

# **PTFA COVID Playbook**

- Part 1 - Introduction
- Part 2 - Mask Policy
- Part 3 - Conditioning
- Part 4 - Practices
- Part 5 - Game Day
- Part 6 - Additional Information

***Revised 9/21/20***

# Part 1 - Introduction

This playbook was designed by Portland Tackle Football Association Inc. (PTFA), also known as Portland Jr. Raiders, to serve as an operations manual for the 2020 Jr. Raider football and cheer season while addressing health and safety concerns due to COVID-19.

The novel coronavirus (“COVID-19”) has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person to person contact that is close enough to share droplets generated by coughing, sneezing, speaking, and even just breathing. COVID-19 can also be spread by touching objects where contaminated droplets have landed followed by touching of mouth, nose, or eyes. Due to this easy manner of transmission, an infant, child, young person, or adult who is infected with COVID-19 can spread the infection to others they come in close contact with, such as members of their household, coaches and players. Infected persons with mild or even no symptoms can spread COVID-19.

As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people and recommend wearing facemasks. There is a physical and mental benefit received by participating in any activity, event, practice, or game organized by the Portland Jr. Raiders. The Portland Jr. Raiders have put in place preventative measures to reduce the spread of COVID-19; however, cannot guarantee that a participant will not become infected with COVID-19. Further, attending any activity, event, practice, or game could increase your risk of contracting and spreading COVID-19.

This playbook was designed to include guidance, requirements and best practices from the CDC, State of Michigan, USA Football, Portland Public Schools, MHSAA and MMPFL and may be updated over time to reflect updated information.

Each section of this playbook will include a breakdown of expectations for the PTFA board, coaches, participants, parents/guardians, and spectators.

If you should have any questions or comments regarding this paybook, please contact one of the PTFA COVID Committee members listed below.

Jim Townsend	<a href="mailto:jsrjdtownsend@gmail.com">jsrjdtownsend@gmail.com</a>	517-526-4696
Jessica Galey	<a href="mailto:jessicakgaley@gmail.com">jessicakgaley@gmail.com</a>	517-719-8666
Heath Burgoyne	<a href="mailto:gheath84@gmail.com">gheath84@gmail.com</a>	517-994-8877
John Howe	<a href="mailto:howe0212@gmail.com">howe0212@gmail.com</a>	616-485-9177

## Part 2 - Mask Policy

FACE MASKS MUST BE WORN AT ALL TIMES

PTFA is a nonprofit organization and not affiliated with Portland Public Schools. As an independent private organization we reserve the right to require that all spectators, participants and volunteers wear a mask. We will NOT be allowing exceptions due to medical conditions.

Failure to comply with this will result in denial of entry or removal from events. This is a guideline of the Mid-Michigan Pony Football League (MMPFL), MHSAA and Executive Order 180. By not following this, the 2020 season could be canceled.

DO IT FOR THE PLAYERS! They just want to cheer and play football.

## Part 3 - Conditioning

### Description

A conditioning period for athletes is required as a member of the MMPFL. Conditioning will occur Monday, 9/21/20, through Wednesday, 9/23/20, from 6:00-8:00 PM each day. If one of these days is canceled due to severe weather, Thursday 9/24/20 or Friday 9/25/20 will serve as a makeup date.

7th and 8th grade football players will condition at Portland High School.

4th through 6th grade football players will condition at Portland Middle School.

All grades of cheer will condition at Portland Middle School but in a separate area from the football players.

All football players must complete the MMPFL mandated number of conditioning hours prior to starting regular practices with his or her team. Any missed conditioning sessions will need to be made up and should be arranged with the participants head coach.

