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## Titletown Sports Medicine & Orthopedics

# COVID-19 Business/School District Guidance

## School District Assessment

| Reduce Transmission among Employees | | | |
|---|---|---|---|
| 1. Entry Screening | • Symptom Screening<br>• Temperature Check<br>• Symptomatic Sent Home<br>• Close contact with known COVID positive person<br>• HR prepared with response to questions about length of time off work. (CDC recommendations change) | 1. Is a daily screening process in place when employees enter the facility? | |
| | | 2. Is the screening at all entrances? | |
| | | 3. Is the screening process covering CDC identified symptoms, temperature check, and close contact with COVID-19 positive person? | |
| | | 4. Does the HR department have prepared responses/policy for questions regarding isolation/quarantine? | |
| 2. Employee Education | • Signs and symptoms<br>• High Risk Groups<br>• Proper Hygiene<br>• Stay Home When Sick<br>• Cleaning Best Practices<br>• Social distancing and gatherings<br>• Mask use/laundering<br>• FAQ | 1. Is education provided to employees regarding COVID-19 and employee's responsibilities? | |
| | | 2. Is there a designated area that employees can go to get information about COVID-19 specific company policies? | |
| | | 3. Do the employees receive training specific to PPE use and cleaning? | |
| 3. OSHA Risk Exposure | • Complete an OSHA Risk assessment for each job code (title, role, etc.) | 1. Is there documentation that the OSHA risk assessment has been completed for all job roles? | |

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| | • Utilize OSHA recommendations on mitigation strategies for each risk level | 2. Have mitigation activities been done to meet the identified risk levels? | |
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| Maintain Healthy Business Operations | | | |
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| 1. Sick Leave Policy | • Consistent with CDC guidelines<br>• Not require physician note<br>• Encourages employees to stay home when sick/send them home when sick at work | 1. Is there a sick leave policy that is consistent with CDC guidelines and is flexible to promote employees staying home when sick or exposed to COVID-19 positive people? | |
| 2. Employee Health | • Employee health department<br>• Medical control<br>• Policies and procedures to guide employees what happens when tested positive.<br>• Return to work policies | 1. Does the organization have an employee health department with medical control? | |
| | | 2. Has the organization created policies that guide what happens when an employee tests positive for COVID-19? | |
| | | 3. Has the organization created return to work policies following a positive test, close contact, or travel? | |
| 3. COVID Intel | • Assign a person to monitor changes in guidance.<br>• Team that can respond to guidance changes and make adjustments to business practices. | 1. Is there a person or group to monitor the current status of COVID-19 in the community? | |
| | | 2. Is there a person or group assigned to ensure guidance changes are applied appropriately to all policies and procedures and to keep organization leadership abreast of changes? | |
| 4. Visitor Policy | • Visitor masking<br>• Sales reps | 1. Is there a visitor policy that identifies the expectations of people that deliver to or enter the facility? | |

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| Maintain Healthy Business Operations | | | |
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| | • Delivery drivers | 2. Has the organization identified and imposed alternative strategies for meeting with business partners and sales representatives? | |
| 5. Assess Essential Functions | • Operating plans should be flexible based upon changes in supply and staffing<br>• Coordinate/share response plans with business partners and community | 1. Is there an operating plan that describes how adjustments will be made based upon the status of the COVID-19 outbreak, supplies, and staffing? | |
| | | 2. Does the organization share or communicate its response plans with area stakeholders to allow for coordination? | |
| 6. Flexible Staffing Policy | • Staffing plans should account for dramatic shift in absenteeism<br>• Cross-train employees to cover other areas during staffing shortages | 1. Is there a staffing plan/policy that identifies minimum staffing needs for operations? | |
| | | 2. Does the staffing plan identify cross-training opportunities that could help support operations during times of high absenteeism? | |
| 7. Social Distancing Practices and Policies | • Flexible Worksites (work from home)<br>• Staggered shifts to decrease staff in facilities<br>• Monitor business travel essential and non-essential<br>• Altering service delivery | 1. Has the organization planned for and/or operationalized alternative work environments to improve social distancing (i.e. work from home)? | |
| | | 2. Is there a plan for reducing in-person meetings and utilize phone or virtual platforms whenever possible? | |
| | | 3. Is there an opportunity to alter or stagger shifts that would allow for less employees in the workplace and improve social distancing? | |

