



# RETURN TO PLAY PLAN – SAMPLE SAFETY PLAN

This document is a draft for Districts & Leagues to use to create their Safety Plan addendum re: COVID- 19

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Valid For: Baseball Relaunch Phases 1-3

Created by: Little League Alberta  
Administrative Office



**Little League Alberta**

**Return to Play Plan - Safety Policy Addendum**

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## **Forward**

Little League Alberta has been monitoring all relevant policies, guidelines, and protocols in order to create this document which member leagues and districts can use as a template for their own “Return to Play Safety Plan” this summer/fall that is consistent with the following:

- A. Little League International/Little League Canada guidelines
- B. Government of Alberta/Alberta Health Services orders, policies, and guidelines
- C. Little League Alberta Baseball Relaunch Document

Any member league/district that desires to use this template must also verify with their local municipality/jurisdiction for any additional requirements.

The goal of our relaunch is based on the belief that it is fundamentally safe for participants to play outdoor sports in a controlled and supervised environment at fields and areas dedicated for that purpose. We are advocating, and thus supporting, a strong team effort that educates our members on how to develop and implement a safe operation plan.

The over arching purpose of each safety plan addendum is to prevent transmission of COVID-19

Thank you for your attention to this document and we hope you are able to use it to assist in getting kids back onto the playing fields safely in the coming weeks.

Yours Truly,

A handwritten signature in blue ink that reads "Kevin Kvame". The signature is written in a cursive, flowing style.

Kevin Kvame  
President/CEO  
Little League Alberta



## **SECTION 1 - Considerations & Assumptions**

- Facility management or responsible person will implement active daily screening of staff, volunteers and patrons for symptoms and close contact with persons with COVID- 19 through the screening checklist which is attached as Appendix 1
- Emphasize that anyone who is sick or has anyone in their household with cold-like symptoms such as cough, fever, runny nose, sore throat or shortness of breath, MUST NOT be in the facility and must leave the facility or designated play area immediately.
- Patrons with these symptoms will not be allowed in the facility and will be advised to return home.
- To enable quick contact with participants and patrons, facility staff or a responsible person will maintain an up-to-date contact list for anyone who enters the facility, including names and phone numbers.
- See Appendix 1 for the recommended checklist
- For the purposes of tracing close contacts, facility staff should be able to indicate
  - who was working or playing onsite at any given time block
  - who an employee or volunteer may have worked with on any given shift.
  - Anyone who was in the facility at a given time
- Temperature checks will be recommended as a personal initiative before coming to facilities. Anyone showing a fever of 38.0 degrees Celsius will not be permitted to enter the facility and is asked to stay home.
- We recommend that visitors to the facility download the ABTraceTogether app as an additional safety measure
- PPE is necessary when physical distancing of 2 metres CANNOT be maintained. We will encourage players and parents to wear medical or nonmedical grade face coverings when attending events.
- Spitting is not permitted. Tobacco use of any kind, unshelled sunflower seeds, and unshelled peanuts are not permitted at any facility.
- A basic safety practice script for coaches, supervisors, umpires, and game spotters to use will be created as a tool for consistent messaging. Players need to be educated and reminded on a continual basis about the safety measures.
- As per the Province of Alberta Relaunch Phase 1, Summer Camps are permitted as of May 14<sup>th</sup>. Our plan in this initial phase of our strategy is to allow youth camps in a safe, supervised, outdoor environment. The camps will have a leader (who is over the age of 18) to camper ratio of 1:10 or 2:15 and social distancing will be a key strategy to these fun, interactive opportunities for youth. These camps for the period through August 2020 will be performed **outside** only in venues.



- If a participant, coach, staff or volunteer develops COVID-19 symptoms during the activity, they should be sent home to begin isolation immediately.
- In the event that a participant requires first aid, consider having a family member attend to the injured. If not possible, the first aider should use appropriate Personal Protective Equipment, including fabric face coverings or medical mask and gloves.
- Protocols for safety of a participant with a disability must be put in place if needed.

## **SECTION 2 – Activity Protocols**

- Players are encouraged not to touch their face or put any part of their hands in their mouth or nose. Pitchers are not allowed to put their fingers to their mouth.
- Anytime a baseball leaves the playing field it needs to be cleaned, disinfected, sanitized, and allowed to dry before it can be used again.
- Coaches will sanitize hands and practice hand hygiene prior to handling baseballs.
- No dugout use will be permitted.
- Each program offering youth camps/clinics/training must have an outline of drills, practice plans, and activities outlined that show their ability to offer these programs following proper social distancing measures.
- No indoor facility use is allowed at this time
- Encourage participants to come dressed to play.

