



**San Francisco Little League**  
**COVID-19 Health and Safety Plan**  
 Winter 2020-2021 Season

San Francisco Little League is committed to safely reopening for the sake of our children, and we are thrilled you will be joining us! Please read this entire manual to help us keep all Little Leaguers, their families, and our league staffers healthy.

We have developed the following policies in accordance with the City and County of San Francisco Department of Public Health, Health Officer Directive No. 2020-21e (Public Health Directive) dated October 27 2020.

**WINTER LEAGUE FORMAT**

SFLL will be offering 3-week baseball and softball practice sessions for cohorts of up to eight (8) players, two (2) coaches and up to two (2) parent volunteers during the winter months. Presented in a clinic format, 90-minute practices will focus on skill development including both batting cage time and carefully curated, socially distanced drills and exercises that follow county health orders and common sense safety protocols.

**TEPPER & KETCHAM (OFFERED SATURDAYS OR SUNDAYS)**

Two (2) cohorts per field per practice  
 90-minute practice

**Session 1:** December 5 – 20, 2020  
**Session 2:** January 9 – 24, 2021

Practice 1

8:45–9:00A Cohorts arrive  
 9:00–10:30A Practice time  
 10:30–10:45A Cohorts depart

Practice 3

12:45–1:00P Cohorts arrive  
 1:00–2:30P Practice time  
 2:30–2:45P Cohorts depart

Practice 2

10:45–11:00A Cohorts arrive  
 11:00A–12:30P Practice time  
 12:30–12:45P Cohorts depart

Practice 4

2:45–3:00P Cohorts arrive  
 3:00–4:30P Practice time  
 4:30–4:45P Cohorts depart

**PAUL GOODE 14U & 16U (SUNDAYS ONLY)**

2 cohorts per practice  
 90-minute practice

**Session 1:** December 5 – 20, 2020  
**Session 2:** January 3 – 17, 2021

Practice 1

1:00–1:15P Cohorts arrive  
 1:15–2:45P Practice time  
 2:45–3:00P Cohorts depart

Practice 2

3:00–3:15P Cohorts arrive  
 3:15–4:45P Practice time  
 4:45–5:00P Cohorts depart



## GENERAL HEALTH AND SAFETY PROTOCOLS

---

### **COVID-19 Liaison**

SFLL has designated its Safety Officer, Dan Gerard as our COVID-19 staff liaison. Dan will oversee our field marshals and act as the primary contact for questions or concerns around practices, protocols, or potential exposures. Dan will also serve as the league's liaison to SFDPH. Dan is available at [daniel.gerard@post.harvard.edu](mailto:daniel.gerard@post.harvard.edu) and 415-317-0615 to address any questions or concerns.

### **Field Marshals**

Field marshals will be present at each practice to run health screenings at drop-off and ensure proper health & safety protocols are being followed on and around the field throughout practice sessions.

### **General Enrollment Requirements**

SFLL will be offering 3-week practice sessions for cohorts of up to eight (8) children and two (2) supervising adults during the winter months.

Players must only participate in only one Outside of School Time (OST) program at a time, even if the programs occur on different days of the week. For example, a player may not attend both a learning hub M-F and a Saturday youth sports program.

Parents/Guardians are required to complete a [Risk Acknowledgement Release Form](https://forms.gle/Jru5oPcKBa3uLwBq8) for each player to complete registration. Access the form online:  
<https://forms.gle/Jru5oPcKBa3uLwBq8>

### **Face Masks REQUIRED**

Face masks and other cloth face coverings keep people from spreading the infection to others, by trapping respiratory droplets before they can travel through the air. They are one of the most important measures to protect staff and players from COVID-19.

- All adults and players must wear face masks or cloth face coverings over both their nose and mouth at all times.
- Staff and players may not enter the field unless they are wearing a face covering.
- Face masks must have a minimum of two layers.
- Reusable cloth face masks are recommended over surgical masks.
- We also ask adults and players to pack an extra supply of face masks in their gear for emergency purposes.
- A supply of face coverings will be kept on hand for individuals who have forgotten to bring one.
- Family members must wear face coverings when dropping-off or picking-up a child or youth.