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| Maintain Healthy Business Operations | | | |
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| | | 4. Have meeting rooms been set-up to allow for 6 feet of social distancing? (N/A if in-person meetings not allowed) | |

| Maintain a Healthy Work Environment | | | |
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| 1. Engineering Controls | • Increase ventilation rates<br>• Increase percentage of outdoor air in circulation<br>• Air filters | 1. Has the organization evaluated its engineering controls for opportunities to improve ventilation rate, filtration, and increased percentage of outside air? | |
| 2. Restrooms | • No touch flush<br>• No touch sinks and hand dryers<br>• Automatic bathroom door | 1. Which no touch/single use options exist in the restrooms; toilet, sink, hand dryer/towels, door? | |
| | | 2. Has there been social distancing/barrier improvements for the urinals in the men's restrooms? | |
| 3. Doors | • Automatic door controls<br>• Doors left open as to not require touching<br>• Must still meet all fire codes | 1. Does the building utilize automatic doors to allow for less physical contact? | |
| | | 2. Are there doors that can be left open to allow for less physical contact and still meet all applicable fire codes? | |

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| Maintain a Healthy Work Environment | | | |
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| 4. Workspace dividers | • Plastic dividers in areas that employees are required to work in close contact (within 6 feet)<br>• Re-usable face shield when divider not practical | 1. Are physical barriers being utilized in the work spaces when distances 6 feet or greater cannot be maintained? (N/A if not practical due to type of work) | |
| | | 2. If physical barriers are impractical due to the type of work, are face shields and masks being utilized? | |
| 5. Breakroom | • Stagger lunch breaks to allow for social distancing<br>• Use of dividers in lunch area with wipes for use before and after<br>• Encourage use of outdoor space<br>• Handwashing located conveniently to lunch area | 1. Has the organization identified social distancing opportunities in the breakroom/lunch areas inside and outside of the facility? (N/A if yes to question below) | |
| | | 2. If not able to distance, is there use of physical barriers in the breakroom/lunch areas to help limit the spread of droplets? (N/A if yes to question above) | |
| | | 3. Are there handwashing locations near the breakroom/lunch areas? | |
| 6. Smoking areas | • Monitor smoking areas outside for congregation<br>• Social distancing signage posted | 1. Are the smoking areas marked appropriately to identify social distancing requirements so that no person is within 6 feet of each other? (N/A if smoking banned) | |
| | | 2. Are physical markings placed on the ground to identify the 6-foot distance? | |
| 7. Support proper hygiene/etiquette | • Provide tissues<br>• More waste receptacles<br>• No touch dispensers<br>• Hand sanitizer<br>• Disinfectant wipes | 1. Does the organization supply appropriate items to support proper hygiene throughout the facility? | |
| | | 2. Are there cleaning wipes or spray with rags in all work areas so that employees are able to wipe surfaces before and after using? | |

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| Maintain a Healthy Work Environment | | | |
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| | • Signage throughout facility | 3. Is cleaning information signage placed appropriately throughout the facility? | |
| 8. Increased cleaning routines | • High touch areas cleaned more frequently<br>• Cleaning wipes in employee stations to use before and after using an area.<br>• Limit the sharing of work spaces, phones, keyboards, etc. | 1. Have the cleaning practices evolved to meet the increased cleaning needs for COVID-19? | |
| | | 2. Have high touch areas been identified for increased cleaning? | |
| | | 3. Are employees utilizing assigned work spaces for each shift? | |
| 9. Universal Masking | • Decrease the spread of resp. droplets by having employees mask during shift | 1. Does the organization require masking of all people when in public spaces in the building? | |
| | | 2. Does the organization provide masks for all employees or visitors? | |
| 10. International Students | • Paperwork<br>• New students to the US<br>• | 1.Do the students have paperwork and if so does it account for COVID related issues or questions? | |
| | | 2.Will the students or do they need to be quarantined and with whom and for what length of time? | |
| Maintain a Healthy Athletic Environment | | | |
| 1. Entry Screening | • Symptom Screening | 1. Is a daily screening process in place when employees/coaches enter the facility? | |

