

Emergency Response & Action Plan

Preparing for emergencies related to COVID-19 is essential before you launch your program. The purpose of this template is to outline the necessary steps to take if an outbreak occurs.

Consider keeping this plan at the front of your screening binder/athlete contact binder.

LOCAL HEALTH AUTHORITY: _____

PHONE NUMBER

STEP 1: INFORM PUBLIC HEALTH

When there is a single suspected or positive case of COVID-19 associated with your league, the first and most important step is to contact Public Health (see number above for your Local Health Authority). The public health unit will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected program attendees.

STEP 2: PROVIDE PUBLIC HEALTH WITH NECESSARY INFORMATION

You may be asked to provide public health with a list of information to help them prevent spread from occurring. It is important that the following information is readily accessible so you can share it with public health if needed:

- players/volunteers/support persons who were present at your program (names and contact information),
- times & dates of program,
- location address of program venue,
- screening confirmation forms,
- emails that outline health and safety protocols to support the league.

STEP 3: INFORM FAMILIES

Next, you need to inform **all** parents/guardians/volunteers if an athlete/coach/volunteer associated with the program begins showing symptoms of COVID-19 or receives a positive test. This means sending an email **AND** making a phone call to ensure all program participants have a clear understanding of their next steps (i.e. testing, program cancellation/resume in-person etc.). Ensure that you are notifying families of the specific cohort that has been exposed.

EMAIL & PHONE CALL SAMPLES

Below you will find email and phone samples when contacting parents/guardians/volunteers about a potential exposure of COVID-19.

Dear Parents/Guardians, **OR** “Hi **XXX**, this is **<<name>>** from **<<Challenger Baseball program>>**,”

I wanted to provide you with information about a **probable** case of COVID-19 that has been identified in an athlete within **<<CB League name>>**. We continue to work closely with **<<local health authority>>** on this case, which last saw the athlete at Challenger Baseball on **<<date>>**. This athlete will not return to the program until cleared by **<<local health authority>>** to do so. This now brings the total number of active COVID-19 cases in our program to 1. As a result of this case, cohort # **<<XX>>** (and all siblings/family members of athletes in that cohort) has been asked to self isolate.

As per our procedures, coaches, volunteers and athletes are required to wear masks while at Challenger Baseball (if they are able to) and to practice physical distancing, as well as proper hand hygiene — hand washing, sanitizer etc. While enhanced cleaning is conducted every day, we have made sure to conduct an enhanced cleaning in all affected areas of our program. **<<Local health authority>>** is monitoring the situation and, as always, will let us know if further precautions, actions or communications are required.

The health, safety and well-being of athletes, and volunteers is our top priority. One of the most important things we can do to slow the spread of COVID-19 in our program, is for athletes and their families to screen themselves daily for any symptoms of COVID-19.

Should you have any questions, please contact **<<League Coordinator contact information>>**, or you can contact **<<local health authority/COVID response contact information>>** for more information.

Sincerely,

<<Your name>>