ASAP Safety Plan

2023



Mission Statement

“Promoting health, self-awareness, self-esteem and the education of our youth by empowering them to succeed”.



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Welcome 2023 Managers, Coaches and Parents!

The attached is West Salem Little League’s Safety Plan (ASAP) for the upcoming 2023 baseball and softball season. This plan was developed to ensure that the participants of West Salem Little League have the opportunity to play, learn, and have fun this year.

This annual report will be revised and updated each year for the safety of everyone involved with West Salem Little League. This plan discusses specific guidelines and criteria that ensure the safe operation of Little League Baseball and Softball at the West Salem Little League fields.

Reading and acknowledging this plan is critical and mandatory for all managers. This plan will also need to be shared with coaches, parents, umpires, concession stand operators and volunteer parents. The ASAP Safety   
Plan will be posted on our league website. This plan will help West Salem Little League maintain the highest possible level of safety and conduct from everyone involved.

Your feedback and suggestions are an important part of this effort. If anyone feels they can contribute by suggesting or recommending ways to improve the safety of WSLL, please feel free to contact me at President@wsll.net, by phone at (206) 992-0328, or any board member. We look forward to a safe and exciting 2023 Little League season!



Be safe and have fun,

Ethan Griffith

President

West Salem Little League 2023

Board of Directors

**Board Position Name**

**President Ethan Griffith**

**Vice President / Safety Officer Scott Botta**

**Umpire in Chief Vacant**

**Treasurer Kenny Newton**

**Coaching Coordinator Vacant**

**Scheduler Board of Directors**

**Background/Security Ethan Griffith**

**Equipment Manager Nick Reed and Mike Powers**

**Player Agent Vacant**

**Sponsorships Sheena Payne**

**Secretary Vacant**

**Snack Shack Vacant**

**Field Managers Mike Powers / Nick Reed / Scott Botta**

**Emergency Phone Numbers**

**All EMERGENCIES 911**

Salem Police Department 503-588-6123

Polk County Sheriff 503-623-9251

Falck Ambulance Service 503-588-6428

Salem Hospital 503-814-1572

Life Flight 503-678-4364

Poison Control 1-800-222-1222

Dog Control 503-623-9251

\*An overview map has been provided to local Emergency Medical Services

that respond to the West Salem Little League Fields.

**Reporting Accidents**

All accidents and injuries shall be reported to the league safety officer **within 24 hours**. After notification the safety officer will notify the WSLL President in which all information will be recorded and the proper forms completed and mailed to the insurance representative. If the safety officer is unavailable, the WSLL President is to be notified of the accident or injury. If the WSLL President or Safety Officer cannot be located on the facility grounds, any board member can be notified of the accident or injury. Check at the concession stand to see, who the responsible board member at the fields is for that day.

**Concussions**

**West Salem Little League will follow Oregon Senate Bill 348 and Oregon Administrative Rule 581-022-0421 in regards to concussion policies and procedures.**

**The 2009 Legislature enacted Senate Bill 348 in an attempt to respond to the serious issue of sports-related concussion injuries that often result due to inappropriate treatment and diagnosis. This legislation requires the following:**

**1. Yearly training of all coaching staff who instruct or train members on a school athletic team**

**2. Prohibition of student athletes from participating in any athletic event or training until a medical release has been obtained for any athlete who exhibit signs, symptoms or behaviors consistent with a concussion; have received a blow to the head or body; or have been diagnosed with a concusion.**

**Concussion Management Training Oregon Administrative Rule, the Safety of School Sports-Concussion 581-022-0421, details the concussion management training requirements included in SB 348.**

**(3) The training required of coaches under this rule shall include the following:**

**(a) Training in how to recognize the signs and symptoms of a concussion; (b) Training in strategies to reduce the risk of concussions;**

**(c) Training in how to seek proper medical treatment for a person suspected of having a concussion; and**

**(d) Training in determination of when the athlete may safely return to the event or training.**

**Recommendations for Coaches**

**Coaches play a key role in helping to minimize the risks for concussions and responding to them properly when they occur. There are many steps coaches can take to ensure the best outcome for individual athletes and the team as a whole. These include:**

**1. Educate athletes and parents about concussions. Talk with athletes and their parents about the dangers and potential long-term consequences of concussion. Explain your concerns about concussion and your expectation of safe play to athletes, parents, and assistant coaches. Distribute concussion fact sheets to athletes and parents (fact sheets are also available in Spanish) at the beginning of the season and again if a concussion occurs.**

**2. Insist that safety comes first. a. Teach athletes safe playing techniques and encourage them to follow the rules of play. b. Encourage athletes to practice good sportsmanship at all times. c. Make sure athletes wear the right protective equipment for their activity. This equipment should fit properly, be well maintained, and worn consistently and correctly. d. Review the athlete fact sheet with your team to help them recognize the signs and symptoms of a concussion.**

**3. Prevent long-term problems. A repeat concussion that occurs before the brain recovers from an initial injury—usually within a short period of time (hours, days, weeks) — can slow recovery or increase the likelihood of long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage, and even death. Keep athletes with a known or suspected concussion from play until they have been evaluated and given permission to return to play by a health care professional with experience in evaluating concussions.**

**If you suspect that an athlete has a concussion, implement the four-step Heads Up action plan:**

**1. Remove the athlete from play immediately. Look for the signs and symptoms of a concussion if your athlete has experienced a bump or blow to the head or body. When in doubt, sit them out.**

