



**SAFETY PLAN
AND
REOPENING HANDBOOK**

**STARTING
2020 – 2021 SEASON**

We have been working diligently to deliver new protocols to make sure our members and participants return to a safe environment. While this plan exceeds current recommendations from the Centers for Disease Control, we may need to adjust as time goes by. Please do your part to update this document as it relates to your specific location.

August 2020

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OUR SPORT NEEDED MORE THAN EVER

In these unprecedented times, we are aware while everyone is trying to navigate these “waters”, it is most important we do not forget the children. It may be hard for adults to genuinely appreciate what our children are going through. Literally overnight they were separated from friends, forced to stay at home, required to get their education 100% online, and learn, quickly, to be to be more resilient than ever before. Socialization activities such as sports, baton, dance classes, and interacting with peers at school were abruptly halted and children are looking forward to a time that all gets returned to them. **This is all why getting back to baton twirling is needed now more than ever!**

What can we do to make things better for our young people?

Getting back to instructional/training sessions is a great first step. We have been told by health officials that the risk of transmitting the COVID-19 virus in an outdoor environment is low. At the same time, holding sessions outdoors, has the tremendous benefits of socialization, exercise, and learning. Returning to baton twirling activities will require a partnership with health officials, staff, athletes’ families, and the national organization.

We are excited about supporting your path to returning to your baton twirling programs safely.

CONDITIONS OF RESTARTING

USTA's priority is to support our members and provide programming in a safe and effective manner. USTA's Safety Plan and Operating Handbook prioritizes the health and safety of our members, staff, and the families we serve, considering CDC guidelines.

The plan is designed to be flexible, so that we can adapt and refine our response to COVID-19 as needed. USTA will rely on all of its members following updated guidelines from the Board of Health of the county they live/operate in, orders from their governor's office, and government agencies. USTA's procedure in enforcing compliance with all COVID-19 preventative measures and practices (including our NEW sanctioning process) may be modified and revised as guidance changes.

EXTERNAL FACTORS

- Your state permits recreational and childcare businesses to begin operation
- Local health department provides guidelines for operation
- Mitigation efforts in local communities continue to result in declining cases, hospitalizations, and metrics in all categories in your state

INTERNAL FACTORS

- Staff are trained and prepared to operate under new operating guidelines and care for athletes
- Program areas/spaces are of sufficient size and ready to support physical/social distancing as required
- Cleaning and sanitizing operating procedures are in place and adequate supplies are available
- Adequate PPE supplies are available for staff use
- Accessibility of handwashing stations and sanitizing equipment

USTA COMMITMENT

- Family communication
- Monitoring athlete health
- Communicating openly about health concerns
- Following all policies and procedures to support a healthy community

REIMAGINING A SAFER ENVIRONMENT

Your baton twirling sessions are potentially the safest place for our athletes to be, particularly, this summer. Your baton session is not a risk-free environment, but with increased safety procedures and policies, it can minimize risk and provide twirlers with amazing and safe experiences.

An increased element of risk is present all around us, everywhere we travel and with every interpersonal interaction. Children cannot be expected to stay at home indefinitely. They will play with friends, visit extended family members, and parents will take children to places they feel are safe. You should help reassure families of low risks by doing things like conducting temperature checks, holding instruction in smaller groups, provide supervision by trained/educated staff, and having meticulous cleaning procedures in place.

USTA wants to help you provide a unique setting for your athletes to return to a “new normal”. Set with a mixture of outdoor classes, physical/social distancing, and a robust cleaning schedule you can return to running your program with greater peace of mind and ease. USTA is committed to supporting you and having your program be as safe as possible.