## **SECTION 3 - Health & Hygiene**

- Maintain bathrooms and any associated amenities in a clean and sanitary condition. The frequency of cleaning and disinfection will vary depending on usage.
- Consider physical distancing of users in order to prevent the spread of COVID-19. Distancing can be facilitated by the use of partitioned stalls, decommissioning toilets or urinals that are less than 2 metres apart.
- Facilities must maintain an adequate supply of soap, paper towel, toilet paper, hand sanitizer and other necessary supplies.
- No showers are to be provided at any facility
- Regular household cleaning and disinfecting products are effective against COVID-19 when used according to the directions on the label.
  - Facilities will use a disinfectant that has a Drug Identification Number (DIN) and a virucidal claim (efficacy against viruses).
  - Alternatively, facilities can use a bleach-water solution with 100 ml of bleach to 900 ml water.



- Health Canada has approved several hard-surface disinfectants and hand sanitizers for use against COVID-19. Use these lists to look up the DIN number of the product you are using or to find an approved product.
- Make sure to follow instructions on the product label to disinfect effectively
- Facilities will make disposable towels and spray cleaners, or disposable wipes, available to staff, volunteers and (as necessary) patrons to regularly clean commonly used surfaces.
- Facilities will remove all communal items that cannot be easily cleaned, such as newspapers, magazines, and stuffed toys.
- Facilities will use a “wipe-twice” method to clean and disinfect. Wipe surfaces with a cleaning agent to clean off soil and wipe again with a disinfectant. **Key factors in ensuring the equipment is properly cleaned and disinfected include:**
  - cleaning any visible soiling of the surface.
  - full coverage of surfaces in disinfectant.
  - use friction when cleaning and disinfecting. This helps ensure all areas are covered & to help destroy & remove any viruses or bacteria.
  - Each facility shall develop and implement procedures for increasing the frequency of cleaning and disinfecting of high traffic areas, common areas, & public washrooms.
- Frequently clean and disinfect high-touch/shared surfaces such as:
  - Doorknobs, light switches, toilet handles, faucets and taps, railings, gates
  - Equipment handles, hand tools, machinery control panels, seat belt buckles, joysticks, steering wheels and controls on powered mobile equipment
- All participants must clean and disinfect their equipment after each event and prior to the next one (preferably 24 hours apart).
- Participants must wear clean clothing/uniforms to each event. Uniforms must be cleaned after each event and prior to the next event/activity.
- It is strongly recommended that participants shower after each event at the earliest opportunity possible.
- All programs must clean, disinfect, and not use for 24 hours any equipment they may sign out to individuals before the first use of said equipment.
- Baseballs must be sanitized before and after each event and prior to being re-entered into games or practices. Sanitization should use recommended products to ensure the maximum safety.
- Facilities will promote and facilitate frequent and proper hand hygiene for employees, volunteers and patrons.



- Facilities will provide a means to sanitize hands at points of entry to the facility and at other locations in the facility where patrons and staff are known to handle goods.
- Facility management will instruct staff and volunteers to wash their hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer (greater than 60% alcohol content).
- Hand washing with soap and water is required if the employee or volunteer has visibly dirty hands.

#### **SECTION 4 – Safety and Physical Distancing**

- We will Restrict the number of employees, volunteers and patrons in a facility at any one time to 50 persons.
- Bleachers, chairs, tables will be positioned to meet this requirement. Seats will be marked with “Do not use due to Social Distancing Restrictions” posters to assist in facilitating this procedure.
- No physical contact (handshakes, fist bumps, high 5’s, etc.) at any time including between players and between players and coaches.
- No gathering around the park until your scheduled arrival time. Please remain in your own vehicle until 5 minutes before your scheduled arrival time.
- All participants/patrons must leave the facility immediately following the conclusion of the event. Post game meetings are encouraged to be done via video conference call on apps like Skype, Zoom, House Party, etc. once everyone has arrived home safely.
- Maintaining a 2 metre separation between individuals social distancing (e.g., workers, volunteers, patrons) is mandatory and achievable in any facility during phases 1-3.
- Spectators are not allowed to enter designated participant-only spaces.
- Only guardians and/or families of a participant can spectate in a designated area. No public spectators are permitted.

#### **SECTION 5 - Administrative Considerations**

- We will conduct virtual training sessions with organization board members, umpires, coaches, players, and then parents to explain reopening conditions.
- Schedule windows will be larger for events to avoid unnecessary congestion between activities and to allow for necessary cleaning.
- At a large venue, such as an outdoor baseball park, we believe that social distancing can occur in a widespread out fashion. Gathering of separate groups of people will be prohibited at all times even if the 2 metre social distancing can occur.