**2. Ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussion. Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods they can use to assess the severity of concussion. As a coach, recording the following information can help health care professional in assessing the athlete after the injury: Cause of the injury and force of the hit or blow to the head or body. Any loss of consciousness (passed out/knocked out) and if so, for how long. Any memory loss immediately following the injury Any seizures immediately following the injury. Number of previous concussion (if any, if known).**

**3. The coach is responsible for notifying the athlete’s parents or guardians about the possible concussion and give them the fact sheet on concussion. Make sure they know that the athlete should be seen by a health care professional experienced in evaluating for concussion.**

**4. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it’s ok to return to play. A repeat concussion that occurs before the brain recovers from the first – usually within a short period of time (hours, days, weeks) – can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.**

**Safe Sport Act of 2017**

**The “Protecting Young Victims from Sexual Abuse and Safe Sport Act of 2017” mandates that all amateur sports organizations, which participate in an interstate or international amateur athletic competition and whose membership includes any adult who is in regular contact with an amateur athlete who is a minor must report suspected child abuse, including sexual abuse, within 24 hours to law enforcement.**

**An individual who is required, but fails, to report suspected child sexual abuse is subject to criminal penalties. If an individual suspects a case of abuse within their league, they should report it to the appropriate child services organization and/or local law enforcement as well as, their League President and District Administrator**

**Any individual involved with West Salem Little League who is an approved volunteer MUST complete the Safe Sport Training Program Online. This is not an option, any volunteer who fails to successfully complete the Safe Sport Training will NOT be allowed to participate in any West Salem Little League function, this includes games, practices, tryouts, meetings etc…**

**Please visit the following link to take your Safe Sport Abuse Awareness training** [**Safe Sport Training**](https://www.littleleague.org/player-safety/child-protection-program/safesport-resources-parents/)**. Scroll to the bottom and click on the “ Take The Free Online Course” under the Abuse Awareness for Adults section.**

**Once you have completed the training, please email a copy of the certificate to** [**President@wsll.net**](mailto:President@wsll.net)

**West Salem Little League Code of Conduct**

The 2022 West Salem Little League Board of Directors recommends the following code of conduct. This code of conduct should be followed at all times.

No board member, manager, coach, player, official or spectator shall:

Touch, push, shove, strike, or otherwise threaten (physically or verbally) any other individual.

Exhibit unsportsmanlike conduct including throwing of gloves, helmets, hats, bats, balls, or any other object.

Use or cause the use of unnecessarily rough tactics in the play of a game.

Use profane, obscene or vulgar language.

Exhibit physical contact of an inappropriate nature.

Use tobacco within the WSLL field areas.

Speak disrespectfully to any other manager, coach, player, official, spectator or board member.

Any other behavior or conduct that could be interpreted by any member of WSLL or its guests as disrespectful.

Any unsportsmanlike behavior occuring on/off the field or through social media will be subject to disciplinary action by the board of directors.

This conduct shall be maintained on any field or in any facility in which the team represents West Salem Little League including All-Star and championship play.

Contact us:

President@wsll.net

West Salem Little League

PO Box 5445

Salem, OR  97304

**West Salem Little League Safety Code of Conduct**

In 1995, ASAP (A Safety Awareness Program) was introduced with the goal of re-emphasizing the position of Safety Officer “to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball and Softball”. This manual is offered as a tool to place some important information at a manager’s and coaches’ finger tips.

**DO:**

* Reassure and aid children who are injured, frightened or lost.
* Provide, or assist in obtaining, medical attention.
* Know your limitations.
* Carry your first aid kit to all games and practices.
* Assist those who require medical attention.
* **Look** for signs of injury (blood, black and blue, deformity, etc).
* **Listen** to what the injured person is saying.
* **Feel** gently and carefully the injured area for signs of swelling or broken bone.
* Have your player’s Medical Clearance Forms with you at all times.
* Make arrangements to have access to a phone.

**Don’t:**

* Administer any medications.
* Hesitate in giving aid when needed.
* Be afraid to ask for help if you’re not sure of proper procedures.
* Leave an unattended child at a practice or game.
* Hesitate to report issues to the league’s Safety Officer.

**Coaches Meeting and Clinic**

Attendance at the March 18th, 2023 Coaches Meeting and Clinic is MANDATORY for all managers and coaches. No exceptions. This session will include:

* Safety Training / Concussion Overview and Requirements
* Gear Handout
* Coach Clinic

Coaches will be taught the fundamentals of hitting, sliding, catching, fielding and pitching. Coaches will also learn the basics of first aid and how/when to contact emergency medical services.

**Pre-Game Safety/Field Inspection**

All managers, and/or coaches and/or umpires are required to walk the entire field to identify any safety hazards and ensure that the field is safe prior to use for games or practices. Any hazards should be eliminated prior to the start of play and reported to the safety officer and/or a board member within 24 hours.



**Safety and Injury Prevention**

* First Aid Kits are in all Gear Bags provided to each Team/Head Coach.
* Extra first aid kits and supplies are at the concession stand.
* No games or practices should be held when weather or field conditions are unsafe.
* Grounds should be inspected frequently for holes, damage, stones, glass and other foreign objects. Any problems should be reported to a board member.
* All team equipment should be stored in the team dugout and not within the “field of play”.
* During practice and games, all players should be alert and watching the batter on each pitch.
* Batters must wear Little League approved protective helmets during batting practice and games.
* Catcher must wear catcher’s helmet, mask, throat guard, long model chest protector, shin guards and protective cup with athletic supporter at all times (males) for all practices and games.
* During sliding practice, bases should not be strapped down or anchored.
* Players may not wear watches, rings, pins or metallic items during games or practices.
* The catcher must wear catcher’s helmet and mask with a throat guard while warming up pitchers.
* No playing in the parking lots.
* No playing on and around lawn equipment.
* Always be alert for traffic when crossing roadways.
* No swinging bats or throwing baseballs/softballs within the walkways and spectator areas.
* No throwing rocks or climbing on fences and dugouts.
* Observe all posted signs. Players and spectators should be alert at all times for foul balls and errant throws.
* During games the players must remain in the dugout area in an orderly fashion at all times.
* After each game, each team must clean up the trash in the dugouts and around the stands.