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| Maintain a Healthy Work Environment | | | |
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| | • Temperature Check<br>• Symptomatic Sent Home<br>• Close contact with known COVID positive person<br>• HR prepared with response to questions about length of time off work. (CDC recommendations change) | 2. What doors/gates, based on the event, will be used? | |
| | | 3. Will questions be used? | |
| | | 4. Temperature Screening? If person fails, then what? | |
| | | 5. Use with students as well? | |
| | | | |
| | | | |
| 2. Athletic Coaches Education | • Signs and symptoms<br>• High Risk staff<br>• Proper Hygiene<br>• Cleaning Practices<br>• Social Distancing<br>• Sick Leave Policy<br>• CPR/AED | 1. Do the coaches know and have sheet of what are the signs and symptoms? | |
| | | 2. High risk staff-underlying health concerns, high blood pressure, chronic lung disease, obesity, asthma, immune systems compromised | |
| | | 3. Where and how to clean for proper hygiene? | |
| | | 4. What is allowed per sick leave policy if employed by school district? | |
| | | 5. Summer 2020 with new and smaller classes | |
| | | 6. Cleaning of each sport- equipment, laptops, cameras, Ipads, | |
| **Maintain a Healthy Athletic Environment** | | | |

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| Maintain a Healthy Work Environment | | | |
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| 3.Risk Exposure | • Age | | |
| 4.Equipment | • Type of Material of all equipment<br>• Cleaning Practices | 1. What equipment needs to be cleaned and when?<br>2. Whose responsibility is it to be cleaned?<br>3. Working with any contracted services or new services on responsibility cleaning? | |
| 5.Room Space | • Classrooms<br>• Locker Rooms<br>• Meeting Space<br>• Weight Rooms<br>• Athletic Training Rooms | 1. What rooms are used for classroom instruction?<br>2. Can locker-room be adjusted with social distancing for varsity, JV and freshman?<br>3. Where do teams meet prior or post practice or prior or post-game based on social distancing?<br>4. How many people can be allowed in weight room based on social distancing?<br>5. How many people can be allowed in Athletic Training Room with social distancing? | |
| 6.Practices | • Locations(Inside, Outside)<br>• Space Consideration<br>• Hydration | 1. Coaches masking?<br>2. Practice schedule laid out for social distancing?<br>3. All athletes have their own water bottle?<br>4. How to refill water for practices and games? | |

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| Maintain a Healthy Work Environment | | | |
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| 7.Game Management | • Who is in charge of all events?<br>• Phone contacts to senior leadership<br>• Security | 1. Who is each game manager?<br>2. What are phone contacts shall a situation arise and who needs to know what information?<br>3. Phone contact with internal security vs police? | |
| 8.Visiting Teams | • Conference vs Non Conference<br>• Medical Information on team prior to showing up<br>• Numbers allowed in facility | 1. Athletic association decision on playing non conference games?<br>2. Legal-are all teams medically cleared to come?<br>3. How many are allowed in a facility locker-room vs facility?<br>4. Will medical come with them and be responsible for their teams care? | |
| 9.Spectators | • County or City guidelines if allowed<br>• Spacing in stands | 1. County approval to have fans in the stands?<br>2. Association allowing fans in the stands?<br>3. Where do spectators sit and social distancing? | |
| 10.Post Event | • Pick up procedures with cleaning | 1. Who is responsible to pick up equipment and do they understand cleaning procedures? | |

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| Maintain a Healthy Work Environment | | | |
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| | • Cleaning of spaces | 2. Do custodians know cleaning guidelines?<br>3. Products used? | |
| 11. Event Exposure Review | • HIPAA and notification if COVID<br>• COVID team | 1. Who needs to be notified if an exposure?<br>2. Is there a COVID team designed to handle all exposures? | |
| 12. COVID Team | • Team Members | | |
| 13. Travel Policy | • Site Location<br>• Distance<br>• Vehicles(Bus, Vans, Cars, Personal)<br>• Spacing | | |
| 14. Isolation Rooms | • Location?<br>• PPE equipment?<br>• Athletic use? | 1. Where is it located and do all have a key if needed<br>2. What PPE needs to be supplied in room?<br>3. Can athletics use this during day, nights or weekends? | |

