



PK-12 Athletics Health and Safety Plan Template

The decision to resume sports-related activities, including conditioning, practices and games, is within the discretion of a school entity's governing body. Each school entity must develop and adopt an Athletics Health and Safety Plan aligning to the PDE Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools prior to conducting sports-related activities with students. The plan must include the provisions of this guidance, be approved by the local governing body of the school entity, and be posted on the school entity's publicly available website. School entities should also consider whether the implementation of the plan requires the adoption of a new policy or revision of an existing policy.

Each school entity should continue to monitor its Athletics Health and Safety Plan throughout the year and update as needed. All revisions should be reviewed and approved by the governing body prior to posting on the school entity's public website.

Table of Contents

Athletics Health and Safety Plan.....	3
Resuming PK-12 Sports-Related Activities	4
Primary Point of Contact.....	5
Key Strategies, Policies, and Procedures	5
Cleaning, Sanitizing, Disinfecting and Ventilation.....	6
Social Distancing and Other Safety Protocols	7
Monitoring Student Athletes and Staff Health.....	10
Other Considerations for Student Athletes and Staff	12
Athletic Health and Safety Plan Professional Development	14
Athletic Health and Safety Plan Communications	15
Athletics Health and Safety Plan Summary	16
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation.....	16
Social Distancing and Other Safety Protocols.....	16
Monitoring Student Athletes and Staff Health	17
Other Considerations for Student Athletes and Staff.....	18
Athletics Health and Safety Plan Governing Body Affirmation Statement	19

Athletics Health and Safety Plan: (INSERT LEA or SCHOOL NAME)

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- Red Phase: Schools remain closed for in-person instruction and no sports are allowed in counties designated as being in the Red Phase.
- Yellow Phase and Green Phase: Schools may resume sports-related activities after developing a written Athletics Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Use this template to document your LEA's plan to bring back student athletes and coaching staff, how you will communicate the type with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school sports-related activity operations and potential adjustments throughout the school year.

Your school entity should account for changing conditions in your local Athletics Health and Safety Plan to ensure seamless transition from more to less restrictive conditions in each of the phase requirements as needed. Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen.

Resuming PK-12 Sports-Related Activities

Key Questions

- How do you plan to bring student athletes and staff back to physical school buildings, particularly if social distancing is still required?
- How did you engage stakeholders in the decision to resume sports-related activities, including try-outs, conditioning, practices, and games?
- How will you communicate your plan to your local sports and school communities?
- Once you resume sports-related activities, what will the decision-making process look like to prompt a school closure or other significant modification to sports activities?

Summary of Responses to Key Questions:

Anticipated launch date for sports related activities: **(INSERT DATE)**

Primary Point of Contact

Each school entity must designate a primary point of contact with defined roles and responsibilities for health and safety preparedness and response planning for sports-related activities. The point of contact will be responsible for responding to all questions related to COVID-19. All parents, student athletes, officials, and coaches must be provided the person's contact information.

Point of Contact Name	Position of Point of Contact	Contact Information

Key Strategies, Policies, and Procedures

Use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the [Pennsylvania Guidance for All Sports Permitted to Operate During the COVID-19 Disaster Emergency](#).

For each domain of the Athletics Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. Use the key questions to guide your domain summaries.

For each requirement within each domain, document the following:

- **Action Steps under Yellow and Green Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow or green. List the discrete action steps for each requirement in sequential order.
- **Lead Individual(s) and Position(s):** List each person responsible for ensuring the action steps are fully planned and the system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or supports required to implement the requirement.
- **Professional Development (PD) Required:** Identify the training or professional development that will be provided to staff, students, families, and other stakeholders to implement each requirement effectively.

In the following tables, an asterisk (*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

- How will you ensure the athletic facilities are cleaned and ready to safely welcome coaching staff and student athletes?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain coaching staff and student athlete safety?
- What protocols will you put in place to clean and disinfect throughout the day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Cleaning, sanitizing, disinfecting, and ventilating spaces, surfaces, and any other areas used by student athletes and sporting activities (i.e., restrooms, drinking fountains, locker rooms and transportation)</p>				

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Other cleaning, sanitizing, disinfecting, and ventilation practices				

Social Distancing and Other Safety Protocols

Key Questions

- How will conditioning, practice, and game spaces be organized and scheduled to mitigate spread?
- How will you group student athletes with coaches to limit the number of individuals who come into contact with one another throughout the conditioning, practices, meetings, team meals, games, etc.?
- What policies and procedures will govern use of other communal spaces (locker rooms, restrooms)?
- How will you utilize outdoor space to meet social distancing requirements?
- What hygiene routines will be implemented?
- How will you adjust student transportation to meet social distancing requirements?
- How will social distancing and other safety protocols vary based on age ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided?

