



LEGACY CENTER
— SPORTS COMPLEX —

REVISED: June 25, 2020

RETURN TO WORK/SPORT PLAYBOOK



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TOPICS TO BE COVERED



- RESPONSIBILITIES OF DIRECTORS
- RESPONSIBILITIES OF EMPLOYEES
- RESPONSIBILITIES OF CUSTOMERS
- WORK ENVIRONMENT PROTECTIVE MEASURES
- CLEANING AND DISINFECTING
- EXPOSURE SITUATIONS
- RECORD KEEPING
- CONFIDENTIALITY / PRIVACY
- RETURN TO SPORT
- TIMELINE FOR RE-OPENING

INTRODUCTION

Legacy Center Sports Complex takes the health, well-being and safety of our employees and customers very seriously. With the spread of COVID-19, the company must remain vigilant in mitigating the outbreak.

In order to be safe and maintain operations, we have developed a Return To Work (and Sport) Playbook: Coronavirus (COVID-19) Prevention, Preparedness And Response Plan to be implemented in every area of our company. The company has identified a team to monitor the related guidance of the CDC, the State of Michigan and Livingston County.

In regards to 'Return To Sport' ... each sport may have different restrictions or recommendations based on their 'governing body' (i.e., Soccer = Michigan State Youth Soccer Association [MSYSA], Volleyball = Amateur Athletic Union [AAU], etc.). This may cause each sport to look different when it comes to 'return to sport' timing and the like.

RESPONSIBILITIES OF DIRECTORS

All directors must be familiar with this plan and be ready to answer questions from employees. Directors must set a good example by following this plan at all times. This involves practicing good personal hygiene and recommended guidelines to prevent the spread of the virus. Directors must encourage the same behavior from all employees.

RESPONSIBILITIES OF EMPLOYEES



The company is asking every employee to assist with our prevention efforts while at work. In order to minimize the spread of COVID-19 at work, everyone must be diligent in doing their part. Personal responsibility will help ensure the success of this playbook. The company has instituted various social distancing, housekeeping and other best practices while at work. All employees (salaried, hourly, coaches, instructors, seasonal, etc.) and customers (vendors, visitors, guests, etc.) must follow these in order to enter and remain on site at our complex. Employees must inform their direct report if they are experiencing signs or symptoms of COVID-19. The direct report must notify the Director of Administration.

If you have a specific question about this playbook or COVID-19, please see your direct report. If they cannot answer the question, please contact the Director of Administration.

All employees, per the recommendation of the CDC, the State of Michigan Executive Orders and/or Livingston County Health Department, must:

- Become familiar with the 'Return To Work (and Sport) Playbook'
- Frequently wash your hands with soap and warm water for at least 20 seconds. When soap and running water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol
- Avoid touching your eyes, nose, mouth and face with unwashed hands
- Follow appropriate respiratory etiquette which includes covering coughs and sneezes
- Maintain a social distance of at least 6' from other individuals when possible
- Wear a face covering while in enclosed spaces and when not able to maintain a 6' distance
- Wear a face covering while working in close proximity of other individuals

All employees must familiarize themselves with the symptoms of COVID-19 which include the following:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Repeated shaking with chills

RESPONSIBILITIES OF EMPLOYEES (CONT.)



If you develop a fever or exhibit any combination of the above listed symptoms ... **DO NOT GO TO WORK (or STAY AT WORK).** Immediately contact **BOTH** your healthcare provider **AND** your direct report. If you are contacted by anyone reporting these symptoms, please notify the Director of Administration.

EMPLOYEE OVERVIEW / CHECKLIST

STOP ... BEFORE ENTERING THE COMPLEX:

- If you can work from home, please do so.
- Did you pass the daily health screen questions (self-evaluation)?
 - If the answer is 'no', stay home and notify your direct report.
- Wear a face covering every day.
- If you leave during the day, no re-entry without health screen (self-evaluation).

