BC Athletics Return to Rent Guidelines for External Use of Athletic Facilities

Revised on October 16, 2020

The safety and health of all students, employees and customers is Bellevue College's highest priority. The following document outlines processes for physical distancing and safety in external group rental operations at Bellevue College. Processes are based on health and safety requirements in Proclamation 20-12.1¹ and the <u>Professional Sports & Other Sporting Activities COVID-19 Requirements</u>.²

During the world wide pandemic caused by the 'novel coronavirus' (COVID-19) and the 'Safe Start Washington' order, by the governor Jay Inslee, the Bellevue College Athletics department affirms its continued commitment to maintaining an operational college environment and to provide environmental stewardship while ensuring the safety of our staff, students, and customers.

Continuing operations during this pandemic requires new levels of individual social distancing, cleaning, and disinfecting communal areas, handwashing and use of Personal Protective Equipment (PPE). Bellevue College Athletics will follow the plan created by <u>Bellevue College Safe Back to School Plan</u>³ for all Athletic Department employees in their return to work.

All external groups must adhere to the rules laid out by the Professional Sports & Other Sporting Activities COVID-19 Requirements (Appendix B) as well as the Bellevue College Return to Rent Guidelines as outlined in this document. Bellevue College must be provided with the group specific adopted written procedure for employee safety and customer interaction by any group that would like to be considered for usage of the BC Athletic Facilities. This must be at least as strict as this procedure and follow the safety and health requirements, including recreation-specific guidance as explained in the Professional Sports & Other Sporting Activities COVID-19 Requirements as well as the Bellevue College Return to Play Guidelines.

Bellevue College has the right to end any event that does not follow the requirements in the Safe Start Washington plan, Professional Sports & Other Sporting Activities COVID-19 Requirements Guide, the Bellevue College Safe Back to School Plan, the Bellevue College Return to Play Guidelines, and any event that does not follow the written procedure of the specific group renting the BC Athletic Facilities.

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¹ Governor's Proclamation 20-12.1

² Professional Sports & Other Sporting Activities COVID-19 Requirements,

https://www.governor.wa.gov/sites/default/files/COVID19%20Phase%202%20and%203%20Sporting%20Activities %20Guidance.pdf?utm_medium=email&utm_source=govdelivery_

³ Bellevue College Safe Back to School Plan, <u>https://www.bellevuecollege.edu/covid19/bellevue-college-safe-back-to-school-plan/</u>

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Role and Responsibilities

Campus COVID-19 Supervisor

BC's Vice President for Administrative Services will serve as the college's designated campus COVID-19 supervisor and is responsible for monitoring and updating the Safe Back to School Plan.

Site Supervisors

The Director of Athletics is the designated site supervisor for Athletic rental operations. The COVID-19 site supervisor is responsible for working with the campus COVID-19 supervisor, the Flu Team and Public Safety to comply with the Safe Back to School Plan and enact measures to mitigate the spread of COVID-19. The site supervisor is responsible for overseeing the setup of practice areas/offices, signage, and floor markings in the Athletic facilities. They are also responsible for overseeing the set-up of the Health Screening Station and enforcing the COVID-19 Return to Rent Plan.

The Athletic Operations Manager is the designated back-up site supervisor.

The site supervisor may end any event immediately if requirements are not met.

Employee Supervisors

The Athletic Operations Manager is the designated employee supervisor. The employee supervisor ensures direct reports receive the provided COVID-19 safety training, follow COVID-19 safety measures, and routinely clean their workspace and shared equipment after each use. Supervisors are responsible for approving employee's requests to come to campus and validating their employees completed the online health assessment every day they are on campus. Supervisors may be scheduled as health screening station personnel at health screening stations.

Department Representative

The Athletic Operations Manager is the department representative responsible for ordering and storing PPE supplies and cleaning kits for their department for employee and student/customer use.