## Hand Hygiene

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Staff, coaches, and players are required to wash or sanitize their hands upon entering and exiting the field, before and after touching shared equipment, sneezing or coughing into hands, and drinking water. Hand washing/sanitizing stations will be provided on all the fields.

## NO Carpools and shared rides

Carpooling and shared rides pose several challenges, which create an opportunity to promote the spread of COVID-19. Given the many risks, we are asking players to refrain from this practice outside of their household (stable bubble group) at this time. The league will continue to re-evaluate this policy, in consideration of real time caseload numbers, and update this manual and notify families of policy changes accordingly.

## Drop-off and pick-up

Players and parents/caregivers from different households must not gather and interact with each other during arrival and dismissal, as this creates an opportunity for COVID-19 to spread in the community. We also want to limit staff contact with families at drop-off and pick-up.

- Cohorts will be assigned specific entrance and exit points to minimize contact during pick-up and drop-off times.
- Families must observe marked spaces maintaining at least 6 feet apart when waiting to enter the field, and when waiting to pick up players.
- Face coverings are required for family members who are dropping off or picking up players.
- Teams must exit the field and parking lots promptly after practice concludes, to allow our staff time to prepare for the next session and minimize contact with the cohorts arriving for the next practice.

## COHORT POLICIES

---

A cohort is a stable group that has the same coaches and players each day, stays together for all activities, and avoids contact with people outside the group. Keeping coaches and players in the same small cohort each session lowers their exposure risk by limiting the number of people with whom they interact.

- Cohorts are limited to eight (8) players, two (2) coaches and up to two (2) parent volunteers. Players must enroll for a period of at least 3 weeks.
- Players must only participate in one Outside of School Time (OST) program at a time, even if the programs occur on different days of the week. For example, a player may not attend both a learning hub M-F and a Saturday youth sports program.
- Coaches will be assigned to only one cohort and work only with that cohort.
- Players may not move from one cohort to another, unless needed for their overall safety and wellness.
- Coaches are encouraged to enroll pre-formed cohorts.
- Players may register without a pre-formed cohort, and the league will make every effort to assign them to a cohort, within the same school and/or zip code, where possible.



## STAFF & VOLUNTEER HEALTH AND SCREENING POLICIES

---

Any business operating in San Francisco during the COVID-19 pandemic is required to screen personnel on a daily basis as part of its Social Distancing Protocol compliance. Coaches and league staff will be required to complete an online Health Screening Form before showing up to a practice, similar to the questionnaire required for each player, and will be required to stay home if they answer “yes” to any of the screening questions.

## PLAYER HEALTH AND SCREENING POLICIES

---

The San Francisco Health Order requires that children at schools, childcare, and other programs are checked for fever and other symptoms of COVID-19 each day before being allowed into the program.

### **Online Health Screening Form**

Parents/guardians must complete a [Health Screening Questionnaire](https://forms.gle/rLraM198xQk8o5ML6) for each enrolled player before they arrive at every practice. Access the form online:  
<https://forms.gle/rLraM198xQk8o5ML6>

### **Visual Check**

Players will undergo a visual check at drop-off. The visual check allows SFLL to send a player home if the player looks ill when they arrive, even if the parent or guardian says the player has no symptoms. Players will be evaluated for fever and/or signs of illness like flushed cheeks, rash, difficulty breathing, fatigue, or extreme fussiness. Parents/Caregivers must stay onsite until the visual check is complete.

### **Requirements for a child to return to the program after Symptoms of COVID-19**

If the player gets tested, they can return after:

- A negative COVID-19 test, AND
- 24 hours with no fever, without taking medicines to lower a fever, like acetaminophen (Tylenol) or ibuprofen (Advil, Motrin), AND
- symptoms have improved. The symptoms do not have to be completely better.

The parent/guardian must show documentation of the player’s negative test, for example, a copy of the result or a message from the clinic or test site that the test was negative. This may be in electronic form. A separate doctor’s note is not needed. This is usually the fastest way for a player to return.

If the player is not tested, they can return after:

- 10 days since symptoms began
- Symptoms have improved.
- No fever for 24 hours, without using fever-reducing medicines such as acetaminophen (Tylenol), ibuprofen (Motrin, Advil) or naproxen (Aleve)

A note from the clinic or doctor’s note is not needed.