### PTFA Board Expectations

- Must have one drive-up check in table at each site to:

- Ensure all participants are registered and have turned in required concussion and physical forms.
- Collect, review and retain health screenings of coaches and participants. Any participant who does not complete a health screening form will be required to leave the event. These records must be kept confidential.
- Will check the temperature of all coaches and participants. Anyone with a measured body temperature greater than 100.3 degrees fahrenheit will be required to leave the event immediately.
- Board volunteers must complete a health screening form for his/herself prior to any event.
- Must ensure that scheduling and location of conditioning events remains under the current limit for outdoor activities.
- Must ensure that all participants are maintaining social distancing when practical and wearing face masks.
- Must make an alcohol based hand sanitizer available at all times during the event.
- Must post signs in highly visible locations (e.g., at entrances and exits, and in restrooms) that promote everyday protective measures and describe how to stop the spread of germs such as by properly washing hands and properly wearing a mask.
- Develop a schedule for increased, routine cleaning and disinfection (see Facility Cleaning Plan).

## Coach Expectations

- Must complete a health screening form for his/herself prior to any event.
- Must wear a mask at all times during the event.
- Must encourage frequent hand washing or sanitizing.
- Must clean/sanitize all shared use equipment:
  - At the beginning of the event.
  - Between groups if groups of participants are rotating between stations.
  - At the end of the event.
- Must focus drills/activities on overall athleticism and football/cheer movements.
- Must not have full contact drills.
- During times when players are not actively participating in practice or competition, attention should be given to maintaining social distancing by increasing space between players on the sideline, dugout, or bench. Additionally, coaches can encourage athletes to use downtime for individual skill-building work or cardiovascular conditioning, rather than staying clustered together.
- Must not allow spitting and encourage everyone to cover their coughs and sneezes with a tissue or use the inside of their elbow.
- Must space players at least 6 feet apart on the field while participating in the sport (e.g., during warmup, skill building activities, simulation drills)

- Must discourage unnecessary physical contact, such as high fives, handshakes, fist bumps, or hugs.
- Must create distance between players when explaining drills or the rules of the game.
- When possible, keep players together in small groups with dedicated coaches or staff, and make sure that each group of players and coach avoid mixing with other groups as much as possible. Teams might consider having the same group of players stay with the same coach or having the same group of players rotate among coaches.

## Participant Expectations

- Must check in at the designated table daily for temperature check.
- Must bring their own water bottle(s) and will have their name written on them.
- Must bring their own face mask and must wear it at all times.
- May not share water or any personal items.
- Must follow all safety instructions from coaches and board members.
- Athletes while participating on the field/court are not required to wear face coverings but are permitted to do so.

## Parent/Guardians Expectations

- On the first day of conditioning ONLY, must check in with your child to ensure that all required paperwork has been received by PTFA. Each location will have a drive-up check in table. Those locations are:
  - Middle School - near the press box.
  - High School - near the maintenance building at the end of the practice field.
- Must complete a daily online health assessment of their child(ren) before each event. If a paper health screening form is needed, it is the parent/guardian's responsibility to obtain a paper form from a board member in advance of the event.
- Will drop off and pick up their children at designated times.
- If your child is not feeling well, please keep them home from the event and notify the coach.
- Must encourage players to wait in their cars with guardians until just before the beginning of a practice, warm-up, or game, instead of forming a group.
- Helmets and any clothing worn to conditioning must be cleaned and sanitized before being used for another event.

## Spectator Expectations

- Due to limits on the number of people currently permitted at outdoor gatherings, no spectators will be allowed at conditioning events. If you child has a condition where you believe your presence is needed at conditioning or practice, please email a member of the COVID committee listed in this playbook. The committee will review these requests on a case by case basis.

# Part 4 - Practices

## Description

Cheer teams may begin normal practices on Thursday, 9/24/20.

7th/8th grade football teams may begin normal practices on Thursday, 9/24/20

6th grade football may begin normal practices on Monday, 9/28/20.

Practice times and locations will be determined by coaches. Total hours of practice per week may not exceed MMPFL age specific limits.

