

Step	Title	Detail	Safety
1.1	Booking Time	Ensure that practice, clinic, event or game is booked by the RGSA Field Scheduler or for inside activities the RGSA Gym Booking Coordinator	Side by side diamonds should have offset starting times whenever possible
			Successive events should have at least 15 to 30 minute separation
1.2	Attendance List	Teams or Clinic Groups should have predetermined members. The team list should be on a RGSA Attendance Tracker / Screening Form	No drop ins are allowed.
1.3	Pre-Event Cleaning	Wipe down of: Outside: Dugout arches and any lower rails in dugout. All portable bases, pitching rubber and home plate. Any base equipment: hammer, lifter, probe, circle guide, tape measures <b>Inside: Door Handles, Light Switches, Benches</b>	These areas should be done about 15 minutes before arrival of any team players
		Outside: Player Personal Space Area (PSA) should be labelled as per diamond diagram and completely wiped down That includes both dugout benches and adjacent bleachers <b>Inside: Use Disc Cones to separate PSA</b> <b>Use two adjacent walls and separate the cones by 6 feet minimum</b>	Outside: Remember ALL bleachers are closed to spectators. Caution tape and signage may be needed. <b>Inside: No Spectators in the gym</b>
1.4	Placement of Sanitizing Gear	Bench sanitizing equipment should be place handy near each dugout or bench  Washroom hand sanitizer spray should be placed outside respective washroom.	Includes hand sanitizer spray bottle, equipment cleaning spray bottle, cleaning wipes and waste disposal sacks.

