

## APPENDIX 3: STAFF/COACH CHECKLIST

### 24hrs Prior to Activity

- ☒ ~~Verbally Communicate with participants a minimum of 24 hours prior to activity. Communication to include:~~
  - ☒ ~~Communicate if they are feeling unwell or showing signs of COVID 19 Symptoms to not attend activity.~~
  - ☒ ~~Social Distancing Guidelines~~
  - ☒ ~~Individual Labeled Equipment (helmets, gloves, bats, etc.)~~
  - ☒ ~~Gathering Restrictions both on field and in parking lots~~
  - ☒ ~~Practice Plan Outline. Ensure staggered arrival times are listed.~~
- ☐ Coaches to disinfect and pack all equipment and additional items to ensure safe activity/session.
- ☐ Eat before you leave
- ☐ Use the washroom

### At the Activity

- ☐ Ensure proper signage is visible to all participants attending the activity prior to their arrival.
- ☒ ~~Set up established entrances & exits with traffic flow considerations.~~
- ☐ Set up training equipment (sanitized prior to arrival) ~~and distancing cones for each station. Coach to put on surgical gloves to handle set up of all sanitized equipment.~~
- ☐ Set up hand sanitizing stations for participant use before, during, and after the activity.
- ☐ Complete the contact tracing log for each participant (including coaches).
- ☐ Sanitize all shared equipment between sessions (tees, cones, etc.).
- ☐ Consider wearing PPE (masks, ~~gloves~~) at all times, must wear PPE if dealing with an injured player
- ☐ Consider bringing personal hand sanitizer.

### After Activity Has Completed

- ☐ Ensure participants have retrieved all their equipment prior to leaving the location.
- ☒ ~~Take down any established entrances & exits.~~
- ☐ All coaches and players to use sanitizing station before leaving the location.
- ☐ Coach to sanitize all equipment prior to returning items into storage or vehicle.
- ☒ ~~Any team communication after activity to be done virtually. No post activity meetings.~~