group, assess the situation while maintaining distance, and contact parents or if necessary, call for medical assistance.

Sample Documents

Club Name:

PLEASE PRINT

Venue:

Date:

Full Name	Team or Organization Affiliation	Phone number <i>(optional)</i>	Time:	Cough Y/N	Fever Y/N	Sore Throat Y/N	Shortness of breath Y/N	Contact with COVID19 Y/N	Temp (if higher than 100.3F)

- [Attendance Sheets for Practices and Games](#)
- Contains Screening Questionnaire for Symptoms
- Can turn into a google form or QR code that players scan before practice
- Only record failed temperature screens

Sample Documents

Supply List for Safety Manager or Coaches onsite

Safety Manager Supply Kit List

- Initial Estimated Cost to start kit is \$250 per team
- Supply kits will need to be replenished throughout the season as items are used.
- Purchasing in bulk will provide cost savings over duration of season

Supply Amounts

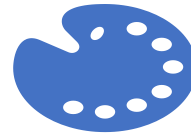
The following is a list of supplies that will be needed to maintain the current CDC Guidelines for operating during a full lacrosse season that is comprised of:

- Participants:
 - Full Team of up to 30 players
 - Up to 4 Coaches
 - Game Staff (Safety Manager, Time Keeper, Scorekeepers, Sideline Managers)
- Season Length estimate -
 - January - May 20 = approximately. 17-20 weeks
 - Practice 2 x per week = 34 - 40
 - Practice 3 x per week = 51 - 60
 - Practice 4 x's per week = 68 - 80
 - Practice 5 x's per week = 85 - 100
 - Game per season 10 - 16
 - Pre season Play Day
 - EOS Festival/Tournament