Summary of Responses to Key Questions:

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protocols for social distancing student athletes and staff throughout all activities, to the maximum extent feasible				
* Procedures for serving food at events				
* Hygiene practices for student athletes and staff which include the manner and frequency of hand-washing and other best practices				
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs				
* Identifying and restricting non-essential visitors and volunteers				

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Limiting the sharing of materials and equipment among student athletes				
Staggering the use of communal spaces (i.e., locker rooms, weight rooms, etc.)				
Adjusting transportation schedules and practices to create social distance				
Limiting the number of individuals in athletic activity spaces, and interactions between groups of student athletes				
Other social distancing and safety practices				

Monitoring Student Athletes and Staff Health

Key Questions

- How will you monitor student athletes, coaches, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Who will be responsible for monitoring?
- Where will the monitoring take place?
- When and how frequently will the monitoring take place?
- What is the policy for quarantine or isolation if a coach, student athlete, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19? What conditions will a coach or student athlete confirmed to have COVID-19 need to meet to safely return to sports activities? Which staff will be responsible for making decisions regarding quarantine or isolation requirements of coaches or student athletes?
- When and how will families be notified of confirmed coach or student athlete illness or exposure and resulting changes to the local Athletics Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student athlete and staff health? When and how will the training be provided?

Summary of Responses to Key Questions:

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Monitoring student athletes and staff for symptoms and history of exposure				

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Isolating or quarantining student athletes, coaching staff, or visitors if they become sick or demonstrate a history of exposure				
* Returning isolated or quarantined coaches, staff or student athletes, to school and/or athletics				
Notifying coaching staff, families, and the public of cancellation of sports-related activities, school closures and other changes in safety protocols				
Other monitoring and screening practices				

Other Considerations for Student Athletes and Staff

Key Questions

- How will you determine which coaches and other athletic staff are willing/able to return? How will you accommodate staff who are unable or unwilling to return?
- How will you determine which student athletes are willing/able to return? How will you accommodate student athletes who are unable or unwilling return?
- What is the local policy/procedure regarding face coverings for all coaches and athletic staff? What is the policy/procedure for student athletes?
- What special protocols will you implement to protect student athletes and staff at higher risk for severe illness?
- How will you address coaches and other athletic staff who are ill, or who have family members who have become ill?
- How will you manage teams in the event of coaching staff illness? Do you have substitute coaches available?
- Which stakeholders will be trained on these protocols? When and how will the training be provided?

Summary of Responses to Key Questions:

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting student athletes and coaching staff at higher risk for severe illness				
* Use of face coverings by all coaches and athletic staff				
* Use of face coverings by student athletes as appropriate				

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Unique safety protocols for student athletes with complex needs or other vulnerable individuals				
Management of Coaches and Athletic Staff				

Athletics Health and Safety Plan Professional Development

The success of your plan for resuming sports-related activities safely requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires staff training, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate professional learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date

Athletics Health and Safety Plan Communications

Timely and effective family and caregiver communication about sports-related health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, school entities should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

Topic	Audience	Lead Person and Position	Mode of Communication	Start Date	Completion Date

Athletics Health and Safety Plan Summary: (INSERT LEA or SCHOOL NAME HERE)

Anticipated Launch Date: (INSERT DATE)

Use these summary tables to provide your local education community with a detailed overview of your Athletics Health and Safety Plan. School entities are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Athletics Health and Safety Plan tables above.

Facilities Cleaning, Sanitizing, Disinfecting, and Ventilation

Requirement(s)	Strategies, Policies and Procedures
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, locker rooms, and transportation)	

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* Protocols for social distancing student athletes and staff throughout all activities, to the maximum extent feasible	
* Procedures for serving food at events including team meetings and meals	
* Hygiene practices for student athletes and staff including the manner and frequency of hand-washing and other best practices	
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	
Identifying and restricting non-essential visitors and volunteers	

Requirement(s)	Strategies, Policies and Procedures
<p>Limiting the sharing of materials and equipment among student athletes</p> <p>Staggering the use of communal spaces (i.e., locker rooms, weight rooms, etc.)</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in athletic activity spaces and interactions between groups of student athletes</p> <p>Other social distancing and safety practices</p>	

Monitoring Student Athletes and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring student athletes and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining student athletes, coaching staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined coaching staff, student athletes, or visitors to school</p> <p>Notifying coaching staff, families, and the public of cancellation of sports-related activities, school closures and other changes in safety protocols</p>	

Other Considerations for Student Athletes and Staff

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none">* Protecting student athletes and coaching staff at higher risk for severe illness * Use of face coverings by all coaches and athletic staff * Use of face coverings by student athletes as appropriate Unique safety protocols for student athletes with complex needs or other vulnerable individuals Management of Coaches and Athletic Staff	

Athletics Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **(INSERT NAME OF LEA)** reviewed and approved the Athletics Health and Safety Plan on **(INSERT DATE AS MONTH, DAY, YEAR)**.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **(INSERT DATE AS MONTH, DAY, YEAR)**

By:

(Signature of Board President)

(Print Name of Board President)