- No sharing of cell phones, clothing items, or personal items. If someone does not have a phone, that person must go to the leader/coach who will make the phone call on behalf of said person. Also, cell phones should be disinfected prior to arriving at the facility and at the first opportunity when you arrive home.
- No sharing of water bottles or food of any kind. Water/beverages should be brought from home. Please ensure water bottles are labelled with participant name.
- Email communication to all participants in advance.
- Website and social media information will contain resources and protocols for these programs.
- Members to update Zero Tolerance Policy on new provisions related to COVID- 19 baseball relaunch.
- All Equipment needs to be assigned to the individual or owned by the individual. No sharing of equipment is permitted unless it has been cleaned, disinfected, and not used for 24 hours.
- Facility staff will make every effort to encourage and educate on respiratory etiquette (e.g., coughing or sneezing into a bent elbow, promptly disposing of used tissues in the trash, and followed by hand hygiene) is followed.
- Ride sharing (car pooling) is not recommended. Players should travel only with an immediate family member/members of the household. If necessary, a pod of two families can be created (only includes immediate family members of two nearby families) to assist in getting each other's children to the game/practice, but group car pooling is not recommended or endorsed in any way.
- For Stage 2 of Relaunch, activities should be restricted to local community opportunities. Participants should not seek sport, physical activity and recreation opportunities in other regions, or out of province.
  - Cross-jurisdictional, or inter-regional, play should not occur at this stage.
- Signage will be posted in bathroom areas that informs users of how to mitigate risks of COVID-19 transmission (E.g., hand hygiene, respiratory etiquette).
- The use of posters that remind staff, volunteers and patrons to practice respiratory etiquette and hand hygiene will be easily seen within the facility (e.g., entrances, washrooms and staff rooms). Signs on appropriate hand hygiene will be posted at hand hygiene areas and in public view
- Signage at all facilities and events. (Social Distancing & Hand Hygiene)
- To support public health contact tracing efforts in the event that an attendee tests positive, operators should consider collecting the names and contact information of attendees.



- Providing information is voluntary for attendees. An organization must obtain an individual's consent and notify them about the purpose and legal authority for the collection.
- Information about attendees will only be requested by Alberta Health Services if a potential exposure occurs onsite.
- Records should only be kept for two weeks. An organization must make reasonable security arrangements to protect the personal information.
- Any personal information that is collected for COVID-19 contact tracing can only be used for this purpose, unless an individual provides their consent.

### **SECTION 6 – Game Protocols**

- Baseball is a sport where we cannot always assure social distancing. It is essential to limit the number of contacts between different participants. This is done by playing within set cohorts (e.g., mini-leagues or bubbles with a fixed number of participants).
  - Mini-leagues and bubbles cannot exceed 50 people. This number includes those participants, officials, coaches and trainers who cannot maintain two metres of distance from others at all times. This number does not include parents and spectators.
  - Mini-leagues should remain together for the duration of Stage 2 of Relaunch.
  - Mini-leagues allow baseball teams to return to a safe level of play, and will help to mitigate risk of widespread transmission by limiting the number of athletes that come within close contact.
- Cohorts, mini-leagues and bubbles should remain together during Stage 2 of Relaunch and only play within the same geographical region (e.g., within a county, town or quadrant of a city).
- It is recommended that mini-leagues and bubbles be supervised by a responsible person whose role is oversight over maintenance of the group and other public health guidance.
- Each mini-league can be comprised of multiple teams, to a maximum of 50 people. Game play between teams must be limited to teams within the same cohort/mini-league.
  - Teams in different mini-leagues cannot play each other.
- Cohort Examples
  - 4 teams of 10 players, 2 coaches, 2 officials
  - 2 teams of 10 players, 2 teams of 11 players, 2 coaches per team, official(s) socially distance
- The 50 person maximum includes coaches/staff, instructors, participants from multiple teams, officials, and volunteers who cannot maintain two metres of distance from others at all times.
- Within each mini league, game play can resume between teams. At least two-metres distancing should be maintained between all when off the field of play (e.g., on benches, in dugouts)
  - The two-metre physical distancing rule can be relaxed for participants from the same household.



- Players are required to sanitize hands every ½ inning. They should be reminded not to touch their face at anytime.
- No handshakes between the teams after each game.
- Pre Game Coach/Umpire meeting must follow social distancing requirements (no exchanging of line-ups).
- Scorekeepers, announcers, and scoreboard operators must follow social distancing protocols.
- Dugouts to be cleaned, disinfected, and sanitized before and after each event
- Each game will need to have 1 volunteer as a spotter. Spotters are there to ensure that all baseballs that leave the field of play return to the field after being properly cleaned, disinfected, and sanitized.