## PTFA Board Expectations

- Volunteers must complete a health screening form for his/herself prior to any event.
- Must ensure that scheduling and location of practice events remains under the current limit for outdoor activities.
- Must ensure that all participants and volunteers are wearing face masks.
- Develop a schedule for increased, routine cleaning and disinfection.

## Coach Expectations

- Must complete a health screening form for his/herself prior to any event.
- Must collect, review and retain health screenings of coaches and participants. Any participant who does not complete/provide a health screening form will be required to leave the event.
- Must check the temperature of all coaches and participants. Anyone with a measured body temperature greater than 100.3 degrees fahrenheit will be required to leave the event immediately.
- Must make an alcohol based hand sanitizer available at all times during the event. If additional supplies are needed, please contact Jim Townsend.
- Balls may be passed/shared, provided students wash their hands before and after practice. Appropriate physical distancing will need to be maintained on sidelines and benches during practices. Consider using tape or paint as a guide for students and coaches.
- Individual drills requiring the use of weight equipment are permissible, but the equipment should be cleaned prior to use by the next individual.

- Coaches may introduce progressive tackling and blocking drills. Live contact drills will be limited in accordance with MHSAA regulations.
- Must clean/sanitize all shared use equipment:
  - At the beginning of the event.
  - Between groups if groups of participants are rotating between stations.
  - At the end of the event.

## Participant Expectations

- Must check in daily with the head coach for temperature check.
- Must bring their own water bottle(s) and will have their name written on them.
- Must bring their own face mask and must wear a mask at all times.
- May not share water or any personal items.
- Must follow all safety instructions from coaches and board members.

## Parent/Guardians Expectations

- Must complete a daily online health assessment of their child before each event. If a paper health screening form is needed, it is the parent/guardian's responsibility to obtain a paper form from a board member in advance of the event.
- Will drop off and pick up their children at designated times.
- If your child is not feeling well, please keep them home from the event and notify the coach.
- Encourage players to wait in their cars with guardians until just before the beginning of a practice, warm-up, or game, instead of forming a group.
- Helmets, equipment and any clothing worn to practice must be thoroughly cleaned and sanitized before being used for another event.

## Spectator Expectations

- Due to limits on the number of people currently permitted at outdoor gatherings, no spectators will be allowed at practices. If you child has a condition where you believe your presence is needed at practice, please email a member of the COVID committee listed in this playbook. The committee will review these requests on a case by case basis.

# Part 5 - Game Day

## Description

Games are expected to begin on Saturday, 10/3/20. Game schedules will be set by MMPFL and will be shared as soon as they are finalized. Most teams will play four games during the season, and the last game will be no later than October 31st. Depending on the total number of teams per grade level in the league, teams may have byes during the season. PTFA has no say on game scheduling matters.

## PTFA Board Expectations (home games only)

- Volunteers must complete a health screening form for his/herself prior to any event.
- Must be required to wear face coverings.
- Will implement strategies to prevent groups from gathering at entrances/exits to facilities to limit crossover and contact, including staggering starting/ending times.
- Must ensure that scheduling and location of home games remains under the current limit for outdoor activities.
- Must ensure that all participants are wearing face masks.
- Concessions will not be available.
- Must make an alcohol based hand sanitizer available at all times during the event.
- Signs and Messages
  - Post signs in highly visible locations (e.g., at entrances and exits, and in restrooms) that promote everyday protective measures and describe how to stop the spread of germs such as by properly washing hands and properly wearing a mask.
  - Broadcast regular announcements on public announcement (PA) system
- Develop a schedule for increased, routine cleaning and disinfection.

## Coach Expectations

- Must complete a health screening form for his/herself prior to any event.
- Must collect, review and retain health screenings of coaches and participants. Any participant who does not complete/provide a health screening form will be required to leave the event.
- Must check the temperature of all coaches and participants. Anyone with a measured body temperature greater than 100.3 degrees fahrenheit will be required to leave the event immediately.