Field Site Supervisor / Health Screening Station Personnel

Hourly paid staff will rotate as health screening station personnel. A Field Site Supervisor will be designated for each event. The COVID-19 Field Site Supervisor will coordinate with the External Group on the day of the event. This includes:

- Meeting with External Group's COVID-19 Supervisor at least 15 minutes prior to an event to ensure the External Group follows the required check in protocols.
- Reviewing any updates to Bellevue College, local, state, or federal guidelines.

The COVID-19 Field Site Supervisor will monitor the External Group's adherence to Safe Start Washington, the Professional Sports & Other Sporting Activities COVID-19 Requirements, Bellevue College Safe Back to School Plan, Bellevue College Return to Rent Guidelines, and the plan provided by the specific External Group.

The Field Site Supervisor may end any event immediately if requirements are not met.

Employees

All employees and students are required to submit a daily <u>online health assessment</u> via the webpage prior to reporting to the campus. All employees will wash or sanitize their hands prior to shift. All employees must regularly wash or sanitize their hands throughout shift.

Every individual on campus must do the following:

- Practice physical distancing.
- Wear a face mask.
- Follow all instructions regarding the use, maintenance, and disposal of PPE.
- Those who are sick or experiencing even mild symptoms of illness that can't be attributed to
 another condition (e.g., allergies), must stay home, or go home if symptoms manifest while on
 campus. If symptoms develop while the employee/student is not working, the employee/student
 should not return to work/class until they have been evaluated by a healthcare provider.
- Follow state rules and guidelines for self-quarantine.
- Employees and students must complete an online health assessment daily prior to their scheduled shift/class.
- Report any COVID-19 symptoms, test results, or close contact with a COVID-positive person to covidreporting@bellevuecollege.edu.

Visitors, Customers, and External Groups

Visitors, customers and external groups must adhere to the Safe Start Washington Professional Sports & Other Sporting Activities Phase COVID-19 Requirements (Appendix A) and the Bellevue College Return to Rent Guidelines as detailed in this document.

External groups must provide a Safety Plan to Bellevue College for review prior to first event. This plan must meet the minimum requirements of the Safe Start Washington and Bellevue College Return to Rent plan and be approved by Director of Athletics. Additionally, external groups must complete an Agreement to Comply with BC COVID-19 Safety Requirements (Appendix C).

External Group COVID-19 Event Supervisor

External groups must designate a COVID-19 Event Supervisor. The BC COVID Site Supervisor will coordinate the check in process with the External Group COVID-19 Supervisor.

Education and Training

The Bellevue College is responsible for educating workers about coronavirus and how to prevent transmission. Employees are responsible for completing the <u>COVID-19 Training</u>⁴ before returning to the workplace and providing a completion certificate to their supervisor. Employees are responsible for reading and agreeing to follow Bellevue College COVID-19 policies before returning to the workplace:

- All employees are required to wear masks as described in the Department of Health guidance.
- All employees are required to wash hands at the start and end of each shift and break.
- Employees must maintain minimum six-foot separation in all interactions by minimizing staff and External Group traffic.
- Regularly scheduled employees who need a reasonable accommodation for any of the requirements in this document should contact HR. Students-employees should contact the DRC.
- All employees will be educated on COVID-19 (symptoms, transmission, cultural sensitivity, etc.) and relevant practice and game protocols. Staff will further be educated on specific protocols, acclimatization to sport and changes to the COVID 19 Return to Play Plan.
- Informational signage (COVID-19 symptoms, mask etiquette, hygiene, distancing, etc.) will be posted in areas student employees and staff frequent.

External Group Safety and Health Requirements

Before any activity (e.g., instruction, practice, assessment) or service (e.g. rental, transactions) can occur on campus, programs must organize and prepare to perform activities using physical distancing where possible and with appropriate PPE and other safety measures outlined in the Professional Sports & Other Sporting Activities COVID-19 Requirements.

The External Group is responsible for providing appropriate PPE for all participants and enforcing PPE requirements.

Bellevue College Requirements Based on County Phase

The Professional Sports & Other Sporting Activities COVID-19 Requirements is using a Sport Risk Category and COVID Risk Category approach. Rental events using Bellevue College facilities must comply with the requirements set by the Professional Sports & Other Sporting Activities COVID-19 Requirements at the time of the rental event.