Sample Documents

Notification email to use in case of exposure

- Individual Player or Team Level
- Club Wide Level



Customizable with Club Logo and Name



Easily copy and paste to your email distribution system

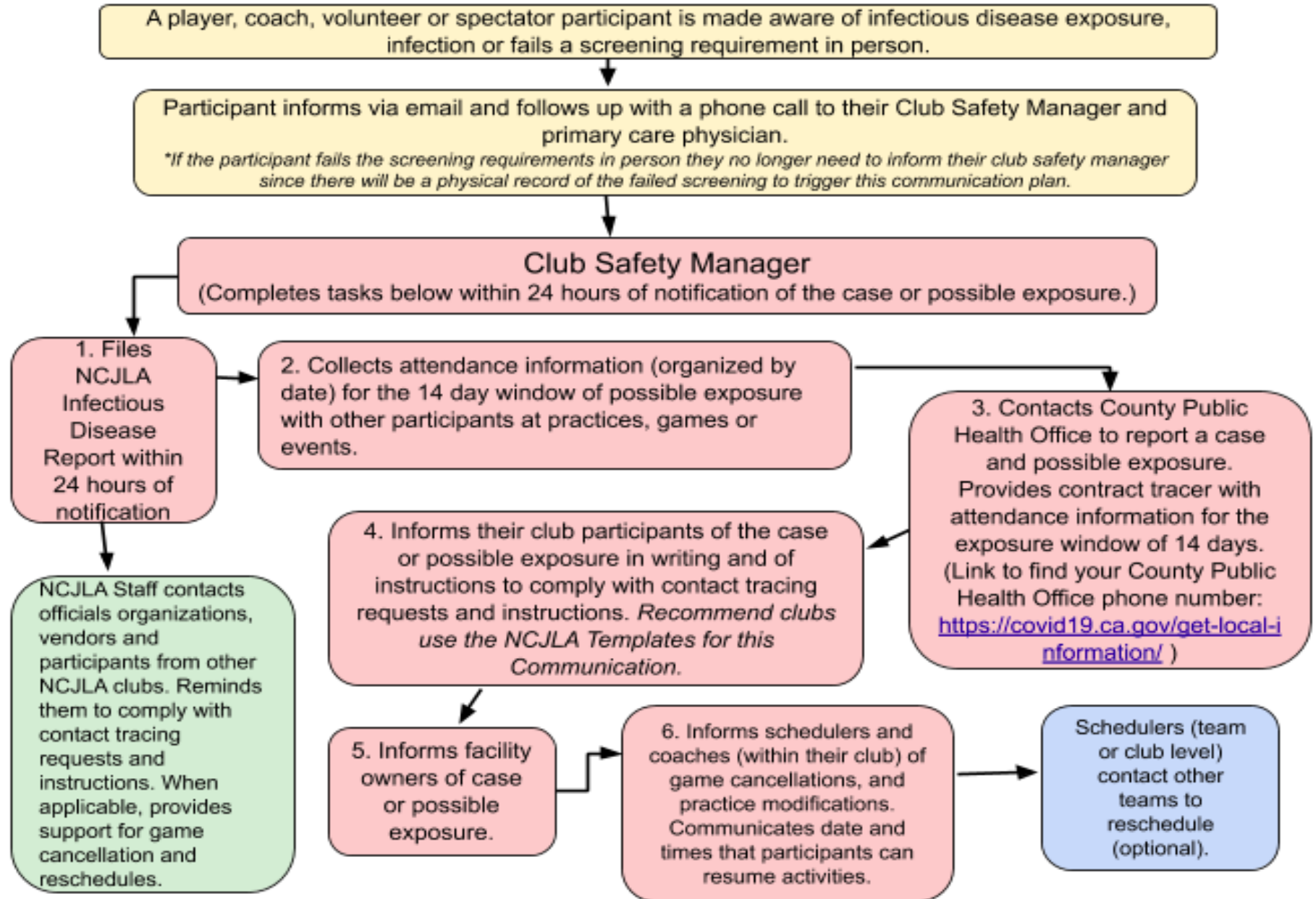


Create one communication and just send the link to those instructions



No requirement to include health information

Communication plan for Player, Coach, Volunteer or Spectators



Communication Plan Diagrams

Player, Coach, Volunteer or Spectator

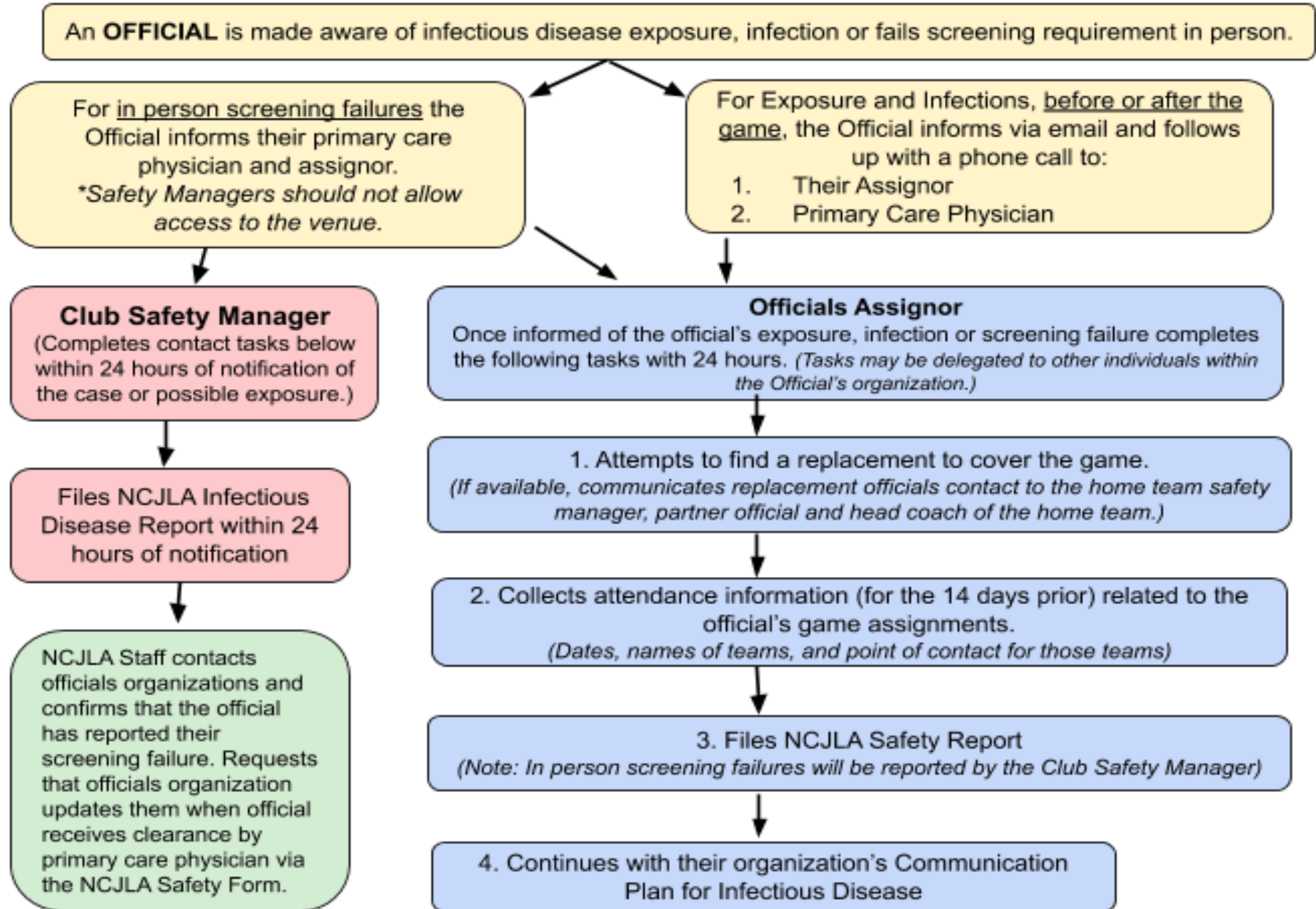
Focus on people in your club organization, leave the rest to NCJLA