STEPS TO SAFETY

Twirler Screening

- Current medical history and immunizations
- Symptom screenings and temperature checks
- Health monitoring

Staff Screening – Testing

- Current medical history and immunizations
- Symptom screenings and temperature checks
- Health monitoring
- Personal Protection Equipment (PPE)

Cleaning and Disinfection

- Cleaning and disinfecting all active areas, equipment and supplies between each group
- Designated area(s) and equipment for each group's exclusive use
- Use of EPA-approved soaps and sanitizers
- Areas to be thoroughly cleaned after each group's use and at the end of the day

Handwashing

- Mandatory handwashing and sanitization protocol between groups/periods
- Hand sanitizer available at all activities
- Use of EPA-approved soaps and sanitizers

Reasonable Contact Reduction

- Class sizes limited to no more than 10 twirlers per session
- Safe and social distancing practices maintained between classes
- Face coverings and masks worn according to CDC and DOH guidelines

Symptom Management Plan

- Trained medical professionals will assess all persons with possible COVID-19 related symptoms
- Quarantine area will be established
- Strict symptom management, including isolation, communication, tracing, and post-illness protocol, will be enforced

GROUP SIZE AND PHYSICAL DISTANCING

Classes should be organized into small self-contained groups with dedicated supervisory staff who stay in a designated area.

Classes will socially distance by not mixing or interacting with any other group. Any staff that interact with twirlers will wear Personal Protection Equipment (PPE) according to guidelines established by local authorities.

While we recognize that 100% separation of groups is impossible, every attempt must be made to physically distance and follow safety guidelines.

HOW GROUP SIZE WORKS - RATIO AND STAFFING

The recommended ratio of twirler to staff is 5:1.

WHEN YOU MOVE FROM OUTSIDE TO INSIDE

When you come to the point in time that you move classes from outside to inside, make sure you have sufficient indoor space to provide a safe environment with adequate social distancing. It is possible, due to social distancing requirements, that your class sizes will need to be smaller. However, your program can continue to provide your twirlers with a full schedule and excellence as you provided prior to this pandemic.

FACE COVERINGS AND MASKS

CLOTH COVERINGS

Homemade or commercially manufactured face coverings that are washable and help contain wearers' respiratory emissions.

Intended use: areas where 6-foot physical distancing cannot be consistently maintained and required in designated areas. Must be washed or replaced daily.

- Twirlers traveling together
- All coaches and staff
- Administrators and spectators

DISPOSABLE MASKS

Commercially manufactured mask that helps contain wearers respiratory emissions.

Intended use: recommended for use in areas where 6-foot physical distancing cannot be consistently maintained and required in designated areas. Must be washed or replaced daily.

- All servicing staff
- Facility and maintenance staff
- All adults within the recommended physical distance

MEDICAL MASKS (N-95)

FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearers' respiratory emissions.

Intended use: reserved for indoor use during classes, all staff members who will engage with multiple groups, and any on-site medical staff.

- All medical staff
- Drivers
- Coaches, in close proximity staff
- Staff involved in arrival screening of twirlers and staff

Coaches may not be required to wear cloth face coverings when engaged with the athletes they are coaching. Follow your state guidelines for sports.

PROGRAMS AND ACTIVITIES

At the heart of USTA are our amazing events and activities led by talented staff. The same is true of your programs and events. This is where the fun, engagement, friendships, learning, and lifetime memories begin. This is an important part of what we do in baton twirling and we have been working hard to re-imagine the processes we use and make the experiences we offer better than ever. After months of staying at home with distance learning we know that twirlers are ready to enjoy twirling again, connecting with friends and having fun.

ACTIVITY PERIOD CHECKLIST

- All athletes and staff members wash/sanitize hands when they arrive and depart each class/event
- Cleaning and disinfection will be completed on all equipment and supplies before being used by another class/group
- One class/group scheduled at a time
- Class content will focus on skill-building and drills to limit contact among members as much as possible
- Staff members will increase spacing and physical distancing with athletes when necessary
- A supply box, specifically for members of the class, will always be on-site and available

TRIPS & SPECIAL EVENTS

- Check local regulations on competitive environments
- Check restrictions on travel with teams
- Continue with handwashing and sanitizing while on trips and at events
- Have your own box of PPE in the event the host does not
- All individuals traveling/attending events must have personal PPE with them and use it

Stay updated on mandates, updates, restrictions, and requirements set by the CDC as well as governmental agencies.

CLEANING PROCEDURES

In addition to your own focus on keeping equipment and activities clean and safe, make sure the facilities and events you travel to do the same. Make sure they too follow all required cleaning and sanitizing protocols.