## FIELD OPERATIONS PROTOCOLS

---

SFLL has designated its Safety Officer, Dan Gerard, as our COVID-19 staff liaison. Dan will oversee our field marshals and act as the primary contact for questions or concerns around practices, protocols, or potential exposure. Dan will also serve as a liaison to SFDPH. Dan is available at [daniel.gerard@post.harvard.edu](mailto:daniel.gerard@post.harvard.edu) and 415-317-0615 to address any questions or concerns.

- Field marshals will be present at each session to ensure proper health & safety protocols are being followed on and around the field throughout practice sessions.
- Spectators must wear masks and maintain at least 6'-12' distance from other spectators when watching practice.
- **Eating is not permitted during practice, both on and off the fields.**
- Face masks must be worn by all participants at all times (participants should avoid heavy exertion because it may make wearing face coverings more difficult).
- Maintain at least 6'-12' social distance during practice.
- Follow the drills plan and practice guidelines as provided. Questions about these should be directed to the field marshal.

Youth from different cohorts may not play against or with each other.

## EQUIPMENT

---

**Each player should bring the following gear for themselves:**

- Baseball hat
- Helmet
- Glove
- Baseball bat
- Batting glove (if using)
- Water bottle
- Multiple (2+) face masks. Masks must be at least two layers; we recommend cloth masks that can be laundered at home and re-used.

### **Borrowing SFLL Equipment**

SFLL is able to loan a limited amount of equipment out to players who are in need. Equipment loans will be to one child for one three-week session at a time. **Equipment loan requests must be received in advance using our online registration form.** This gives our team the time they need to prepare the gear for your child BEFORE they arrive for their first practice. To request an equipment loan after registering, email [registration@sfl.org](mailto:registration@sfl.org).

Loaned equipment will not be shared among players during a session. Players will take the loaned equipment home in between practices and return it at the end of the last practice. Gear will be sanitized by Little League staff between sessions.



## Shared Equipment

Only baseballs will be shared within a cohort. Sharing of this equipment is limited to within a single cohort. Cohort coaches will take baseballs home and disinfect them between practices.

## COMMUNITY AGREEMENT: CONDUCT OFF THE FIELD DURING PANDEMIC

---

During this time of pandemic, it is even more apparent that every community member can and does impact each other and individual family decisions may have an impact on the entire community. Maintaining the health and safety of the San Francisco Little League community is of the utmost importance and involves collective effort and commitment. As such, we are asking everyone to abide by the following guidelines when participating in our programs.

**By enrolling in our program, you agree to follow these best practices on behalf of yourself, your family and specifically, your child(ren) who will be attending in-person instruction.**

- Partner with the league in understanding how I and my child(ren) can help reduce the risk of transmission by staying current on information about the virus provided by public health officials and experts, and by following the policies and procedures set forth in the San Francisco Little League Health & Safety Plan.
- Check my health and my child(ren)'s health status on a daily basis, including regularly completing the health checklist based on SFDPH guidelines, and provided by the league, and stay at home if any of us experience COVID-19 symptoms or other illnesses.
- Wear an appropriate face covering, and have my child(ren) wear an appropriate face covering when sharing any space with another individual who is not a family member.
- My child(ren) will avoid large gatherings and environments in which people are not observing recommended behaviors, such as wearing masks and practicing physical (social) distancing, while enrolled in an SFLL program.
- My child(ren) will practice good personal hygiene consistent with public health protocols, such as frequent hand washing for twenty seconds, appropriately covering coughs and sneezes, using hand sanitizers before and frequently during practices
- Make an effort to have my child(ren) get 8-9 hours or more of sleep each night, eat healthy foods, and drink plenty of water to support a healthy immune system.
- Have my child(ren) follow the direction of coaches and marked directional signs around the field.
- Have my child(ren) maintain, whenever feasible, a distance of at least six feet between themselves and any other person, with the understanding that they do not have to maintain six feet from immediate family members.
- Consider having my child(ren) receive a seasonal influenza shot this fall, if possible.
- Follow instructions if anyone in my family (household) tests positive or comes into contact with someone who tests positive for COVID-19 and I or they are required to isolate from others.