If an individual answer **yes** to any of the questions, they **must not** be allowed to participate in the sport. Children and youth will need a parent to assist them to complete this screening tool.

1	Does the person attending the activity, have any of the below symptoms that are not related to a chronic condition or seasonal allergies diagnosed by a medical doctor:	CIRCLE ONE	
	Fever	YES	NO
	Cough	YES	NO
	Shortness of Breath / Difficulty Breathing	YES	NO
	Sore throat	YES	NO
	Chills	YES	NO
	Painful swallowing	YES	NO
	Runny Nose / Nasal Congestion	YES	NO
	Feeling unwell / Fatigued	YES	NO
	Nausea / Vomiting / Diarrhea	YES	NO
	Unexplained loss of appetite	YES	NO
	Loss of sense of taste or smell	YES	NO
	Muscle/ Joint aches	YES	NO
	Headache	YES	NO
	Conjunctivitis	YES	NO
2	Have you, or anyone in your household, travelled outside of Canada in the last 14 days?	YES	NO
3	Have you or your children attending the program had close unprotected* contact (face-to-face contact within 2 metres/6 feet) with someone who is ill with cough and/or fever?	YES	NO
4	Have you or anyone in your household been in close unprotected contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO

If you have answered “**yes**” to any of the above questions **do not** participate. Go home and use the AHS Online Assessment Tool to determine if testing is recommended.



**Release/Waiver of Liability and Assumption of Risk Agreement**  
**(For participants under the age of majority)**

In consideration of being allowed to participate in the (Insert Program Name Here) athletic program and related events and activities, the undersigned acknowledges, appreciates, understands, and agrees that:

\_\_\_\_\_  
Initials

1. Participation includes possible exposure to and illness from COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist and (PROGRAM NAME) cannot prevent you from becoming exposed to, contracting, or spreading COVID-19 while utilizing (PROGRAM NAME)'s services and/or premises. It is impossible to prevent the presence of the disease. Therefore, if you choose to utilize (PROGRAM NAME)'s services and/or enter onto (PROGRAM NAME)'s premises you may be exposing yourself to COVID-19 and/or increasing your risk of contracting or spreading COVID-19, and,

\_\_\_\_\_  
Initials

2. I, the undersigned, KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my participation; and,

\_\_\_\_\_  
Initials

3. I willingly agree to comply with all of (PROGRAM NAME)'s stated and customary terms and conditions for participation as regards protection against COVID-19. If, however, I observe any unusual or significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest (PROGRAM NAME) official immediately; and,

\_\_\_\_\_  
Initials

4. I, for myself, and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS the (PROGRAM NAME) and their officers, directors, officials, agents, employees, other participants, owners, and lessors of premises used to conduct (PROGRAM NAME) events ("RELEASEES"), WITH RESPECT TO ANY AND ALL ILLNESS, DISABILITY, DEATH, or loss or damage to person or property, in connection with exposure, infection and/or spread of COVID-19 related to utilizing (PROGRAM NAME)'s services and/or premises WHETHER ARISING FROM THE NEGLIGENCE OF RELEASEES OR OTHERWISE, to the fullest extent permitted by law.

This is to certify that I, as parent/guardian, with legal responsibility for this participant, have read and explained the provisions in this waiver/release to my child/ward including the risks of presence and participation and his/her personal responsibilities for adhering to the rules and regulations for protection against COVID-19. Furthermore, my child/ward understands and accepts these risks and responsibilities. I for myself, my spouse, and child/ward do consent and agree to his/her release provided above for all the Releasees and myself, my spouse, and child/ward do release and agree to indemnify and hold harmless the Releasees for any and all liabilities incident to my minor child's/ward's presence or participation in these activities as provided above, EVEN IF ARISING FROM THEIR NEGLIGENCE, to the fullest extent provided by law.

**I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.**

Name of Participant: \_\_\_\_\_

Participant signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_



Little League Alberta  
Return to Play  
Current Status – June 11/20



The decision to lift baseball suspensions in Alberta requires permission from **ALL** relevant authorities... & we are **NOT** there yet!