**Volunteers**

We know the greatest treasure we have is a child. As adults, we must ensure that these young people are able to grow up happy, healthy and above all, safe. Whether they are our children, or the children of others, each of us has a responsibility to protect them. They are our future and an endless source of joy.

Background checks are required of all volunteers. Recent advances in computer technology allowing increased access to public records, make it possible for these background checks (to see if an individual is a registered sex offender in a given state) to be conducted in every U.S. state.

Background checks are conducted on Mangers, Coaches, Board of Directors and any other persons, volunteers or hired workers, who provide regular service to the league and/or have repetitive access to, or contact with, players or teams. Covid-19 Vaccine Proof will need to be shown and/or approved exemptions prior to volunteering.

Failure to complete and submit the Volunteer Application Form by those required to do so will result in being barred from involvement of West Salem Little League.

**Concession Stand Safety**

* No minor under the age of 14 should be behind the counter without an adult.
* Food covered at all times to prevent insects from resting on the food.
* Inspect cooking equipment before use and report damage to the Head of Concessions or Board Member.
* Counters and equipment used should be wiped down at the end of the day.
* Cleaning chemicals must be stored in a separate cabinet.
* Certified fire extinguisher suitable for grease fires must be placed in plain sight at all times.
* Only healthy workers should prepare food. Anyone feeling ill or sick should not be allowed in concession stand area.
* All concession stand workers should be instructed in the proper use of fire extinguishers.
* All concession stand workers are to be aware of the location of the first aid kit located in the concession stand.
* Utensils washed and put away at the end of the days games.
* Concession stand workers must wash hands each time they use the rest room and after handling foreign objects.

**Food Handler Certification/Permit**

West Salem Little League will require all concession volunteers who open or close the concession stand to obtain a Food Handler Certification. This course must be recognized and approved by the Oregon Health Authority. The cost to obtain a Food Handler Permit is $10.00.

This card is valid for a 3 year period. West Salem Little League will reimburse the cost to volunteers for the permit. This will ensure we as a league are following the best practices when handling food for everyones safety. If you currently have a Food Manager Training Certificate this will be accepted in lieu of a Food Handler Card. As a reminder, if you have a Food Handler Permit issued from another state it is not recognized here in Oregon and you would need to take an approved course for Oregon.

**Equipment / Facility**

* The WSLL President shall issue keys to the equipment / facility.
* All keys shall be returned at the end of the season, NO EXCEPTIONS.
* Equipment facility shall remain locked at all times.
* All chemicals located in the equipment facility shall be labeled and stored in its original container, if available. MSDS Sheets will be available.
* Any loose chemicals within the equipment facility shall be cleaned and disposed of to prevent accidental poisoning.
* Dispose of outdated products as recommended by the manufacturer.
* Use chemicals only in well ventilated areas.
* Wear proper protective clothing when handling toxic substances.

**Equipment**

The equipment manager shall inspect all equipment before the start of the first practice or game. Once the equipment is distributed by the league it becomes the responsibility of the managers or coaches. They should inspect the equipment before each game or practice. If damaged, the equipment should be taken out of service and the equipment manager notified. Damaged equipment is to be either fixed or destroyed to prevent future use. Many kids bring their own equipment, the manager or coach should make sure that the equipment meets and complies with Little League Regulations.

**Machinery**

Tractors, mowers and other heavy machinery will:

* Be operated by approved volunteers.
* Not to be operated by person under the age of 14.
* Never operated in a careless or reckless manner.
* If something breaks or needs repair, please notify any board member.

**Little League Parents Code of Conduct**

West Salem Little League has implemented the following Parent Code of Conduct for the important message it holds about the proper role of parents in supporting their child in sports. Parents should read, understand, and sign this code of conduct prior to their children participating in our league. Any parent guilty of improper conduct at any game or practice will be asked to leave the sports facility and be suspended from the following game. Repeat violations may cause a multiple game suspension, or the season forfeiture of the privilege of attending all games.

**Preamble**

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character."

I therefore agree:

1.    I will not force my child to participate in sports.

2.    I will remember that children participate to have fun and that the game is for youth, not adults.

3.    I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.

4.    I will learn the rules of the game and the policies of the league.

5.    I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.

6.    I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.

7.    I will not encourage any behaviors or practices that would endanger the health and wellbeing of the athletes.

8.    I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.

9.    I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.

10.  I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.

11.  I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.

12.  I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.

13.  I will emphasize skill development and practices and how they benefit my child over winning. I will also deemphasize games and competition in the lower age groups.

14.  I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.

15.  I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.

16.  I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.

17.  I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.

18.  I will not use social media sites to discuss negative opinions about players, coaches, managers, volunteers, and/or board members.

I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following and not neccesarily in this order:

•     Verbal warning by league official, manager/coach, and/or board member of league.