Masks

Per the Professional Sports & Other Sporting Activities COVID-19 Requirements, masks are required for athletes/participants directly before and directly after sporting activities and strongly encouraged whenever not engaged in strenuous activity. Any spectators must wear facial coverings per the Department of Health facial covering order. Coaches, referees/umpires, trainers, managers, spotters, and any other paid or volunteer staff must wear face coverings at all times, with an exception for referees that need to run in the field of play.

Physical Distance

Per the Professional Sports & Other Sporting Activities COVID-19 Requirements, a physical distance of 6feet must be maintained between staff, volunteers, and any spectators at all times with exceptions for training and medical personnel and volunteers performing their medical duties. Six feet of distance must

⁴ COVID-19 Training, <u>https://rise.articulate.com/share/cynvFbrtglgve--JCq1A9QVxgS-jWaa2#/</u>

be maintained among athletes when not engaged in sporting activities. Huddles and team meetings must be physically distanced.

Location Access

The number of individuals present in each area will be defined by the Professional Sports & Other Sporting Activities COVID-19 Requirements. Physical distancing will be required.

Entrance and exit routes will be identified and marked to avoid congestion and limit potential exposure. Scheduling of BC facilities will allow for adequate time for participants to exit prior to the time the next activity participants are scheduled to enter a facility.

Entrance and Exit

Participants will wait in their cars until the start of their event and exit the facility immediately following the event. Specific guidelines for entering and exiting each facility are provided within the facility protocols. Those who arrive via public transportation may wait near the facility entrance, but must remain physically distanced from others and wear a mask while waiting.

Participants will keep 6-feet of distance during the check in process and masks will be required.

Check-in Process

- Each external group employee and participant must have their temperature taken by the External Group's supervisor before being admitted to Bellevue College Athletic Facilities.
- Each employee and participant must verbally acknowledge they have read and don't have any of the symptoms on the health screening questionnaire (Appendix E) prior to being admitted to Bellevue College Athletic Facilities.
- Employees and participants must wash or sanitize their hands prior to entry. Washing stations and/or sanitizer will be provided at check in.
- A list of every employee and participant must be kept on file with the External Group for at least 30 days after the event for possible contact tracing purposes.

Health Screening Station

Any employees and participants of the External Group complaining of or exhibiting symptoms of illness will be prohibited from all in-person team events and will notify the COVID-19 Field Supervisor immediately.

A health screening station will be set-up at the entrance of an athletic area.

- The station will have a copy of the <u>Professional Sports & Other Sporting Activities COVID-19</u> <u>Requirements</u> and the Return to Rent specific plan. In addition, health screening stations will all have cleaning supplies, hand sanitizer, a touch-free thermometer and extra masks.
- Health screening station personnel will verify that employees, students, and participants complete a health assessment.

Location Specific Protocols

The following are location specific protocols for entering and exiting the athletic facilities.

Turf Field Protocols

The Turf Field is split into two facilities: Soccer and Softball fields. Markings will be placed on walkways and in dugouts along rails representing 6-foot distancing.

- One-way entry will be on the cement walkway at the south end of the complex. Refer to the Turf Field Map (Appendix F).
- Soccer Field
 - o Participants will enter the soccer field at the large gate on the bottom of the walkway.
 - The check in for the soccer field will be placed at the base of the walkway on the south end of the field. This will allow for proper physical distancing while waiting to check in.
 Masks must be worn during check in.
- Softball Field
 - Participants will enter the softball field by walking the cement pathway along the west end of the field to the softball field.
 - The check in for the softball field will be at the gate next to the 1st base dugout. This will allow for proper physical distancing while waiting to check in. Masks must be worn during check in.
- Participants must exit the facility immediately upon conclusion of their event. Exit is up the east hill and masks must be worn while exiting the facility.

