

Return to Work/Play Guidelines

Based on MI Safe Start Phases
and Local Guidelines



201 Lone Tree Road,
Milford, MI 48380
248-684-4674

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Introduction- Doing our Part...

Huron Valley Athletic Complex (HVAC) considers the health, well-being and safety of our employees, customers and community our top priority. We understand that we all must do our part to return to activity in a safe manner. As a result we have developed a COVID-19 Prevention, Preparedness and Response Plan and Return to Work/Play guidelines to be implemented for all areas of our business. These guidelines are designed to be in compliance with CDC, State of Michigan and Oakland County regulations, and will be updated as those entities release new information.

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HVAC Response

HVAC will...

- Closely monitor CDC guidelines related to youth sports and camps as well as local regulations to ensure compliance before conducting in-person training, camps, and games
- Provide COVID-19 Daily Self-Screening Evaluation for staff and customers
- Plan for working with public health officials to notify staff, athletes and their families if the organization becomes aware of staff or customers who have developed COVID-19 and may have been infectious to others while at our facility
- Maintain staff/customer confidentiality regarding health status.
- Train and educate all staff on protocols and requirements, including state and local regulations, CDC recommendations and other necessary safety information
- Maintain additional cleaning and disinfecting procedures to prevent the spread of COVID-19
- Be prepared to shut down and stop operations
- Provide adequate space for social distancing
- Provide hand washing/hand sanitizing stations and waste receptacles at our facilities for individual participant use

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Responsibilities of Employees:

HVAC is asking all employees to assist in our prevention efforts while at work, this includes following all CDC, State of Michigan Executive Orders and/or Oakland County Health Department protocols and guidelines.

All Employees must:

- Become familiar with HVAC Return to Work/Play Guidelines
- Complete HVAC COVID-19 Daily Self-Screening Evaluation before coming to work
- Frequently wash your hands with soap and warm water for at least 20 seconds. When soap and running water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol
- Avoid touching your eyes, nose, mouth and face with unwashed hands
- Follow appropriate respiratory etiquette which includes covering coughs and sneezes
- Maintain a social distance of at least 6' from other individuals when possible
- Wear a face covering while in enclosed spaces and when social distance is impossible.

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Responsibilities of Employees (cont.):

All employees must familiarize themselves with the symptoms of COVID-19 which include the following:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Repeated shaking with chills

Staff must ensure that they are healthy by completing the COVID-19 Daily Self-Screening Evaluation prior to reporting for work. If you develop a fever or exhibit any combination of the above listed symptoms.... **DO NOT GO TO WORK** (or stay at work). Immediately contact **BOTH** your healthcare provider and your HVAC supervisor.

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Responsibilities of Coaches/Instructors

HVAC is asking all coaches/instructors to assist in our prevention efforts while at practices and games, this includes following all CDC, State of Michigan Executive Orders and/or Oakland County Health Department protocols and guidelines.

Coaches/instructors must:

- Become familiar with HVAC Return to Work/Play Guidelines
- Complete HVAC COVID-19 Daily Self-Screening Evaluation before coming to the complex
- Frequently wash your hands with soap and warm water for at least 20 seconds. When
- soap and running water are not available, use an alcohol-based hand sanitizer with at
- least 60% alcohol
- Avoid touching your eyes, nose, mouth and face with unwashed hands
- Follow appropriate respiratory etiquette which includes covering coughs and sneezes
- Maintain a social distance of at least 6' from other individuals when possible
- Wear a face covering while in enclosed spaces and when social distance is impossible.
- Remind all athletes to use their own equipment (ball, water, etc.)
- Conduct training or games compliant with state and local guidelines regarding social distancing.

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Responsibilities of Coaches/Instructors (cont.)

- Conduct training or games in compliance with the governing bodies of their respective sports (MSYSA, MHSAA, NFHS, etc...)
- Send home anyone who looks or acts ill, and notify HVAC staff.