ENTERING THE BUILDING:

- Sign in at the respective venue front desk
- Sign waiver (on the first day back at work or at re-onboarding meeting)
- Temperature check (as part of self-evaluation)
- Wear your face covering prior to entering
- Wash hands and/or use hand sanitizer
- Enter building only at designated entry points

STAYING HEALTHY:

- Wear your face covering when in enclosed spaces and when not able to maintain a 6' distance. If using a cloth face covering, wash daily.
- Wash hands regularly and/or use hand sanitizer
- Follow one way guidelines (where applicable)
- Clean and sanitize your workspace (desktop, phone, keyboard, etc.) frequently (min. of 2x/day)
- Respect social distancing guidelines of 6' at all times when possible
- If you develop a fever and exhibit any combination of the above listed symptoms of COVID-19 ... **DO NOT STAY AT WORK.** Immediately contact **BOTH** your healthcare provider **AND** your direct report. Begin self-quarantine.
- Ensure employees and customers are following protocols and help enforce guidelines

COMMON AREAS:

- Read, respect and follow all posted COVID-19 prevention signage
- Clean and sanitize common area spaces and equipment after use
- Eat at your socially distanced workspace. If eating in a common area, clean and sanitize after use
- Follow customer protocol (SEE 'RESPONSIBILITIES OF CUSTOMERS' SECTION)

OUTSIDE OF WORK:

- Please follow COVID-19 best practices

BE FLEXIBLE:

- Stay current with company communications. The COVID-19 situation is dynamic with frequent changes to recommendations and requirements.
- Legacy Center will maintain an agile and accountable posture toward these changes as they evolve.
- Legacy Center may implement changes to accommodate social distancing guidelines (i.e., workspace locations, alternate schedules, etc.)

RESPONSIBILITIES OF CUSTOMERS



The company is asking every customer to assist with our prevention efforts when coming to our complex. In order to minimize the spread of COVID-19 at Legacy Center, everyone must be diligent in doing their part. Personal responsibility will help ensure the success of this playbook. The company has instituted various social distancing, housekeeping and other best practices while at Legacy Center. All employees (salaried, hourly, coaches, instructors, seasonal, etc.) and customers (vendors, visitors, guests, etc.) must follow these in order to enter and remain on site at our complex.

If you have a specific question about this playbook or COVID-19, please contact us at info@legacycentermichigan.com.

All customers, per the recommendation of the CDC, the State of Michigan Executive Orders and/or Livingston County Health Department, must:

- Frequently wash your hands with soap and warm water for at least 20 seconds. When soap and running water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol
- Avoid touching your eyes, nose, mouth and face with unwashed hands
- Follow appropriate respiratory etiquette which includes covering coughs and sneezes
- Maintain a social distance of at least 6' from other individuals when possible
- Wear a face covering while in enclosed spaces and when not able to maintain a 6' distance
- Wear a face covering while working in close proximity of other individuals

All customers should familiarize themselves with the symptoms of COVID-19 which include the following:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Repeated shaking with chills

If you develop a fever or exhibit any combination of the above listed symptoms ... please depart the complex. Immediately contact BOTH your healthcare provider AND your coach (program leader, instructor, etc.). The coach will contact their direct report. The coach's direct report will then notify the Director of Administration.



CUSTOMER OVERVIEW / CHECKLIST

STOP ... BEFORE ENTERING THE COMPLEX:

- If applicable ... did you log into your Dash account and pre-register for your sport / program (which includes the signing of a new waiver)? If yes, proceed to the respective venue front desk. If no, please proceed to the Field House front desk.
- Did you pass the daily health screen questions (self-evaluation)?
 - If the answer is 'no', please do not enter the complex.
- Do you have a face covering (to use while in an enclosed space and when not able to maintain a 6' distance from others)?
- Become familiar with safety protocols required at the complex and follow posted signage.