Courter Field (Baseball Field) Protocols

- Gates will be permanently opened and chained to prevent the public from touching them (opening/closing).
- One-way entry with a separate exit will reduce possible close contact between individuals. Entry will be at main entry on first base side of field (east gate). Refer to the Courter Field Map (Appendix G).
- Participants will exit out of south sliding gate entry (near portable toilets) or west gate.
- Foul ball retrieval will be out of south and west gates only.

Markings will be placed on walkways and in dugouts on benches and along front rails in waiting / foul ball areas representing 6-foot distancing.

Courter Family Athletic Pavilion (Gymnasium) Protocols

- One-way entry will be through the northwest doors. Refer to the Gymnasium Map (Appendix H).
- A check-in table will be placed in the lobby. The floor will be marked with proper physical distancing and masks must always be worn during check-in.
- Participants must exit the gym through the two sets of doors on the east side of the gymnasium.

Restrooms

Restrooms will be open and common touch points will be sanitized at least daily, but may be done more frequently, as needed, based on the event and with the pre-approval of the custodial team. Athletics will place floor markers inside and outside doors for line distancing. Signage outside restrooms will require masks and limit occupancy. Signage inside will describe proper handwashing steps and safe disposal of waste.

Water Fountains

Water fountains will be disabled, unless it is touchless. Participants must bring their own water and drinks.

High Risk County Requirements

Additional distancing measures and buffer zones are necessary if King County is in a High Level County COVID Risk Category, as described in the <u>Professional Sports & Other Sporting Activities COVID-19</u> <u>Requirements.</u>

Facilities may be divided as shown on the field maps located in the appendices.

- Turf Field Map (Appendix F). The Turf Field is split into two facilities: Soccer and Softball fields. They are counted individually towards the occupancy limit. The Turf Field has 12 distinguished zones to facilitate social distancing and isolated group use. They are marked in Appendix F.
- Courter Field Map (Appendix G).
- Gymnasium Map (Appendix H).

Response to COVID-19 Health Concerns

If a Bellevue College employee shows symptoms or tests positive for COVID-19 they will self-quarantine for 14 days before returning to work. Bellevue College employees will follow the return to work protocol as outlined in the <u>Bellevue College Safe Back to School Plan</u>.

If a participant or employee of an External Group displays symptoms or tests positive for COVID-19 they will not be allowed back to Bellevue College for 14 days. It is the responsibility of the External Group to inform Bellevue College if this occurs.

Athletics Standard Cleaning Preparations⁵

Sanitation wipes and hand sanitizer will be visible and adequately supplied. Hand washing will be encouraged when possible. All surfaces and equipment used will be sanitized after use and between uses when possible.

The following to be completed by COVID Site Supervisor or designee(s) 30 minutes prior to and hourly throughout each event.

- Clean and disinfect gates, door handles, locks, and railings where applicable.
- Cleaning of facility specific common touch points as outlined in the subheading of each facility.
- Clean and disinfect common touch points in bathrooms.
- Provide check in table at entrance with hand sanitizer.
- Post all signage. (Appendix B)

Athletic Contact Information

- Campus COVID-19 Supervisor Dennis Curran, Vice President of Admin Services
- Site Supervisor Jeremy Eggers, Athletic Director
- Employee Supervisor Donald Brady, Athletic Operations Manager
- Department Representative Angela D'Amelio, Program Manager
- Field Site Supervisors –
- Human Resources hr@bellevuecollege.edu

⁵ <u>Cleaning and Disinfecting Your Facility</u>

COVID 19 Action Team for Athletics

- Jeremy Eggers, Athletic Director
- Angela D'Amelio, Program Manager
- Donald Brady, Men's Basketball
- Jocelyn Lawrence, Volleyball
- Mark Yoshino, Adjunct Faculty Instructor
- TBD, Athletic Trainer
- Ross Villegas, Director of Security
- Mike Kaptik, Dean of Student Life

Appendix A: Washington Safe Start Plan Documents Safe Start Washington

Professional Sports & Other Sporting Activities COVID-19 Requirements

Appendix B - Signage

Do Not Enter if you have experienced any of the following symptoms in the last three days:

- Fever of 100.4 of higher
- Cough
- Shortness of breath/difficulty breathing
- Sore throat
- Chills
- Loss of taste/smell
- Body aches
- Nausea/vomiting/diarrhea
- Congestion/runny nose not related to seasonal allergies
- Unusual fatigue

Do Not Enter if you answer 'yes' to any of the following questions:

- Does anyone in your household have any of the above symptoms?
- Have you been in close contact with anyone with a suspected or confirmed case of COVID-19?