- When not directly participating in practices or contests, care should be taken to maintain a minimum distance of 6 feet between each individual. Consider using tape or paint as a guide for students and coaches.
- No pre-game and post-game handshakes/high-fives/fist bumps.
- All field equipment should be cleaned and sanitized after set up and before the contest (home games only).
- Must clean/sanitize all shared use equipment:
  - At the beginning of the event.
  - During halftime.
  - At the end of the event.
- Each team is responsible to bring their own towels if desired. If used, towels must be cleaned on a daily basis.
- Each team is responsible for its own hand sanitizer and its own med kit.
- Sanitized back up balls should be available (someone needs to be designated to sanitize the ball).
- Sidelines – Players’ items should be lined up outside at least six feet apart. Players should maintain physical distancing unless they are actively participating in the game.
- Field of Play – Only essential personnel are permitted on the field of play. These are defined as players, coaches, athletic trainers, and officials. All others, i.e., ball shaggers, managers, video people, media photographers, etc. are considered non-essential personnel and are to be on the sideline, maintaining physical distance of 6 feet apart.
- Must make an alcohol based hand sanitizer available at all times during the event.
- Team snacks are prohibited.

## Participant Expectations

- Must bring their own water bottle(s) and will have their name written on them.
- Must bring their own face mask and must wear it at all times.
- May not share water or any personal items.
- Must follow all safety instructions from coaches and board members.
- Athletes while participating on the field/court are not required to wear face coverings but are permitted to do so.

## Parent/Guardians Expectations

- Spectators will be limited. Each player and each coach will be allowed two spectators. A pass list procedure will be implemented to enforce spectator limits.
- Spectators should not congregate and/or watch games from outside the stadium. Spectators outside the stadium will jeopardize PTFA’s approval to use the PHS stadium.
- Must complete a daily online health assessment of their child before each event. If a paper health screening form is needed, it is the parent/guardian’s responsibility to obtain a paper form from a board member in advance of the event.
- Will drop off and pick up their children at designated times.

- If your child is not feeling well, please keep them home from the event and notify the coach.
- Encourage players to wait in their cars with guardians until just before the beginning of a practice, warm-up, or game, instead of forming a group.
- Helmets and any clothing worn to games must be cleaned and sanitized before being used for another event.

## Spectator Expectations

- Spectators are required to wear face coverings.
- Spectators will be limited. Each player and each coach will be allowed two spectators. A pass list procedure will be implemented to enforce spectator limits.
- Spectators should not congregate and/or watch games from outside the stadium. Spectators outside the stadium will jeopardize PTFA's approval to use the PHS stadium.

## Part 6 - Additional Information

### ***Per MMPFL:***

- MMPFL will allow "Donation Boxes" to help offset lost revenue from concessions. Teams may not charge for admission.
- Plastic shields covering the entire face (unless integrated into the face mask and attached to the helmet and clear without the presence of any tint) shall not be allowed during the contest.
- When not directly participating in practices or contests, care should be taken to maintain a minimum distance of 6 feet between each individual.

### ***Positive Exposure***

- In the case of a known COVID-19 exposure/illness/positive test, immediately notify the head coach (without identifying the affected individual) and Jim Townsend at [jsrjdtownsend@gmail.com](mailto:jsrjdtownsend@gmail.com) or 517-526-4696.
- Contact your local public health authorities to allow them to begin the process of contact tracing and other possible actions/steps. Individuals who have had close contact to someone who tests positive should self-isolate for at least 14 days. Individuals who test positive for COVID-19 infection should self-isolate and avoid sports participation for a variable duration of time.
- Prior to returning to football/cheer, obtain a note from their health care provider releasing them to full participation. This note must be provided to the head coach prior to returning to the team.
- PTFA PROTOCOL FOR POSITIVE CASES:

- Contact the health department and follow guidance.
- Close contacts MAY have to quarantine for 14 days – follow health department guidance. “Close contact” is defined as anyone who was less than six feet apart for more than 15 minutes, at any point from two days before symptoms until the time the individual is isolated.
- Notify appropriate schools, families and officials involved without identifying the person involved.
- Students, coaches, officials and others at the event but NOT in close contact should be closely monitored for symptoms and may not need testing. Follow health department guidance.
- Clean the area.