ENTERING THE BUILDING:

- If applicable ... if you did not log into your Dash account and pre-register for your sport / program (which includes the signing of a new waiver), please sign in at the respective venue front desk
- Sign waiver (one time occurrence)
- Temperature check (as part of self-evaluation)
- Wear your face covering prior to entering
- Wash hands and/or use hand sanitizer
- Enter building only at designated entry points

STAYING HEALTHY:

- Wear your face covering when in enclosed spaces and when not able to maintain a 6' distance. If using a cloth face covering, wash daily.
- Wash hands regularly and/or use hand sanitizer
- Follow one way guidelines (where applicable)
- Respect social distancing guidelines of 6' at all times
- If you develop a fever and exhibit any combination of the above listed symptoms of COVID-19 ... depart the complex. Immediately contact BOTH your healthcare provider AND your coach (program leader, instructor, etc.). Begin self-quarantine.
- These guidelines apply to both adults and children.
- Questions? See the respective venue front desk and ask our Facility Manager

COMMON AREAS:

- Read, respect and follow all posted COVID-19 prevention signage
- Those customers not willing to follow guidelines will be asked to leave the complex

OUTSIDE OF LEGACY CENTER SPORTS COMPLEX:

- Please follow COVID-19 best practices

BE FLEXIBLE:

- Stay current with Legacy Center Sports Complex communications. The COVID-19 situation is dynamic with frequent changes to recommendations and requirements.
- Legacy Center will maintain an agile and accountable posture toward these changes as they evolve.

WORK ENVIRONMENT PROTECTIVE MEASURES



The company has instituted the following protective measures.

1. General Guidelines

- a. All employees (salaried, hourly, coaches, instructors, seasonal, etc.) and customers (vendors, visitors, guests, etc.) must sign in at the respective venue front desk upon arrival (unless customer has pre-registered for their sport / program through their Dash account at which time they can proceed to their respective venue).
- b. All employees (salaried, hourly, coaches, instructors, seasonal, etc.) and customers (vendors, visitors, guests, etc.) must answer the daily, self-evaluation health screen questions (including recording of self-monitored temperature) on the sign in sheet (or electronic equivalent). The health screen questions include the following and will state that if the answer is 'yes' to any of the following questions, the individual will not be permitted at the complex (unless where noted):
 - i. Do you have a fever? Please record your recently taken temperature below.
 - ii. Have you been confirmed positive for COVID-19 within the last 14 days?
 1. IF THE ANSWER IS 'YES' ... have at least 72 hours (3 full days) passed since recovery and at least 7 days passed since symptoms first appeared?
 - iii. Are you currently experiencing or have you recently experienced any COVID-19 symptoms?
 - iv. Have you been in close contact with any individual who has tested positive for COVID-19 within the last 14 days?
 - v. Have you been in close contact with any individual who has traveled internationally or domestically and are exhibiting COVID-19 symptoms within the last 14 days?
- c. Only enter the Field House, Dome or Arena at their respective 'main' entrances.
- d. Employees working in close proximity (i.e., less than 6') of each other for a prolonged period of time will wear a face covering. Employees are to properly dispose of soiled face coverings.
- e. If hand washing is not possible (i.e., outside venues), there will be an alcohol-based hand sanitizer with at least 60% alcohol available
- f. It is recommended that employees wear gloves to help prevent skin contact with potentially contaminated surfaces
- g. Any employee or customer showing symptoms of COVID-19 will be asked to leave the complex immediately
- h. Employees must avoid physical contact with others and will direct others to increase social distancing to at least 6' when possible
- i. Limit in-person meetings when possible. Conduct meetings via Zoom meetings, telephone, FaceTime, etc.
- j. Maintain social distancing during breaks and lunch.
- k. Employees should limit the use of sharing office equipment (landline phones, computer keyboards, etc.), office supplies (pens, staplers, etc.) and the like. To the extent that equipment (copy machine, etc.) must be shared, sanitize before and after use. When cleaning equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.



WORK ENVIRONMENT PROTECTIVE MEASURES (CONT.)