MASKS MUST BE WORN AT ALL TIMES WHILE NOT ACTIVELY PARTICIPATING IN AN ACTIVITY

MAINTAIN 6' OF DISTANCE AT ALL TIMES WHILE NOT ACTIVELY PARTICIPATING IN AN ACTIVITY

AVOID COMMON TOUCH POINTS (GATES, HANDLES, RAILINGS)

WASH OR SANITIZE HANDS FREQUENTLY

Appendix C – External Group Agreement Template

AGREEMENT TO COMPLY WITH COVID-19 SAFETY REQUIREMENTS

The novel coronavirus, COVID-19, is extremely contagious and is believed to spread mainly through person-to-person contact. As a result, federal, state, and local governments and health agencies recommend social distancing and have prohibited the congregation of groups of people over a certain size. To help reduce the risk of virus transmission in Washington, state and local health officials have mandated businesses and activities comply with social distancing measures and maintain certain health standards as well as implement additional industry specific requirements.

We are pleased to partner with your organization to help provide important recreational and development opportunities for youth, families, and adults in our region in a safe manner that meets all applicable safety requirements and guidance. To that end, we ask that you agree to the following:

1. Comply with all applicable COVID-19 safety requirements and guidelines as issued by the Governor's office, Department of Health, or other state or local authority, including any guidelines related to increased cleaning and disinfecting of materials and the facility. Comply to all requirements as stated by Bellevue College.

2. Notify and educate all staff, volunteers, and participants of the applicable COVID-19 safety requirements and guidelines.

3. Submit to Bellevue College a written procedure or plan for participant safety and interaction and keep plan updated as guidance is revised.

4. Adherence to all above acknowledges that the user groups and their participants are responsible for the preventive measures against COVID-19.

5. Notify the field supervisor immediately if a staff member, volunteer, or participant starts showing symptoms of COVID-19 while at the program or activity.

Bellevue College has the right to end any event that does not follow the requirements in the Safe Start Washington plan, Professional Sports & Other Sporting Activities COVID-19 Requirements - Bellevue College Safe Back to School Plan, the Bellevue College Return to Play Guidelines, and any event that does not follow the written procedure of the specific group renting the BC Athletic Facilities.

I am authorized to execute this document on behalf of the organization identified below and I have read and agree to its terms.

Name	
Organization	
Signature	
Date	

Appendix D – Assumption of Risk

Bellevue College Athletics Field Use and Activity on Premises

COVID-19 ASSUMPTION OF RISK AND RELEASE

I acknowledge that I have voluntarily chosen to participate in activity / use athletic outdoor facilities at Bellevue College.

A. COVID-19 ASSUMPTION OF RISK

I understand that my participation in program activities may involve foreseeable as well as unforeseeable risks to my health or safety (including death), or the health and safety of others, as a result of the worldwide spread of the novel coronavirus known as COVID-19.

COVID-19 is highly contagious and is spread by coming into personal contact with others or using shared facilities and equipment. Participating may increase the risk of contracting the disease or spreading it to others, including employees of the facility, team staff members, teammates, family, and friends. Any participant may be unknowingly carrying the disease and capable of infecting others without experiencing any symptoms.

COVID-19 is described by the Centers for Disease Control (CDC) as a mild to very severe respiratory illness that can result in hospitalization, respiratory or organ failure, exacerbation of underlying health conditions such as diabetes or heart or lung disease, and death. The risks of exposure can also include, but are not limited to, quarantine, social isolation and stress, medical and other expenses, loss of work and income, and disruption of educational studies. For information about COVID-19, including symptoms and prevention, visit the CDC website at www.cdc.gov/coronavirus/2019.