TRANSPORTATION

To remain safe, travel in vehicles containing multiple unrelated people is discouraged. The form of transport should contain minimal numbers of people and be cleaned and sanitized after each trip. Temperature checks upon arrival at the location, as well as prior to getting back in the car, are recommended.

Parent Pick-up and Drop-off

You should establish and communicate with your athletes' families about the Pick-up and Drop-off locations for your classes and activities. You should create a single lane for a parent to drive up with their twirler(s), as well as for drop-off, where their temperature will be taken. Any person with a temperature of 100.4 or higher should be required to leave and return home. This should happen while the driver is still present. Pick-up location should be different for a quick and efficient exit of twirlers. Temperatures should be taken as the twirler leaves your class.

VISITORS

Due to physical distancing requirements parents, spectators and visitors should be restricted in number.

For classes only (1) parent per athlete should be permitted. At events, physical distancing of at least 6-feet should be maintained. If distancing is not possible, spectators/visitors should either leave the area and/or wear a mask.

All parents who remain at a class and/or visitors/spectator at events should have their temperatures taken prior to entering the class/event they are attending. Anyone with a temperature of 100.4 or higher should be prohibited from remaining at the class/event.

All parents/visitors/spectators must wear a face covering and maintain physical distancing from all twirlers and staff.

SNACKS AND MEALS

Everyone should bring their own snacks and/or meals to their class/event. The snack/meal is better controlled if you brought it with you. Everyone should be advised to try and limit bringing foods that contain peanuts and tree-nuts. Program/event directors should be aware of athletes who have allergies to these products.

WHAT TO BRING TO THE GYM

To reduce the number of personal belongings that go back and forth between the gym and home it is recommended that the following items be kept in the twirler's backpack. In addition, all items that belong to the twirler should be labeled with the twirler's name. Some items might include:

- Towel or any clothing they use while twirling
- Any personal hygiene items
- Water bottle
- Snacks, personal medical items

SYMPTOM MANAGEMENT PLAN

The guidelines and requirements for a dealing with a member of your twirling community with symptoms are provided by your state's Board of Health as well as your county's Board of Health.

Daily Screening

- All staff should be trained in recognizing signs and symptoms of communicable disease
- Be aware of testing protocols developed by your state and county health officials

Communication

- Follow all reporting guidelines by your Board of Health
- Alert families by phone, followed up by a letter of potential exposure
- Alert staff members immediately of any potential exposure

Symptoms and Tracing

- Enhanced monitoring of symptom complaints
- All staff and twirlers potentially exposed should be traced
- Collaboration and partnership with Board of Health and their protocols

COVID-19 Screening Questions

1. Do you have a sore throat, fever, body aches, cough or difficulty breathing that is new?
2. Have you or a person within your household travelled outside of the region or the United States within the past month?
3. Have you cared for or lived with a person who tested positive for COVID-19?
4. Have you been tested for COVID-19 in the past 14-days and are you waiting for the results or was the result positive?
5. Do you work at a skilled nursing facility OR assisted living facility that has a concern for COVID-19?

COVID-19 Symptoms

- Cough
- Fever
- Shortness of breath
- Muscle ache
- Sore throat
- Unexplained loss of taste or smell
- Diarrhea
- Headache
- Fatigue

Medical Staff

Any twirler or staff member who shows symptoms and needs to see a health professional will be triaged outside the class in a designated quarantine area. Their temperature and an assessment of symptoms will be performed, and their parent called.

Quarantine Designated Area

Persons with possible COVID-19 symptoms requiring medical attention to be further assessed by a medical professional.

QUARANTINE PROCEDURES

- Be evaluated by a health professional
- Staff will have PPE in good supply for discretionary use
- Call parent immediately to share that person has visited the designated quarantine area and discuss next steps as necessary

Symptom Management Plan

What happens when a twirler or staff member develops COVID-19 like symptoms while at class/event?