All coaches/instructors must familiarize themselves with the symptoms of COVID-19 which include the following:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Repeated shaking with chills

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Responsibilities of Customers

HVAC is asking every customer to assist with our prevention efforts when coming to our facilities, this includes following all CDC, State of Michigan Executive Orders and/or Oakland County Health Department protocols and guidelines. In order to minimize the spread of COVID-19, everyone must be diligent in doing their part.

Customers must:

- Complete HVAC COVID-19 Daily Self-Screening Evaluation before coming to the complex
- Frequently wash your hands with soap and warm water for at least 20 seconds. When soap and running water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol
- Avoid touching your eyes, nose, mouth and face with unwashed hands
- Follow appropriate respiratory etiquette which includes covering coughs and sneezes
- Maintain a social distance of at least 6' from other individuals when possible, place chairs and equipment 6' apart.
- Wear a face covering while in enclosed spaces and when not able to maintain a 6' distance
- Wear a face covering while working in close proximity of other individuals
- Participate in training or games in compliance with the governing bodies of their respective sports (MSYSA, MHSAA, NFHS, etc...)
- No group celebrations, huddles, high-5s, hugs, handshakes, fist-bumps, etc.

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Responsibilities of Customers (cont.)

All customers should familiarize themselves with the symptoms of COVID-19 which include the following:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Repeated shaking with chills

If you develop a fever or exhibit any combination of the above listed symptoms ... please depart the complex. Immediately contact BOTH your healthcare provider AND your coach (instructor, or other HVAC Staff).

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Protective Measures:

HVAC has instituted the following protective measures.

- All customers and visitors must complete a participant waiver at the front desk or through their Esoft account at HVACSports.com.
- All employees and customers must answer the daily, self-evaluation health screen questions prior to visiting our complex or participating in any programs. If the answer is 'yes' to any of the following questions, the individual will not be permitted at the complex (unless where noted):
 - ✓ Do you have a fever? (Check temperature before coming to HVAC facilities)
 - ✓ Have you been confirmed positive for COVID-19 within the last 14 days?
 - ✓ IF THE ANSWER IS 'YES' ... have at least 72 hours (3 full days) passed since recovery and at least 7 days passed since symptoms first appeared?
 - ✓ If YES, you are permitted in the complex.
 - ✓ If NO, please wait until the required time since onset or recovery has passed before visiting our facility.
 - ✓ Are you currently experiencing or have you recently experienced any COVID-19 symptoms?
 - ✓ Have you been in close contact with any individual who has tested positive for COVID-19 within the last 14 days?
 - ✓ Have you traveled internationally or domestically by airplane or boat in the last 14 days?
 - ✓ Have you been in close contact with any individual who has traveled internationally or domestically and are exhibiting COVID-19 symptoms within the last 14 days?

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Protective Measures (cont.):

- Only enter the facilities at their respective 'main' entrances.
- Employees working in close proximity (i.e., less than 6') of each other for a prolonged period of time will wear a face covering. Employees are to properly dispose of used face coverings.
- If hand washing is not possible (i.e., outside venues), there will be an alcohol-based hand sanitizer with at least 60% alcohol available
- It is recommended that employees wear gloves while cleaning to help prevent skin contact with potentially contaminated surfaces
- Any employee or customer showing symptoms of COVID-19 will be asked to leave the complex immediately
- Employees must avoid physical contact with others and will direct others to increase social distancing to at least 6' when possible
- Limit in-person meetings when possible. Conduct meetings via Zoom meetings, telephone, FaceTime, etc.
- Maintain social distancing during breaks and lunch
- Employees should limit the use of sharing office equipment (landline phones, computer keyboards, etc.), office supplies (pens, staplers, etc.) and the like. To the extent that equipment (copy machine, etc.) must be shared, sanitize before and after use. When cleaning equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- Employees are encouraged to minimize ride-sharing (golf carts, gators, travel to offsite meetings, etc.)

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Cleaning and Disinfecting:

HVAC has daily cleaning processes, procedures and checklists. We have increased the frequency of cleaning and disinfecting in response to the COVID-19 pandemic. HVAC will ensure that any disinfection will be conducted using a common EPA registered cleaner/disinfectant. Employees will be encouraged to wear gloves when cleaning and to thoroughly wash their hands when cleaning/disinfecting is complete.