•     Written warning

•     Parental game suspension with written documentation of incident kept on file by league involved

•     Parental season suspension



Parents’ Role in Safety

Most of the existing Little League rules have a basis in safety. It is important to follow Little League rules for the safety of everyone involved. The managers and coaches are/or will be trained in first and safety. Please take the time to listen to the manager and coaches, learn these rules and make them common practice any time you practice baseball or softball with your children. Here are a few examples of our League’s rules.

**Complete a Medical Release** This enables emergency medical care if parent or guardian is not in attendance, and also informs managers, coaches and medical providers of allergies or other medical problems. This can be found on our website under the FORMS tab.

**No one holds a bat!** Many players bring their own bats to practice and games. Players should keep their bats in their bags, in the dugout or on the ground in front of them until they are needed. **No one holds a bat except when going to the plate.**

**The manager or coach will never leave a player alone at the field** It is very important that parents are on time to pick up the children on time. It is recommended that parents remain at the field if possible. If this is not possible, please contact the coach or manager prior to the event

**No alcohol or tobacco on the field** If volunteers must smoke or chew tobacco, please do it away from the players in designated areas. If the players can see you smoke or chew, you are too close!

**Please be extra cautious when entering and leaving the parking lots** Children may not always look for you, especially young future ball players.

**It is important that you share any medical information that may affect your child during games and practice** If you have concerns or questions about this please contact the manager or League Safety Officer. All information is considered confidential.