Communication Plan Diagrams

Game Officials

Only 1 action item- file the NCJLA report

Communication Plan When an Official Is Exposed, Infected or Fails a Screening



Key Take Away for Communication

Attempt to Communicate

Attempt to communicate the possible exposure or active infection.

- NCJLA via the form (NCJLA staff will take care of informing Officials and opposing teams)
- County Health Officer
- Members of their club

Be Ready to Inform

Be ready to inform the contact tracer or NCJLA staff of who, when and where the possible exposure took place.

Be Able to Confirm

Be able to confirm that screening and preventive sanitation took place.

Automating Your Club's Tracking and Reporting

State of CA requirement to keep records and report.

- **Google Forms** posted to your website with screening questions.
 - Give coaches access to the shared spreadsheet of responses so they can verify that players have answered the screening questions and passed
- **Do not ask for more information** than what is needed for contact tracing
 - Full Name, email or phone number.
- **Post a QR code** at the main table or entry to the facility and ask attendees to "check in".
 - *Post a sign that states by entering the facility they are certifying that they do not have any risk factors or symptoms.*
- **Only record "failed screenings"** to reduce paperwork and admin tasks.

Location for Additional Support

- www.ncjla.org
- COVID19 tab
- Infectious Disease Modification Plan for Games and Events doc
- Infectious Disease Club Support Folder (*Under Documents tab*)
- *US Lacrosse, Return to Play*
- *NCJLA Infectious Disease Incident Reporting Form*
 - *link will be posted when the season starts*
- *Call or email NCJLA Staff*

Resource Page

- [Infectious Disease Club Support Folder](#)
- [Infectious Disease Modification Plan for Games and Events doc](#)
- [Communication Plan Diagrams](#) *(new version coming soon)*
- [Sample Team Notification Email](#) *(open infectious disease folder)*
- [Sample Club Wide Notification Email](#) *(open infectious disease folder)*
- [Safety manager supply list](#)
- [USL Return to Play Plan](#)
- [Sample Attendance and Screening Questionnaire](#)