



Titletown Sports Medicine
& Orthopedics

COVID-19 Business/School District Guidance

School District Assessment

Reduce Transmission among Employees

1. Entry Screening	<ul style="list-style-type: none"> • Symptom Screening • Temperature Check • Symptomatic Sent Home • Close contact with known COVID positive person • 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	<ul style="list-style-type: none"> • Signs and symptoms • High Risk Groups • Proper Hygiene • Stay Home When Sick • Cleaning Best Practices • Social distancing and gatherings • Mask use/laundrying • 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	<ul style="list-style-type: none"> • 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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| | <ul style="list-style-type: none">Utilize OSHA recommendations on mitigation strategies for each risk level | <ol style="list-style-type: none">Have mitigation activities been done to meet the identified risk levels? | |
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Maintain Healthy Business Operations			
1. Sick Leave Policy	<ul style="list-style-type: none"> • Consistent with CDC guidelines • Not require physician note • 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	<ul style="list-style-type: none"> • Employee health department • Medical control • Policies and procedures to guide employees what happens when tested positive. • 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	<ul style="list-style-type: none"> • Assign a person to monitor changes in guidance. • 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	<ul style="list-style-type: none"> • Visitor masking • 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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	<ul style="list-style-type: none"> • Delivery drivers 	2. Has the organization identified and imposed alternative strategies for meeting with business partners and sales representatives?	
5. Assess Essential Functions	<ul style="list-style-type: none"> • Operating plans should be flexible based upon changes in supply and staffing • 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	<ul style="list-style-type: none"> • Staffing plans should account for dramatic shift in absenteeism • 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	<ul style="list-style-type: none"> • Flexible Worksites (work from home) • Staggered shifts to decrease staff in facilities • Monitor business travel essential and non-essential • 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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		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			
1. Engineering Controls	<ul style="list-style-type: none"> • Increase ventilation rates • Increase percentage of outdoor air in circulation • 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	<ul style="list-style-type: none"> • No touch flush • No touch sinks and hand dryers • 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	<ul style="list-style-type: none"> • Automatic door controls • Doors left open as to not require touching • 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			
4. Workspace dividers	<ul style="list-style-type: none"> Plastic dividers in areas that employees are required to work in close contact (within 6 feet) 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	<ul style="list-style-type: none"> Stagger lunch breaks to allow for social distancing Use of dividers in lunch area with wipes for use before and after Encourage use of outdoor space 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	<ul style="list-style-type: none"> Monitor smoking areas outside for congregation 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	<ul style="list-style-type: none"> Provide tissues More waste receptacles No touch dispensers Hand sanitizer 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			
	<ul style="list-style-type: none"> • Signage throughout facility 	3. Is cleaning information signage placed appropriately throughout the facility?	
8. Increased cleaning routines	<ul style="list-style-type: none"> • High touch areas cleaned more frequently • Cleaning wipes in employee stations to use before and after using an area. • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Paperwork • New students to the US • 	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	<ul style="list-style-type: none"> • Symptom Screening 	1. Is a daily screening process in place when employees/coaches enter the facility?	



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	<ul style="list-style-type: none"> • Temperature Check • Symptomatic Sent Home • Close contact with known COVID positive person • 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	<ul style="list-style-type: none"> • Signs and symptoms • High Risk staff • Proper Hygiene • Cleaning Practices • Social Distancing • Sick Leave Policy • 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			
3.Risk Exposure	<ul style="list-style-type: none"> Age 		
4.Equipment	<ul style="list-style-type: none"> Type of Material of all equipment Cleaning Practices 	1. What equipment needs to be cleaned and when?	
		2. Whose responsibility is it to be cleaned?	
		3. Working with any contracted services or new services on responsibility cleaning?	
5.Room Space	<ul style="list-style-type: none"> Classrooms Locker Rooms Meeting Space Weight Rooms Athletic Training Rooms 	1. What rooms are used for classroom instruction?	
		2. Can locker-room be adjusted with social distancing for varsity, JV and freshman?	
		3. Where do teams meet prior or post practice or prior or post-game based on social distancing?	
		4. How many people can be allowed in weight room based on social distancing?	
		5. How many people can be allowed in Athletic Training Room with social distancing?	
6.Practices	<ul style="list-style-type: none"> Locations(Inside, Outside) Space Consideration Hydration 	1. Coaches masking?	
		2. Practice schedule laid out for social distancing?	
		3. All athletes have their own water bottle?	
		4. How to refill water for practices and games?	