**Have your child eat a snack before practice or games** Hungry ball players don’t concentrate well.

**Routinely check your child’s equipment for safety concerns.**

**Arrive early** Get to practice and games early to allow for proper warm ups

**Only Authorized Personnel in the dugouts** – Photographers do not count!



**PLEASE REMEMBER**

**THESE ARE KIDS**

**THIS IS A GAME**

**THE COACHES VOLUNTEER**

**THE UMPIRES ARE HUMAN**

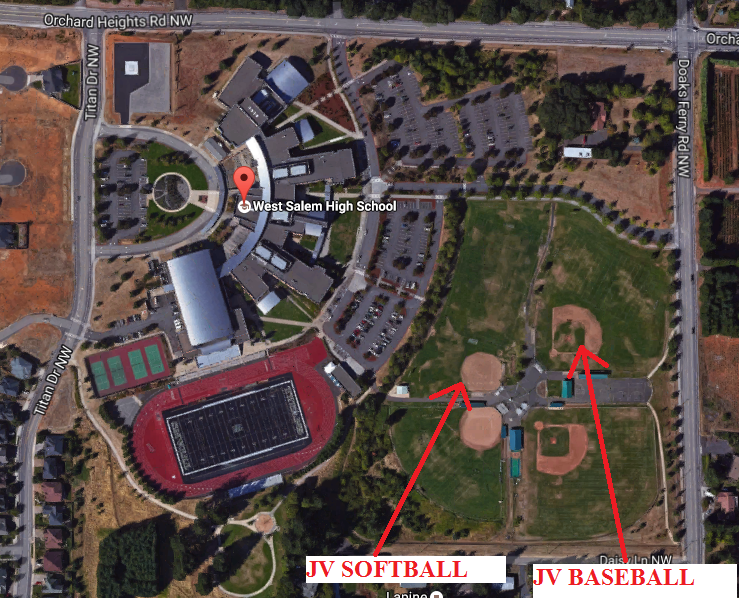
**THIS IS NOT PROFESSIONAL BASEBALL**

West Salem Little League Field Locations

West Salem High School

1776 Titan DR NW

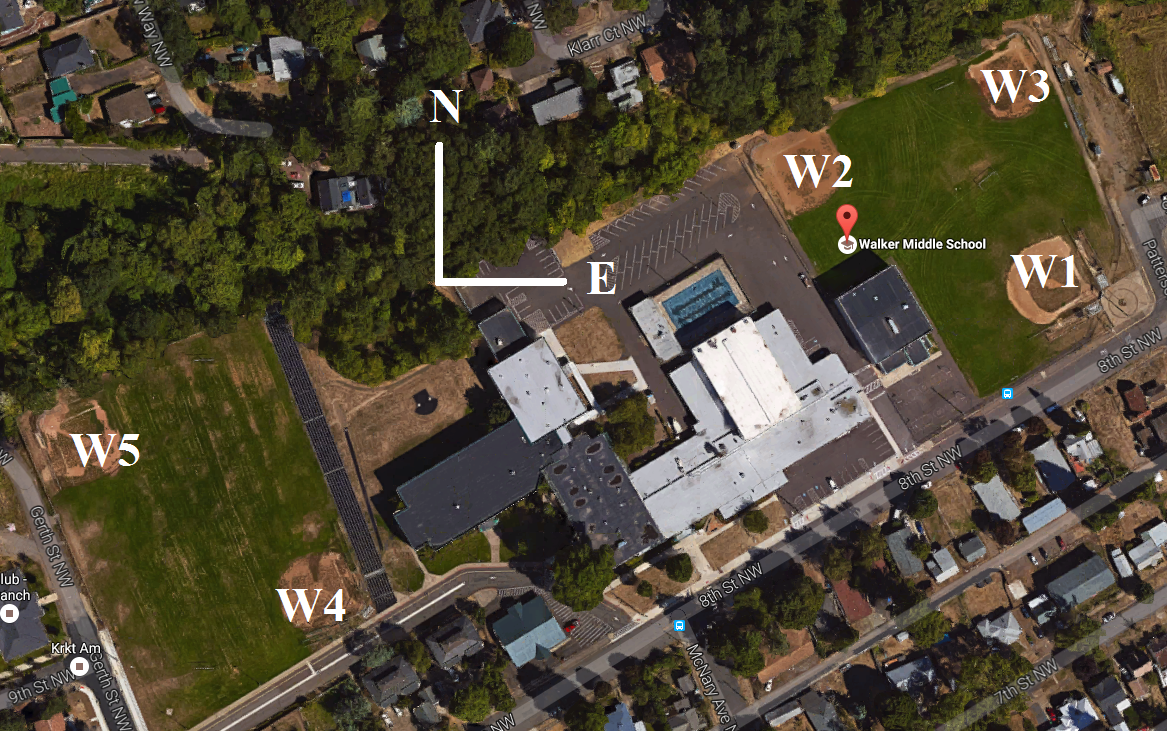
Salem, Oregon 97304



Walker Middle School

1075 8th ST NW

Salem, OR 97304



W2

W3

**Walker Field W1**  
Corner of Patterson & 8th (Majors Baseball)

**Walker Field W2  Walker Field W3**  
NE Corner By old Pool  
  
  
**Walker Field W4  Walker Field W5**  
SE Corner of Football Field  NW Corner of FB Field

**COVID-19 Procedures and Guidance**

**West Salem Little League will adhere to and strictly follow:**

|  |  |  |
| --- | --- | --- |
| SSeal_647C | PUBLIC HEALTH DIVISION |  |
| Kate Brown, Governor |

**Effective Date:** January 13, 2021

800 NE Oregon

Portland OR 97232 [COVID.19@dhsoha.state.or.us](mailto:COVID.19@dhsoha.state.or.us) healthoregon.org/coronavirus

Sector Guidance – Outdoor Recreation and Outdoor Fitness Establishments

**Authority:** Executive Order No. 20-66, ORS 433.441, ORS 433.443, ORS 431A.010

**Applicability:** This guidance applies to:

* outdoor recreation and outdoor fitness establishments; and
* the general public, including leagues, trainers, coaches, officials, players, K-12 and Collegiate sports and spectators, while participating in or using outdoor recreation and outdoor fitness establishments.
* public outdoor areas, as applicable

**Note**: Senior centers are not allowed to operate regardless of the designated risk level of the county in which the establishment is located.

**Enforcement:** To the extent this guidance requires compliance with certain provisions, it is enforceable as specified in Executive Order 20-66, paragraph 10.

**Definitions:** For purposes of this guidance, the following definitions apply:

* “Full-contact sports” means sports that involve a requirement or substantial likelihood of routine, sustained close proximity or physical contact between participants, and includes but is not limited to football, rugby, wrestling, cheerleading, basketball, hockey, dance, water polo, men’s lacrosse, unless the sport is played by rules that eliminate the requirement or substantial likelihood of routine, sustained close proximity or physical contact between participants.
* “General-use pools” means large pool facilities including but not limited to municipal swimming pools and community center pools.
* “Limited-use pools” means pools that are operated in connection with a companion facility, such as an apartment complex, hotel/motel, private club, association or organizational camp where the pool is limited to residents, patrons or members.
* “Minimal- and medium-contact sports” include but are not limited to softball, baseball, soccer, volleyball, women’s lacrosse, flag football.
* “Non-contact sports” include but are not limited to tennis, swimming, cross-country, track and field, sideline/no-contact cheer and dance.
* “Outdoor” means any open-air space including any space which may have a temporary or fixed cover (e.g. awning or roof) and at least seventy-five percent of the square footage of its sides open for airflow.
* “Outdoor recreation and outdoor fitness establishments ” means outdoor locations where outdoor recreation, agritourism, outdoor K-12 or collegiate sports and fitness activities occur including but not limited to outdoor gyms, outdoor fitness organizations, outdoor recreational sports, outdoor pools, outdoor K-12 sports, outdoor collegiate sports, outdoor personal training and outdoor dance.
* “Public outdoor areas” means outside areas open to the public, such as but not limited to local or state parks, campgrounds, hiking and biking trails, golf courses, ski areas and outdoor skate parks, where outside activities occur such as but not limited to hiking, backpacking, bird watching, spelunking, mountain biking, rock climbing, snowshoeing and ice-climbing.
* As general guidance, smaller groups are safer than larger; outdoor locations are safer than indoor locations; sports that can ensure distance of six (6) feet or more are safer than those that require closer contact; and shorter duration is safer than longer.
* **Full-contact sports are prohibited at this time.** Training and conditioning, such as weightlifting, running drills and intra-squad scrimmaging, cannot include full contact of any kind.

# K-12 school sports

Participation in physical activity is vital to the health and well-being of young people. This guidance is intended to provide opportunities for physical activity while reducing risk of transmission of COVID-19. Guidelines for K-12 School Sports are now based on a county’s COVID-19 risk level (lower, moderate, high, extreme). **Guidelines for K-12 School Sports is no longer tied to a school’s instructional model**. Refer to [ODE guidance for reopening to](https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Ready%20Schools%20Safe%20Learners%202020-21%20Guidance.pdf) [in-person instruction](https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Ready%20Schools%20Safe%20Learners%202020-21%20Guidance.pdf) for additional information on school operations.