- Participate in the contact tracing as requested and share complete information with contact tracers about others who may be exposed.
- Seek testing for COVID-19, and/or my child(ren) and/or remain in quarantine, as directed by the league.
- Follow all league norms and policies regarding behaviors.
- If I, or anyone in my family who I live with, travels outside of San Francisco county on an airplane or on another mode of transportation with multiple passengers, I or anyone in my family will strongly consider quarantining. I also understand that this is a requirement if I, or anyone in my family, travel to any location where there are high rates of COVID-19 and have interacted with individuals outside of our household (stable bubble group) at a distance closer than 6 feet, especially if we or those around us were not wearing face masks, or I learn or believe that I have been exposed to someone who has COVID-19.
- I also understand that my child(ren) who is/are attending in-person instruction will quarantine for 14 days before attending league practice in-person in the following situations: (i) travel(s) outside of San Francisco county on an airplane or similar mode of transportation, (ii) travel(s) outside of San Francisco county and has/have interacted with individuals outside of their household (stable bubble group) at a distance closer than 6 feet, and they or those around them were not wearing face masks, or (iii) was/were exposed to someone who has COVID-19. Additionally, my child(ren) must not have any symptoms of COVID-19.
- Acknowledge that by sending my child to in-person instruction, there is a risk that I and/or my child may become infected with COVID-19 (with possible exposure to everyone in my household).

## CONTACT TRACING

When a case of COVID-19 occurs at a school, childcare program, or another program, The San Francisco Department of Public Health (SFDPH) works with the program to identify those people who may have been infected by the person with COVID-19. SFDPH then helps those people get tested and quarantine at home so that they do not infect others. This process, called contact tracing, is crucial to prevent spread of COVID-19 infection.

Helpful Definitions	
<b>Infectious</b>	<p>A person who is able to give the virus that causes COVID-19 to other people.</p> <p>People with COVID-19 are considered infectious from 2 days before their symptoms first start until 10 days after their symptoms started, assuming they are recovered after 10 days.</p> <p>If a person with COVID-19 has no symptoms, they are considered infectious from 2 days before their positive test was collected until 10 days after the positive test.</p>
<b>Exposed</b>	<p>A person who has been in close enough contact with someone who was infectious with COVID-19, that they could also get infected.</p>



Helpful Definitions	
<b>Close Contact</b>	Someone who was within 6 feet of someone with COVID-19 for at least 15 minutes, during the time that the person with COVID-19 was infectious.  For pods/cohorts of children under 12, SFDPH considers all children and staff in a cohort to be close contacts.
<b>Quarantine</b>	Quarantine is used to keep people who have been exposed to COVID-19 away from others while they may be infected. After someone has been exposed to COVID-19, they must stay home and away from other people for a recommended period, usually 14 days after their last exposure, to see if they become sick or infectious.
<b>Isolation</b>	Isolation is used to keep people with COVID-19 away from others while they are infectious.

**What is contact tracing and why is it important?**

Contact tracing is important because COVID-19 spreads easily between people. The spread can be slowed down or prevented by separating the people who may be infected from other people.

Contact tracing is a process of:

- Finding out everyone who was in close contact with someone with COVID-19,
- Letting them know they may have been infected with COVID-19, and
- Telling them to quarantine and helping provide them with resources, including how to get tested.
- Contact tracing usually starts by talking to the person with COVID-19 to find out everyone that they were in close contact with during the time that they were infectious.
- Sometimes it is helpful to talk to other people in addition to the infected person, in order to get information about who they were in close contact with.
- When someone in San Francisco has a positive COVID-19 test, the SFDPH Contact Tracing Team reaches out to that person, and others if needed, to find out who they were in contact with. Then the team reaches out to each close contact to make sure they are safely quarantining and can get tested.

**What is the League’s contact tracing process if there is a case of COVID-19 in the program?**

- SFDPH and SFLL COVID-19 liaison will discuss who may have been exposed.
- SFDPH interviews the person with COVID-19, or their family in the case of a child, to find out who they might have exposed to COVID-19.
- SFLL liaison contacts people at the program who may have been exposed, as directed by SFDPH, to tell them that a Contact Tracer from SFDPH will be calling them soon. This way, nobody is surprised or suspicious when they get a call shortly thereafter.
- SFLL liaison gives the names, phone numbers and other contact information of people who may have been exposed to the SFDPH Contact Tracing Team.