- Persons with possible COVID-19 symptoms will be directed to the quarantine designated area where they will be further assessed and monitored by a health professional while awaiting transport home. Staff who self-transport and who are physically able to drive may be escorted to their car with proper PPE worn by both ill staff members and escort. The escort must wear an N-95 mask.
- Persons who have been sent home due to possible COVID-19 infection may return to class when they provide negative COVID-19 antigen test results and symptoms have been resolved.

What happens when there is a positive COVID-19 diagnosis?

If a twirler or staff member reports they are COVID-19 positive, the program/USTA will maintain the confidentiality of the individual at all times while mitigating the situation. The case will be reported to the proper health authorities and all families and staff who were potentially exposed will take immediate steps in line with local and county health guidelines. All areas exposed will immediately be deep cleaned per CDC guidelines.

Persons who came in close contact with the infected individual will be required to quarantine for 14-days, and any persons classified as having a proximate exposure would be required to self-monitor for symptoms in the same 14-day period. CDC guidelines for handling exposure and mitigating risk of exposure will be strictly followed.

Persons who test positive for COVID-19 may return to a program when:

The answer to **ALL** of the following questions is **YES**:

- ✓ Has it been at least 14 days since you had symptoms?
- ✓ Fever free for 3 days (72 hours) without any medicine for fever reduction?
- ✓ Has it been 3 days (72 hours) since your symptoms have improved?

OR

The answer to **ALL** of the following questions is **TRUE**:

- ✓ Resolution of fever without the use of fever reducing medications?
- ✓ Improvement of respiratory symptoms (e.g. cough, shortness of breath)?
- ✓ TWO negative COVID-19 tests greater than 24-hours apart?

What is the definition of a “Close Contact”?

The CDC defines close contact as interactions within 6-feet for more than 15 minutes. Contact tracing will be carried out by trained staff in conjunction with the local health department.

What is the definition of “Proximate Exposure”?

A proximate exposure is defined as interactions greater than 6-feet from an infected individual within a shared space.

Childhood Inflammatory Disease Related to COVID-19

We are aware that the state department of health is investigating children experiencing symptoms similar to Kawasaki Disease and toxic shock like symptoms which may be related to COVID-19. We will monitor all situations and USTA will be vigilant in monitoring the pandemic nationwide.

SIGNAGE

Include the following signage throughout your facility. The more the better!

- Stay in your designated area
- Wash your hands
- Wash your hands before you eat
- Handwashing is your superpower
- Keep Calm and Wash your Hands
- A poster of COVID-19 symptoms
- STOP! Feeling Sick? Stay Home.
- COVID-19 Basic Infection Prevention Measures
- Wear Your Face Mask
- SOCIAL DISTANCE – 6-FEET APART
- Drop-off Here
- Pick-up Here
- Stop – Temperature Check

Any additional signage you would like to hang. Communicate-Communicate-Communicate.

WAIVER/RELEASE FOR COMMUNICABLE DISEASES INCLUDING COVID-19

ASSUMPTION OF RISK / WAIVER OF LIABILITY / INDEMNIFICATION AGREEMENT

In consideration of being allowed to participate on behalf of the United States Twirling Association athletic program and related events and activities, the undersigned acknowledges, appreciates, and agrees that:

1. Participation includes possible exposure to and illness from infectious diseases including but not limited to MRSA, influenza, and COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist; and,
2. I 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,
3. I willingly agree to comply with the stated and customary terms and conditions for participation with regards to protection against infectious diseases. 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 official immediately; and,
4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS the United States Twirling Association their officers, officials, agents, and/or employees, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the event ("RELEASEES"), WITH RESPECT TO ANY AND ALL ILLNESS, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF RELEASEES OR OTHERWISE, to the fullest extent permitted by law.

FOR PARTICIPANTS OF MINORITY AGE (UNDER AGE 18 AT THE TIME OF REGISTRATION)

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 communicable diseases. 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/Parent/Guardian Signature: _____

Date signed: _____

Note: The signed waiver/release should be kept on file by the sports organization for at least 7 years and possibly longer if the player has contracted a serious illness.

USTA BEST PRACTICES FOR HOSTING EVENTS

Required for Sanctioned Events/Recommended for NON-Sanctioned Events

Post information to promote everyday preventive actions.