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Maintain a Healthy Work Environment			
7.Game Management	<ul style="list-style-type: none"> Who is in charge of all events? Phone contacts to senior leadership Security 	1. Who is each game manager?	
		2. What are phone contacts shall a situation arise and who needs to know what information?	
		3. Phone contact with internal security vs police?	
8.Visiting Teams	<ul style="list-style-type: none"> Conference vs Non Conference Medical Information on team prior to showing up Numbers allowed in facility 	1. Athletic association decision on playing non conference games?	
		2. Legal-are all teams medically cleared to come?	
		3. How many are allowed in a facility locker-room vs facility?	
		4. Will medical come with them and be responsible for their teams care?	
9.Spectators	<ul style="list-style-type: none"> County or City guidelines if allowed Spacing in stands 	1. County approval to have fans in the stands?	
		2. Association allowing fans in the stands?	
		3. Where do spectators sit and social distancing?	
10.Post Event	<ul style="list-style-type: none"> Pick up procedures with cleaning 	1. Who is responsible to pick up equipment and do they understand cleaning procedures?	



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	<ul style="list-style-type: none"> Cleaning of spaces 	2. Do custodians know cleaning guidelines? 3. Products used?	
11.Event Exposure Review	<ul style="list-style-type: none"> HIPAA and notification if COVID COVID team 	1. Who needs to be notified if an exposure? 2. Is there a COVID team designed to handle all exposures?	
12.COVID Team	<ul style="list-style-type: none"> Team Members 		
13.Travel Policy	<ul style="list-style-type: none"> Site Location Distance Vehicles(Bus, Vans, Cars, Personal) Spacing 		
14.Isolation Rooms	<ul style="list-style-type: none"> Location? PPE equipment? Athletic use? 	1. Where is it located and do all have a key if needed 2. What PPE needs to be supplied in room? 3. Can athletics use this during day, nights or weekends?	



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15.Weight Rooms	<ul style="list-style-type: none"> Daily Cleaning Schedule Attendance in Facility Hand sanitizer 	1. What is cleaning schedule done by facility?	
		2. Contact time with “kill rates” identified?	
		3. How many can attend in a session with social distancing?	
		4. Hand sanitizer-where located as well as doorway?	
16.Laundrying	<ul style="list-style-type: none"> Daily Cloths worn for practice Game Equipment(Tops, bottoms, socks) 	1. All cloths are taken home nightly for washing by individuals	
		2. Schools wash the game issued equipment?	
		3. Proper washing and drying procedures?	
		4. Showering towels-washed daily by individuals at home(is it allowed to shower at school)	
17.Pre Participation Exams(PPE)	<ul style="list-style-type: none"> Annual Exam vs Alternate Year Card(WI) Locations to get one done State Association Guidelines temporary 	1. Need a physical done every other year	
		2. Fastcare Meijer in Green Bay and others will open up. Primary Care clinics second option	
		3. Mass ones done at clinics or schools not advised right now	
		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)	<ul style="list-style-type: none"> Thermometers Masks(cloth, surgical, N95) Gloves Gowns 	1. List of PPE’s and what is shared	
		2. Which individuals needs what for PPE?	
		3. Extra supply-where are they kept?	



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	<ul style="list-style-type: none"> • Wipes • Sanitizer-Hand 		
19.Officials	<ul style="list-style-type: none"> • Approval to attend event • Prior health history 		
20.Concessions	<ul style="list-style-type: none"> • Location • Food Prep and Options • Cleaning 		
21.Restrooms	<ul style="list-style-type: none"> • No touch hand washing • No touch sinks and hand dryers • Automatic Bathroom Door • Cleaning Protocols 		
22.Return to play after any COVID outbreaks	<ul style="list-style-type: none"> • Seasonal Postponement 	1. Are games postponed?	
		2. Are games cancelled and you take a loss?	
		3. Guidelines to restart back up?	
23.Marketing	<ul style="list-style-type: none"> • Signs and symptoms 	1. Signs and symptoms of COVID	
		2. Donning and Doffing PPE	
		3. Cleaning	
		4. Return to work guidelines	
		5. Infection Prevention Recommendations	
		6. Entrance Screening Questionnaire	



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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>