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Known Exposure Situations

Any cases of positive COVID-19 or suspected cases of COVID-19 must be communicated to HVAC Staff immediately.

- Employee, Coach or Instructor Exhibits COVID-19 Symptoms
 - If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (i.e., cough suppressants). The company will similarly require an employee who reports to work with symptoms to return home until he or she is symptom free for 72 hours (3 full days).
- Employee, Coach or Instructor Tests Positive For COVID-19
 - An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test and have not had a subsequent illness.
 - Employees, Coaches, or Instructors who test positive and are directed to care for themselves at home may return to work when:
 - At least 72 hours (3 full days) have passed since recovery ... AND ...
 - At least seven (7) days have passed since symptoms first appeared

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Known Exposure Situations (cont.)

- Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The recovered individual is required to provide documentation clearing their return to work.
- Employee, Coach, or Instructor Has Close Contact with An Individual Who Has Tested Positive For COVID-19
 - Any individual that worked in close proximity (within 3-6 feet without appropriate PPE) for a prolonged period of time, with a fellow employee who tested positive for COVID-19, will be directed to self-quarantine for 14 days from the last date of close contact with the positive tested employee.
 - Once the company learns that an employee has tested positive, the company will coordinate an investigation to determine which coworkers who may have had close contact with the confirmed positive employee in the prior 14 days and direct those close proximity individuals to self-quarantine for 14 days from the last date of close contact with that employee.
 - The company, to the best of their ability, will also notify any customers who may have had close contact with the confirmed positive employee.
 - If an employee learns that he or she has come into close contact with a confirmed positive individual outside of work, he/she must contact HVAC Staff and self-quarantine for 14 days from the last date of close contact.

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Known Exposure Situations (cont.)

If a confirmed case of COVID-19 is reported, HVAC will determine if and how it needs to be recorded and reported. If an employee has a confirmed case of COVID-19, HVAC will conduct an assessment of any workplace exposure to determine if the case is work-related. HVAC will maintain participant confidentiality regarding health status to the best of our ability.

Return to Activity Guide

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HVAC will utilize the following matrix to guide our return to activity.

<i>MI Safe Start Phase</i>	<i>What's happening with the disease?</i>	<i>What do we need to do to stay safe?</i>	<i>What recreational activities are allowed?</i>
1 Uncontrolled Growth	Increasing number of new cases daily, likely to overwhelm the health system.	Stay Home, Stay Safe : Strict social distancing, travel restrictions, face coverings, hygiene best practices, remote work. No gatherings.	No in-person activities will be offered. Coaching/ training will only occur via virtual formats.
2 Persistent Spread	Continue to see high case levels, with concern to health system capacity.	Stay Home, Stay Safe : Strict social distancing, travel restrictions, face coverings, hygiene best practices, remote work. No gatherings.	No in-person activities will be offered. Coaching/ training will only occur via virtual formats.
3 Flattening	Case growth is gradually declining.	Safer at Home : Continued social distancing, face coverings, safe workplace practices. No gatherings.	No in-person activities will be offered. Coaching/ training will only occur via virtual formats.
4 Improving	Cases, hospitalizations, and deaths are clearly declining.	Safer at Home: Continued social distancing, face coverings, safe workplace practices. Small gatherings.	Small groups of 10 (indoor)/100 (outdoor) or less with strict restrictions on social distancing. Activities will be modified to ensure participants remain 6-feet apart. Players must use their own equipment and items.
5 Containing	Continued case and death rate improvements, outbreaks can be quickly contained.	Safer at Home : Continued social distancing, face coverings, mitigated workplaces. Increased gathering size. No large Events	Small groups (number TBD) with loose restrictions on social distancing. Players may participate in drills, play scrimmages within the small group. Shared equipment permitted, but will be sanitized before each session.
6 Post-Pandemic	Community spread not expected to return.	Sufficient community immunity and availability of treatment. Social distancing rules are relaxed and large events are permitted.	Social distancing rules are relaxed therefore group size is determined by the program or activity capacity. Activities that involve direct or indirect contact between athletes can resume.