Operators should include in pre-event promotionals, display posters and signs throughout the facility, to frequently remind attendees to take steps to prevent the spread of COVID-19. These messages may include information about:

- Staying home if you are sick or do not feel well.
- Using social distancing and maintaining at least six feet between individuals in all areas of the facility. Arrive EARLY to avoid crowds and delays at entrance.
- Covering coughs and sneezes with a tissue, then throwing the tissue in the trash.
- Washing hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- Using hand sanitizer that contains at least 60% alcohol if soap and water are not available. *(Bring hand sanitizer with you from home.)*
- Avoiding touching eyes, nose, and mouth with unwashed hands.

Maintain restrooms that remain open. Ensure they have functional toilets, clean and disinfected surfaces, and handwashing supplies. Ample hand sanitizer throughout the facility.

Restrooms should remain open for as long as the facility remains open for public visitation. (If restrooms will be closed, notify visitors ahead of time so they can prepare appropriately.) Ensure that open restrooms are:

- Operational with functional toilets.
- Cleaned and disinfected regularly, particularly high-touch surfaces such as faucets, toilets, doorknobs, and light switches. Clean and disinfect restrooms daily or more often if possible. The EPA-registered household disinfectants listed here are recommended. Ensure safe and correct application of disinfectants and keep products away from children.
- Regularly stocked with supplies for handwashing, including soap and materials for drying hands or hand sanitizer with at least 60% alcohol.
- Hand sanitizer dispensers should be throughout the facility.

Be prepared to cancel or postpone large events and gatherings.

- Monitor and **adhere to guidelines** issued at the national, state, and local levels related to limiting the size of gatherings. (CDC is a great resource)
- Continually assess current conditions and engage with state, and local public health officials when deciding whether to postpone, cancel, or significantly reduce the number of attendees (if possible) for mass gatherings.
- Consider CDC guidance as you make decisions about whether to proceed with, postpone, or cancel an event.

Make sure people are social distancing in popular areas of the facility.

During periods of sustained community transmission, operators should:

- Monitor areas where people are likely to gather and consider temporary closure to support social distancing practices. These areas might include fields, playgrounds, tennis courts, concession seating areas.
- Post signs discouraging groups from gathering in larger numbers than are currently recommended or allowed.
- If your event has been canceled at a park, communicate with team coaches that unofficial practices are also prohibited within the park.

Postpone or cancel organized activities and sports.

In general, most organized activities and sports such as baton twirling, basketball, baseball, soccer, and football that are held on park fields, open areas, and courts are not recommended during times in which individuals are encouraged or required to practice social distancing. These activities and sports typically require coaches and athletes who are not from the same household or living unit to be in close proximity, which increases their potential for exposure to COVID-19.

Operators should monitor directives issued at the national, state, and local levels related to limiting the size of gatherings. These directives can inform decisions about limiting participation for those sports and activities that exceed the maximum number allowed. Until local public health officials have determined if/when it is safe to participate in such activities, all should be postponed or canceled.

Be flexible especially for those at a higher risk for severe illness.

- Be as flexible as possible with staff attendance and sick-no show policies.
- Remind staff to stay at home if they are sick.
- Identify staff whose duties would allow them to work from home and encourage teleworking when possible.
- Consider offering revised duties to staff who are at higher risk of severe illness with COVID-19.

Keep your staff informed about COVID-19 and preventive actions.

When there is ongoing transmission of COVID-19 in the community where the facility is located, consider implementing the following strategies:

- Provide staff with up-to-date information about COVID-19 and park policies on a regular basis.
- Communicate to staff the importance of practicing healthy hygiene habits such as washing hands often, covering coughs and sneezes, and social distancing to prevent the spread of COVID-19.
- If staff develop a fever, cough, or shortness of breath while working, have them immediately put on a face mask (if available), isolate them, and have them return home from the facility as soon as possible, and ask them to follow CDC-recommended steps for persons who are ill with COVID-19 symptoms.
- If a staff member has a confirmed COVID-19 infection, inform other staff about their possible exposure to the virus, while maintaining confidentiality as required by the Americans with Disabilities Act. *(See Public Health Recommendations for People in U.S. Communities Exposed to a Person with Known or Suspected COVID-19, other than Health Workers or other Critical Infrastructure Workers.)*

Review CDC's guidance for businesses and employers.