- The SFDPH Contact Tracing Team calls the people who may have been exposed (i.e. staff, children, or their parents). The team helps people understand what to expect and what to do next. They refer people for testing for COVID-19 and to resources to help them quarantine.

### **How does Contact Tracing protect the identity of the person who tests positive for COVID-19?**

- Contact Tracing must protect confidentiality of the person with COVID-19. This is required by the Health Information Portability and Accountability Act (HIPAA).
- SFLL is required to know the identity of the person with COVID-19 in order to take action to protect everyone else.
- Neither SFDPH or SFLL will reveal the identity or personal details of the person with COVID-19 to any other staff or families who are contacted. The families will be told that their child was exposed to someone with COVID-19, but no name will be given.

### **As a site administrator, what is SFLL's responsibility?**

- Work with SFDPH to identify close contacts. SFDPH will ask site administration to submit a list of names and contact information for all close contacts.
- Once close contacts are identified in partnership with SFDPH, send all close contacts the "Close Contacts Advisory" and "Isolation and Quarantine Packet".
- For cohorts, all staff and children in the same cohort as the person with COVID-19 are considered close contacts.
- Close contact also includes people who live with, take care of, or are taken care of by the person with COVID 19. This includes siblings, other family members, and caregivers.

### **Who will need to quarantine in the event of a positive COVID-19 case?**

- Everyone who has been in close contact with the person with COVID-19 must quarantine for 14 days after their last exposure.
- All close contacts should also get tested. The SFDPH Contact Tracing Team will connect close contacts to testing. However, getting a COVID-19 test during the quarantine period does not shorten the 14-day quarantine. This is because a person can have a negative test in the early stages of their infection.
- SFDPH will do a risk assessment, including interviews of the infected person and possibly others. Together with the site administration, SFDPH will determine who is a close contact and who needs to quarantine.
- Note: the person with COVID-19 infection will also need to stay at home and away from others for at least 10 days after their symptoms started (or if they have no symptoms, at least 10 days from the date their positive test was collected).

### **What does it mean for a child (12 years old and younger) to quarantine?**

- Children under quarantine should stay home. They are not allowed to leave the home except for medical care. They can be in private outdoor spaces in their home that are not shared with other households (i.e. private backyards). They cannot go to parks, playground, or other public spaces. They cannot attend schools, childcare, or other programs for children and youth. They cannot have playdates with other children at their home or interact with people outside their immediate household, such as babysitters.



### **Who is considered at general exposure risk?**

- Being a person at general exposure risk is not the same as being a close contact of someone who is infected. People who are at general exposure risk were present at the site on the same day, but not identified by SFPDH as close contacts. These people have a much lower risk of getting infected than the close contacts.
- These people should still be told that someone at the school, childcare or program had confirmed COVID-19, but that they were not identified as a close contact.
- They should monitor for COVID-19 symptoms, but do not need to quarantine or get tested if they do not have symptoms.

### **Additional Resources**

- San Francisco Department of Public Health (SFPDH)
- SFPDH Schools and Childcare Hub for COVID-19 consultation and guidance (628) 217-7499.
- Schools-childcaresites@sfdph.org
- COVID-19 guidance for the public, including schools and employers  
<https://www.sfcdcp.org/covid19>
- Parent and Caregiver Handout: COVID-19 Health Checks/If Your Child has Symptoms. Instructions for parents on health screenings and return to school guidelines if their child has COVID-19 symptoms, at <http://sfcdcp.org/covidschoolschildcare>
- “What to do when someone has suspected or confirmed COVID-19: Quick Guide for Schools, Childcares, and Programs for Children and Youth”
- at <https://sfcdcp.org/CovidSchoolsChildcare>
- “What to do if Someone at the Workplace Tested Positive for COVID-19”
- <https://www.sfcdcp.org/covid19> under Businesses and Employers.
- “Leaving Isolation or Returning to Work for Those Who Have Confirmed or Suspected COVID-19”
- <https://www.sfcdcp.org/covid19/rtw>