- 1. Employees are encouraged to minimize ride-sharing (golf carts, gators, travel to offsite meetings, etc.)
- 2. Vendors
 - a. Vendors (needing interior access) will be directed to the Field House front desk for all deliveries.
 - b. Vendors (needing interior access) will sign in and sign waiver upon entrance

CLEANING AND DISINFECTING

Legacy Center has daily cleaning processes, procedures and checklists. The Operations & Building Attendant Teams have increased the frequency of their cleaning and disinfecting schedule. Employees are asked to do the same in their work areas. The Operations Team will ensure that any disinfection will be conducted using a common EPA-registered household disinfectant, an alcohol solution with at least 60% alcohol or a diluted household bleach solution (if appropriate for the surface).

EXPOSURE SITUATIONS

Any cases of positive COVID-19 or suspected cases of COVID-19 must be communicated to your direct report immediately. The direct report must then notify the Director of Administration immediately.

- 1. Employee Exhibits COVID-19 Symptoms
 - a. If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (i.e., cough suppressants). The company will similarly require an employee who reports to work with symptoms to return home until he or she is symptom free for 72 hours (3 full days).
- 2. Employee Tests Positive For COVID-19
 - a. An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test and have not had a subsequent illness.
 - b. Employees who test positive and are directed to care for themselves at home may return to work when:
 - i. At least 72 hours (3 full days) have passed since recovery ... AND ...
 - ii. At least seven (7) days have passed since symptoms first appeared



EXPOSURE SITUATIONS (CONT.)

- c. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The recovered individual is required to provide documentation clearing their return to work.
- 3. Employee Has Close Contact With An Individual Who Has Tested Positive For COVID-19
 - a. Any individual that worked in close proximity (within 3-6 feet without appropriate PPE) for a prolonged period of time, with a fellow employee who tested positive for COVID-19, will be directed to self-quarantine for 14 days from the last date of close contact with the positive tested employee.
 - b. Once the company learns that an employee has tested positive, the company will coordinate an investigation to determine which coworkers who may have had close contact with the confirmed positive employee in the prior 14 days and direct those close proximity individuals to self-quarantine for 14 days from the last date of close contact with that employee.
 - c. The company, to the best of their ability, will also notify any customers who may have had close contact with the confirmed positive employee.
 - d. If an employee learns that he or she has come into close contact with a confirmed positive individual outside of work, he/she must contact their direct report and self-quarantine for 14 days from the last date of close contact.

RECORD KEEPING

If a confirmed case of COVID-19 is reported, the company will determine if and how it needs to be recorded and reported. If an employee has a confirmed case of COVID-19, the company will conduct an assessment of any workplace exposure to determine if the case is work-related.

CONFIDENTIALITY / PRIVACY

Except for circumstances in which the company is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with the applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. The company reserves the right to inform other employees and customers that an unnamed employee has been diagnosed with COVID-19 if the others might have been exposed to the virus so the others may take measures to protect their own health.

RETURN TO SPORT



RISK ANALYSIS (based on current sport and program offerings)

NOTE: The rating was determined by sport, venue location, participation numbers, competition level, contact, equipment, etc.

1. LOW (listed alphabetically)

- a. Baseball
- b. Camps & Clinics (sport specific)
- c. Fastpitch (softball)
- d. Field Hockey
- e. Fitness & Sports Performance
- f. Lacrosse – Girls
- g. Recreation Sports (youth/adult [i.e., soccer, softball, etc.], Little Legends, Summer Camps)
- h. Soccer (outdoor)
- i. Volleyball – Sand (outdoor)

2. MEDIUM (listed alphabetically)

- a. Basketball
- b. Lacrosse – Boys
- c. Soccer (indoor)
- d. Rugby – Adult
- e. Volleyball (indoor)

3. HIGH (listed alphabetically)

- a. Football
- b. Rugby – Youth
- c. Wrestling

RISK LEVEL DETERMINATIONS

1. Venue Location

- a. Low – Outdoor
- b. High – Indoor

2. Participation Numbers

- a. Same Household
- b. Gatherings (outdoor) of 10 or less
- c. Gatherings (outdoor) of 100 or less
- d. Anticipated gradual increases in 'gathering' numbers

3. Competition Level / Contact / Equipment

- a. Skill Set
- b. Small Group Training
- c. Team Practices
- d. Modified Competitions (i.e., Inter-squad Scrimmages)
- e. Games
- f. Tournaments



RISK LEVEL DETERMINATIONS (CONT.)