- Review CDC's guidance for businesses and employers to identify additional strategies to protect staff during an outbreak of COVID-19.
- For additional questions or guidance, contact your state or local health department public health officials.

HOW TO PROTECT YOURSELF & OTHERS

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness.

Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs, sneezes or talks.

- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone Should

- Have their temperature taken at the admission door. *(Anyone with greater than 100-degree temperature should be refused entry to the facility)*
- Everyone entering must wear a face mask.
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact

- **Avoid close contact with people who are sick, even inside your home.** If possible, maintain 6 feet between the person who is sick and other household members.
- **Put distance between yourself and other people outside of your home.**
 - Remember that some people without symptoms may be able to spread virus.
 - Stay at least 6 feet (about 2 arms' length) from other people.
 - Do not gather in groups.
 - Stay out of crowded places and avoid mass gatherings.
 - Keeping distance from others is especially important for people who are at higher risk of getting extremely sick.

Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities. (Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.)
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
- Then, use a household disinfectant.

U.S. TWIRLING ASSOCIATION

Events-Competitive and Non-Competitive – Best Practices Checklist

Name and Date of Event:

Expected # of Athletes:

NON-Athletes:

Facility/Venue:

SUPPLIES NEEDED ON HAND

	Supplies	Quantity
<input type="checkbox"/>	Hand Sanitizer	
<input type="checkbox"/>	Clorox Wipes	
<input type="checkbox"/>	Disinfectant Spray / Paper Towels	
<input type="checkbox"/>	Face Masks	
<input type="checkbox"/>	Latex Gloves	
<input type="checkbox"/>	Crowd Counter	

PRE-EVENT

<input type="checkbox"/>	Written guidelines and protocols provided to all athletes and families as well as staff prior to event by an assigned Hygiene Coordinator stating: If at risk, stay home, etc.)
<input type="checkbox"/>	Communicate with venue to discuss cleaning protocols, venue staffing, etc.
<input type="checkbox"/>	Determine facility limitations – mandated maximum number of entrants in the building, etc. (Tool: USTA Health & Safety Questionnaire)
<input type="checkbox"/>	Determine additional seating needs – do we need to add additional seating options? (based on venue set up)
<input type="checkbox"/>	Schedule accommodations – Sets, flow of crowd; time of traffic, buffer time in between sets to clear out the gym, halls, cafeteria etc.
<input type="checkbox"/>	Verify MANDATORY COVID-19 Waiver is on file for all participants.
<input type="checkbox"/>	Set up pre-event admission sales to avoid gathering at door.

DURING EVENT

<input type="checkbox"/>	Set up sanitation stations (sanitizer wipes, hand sanitizer, etc.)
<input type="checkbox"/>	Equip all staff & personnel with masks, sanitizer, etc.
<input type="checkbox"/>	Screeners for all entrances required for temperature check, mask check etc.
<input type="checkbox"/>	In coordination with the venue staff, additional cleaning of facilities throughout the day including bleachers, bathrooms, etc.
<input type="checkbox"/>	Wipe equipment, tables, and bleachers regularly
<input type="checkbox"/>	Staff including judges must wash hands often during the event
<input type="checkbox"/>	Set up limited seating around courts and bleachers taped off to promote social distancing – Designated seating areas for each team/organization
<input type="checkbox"/>	Baton/Prop sanitation – batons/props to be sanitized (Pre-event communication)
<input type="checkbox"/>	Do not allow athletes/staff to touch in anyway after competing (Shaking hands, hug etc.)
<input type="checkbox"/>	Encourage all athletes and spectators to leave immediately after they are done completing and receiving awards; if facility allows – one entrance and one exit; recommend teams are not allowed to enter until 15 minutes prior to their set time (players/parents should stay in cars and not congregate inside or outside)