# Operations:

## Outdoor recreation and outdoor fitness establishments, and operators of public outdoor areas are required to:

* Review and implement [Statewide Mask, Face Covering, Face Shield Guidance](https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2288K.pdf).
* Ensure all individuals are complying with [Statewide Mask, Face Covering, Face Shield Guidance](https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2288K.pdf).
* Ensure that any outside spaces created or used for services or operations meet the definition for “outdoor”. **If the space does not meet the definition of outdoor, then the services or operations will be considered indoor and therefore must comply with the requirements and guidance for indoor operations.**
* Ensure all facilities and equipment are safe to operate and are in good condition after any extended closure in accordance with applicable maintenance and operations manuals and standard operating procedures.
* Keep saunas and steam rooms closed.
* Keep sandboxes closed.
* Keep drop-in childcare closed.
* Refer to and apply the [Statewide Guidance for Youth Programs](https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2351p.pdf) for any children and youth programs.
* Post [clear signs](http://healthoregon.org/covidguidance) listing COVID-19 symptoms, asking individuals with symptoms to stay home, and listing who to contact if they need assistance.
* Post [clear signs](http://healthoregon.org/covidguidance) about the mask, face covering, or face shield requirements.
* Use [signs](http://healthoregon.org/covidguidance) to encourage physical distancing throughout facility, including but not limited to reception areas, locker rooms, and near shared equipment areas.
* Establish one-way traffic flow, where possible, for equipment circuits, tracks, etc. Use signs to direct one-way flow of traffic.
* Provide handwashing stations or hand sanitizer (60-95% alcohol content) throughout the facility for by individuals.
* Refer to [Eating and Drinking Establishments Guidance](https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2351b.pdf) for information about food handling and distribution as applicable.
* Communicate all policies and facilities information to individuals, as applicable, prior to resuming outdoor recreation and reopening outdoor fitness establishments.
* Review and implement [General Guidance for Employers and Organizations](https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2342C.pdf).

***To the extent possible,* outdoor recreation and outdoor fitness establishments, and operators of public outdoor areas *should, but are not required to:***

* Consider having outdoor recreation or outdoor fitness establishment times by appointment to limit number of people in or at the facility. Encourage use during non-peak times as determined and publicized by facility management.
* Consider offering virtual fitness classes, especially for persons at higher risk for severe COVID-19 complications such as people over 60 or with underlying medical conditions.
* Strongly encourage individuals to bring their own filled water bottles and hygiene supplies (including hand sanitizer), as well as to take their trash with them when they leave.
* Permit activities consistent with emergency response activities, including training for emergency personnel, even in a county where, based on the designated risk level, the activity would not be permitted at a particular location. If such activities do take place, OHA requirements and guidance still apply.

## If operating an outdoor pool, outdoor recreation and outdoor fitness establishments are required to:

* Comply with [OAR 333, Division 60](https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=240968).
* Require staff (including lifeguards1) to wear a mask, face covering or face shield when NOT in the water.
* For outdoor spa pools, limit the use of the pool to one household unit at a time. Operators may consider scheduling reservations in 15-minute increments.
* For outdoor spa pools, limit the use of the pool to one household unit at a time. Operators may consider scheduling reservations in 15-minute increments.

1 The [Oregon Administrative Rules](https://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/RECREATION/POOLSLODGING/Documents/poolrules.pdf) that regulate pools in Oregon have different requirements for each type of pool. For example, most limited use pools do not require a lifeguard. If your facility is not required to have a lifeguard, you may disregard that part of the guidance.

# Distancing and Occupancy:

## Outdoor recreation and outdoor fitness establishments, and operators of public outdoor areas are required to:

* With the exception of public outdoor areas, limit maximum capacity based on this [designated level of risk](https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le3461.pdf) for the county in which the outdoor recreation or outdoor fitness establishment is located.
  + Capacity limits do not apply to public outdoor areas.
* Ensure that physical distancing of at least six (6) feet between individuals is maintained at all times, including at outdoor playgrounds, splash pads and in and around restrooms.
* As applicable, limit exercise equipment stations to those located at least six (6) feet apart. If equipment cannot be moved to facilitate physical distancing, it must be blocked from being used.
* As applicable, space out player equipment to prevent players from coming into direct contact with one another.
* For one-to-one personal training, maintain six (6) feet of physical distance between trainer and client. Trainer and client should thoroughly wash hands with soap and warm water or use hand sanitizer (60-95% alcohol content) immediately before and after appointment.
* Inform participants, visitors and customers that members of the same party can participate in activities together and do not have to stay six (6) feet apart.
* Assign a physical distancing monitor to ensure compliance with all distancing requirements, including at entrances, exits, restrooms, ski lifts and any other area where people may gather.
* Develop a plan to limit the number of individuals admitted into outdoor recreation and fitness establishments so that six (6) feet of physical distancing can be maintained. Operators may consider requiring reservations to limit the number of individuals in the pool area.
* Arrange or close common areas such as picnic tables not in shelters/structures, day- use shelters, and buildings open to the public so there is at least six (6) feet of physical distance between individuals (chairs, benches, tables).
* Prohibit parties from congregating in parking lots for periods longer than reasonable to retrieve/return gear and enter/exit vehicles.
* When multiple outdoor recreation and fitness events occur at the same outdoor sports complex at the same time, outdoor recreation and fitness establishment operators are required to:
  + Ensure staff, participants and spectators for outdoor recreation do not share space, including but not limited to restrooms, hallways, concession stands.
  + Clean and sanitize commonly touched surfaces, such as door handles, between subsequent outdoor recreation games.
  + Ensure that high-traffic areas such as entrances, exits, check-in tables, restrooms and concession areas, are cleaned and sanitized between subsequent outdoor recreation games.
    - If staff, participants and spectators at the same outdoor recreation games share a restroom, leave entrance/exit doors open, if possible, and ensure that commonly touched surfaces such as stall door handles and faucets are regularly cleaned and sanitized.