4. Restrictions

- a. Process & Procedures
- b. Social Distancing
 - i. Strict = required
 - ii. Moderate = recommended
 - iii. Limited = personal preference
- c. PPE (Personal Protection Equipment)
 - i. Face Coverings
 - ii. Other

TIMELINE FOR RE-OPENING (pending State of Michigan announced timeline)

Step 1: Stay Home, Stay Safe (unless same household)

- Legacy Center Sports Complex = CLOSED

Step 2: Gatherings Of 10 Or Less (10 or less per designated space) (Tuesday, May 26)

- Legacy Center Sports Complex = CLOSED
- Venue = outdoor
- Low Risk Sports
- Social Distancing = strict
- Community Park Setting with registration required

Step 3: Gatherings Of 100 Or Less (100 or less per designated space) (Monday, June 1)

- Venue = outdoor
- Low Risk Sports = practices, games, outdoor fitness classes and training sessions
- Social Distancing = strict

Step 4: Competition (Monday, June 29)

- Venue = outdoor
- Medium Risk Sports = modified competitions
- Social Distancing = moderate

Step 5: TO BE DETERMINED (TBD / ~ Monday, August 31)

- Venue = indoor resumes
- High Risk Sports = resume
- Social Distancing = limited

MATRIX: RETURN TO SPORT



	MANDATORY	RECOMMENDED BEST PRACTICES
ARRIVAL TO VENUE	<ul style="list-style-type: none"> ✓ All employees, participants and spectators must practice social distancing. ✓ Must conduct daily health screening (self-evaluation). Anyone experiencing symptoms must stay home. ✓ No team water coolers or shared drink stations. ✓ These requirements must be shared prior to the event with all employees, coaches, players, spectators and officials prior to their arrival at the venue. 	<ul style="list-style-type: none"> ✓ Electronic registration and check in for all events. (i.e., logging into your Dash account and pre-registering for your sport or program [which includes the signing of a new waiver]). ✓ Game reports should be entered online or by spoken word and be recorded by officials without exchanging any physical documents with coaches or players (based on governing body decisions).
PRACTICES	<ul style="list-style-type: none"> ✓ Coaches and players must practice social distancing except when the ball is in play. ✓ Must conduct daily health screening (self-evaluation). Anyone experiencing symptoms must stay home. ✓ Coaches must wear face coverings when not able to maintain a 6' distance ✓ Athletes must wear face coverings when not actively participating in the field of play or not able to maintain a 6' distance. ✓ No team water coolers or shared drink stations. 	<ul style="list-style-type: none"> ✓ Face coverings are strongly recommended for any spectators. ✓ It is recommended that coaches divide players into groups and establish rotating shifts when possible. ✓ Athletes should bring individual water containers. ✓ Virtual meetings should be considered when possible. ✓ Athletes are strongly recommended to travel to the venue alone or with a member of their immediate household. ✓ Whenever possible, equipment and personal items should have proper separation and should not be shared. If equipment must be shared, proper sanitation should be administered between users.
COACHES	<ul style="list-style-type: none"> ✓ Must practice social distancing. ✓ Must conduct daily health screening (self-evaluation). Anyone experiencing symptoms must stay home. ✓ Must wear face covering when not able to maintain a 6' distance. ✓ No spitting, eating seeds, chewing gum or the like. ✓ No touch rule – coaches should refrain from ANY physical contact (high fives, fist bumps, handshake lines, etc.) with ANYONE (team members, opposing players, coaches, officials, spectators, etc.). ✓ Must ensure that players are following COVID-19 prevention measures. 	<ul style="list-style-type: none"> ✓ Coaches should ensure that players are adhering to social distancing in team area (dugouts, bench areas, etc.). ✓ Coaches should ensure that players are wearing face coverings while not actively participating in the field of play. ✓ Whenever possible, equipment and personal items should have proper separation and should not be shared. If equipment must be shared, proper sanitation should be administered between users.
ATHLETES	<ul style="list-style-type: none"> ✓ Must practice social distancing. ✓ Must conduct daily health screening (self-evaluation). Anyone experiencing symptoms must stay home. ✓ Must wear face coverings when not actively participating in the field of play or not able to maintain a 6' distance. ✓ Must not share water or equipment. Belongings should only be used by the individual owner. ✓ No touch rule – players should refrain from ANY physical contact (high fives, fist bumps, handshake lines, etc.) with ANYONE (team members, opposing players, coaches, officials, spectators, etc.). ✓ No spitting, eating seeds, chewing gum or the like 	<ul style="list-style-type: none"> ✓ Hand washing or hand sanitizing, in the absence of soap and water, are strongly recommended for athletes during games. ✓ Whenever possible, equipment and personal items should have proper separation and should not be shared. If equipment must be shared, proper sanitation should be administered between users.