I understand and agree that it is my responsibility to follow Federal, State, and College guidelines or directives relating to my participation, including any guidelines or directives relating to social distancing, proper hygiene and handwashing practices, and the use of personal protective equipment (PPE). I understand and agree that I am solely responsible for determining my ability to participate in the program and for notifying Bellevue College athletics staff of any medical or other health condition that would limit my ability to participate safely. I understand and agree that Bellevue College and its staff cannot and has not promised to guarantee or insure my health or safety. I understand that it is my responsibility to obtain any appropriate insurance coverage and to pay any medical or other expenses relating to my participation here at Bellevue College.

By my signature below, I acknowledge and voluntarily assume the above described risks of participating on the athletic facilities at Bellevue College.

B. RELEASE OF CLAIMS

<u>If I am age 18 or over</u>, as a condition of my being permitted to participate in activity at Bellevue College's athletics department, I hereby waive and release any claims that I or my estate may have against Bellevue College, or their trustees, directors, officers, employees, volunteers, or agents based on any loss, illness

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Commented [SM3]: has this been run by the AG?

or injury (including death), that I may sustain arising from, in connection with, or incidental to my participation, whether such loss, illness or injury is caused by my own acts or omissions or by those of other program participants, Bellevue College staff or volunteers.

If I am signing as a parent/guardian of a participant under age 18, as a condition of my child or legal ward being permitted to participate in activity at Bellevue College's athletics department, I hereby waive and release any claims that I or we may have against Bellevue College, or their trustees, directors, officers, employees, volunteers, or agents based on any loss, illness or injury (including death) that my child or legal ward may sustain arising from, in connection with, or incidental to their participation, whether such loss, illness or injury is caused by my child or legal ward's own acts or omissions or by those of other program participants, Bellevue College staff or volunteers.

I have read and understand this *COVID-19 Assumption of Risk and Release*. I further understand and agree that the foregoing Assumption and Release is intended to be enforceable to the fullest extent permitted by law.

Participant Name (Print): _____

Participant Signature: _____

Date:

If the participant is under the age of 18, this COVID-19 Assumption of Risk and Release must be signed both by the participant and by the participant's parent or legal guardian:

Parent/Guardian Name (Print) _____

Parent/Guardian Signature: _____

Date: _____

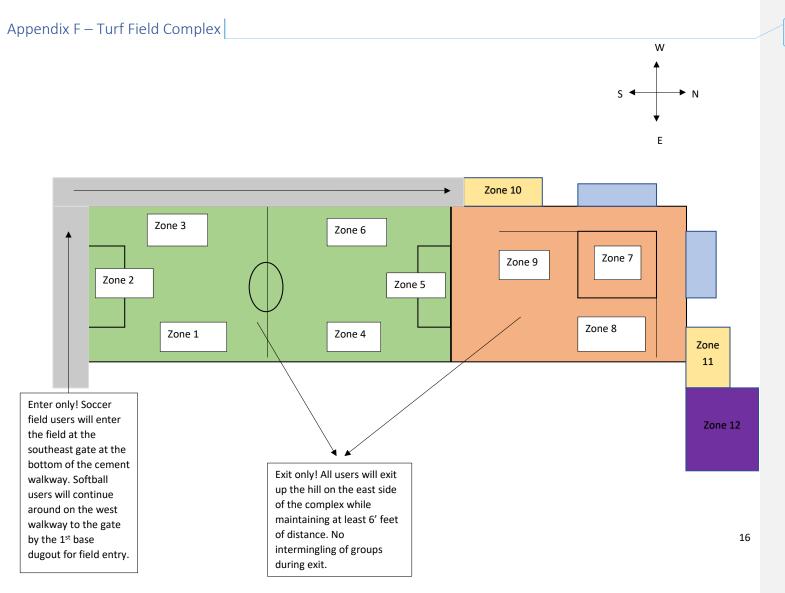
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Appendix E – Health Screening Questionnaire