## To the extent possible, outdoor recreation and outdoor fitness establishments, and operators of public outdoor areas should, but are not required to:

* Stagger arrival and departure times for individuals to minimize congregating at entrances, exits and restrooms to follow required physical distancing requirements.
* Consider closing alternating parking spots to facilitate at least six (6) feet of physical distance between parties.
* Consider opening loop trails in a one-way direction to minimize close contact between hikers. Designate one-way walking routes to attractions if feasible.
* Encourage the public to visit parks and recreation areas close to home, avoid overnight trips and minimize travel outside their immediate area for recreation.
* Encourage one-way traffic flow with marked entrances and exits and use signs to direct one-way flow of traffic.
* Consider placing clear plastic or glass barriers in front of reception counters, or in other places where maintaining six (6) feet of physical distance between employees and clients is more difficult.
* Assign designated areas for individuals, when not participating, to ensure physical distancing is maintained.

## If operating an outdoor pool, outdoor recreation and outdoor fitness establishments are required to:

* Alter pool deck layouts to ensure individuals can keep six (6) feet of physical distance.
* If using the pool for lap swim, design and implement a plan so that individuals enter and exit the pool on opposite ends and maintain six (6) feet of physical distance between one another. Prohibit the gathering of people within the facility, including at the ends of lanes.
* Designate a waiting area for individuals that allows for six (6) feet physical distancing.

## If operating a ski lift or T-bar, operators of public outdoor areas are required to:

* Ensure that people waiting in line maintain at least six (6) feet of physical distance from each other. Members of the same household or the same party are not required to maintain physical distance.
* Ensure that only members of the same household or same party ride on the ski lift together, unless a physical distance of at least six (6) feet can be maintained between parties at all times while on the ski lift.

# Locker Rooms:

## If the outdoor recreation and outdoor fitness establishment operators allow locker room use, they are required to:

* Prohibit the use of indoor recreation and indoor fitness establishments for any other purpose than locker room use.
  + In extreme risk counties, all saunas, steam rooms, hot tubs, therapy pools and any other licensed pool is not allowed to operate inside of locker rooms.
* Develop and implement a plan to keep at least six (6) feet of physical distance between people.
* Ensure that the locker room does not exceed maximum occupancy. Use the total square footage of the locker room to determine the maximum occupancy of the locker room based on a minimum of 35 square feet per person.
* Assign a physical distancing monitor to ensure individuals follow all physical distancing requirements, including at entrances, exits, restrooms and any other area where people may gather.

# Cleaning and Disinfection:

## Outdoor recreation and outdoor fitness establishments, and operators of public outdoor recreation areas are required to:

* Thoroughly clean all areas of fitness-related organization prior to reopening after extended closure. Use disinfectants that are included on the [Environmental Protection Agency (EPA) approved list](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)2 for the SARS-CoV-2 virus that causes COVID-19.
* As applicable, require individuals to wipe down all equipment (e.g., balls, weights, machines, etc.) immediately before and after each use with a disinfectant provided by the gym that is included on the EPA-approved products for the SARS-CoV-2 virus that causes COVID-19. A solution of 70%-95% alcohol content is also acceptable.
* Frequently clean and disinfect work areas, high-traffic areas, and commonly touched surfaces. Encourage individuals to bring their own hand sanitizer for personal use.
* Encourage handwashing in and around outdoor recreation and outdoor fitness establishments and provide handwashing stations and/or hand sanitizer in and around the premises, including in picnic areas, day-use shelters, outdoor playgrounds and buildings open to the public.
* Thoroughly clean restrooms at least twice daily and ensure adequate sanitary supplies (e.g., soap, toilet paper, 60-95% alcohol content hand sanitizer) throughout the day.

2 <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Outdoor recreation and outdoor fitness establishment operators may consider using a “one-in-one-out” policy, where only one individual is permitted within the restroom at one time. Restroom facilities that cannot be cleaned twice daily should be kept closed or a sign should be posted stating that the restroom is unable to be cleaned twice daily.

## If operating an outdoor pool, outdoor recreation and outdoor fitness establishments are required to:

* Thoroughly clean all areas of the outdoor pool prior to reopening after extended closure. Specifically:
  + Prevent Legionella: If a facility has been closed for a prolonged period:
    - Flush your water system, both hot and cold water. The purpose of flushing is to replace all water inside building piping with fresh water.
    - Flush until the hot water reaches its maximum temperature.
    - Care should be taken to minimize splashing and aerosol generation during flushing.
    - Other water-using devices, such as ice machines, may require additional cleaning steps in addition to flushing, such as discarding old ice. Follow water-using device manufacturers’ instructions.
* Have maintenance staff or a pool maintenance company regularly check the pool recirculation equipment for proper operation and disinfectant levels prior to the opening of the pool.
* Prohibit lifeguards from cleaning and sanitizing while on duty.

## To the extent possible, if operating an outdoor pool, outdoor recreation and outdoor fitness establishments should, but are not required to:

* Strongly encourage clients to wash hands with soap and water for 20 seconds and/or use hand sanitizer (60-95% alcohol content) immediately before and after pool use.
* Flush water pipes weekly while is the outdoor pool is vacant and prior to resuming normal pool use. Stagnant water in pipes can create conditions that favor the growth and spread of Legionella and other harmful bacteria (see [Guidance for Reopening Building Water Systems after Prolonged Shutdown](https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2322r.pdf)).