MATRIX: RETURN TO SPORT (CONT.)



	MANDATORY	RECOMMENDED BEST PRACTICES
SPECTATORS	<ul style="list-style-type: none"> ✓ Must practice social distancing (including in the spectator area for anyone not from the same household). ✓ Must conduct daily health screening (self-evaluation). Anyone experiencing symptoms must stay home. ✓ Must not enter player areas (field of play, bench areas, etc.). ✓ Must keep six feet or more from the field of play. 	<ul style="list-style-type: none"> ✓ Strongly recommended to wear a face covering at all times. ✓ Hand washing or hand sanitizing, in the absence of soap and water, are strongly recommended during games.
OFFICIALS/UMPIRES	<ul style="list-style-type: none"> ✓ Must practice social distancing before, during and after the contest. ✓ Must conduct daily health screening (self-evaluation). Anyone experiencing symptoms must stay home. ✓ Must wear face covering when not able to maintain a 6' distance. ✓ No spitting, eating seeds, chewing gum or the like. ✓ No touch rule – officials should refrain from ANY physical contact (high fives, fist bumps, handshake lines, etc.) with ANYONE (players, coaches, officials, spectators, etc.). ✓ Must avoid exchanging documents or equipment with coaches, players or spectators. Based on governing body decisions ... game reports should be entered online. 	<ul style="list-style-type: none"> ✓ Electronic registration and check in for all events. ✓ Officials should allow adequate distance between themselves and players while still being able to perform their duties (i.e., umpire calling balls and strikes from behind pitcher).
LEAVING THE VENUE	<ul style="list-style-type: none"> ✓ Individuals should not congregate in common areas or the parking lot following the event or practice. ✓ Individuals should not exchange items. 	<ul style="list-style-type: none"> ✓ Team meetings should be done virtually or over the phone rather than in a 'team huddle'. ✓ Athletes are strongly recommended to travel to the venue alone or with a member of their immediate household. ✓ Team meals should only occur in compliance with the guidelines issued for restaurants in the state of Michigan.
CONFIRMED CASES	<ul style="list-style-type: none"> ✓ Immediately self-quarantine and seek medical care for any individual who develops symptoms. ✓ Inform Legacy Center Sports Complex ✓ Legacy Center must maintain a complete list of teams (coaches, players and officials) and employees present at each event along with contact information for each. 	<ul style="list-style-type: none"> ✓ Work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing / notifications.



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Contact Us

Given the ever-developing nature of COVID-19, revisions in CDC, State of Michigan & Livingston County guidelines and Executive Orders, the company may modify this plan as needed.

If you have any questions concerning this plan, please contact the Director of Administration at:

810.231.9288

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