Return to approved Activities

Before on-field baseball activities can occur anywhere in Alberta, the following conditions must be met:

- ✓ Little League International authorizes local return to play activities
- ✓ Little League Canada lifts suspension of sanctioned baseball, AND
- ✓ Provincial Government/Alberta Health Services lift applicable restrictions, AND
- ✓ Municipalities / Regions lift applicable restrictions, AND
- ✓ Little League Alberta verifies insurability of baseball activities under COVID- 19 conditions, AND
- ✓ District Members support modified season in their jurisdiction via a detailed safety plan, THEN
- ✓ Little League Alberta will notify Leagues/Districts as restrictions lift and additional phases can proceed

\*\*\*The first phase of Return to Baseball includes single team, training sessions ONLY.

Baseball Activities that cannot maintain 2m/6ft social distancing requirements will NOT be permitted and will continue to be prohibited in Phase 1 of the Little League Alberta Relaunch.

Phase 2 can proceed once training, safety plan, and local region lifts any restrictions such as facility use.

Phase 3 age grouping launch date are still recommended, but are league choice.

Phase 3 launch date (playing of games) is available on June 12/20 with protocols that must be followed.



## Little League Alberta Zero Tolerance Policy

Little League Alberta believes all participants in Little League baseball deserve to be treated with respect. Players and game officials are learning the game. Coaches and managers are volunteers. In order to create an environment that allows all participants to learn and grow, Little League Alberta will impose and enforce a Zero Tolerance Policy with respect to abuse of any participant, Coach, manager, official, player or parent/fan.

Abuse will be defined as any form of physical, emotional and/or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust. In Alberta a person is considered a child up to the age of 18 years.

Emotional abuse is a chronic attack on a child's self-esteem; it is psychologically destructive behavior by a person in a position of power, authority or trust. It can take the form of name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring the child's needs.

Physical abuse is when a person in a position of power or trust purposefully injures or threatens to injure a child or youth. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, hazing or excessive exercise as a form of punishment.

The Little League Alberta Zero Tolerance policy will include any abuse against adults including that which may cause emotional distress for our players, officials and fans.

Any ejection for abuse will automatically result in a 3-game suspension, with the game in question counted as the first game. In the event the abuse comes from outside the playing field, a written complaint must be formally lodged with league executive. The complaint may be lodged by any player, coach, game official, or observer and the offending party will be asked not to attend the next three games.

Any confrontation that escalates to physical violence defined as "intentional physical contact with force" will result in a suspension, the minimum being one-year suspension from all little league parks within the boundaries of Little League Alberta to a maximum lifetime suspension. Physical violence shall include but not be limited to pushing, punching, tripping, kicking or hitting with any object including a person's hand or any part of their body.

The zero tolerance policy is enhanced in 2020 due to COVID-19. We expect all persons to respect social distancing guidelines and any other health protocols required when you are in attendance in any capacity at a Little League function. You will be asked to leave the facility if you do not respect these safety protocols that have been put in place.

Any person subject to a suspension shall be entitled to a hearing before a committee convened to rule on the validity of the complaint. At such a committee meeting the ejected party shall have the right to hear all charges, read any written complaints and defend his / her position to the committee. In the event that any individual cannot attend the hearing, that individual may designate someone to speak on their behalf or provide a written statement to the committee. Should any individual pass on attending or participating in the opportunity to defend him / herself the committee reserves the right to rule based on the material before them. The committee retains the right to impose



sanctions for the good of Little League Alberta Baseball, including its' players, coaches, managers, game officials and fans. The decision of the hearing committee will be final.

The hearing committee will consist of the following representatives or their designates;

- The District Administrator
- District Umpire in Chief / Tournament umpire in chief
- District interlock co-ordinator / Tournament co-ordinator
- 2 league presidents independent of the league(s) involved in the hearing

The disciplinary hearing should take place within 5 days of the incident.

The following parties shall be entitled to attend the disciplinary hearing to answer questions from the committee;

- The parties involved in the incident under review
- Witnesses on behalf of each party.
- Any game or league official who witnessed the incident
- In the event a player is involved a parent will be encouraged to attend.

The hearing will proceed as follows;

- The committee members will convene and select a chair from among the members present
- The accused or his/her representative will be asked to be present
- The official complaint shall be read into the record or heard from the accuser
- The accused party shall have an opportunity to respond
- The accuser will be allowed to call witnesses one at a time who the hearing committee chair shall ask for his / her evidence.
- The accused will be allowed to call witnesses one at a time who the hearing committee chair shall ask for his / her evidence.
- Once the hearing committee is satisfied it has the information it requires the hearing will be adjourned
- The committee will reconvene without any witnesses to render a decision in the matter within five days, the decision will be delivered in writing to the accused and copied to the executive of the league involved
- All non-party witnesses must remain outside.

The decision will be final and binding. Should new information come to light the committee reserves the right to recall the issue based on a majority vote of the original members of the hearing committee.