



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.

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.

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

Staff requirements

At all meetings:

- Temperatures will be taken using an FDA approved non-contact device. Those with an elevated temperature above 100.4 will be asked to leave immediately and to self-quarantine until tested.
- Using the questions in Appendix A, confirm that all participants answer no to all questions, or they will not be allowed to enter.
- Everyone must wear a face mask and safety glasses. Gaiters (or gators), bandannas and vented or valved 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, bathroom fixtures, and faucets. A deep cleaning using a non-toxic disinfectant fogger will also be utilized.
- An individual or company will be contracted to rotate throughout the workplace to clean and disinfect surfaces as noted above.

Event requirements

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

- All events will not exceed local occupancy recommendations for gatherings. When at all possible, teams will be grouped in “pods” to limit potential exposure to the smallest group possible.
- The entire team must be present in order to be admitted. The entire team will be screened at the same time and issued paper wrist bands with the team number written on it to allow reentry if they need to go outside the venue.
- Temperatures will be taken using an FDA approved non-contact device. Those with an elevated temperature above 100.4 will be asked to leave immediately and to self-quarantine until tested.
- Using the questions in Appendix A, confirm that all participants answer “no” to all questions or they will not be allowed to enter.
- All persons attending will complete and 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. Please print out and bring the completed form to the event for check in. The form can be found on the *FIRST* Chesapeake web site.
- Everyone must properly wear a face mask that covers both their nose and mouth at all times. Gaiters (or gators), bandannas and vented or valved masks are not approved for use.
- Keep the physical space between people at least 6 feet apart whenever possible.

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

- Teams are limited to bringing 5 people including at least one adult mentor (could be 4 students and one adult mentor). This could change based on current local guidance. No teams will be allowed without one adult youth protection screened mentor being present.
- At least once a day or between cohorts, whichever is more frequent, [clean and disinfect](#) surfaces with CDC approved cleaners that are frequently touched by multiple people. This includes door handles, desks, phones, light switches, bathroom fixtures, and faucets. This deep clean will include use of a fogger to make sure all surfaces are covered.
- An individual or company will be contracted to rotate throughout the workplace to clean and disinfect surfaces as noted above.
- *FIRST* Chesapeake will provide bottled water for participants. Teams can also bring their own still sealed water bottles but no open food or drinks, beyond this water, will be allowed inside the venue.
- Non-compliance with rules will result in the entire team being disqualified and asked to leave immediately by *FIRST* Chesapeake staff or the designated Venue Manager. This decision will be final.

Social distancing at events

- Teams will socially distance in their own team-based 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 10 feet between them. Teams will be asked to stay in their pit area unless they are competing at the field. When possible one way traffic will be indicated with signs to help with social distancing.
- At the field, clear dividers will be placed between teams in areas that could possibly place students closer than 6 feet apart.
- Where possible, teams will be required to follow designated one-way signs to avoid contact with other teams.
- Everyone must properly wear a face mask covering their nose and mouth and safety glasses during the entire event. Gaiters (or gators), bandannas and vented or valved masks are not approved for use as a face mask.
- Teams are responsible for assigning a team member to rotate throughout their pit space to clean and disinfect surfaces during the event. A volunteer will be assigned to rotate through the rest of the venue for cleaning and disinfecting high touch areas with wipes and disinfecting spray.
- Only one person at a time will be allowed in the restrooms. They will utilize the provided wipes to clean any surfaces they have touched.

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

- Non-compliance with rules will result in the entire team being disqualified and asked to leave immediately by *FIRST* Chesapeake staff or the designated Venue Manager.

Signage and cleaning supplies at events

- No touch hand sanitizers will be placed at all entry and exit points and in restrooms.
- Disinfecting wipes will be provided in all high touch areas and restrooms.
- Signs stating the rules will be placed at all entry locations.
- Signs listing COVID 19 symptoms and reminding participants to report any symptoms to the *FIRST* Chesapeake staff or designated Venue Manager will be placed near the entrance and exit.
- Where possible, signs designating one-way traffic will be placed throughout the venue.
- Smaller reminder signs will be placed in all traffic areas including restrooms.
- Between event cohorts, a contracted individual or company will perform a deep clean using CDC approved cleaners. A fogger will also be used to make sure all surfaces are covered.
- Signage/tape marking 6' spaces for social distancing will be placed in appropriate areas

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

Appendix A

COVID – 19 Screening Questions

- Have you or anyone in your household had any of the following symptoms in the last 10 days: sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever at or greater than 100.4 degrees Fahrenheit?
- Have you or anyone in your household tested positive for COVID-19 in the last 10 days?
- Have you or anyone in your household been on a commercial airline or traveled to a hotspot country or a hotspot state outside of our area in the past 10 days?
- Have you or anyone in your household cared for an individual who is in quarantine or is a presumptive positive or has tested positive for COVID-19 in the last 10 days?
- Do you have any reason to believe you or anyone in your household has been exposed to or acquired COVID-19 in the last 10 days?
- To the best of your knowledge have you been in close proximity (*defined as being within 6 feet for a total of 15 minutes or more*) to any individual who tested positive for COVID-19 in the last 10 days?