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| Maintain a Healthy Work Environment | | | |
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| 15. Weight Rooms | • Daily Cleaning Schedule<br>• Attendance in Facility<br>• Hand sanitizer | 1. What is cleaning schedule done by facility?<br>2. Contact time with "kill rates" identified?<br>3. How many can attend in a session with social distancing?<br>4. Hand sanitizer-where located as well as doorway? | |
| 16. Laundering | • Daily Cloths worn for practice<br>• Game Equipment(Tops, bottoms, socks) | 1. All cloths are taken home nightly for washing by individuals<br>2. Schools wash the game issued equipment?<br>3. Proper washing and drying procedures?<br>4. Showering towels-washed daily by individuals at home(is it allowed to shower at school) | |
| 17. Pre Participation Exams(PPE) | • Annual Exam vs Alternate Year Card(WI)<br>• Locations to get one done<br>• State Association Guidelines temporary | 1. Need a physical done every other year<br>2. Fastcare Meijer in Green Bay and others will open up. Primary Care clinics second option<br>3. Mass ones done at clinics or schools not advised right now<br>4. WIAA allows an extension if a PPE was done in last year for this year. MHSSA allows this as well | |
| 18. Personal Protective Equipment(PPE) | • Thermometers<br>• Masks(cloth, surgical, N95)<br>• Gloves<br>• Gowns | 1. List of PPE's and what is shared<br>2. Which individuals needs what for PPE?<br>3. Extra supply-where are they kept? | |

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| | • Wipes<br>• Sanitizer-Hand | | |
| 19.Officials | • Approval to attend event<br>• Prior health history | | |
| 20.Concessions | • Location<br>• Food Prep and Options<br>• Cleaning | | |
| 21.Restrooms | • No touch hand washing<br>• No touch sinks and hand dryers<br>• Automatic Bathroom Door<br>• Cleaning Protocols | | |
| 22.Return to play after any COVID outbreaks | • Seasonal Postponement | 1. Are games postponed?<br>2. Are games cancelled and you take a loss?<br>3. Guidelines to restart back up? | |
| 23.Marketing | • Signs and symptoms | 1. Signs and symptoms of COVID<br>2. Donning and Doffing PPE<br>3. Cleaning<br>4. Return to work guidelines<br>5. Infection Prevention Recommendations<br>6. Entrance Screening Questionnaire | |

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| | | | | Readiness Rating |
|---|---|---|---|---|
| Total Possible Points | | Total Assessment Points | | >85% = Low Risk |
| Score for Survey Question 1 | /5 | Percentage of Possible Points | | 70-85% = Medium Risk<br>50-70% = High Risk<br><50% = Should not open |

## Assessment Instructions

1. The business assessment should be completed as part of the business tour and information gathering process.
2. Each assessment question is given a point value based upon the below criteria.
   a. **"YES" = 1 point; "Partial" = 0.5 point; "NO" = 0 points; or N/A**
      i. A response of "YES" means the organization meets the criteria being asked about.
      ii. A response of "Partial" means the organization has done some investigative work or completed some mitigation activities related to the question.
      iii. A response of "NO" means the organization has not looked into the work or was not aware of this issue and possible mitigation activities related to the question.
      iv. A response of "N/A" means the question does not apply to the organization and will not apply

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| towards the total in calculating the percentage. |
| 3. If doing a written copy of the assessment a **YES, PARTIAL, NO, or N/A** should be placed into the empty box next to each question for later tabulation. |
| 4. When doing the final printed copy for the employer and Bellin's record, the point value should be entered into the empty box and the totals tabulated. |
| 5. The point value of survey question 1 will be added into the percentage calculation for overall grade. |
| 6. A final percentage/grade will then be given to the employer that identifies the COVID-19 safety confidence of the organization. |
| 7. Recommendations for improving the assessment score can be given to the organization based upon recognized areas of improvement. |

## References

- CDC Guidance
  - https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html
- OSHA guidance
  - https://www.osha.gov/Publications/OSHA3990.pdf
- WI DHS

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- ○ https://wedc.org/wp-content/uploads/2020/05/COVID-19-General-Guidelines.pdf