### ***High Risk Individuals***

Participants who may be at higher risk for severe illness, such as children who may have asthma, diabetes, or other health problems are encouraged NOT to participate in Jr. Raider football and cheer for the 2020 season.

### ***Cleaning Supplies***

The PTFA board will implement a plan to have Material Safety Data Sheet (MSDS) on file for all chemical cleaners. These documents will provide safety precautions specific to each product.

### ***Mask Exemptions***

No exceptions will be given to participants, volunteers or spectators who are unable to wear a mask due to health conditions.

### ***Health Screening Form***

PTFA has established an online health screening form using Google Forms. This form must be completed daily before each event by all participants, coaches, and board members who are volunteering at the event.

This form will ask three questions for each participant.

1. Have you been in contact with someone that has tested positive for COVID-19 in the last 14 days?
2. Have you had any signs or symptoms of a fever in the past 24 hours such as chills, sweats, felt "feverish" or had a temperature that is elevated for you/100.3F or greater?
3. Do you have any of the following symptoms? Cough, Shortness of Breath or Chest Tightness, Sore Throat, Nasal Congestion/Runny Nose, Myalgia (Body Aches), Loss of Taste and/or Smell, Diarrhea, Nausea, Vomiting, Rash.

If the participant, coach, or parent/guardian answers yes to any of these questions, they will be prohibited from participating in any PTFA activity.

The Health Screening Form can be accessed at [https://docs.google.com/forms/d/e/1FAIpQLSdB8P1trr2ksWHGnUJc8hVMLBkRXO5a14Y\\_Fc17X8UdLXZGPQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSdB8P1trr2ksWHGnUJc8hVMLBkRXO5a14Y_Fc17X8UdLXZGPQ/viewform?usp=sf_link)

Head coaches will be given access to review responses through a smartphone or computer.

Parents/guardians who are unable to complete the Health Screening Form electronically may obtain a paper version at [www.portlandjrraiders.com](http://www.portlandjrraiders.com) under the “Forms” heading, or by emailing [jsrjdtownsend@gmail.com](mailto:jsrjdtownsend@gmail.com) the day before the scheduled event.

Head coaches must retain any paper health screening forms they receive. These will be collected by the board at the conclusion of the season.

The daily health screening form is required for all participants, coaches and volunteers. Anyone who fails to or refuses to complete a health screening form will be required to leave the event immediately.

### ***Facility Cleaning Plan***

Individuals will be given cleaning assignments based on a schedule developed by the board. Those who are conducting the cleaning must wear a face mask and latex or nitrile gloves. Masks, gloves and CDC approved cleaning/sanitizing supplies will be provided by PTFA.

#### **Bleachers**

Must be cleaned and sanitized before each home game, between games, and after the completion of the final game of the day.

#### **Equipment Shed**

High touch hard surfaces such as door handles, tools, and shared equipment must be cleaned and sanitized before and after each event where the shed is being accessed.

#### **Portable Toilets**

High touch hard surfaces such as door handles, locks, sanitizer/toilet paper dispensers must be cleaned and sanitized before and after each event.

#### **Press Box**

High touch hard surfaces such as door handles, tools, electronics, counters, and window handles must be cleaned and sanitized before and after each event where the press box is being accessed. The press box must be vacuumed at the end of each event.

#### **Trash Cans**

All trash cans must be emptied daily and collected trash placed into an available dumpster located at Portland Middle School or Portland High School.

***Non-Compliance***

Any participant, coach, parent, spectator or other individual who refuses to comply with any portion of this play book and/or any health and safety procedures put in place by PTFA can and will be banned from PTFA activities for the remainder of the 2020 season.