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Health Questions	used for all. It can be attached to the plans that would need to use paper form. Also, check with DRC on accessibility of paper forms for students.
MUST BE COMPLETED:	
□Yes □No Do you have a fever (100.4F or higher), or sense of having a fever?	
□Yes □No Do you have a new cough that you cannot attribute to another health condition?	
□Yes □No Do you have new shortness of breath that you cannot attribute to another health condition?	
□Yes □No Do you have a new sore throat that you cannot attribute to another health condition?	
□Yes □No Do you have new muscle aches (myalgias) that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?	en
□Yes □No Do you have Headache that you cannot attribute to another health condition?	
Yes Do you have a new loss of taste or smell that you cannot attribute to another health condition?	
□Yes □No Have you had a positive test for COVID-19 in last 14 days.	
\Box Yes \Box No Have you or a member of your household been advised to self-quarantine for confirmed or suspected COVID-19 in last 14 days?	
\Box Yes \Box No Have you or a member of your household been caring for a person with confirmed or suspected COVID-19 in last 14 days?	
If "YES" was answered to any question, site supervisor should be contacted to review screening results.	
 If after reviewing, the answer was still "yes" then the student/faculty/staff shall leave campus and medical follow-up would be recommended per <u>DOH guidelines</u>. Staff/ Students may return to campus activities following the CDC guidelines for "<u>How to discontinue home isolation</u>". 	

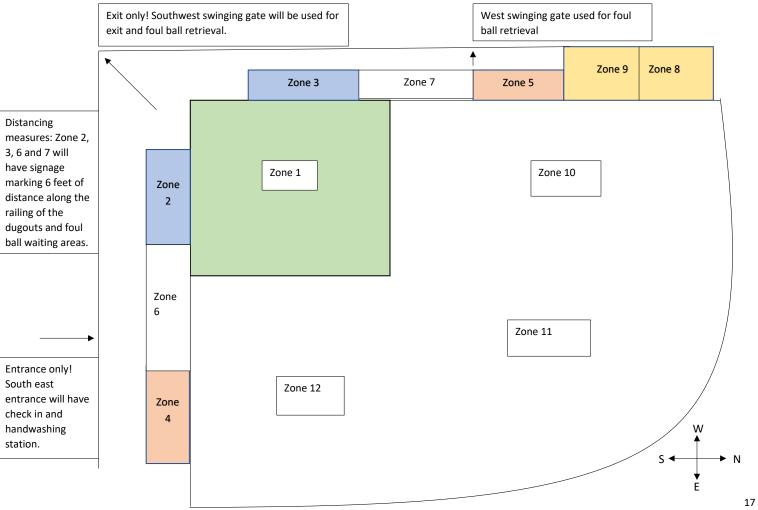
Reminders

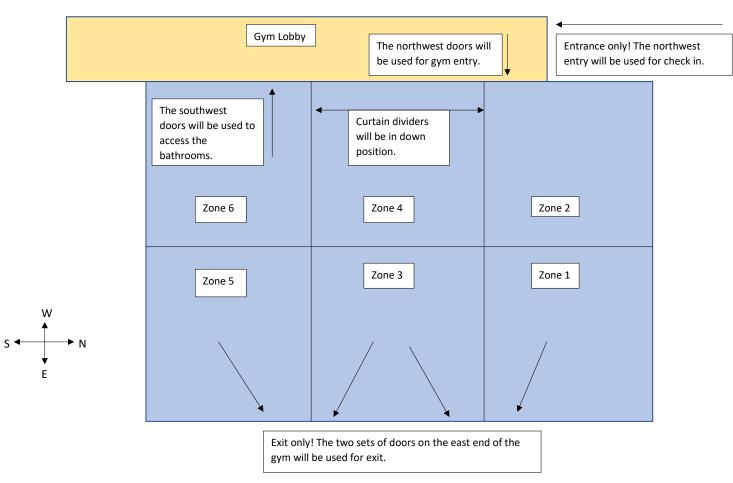
- Wear mask at all times
- Social distance (6' when around others)
- Wash hands regularly
- If you need PPE, please see the check-in station



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Appendix H – Courter Family Athletic Pavilion Map

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