# Contact Tracing:

## To the extent possible, outdoor recreation and outdoor fitness establishments should, but are not required to:

* Record participant, visitor and customer contact information, date and time of outdoor recreation or outdoor fitness establishment use. If there is a positive COVID-19 case associated with the outdoor recreation or outdoor fitness establishment, public health officials may need the business to provide this information for a contact tracing investigation. Unless otherwise required, this information may be destroyed after 60 days from the session date.
* Screen participants, visitors and customers prior to start of the outdoor recreation or outdoor fitness establishment session such as asking:
  + Have you had a new or worsening cough?
  + Have you had a fever?
  + Have you had shortness of breath?
  + Have you been in close contact with anyone with these symptoms or anyone who has been diagnosed with COVID-19 in the past 14 days?

If the participant, visitor or customer responds “yes” to any of the screening questions, ask them to return home and wait to return to the facility until all symptoms, including fever have been resolved for at least 24 hours without medication, or at least 14 days after contact with a person with a cough, fever, or diagnosed with COVID-19.

* Strongly encourage a participant, visitor or customer exhibiting symptoms of illness to immediately leave the facility and not return until at least 24 hours after symptoms have resolved without medication.
* Strongly encourage participants, visitors and customers at higher risk for severe COVID-19 complications (persons over age 65 or with underlying medical conditions) to continue to stay home to reduce their risk of exposure.

# Training and Playing:

## Outdoor recreation and fitness establishments are required to:

* Ensure that there is only the minimal or medium contact among participants needed to play the game.
* Prohibit handshakes, high fives, fist/elbow bumps, chest bumps and group celebrations.

## To the extent possible, outdoor recreation and fitness establishments where sports are played should, but are not required to:

* Encourage players to use only their own equipment when feasible. Avoid or minimize equipment sharing, when feasible.
  + Some critical equipment may not be available to each player. When it is necessary to share critical or limited equipment, all surfaces of each piece of shared equipment must be cleaned and disinfected frequently, as appropriate for the sport (e.g. between players, sets, periods, or games). Use disinfectants that are included on the [Environmental Protection Agency (EPA) approved list](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) for the SARS-CoV-2 virus that causes COVID-19.
  + Clean all equipment that directly contacts the head, face and hands with extra attention and detail.
* Allow only trainers, coaches and players to attend practices to ensure physical distancing and prevent people from gathering.
* Schedule enough time between practices and games so all people from a previous practice can leave the premises before the next group enters. This minimizes gathering at entrances, exits and restrooms while providing sufficient time to sanitize the facilities/equipment.
* Require individuals to enter the premises through a designated entrance and exit through a designated exit. Do not block fire exits.
* Encourage staff, players and spectators to stay outside of the premises (e.g. in vehicles) until scheduled practice or play time. This allows people to leave the premises before entering and minimizes gathering.

# Travel

Out of state travel may increase the likelihood of disease transmission. Long haul flights, including domestic, in and of themselves, pose a moderate risk of transmission. Of greater concern, and subsequently higher risk, is the increased exposure during transit at airports.

## If athletes are traveling to or from an outdoor recreation and outdoor fitness establishment, they are required to:

* Limit exposure to those outside the travel unit during transit:
  + All members of a travel unit including drivers, if on a bus or in a car, must wear a mask, face shield or face covering and ensure a minimum of three (3) feet between passengers within the travel unit.
  + Limit travel to those who have been in regular contact and are considered essential personnel (i.e., athletes, coaches, medical staff).
* Air travel
  + When able, consider charter flights instead of commercial air travel. Commercial air travel should be on a carrier with robust infection control methods and enforcement of universal masking requirements.
  + Carry hand sanitizer that contains 60-95% alcohol content at all times and use it frequently.
  + Wear masks or face coverings at all times and minimize removal for eating or drinking.
  + Avoid traveling on the same private plane with a different team.
* Document the names of all passengers including the driver, pilot and flight staff, along with the date and time of the trip and the vehicle number/license, if applicable.
* Allow drivers to transport multiple travel units if wearing a mask and sanitizing hands before and after each driving each group. Vehicles must be cleaned between transport of each travel unit following [transportation guidelines](https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2355.pdf).
* If experiencing [COVID-19 symptoms](https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/LE2356.pdf), contact health care provider for testing.
* Cooperate with Local Public Health Authority, if contacted, for purposes of contact tracing.

## To the extent possible, athletes traveling to or from an outdoor recreation and outdoor fitness establishment should, but are not required to:

* Follow the [OHA Guidance (Recommendations) for Travel.](https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2351r.pdf)
* Travel and play the same day to avoid overnight stays, when feasible. For overnight stays or same-day travel, prepackaged meals or room service should be considered. If restaurant dining is the only option, consider take-out food or outdoor eating as alternatives.

# Additional Resources:

* [Signs you can post](http://healthoregon.org/covidguidance)
* [Statewide Mask, Face Covering, Face Shield Guidance](https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2288K.pdf)
* [OHA General Guidance for Employers and Organizations](https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2342C.pdf)

**Document accessibility:** For individuals with disabilities or individuals who speak a language other than English, OHA can provide information in alternate formats such as translations, large print, or braille. Contact the Health Information Center at 1-971-673-2411, 711 TTY or [COVID19.LanguageAccess@dhsoha.state.or.us](mailto:COVID19.LanguageAccess@dhsoha.state.or.us)