



New England

**DISABLED  
SPORTS**

**Winter Operations Manual  
2021 - 2022**



## 2021-2022 Winter Operations Manual

### Introduction:

In our ongoing efforts to protect our community during the COVID-19 pandemic, in the 2021-22 winter sports season NEDS will continue to operate its programs safely following the guidelines set forth by the Centers for Disease Control and Prevention (CDC), the State of New Hampshire, and consultation from a board-certified medical expert in infectious diseases who is based at the Mass General Brigham. The operational plans set forth in this document have been approved by the NEDS Board and will serve as a working document to guide NEDS operational plans through the 2021-2022 winter season. The Board-appointed NEDS working group will reevaluate programming throughout the winter season and modifications will be recommended to the NEDS Board based on changes that may occur in the COVID-19 pandemic and changes by relevant health regulatory agencies.

For the safety of our athletes, coaches, and staff during this pandemic, NEDS will limit some aspects of its 2021-2022 winter sports programs that coaches, student-athletes, and staff must follow. Although infection control plans can reduce the disease spread, the NEDS Board of Directors understands that the risk of contracting COVID-19 is not absolute zero; some risk persists. Adults and children who are asymptomatic or pre-symptomatic, for example, can unknowingly spread the disease. Therefore, it is especially important that coaches and athletes at high risk for serious COVID-19 complications consult with their physician prior to participating in the NEDS' program. These risks presently include age 60 and older and many comorbidities –risk factors – such as diabetes, being overweight, high blood pressure, heart disease, etc. Individuals should consult with the latest information from the CDC to assess their risk at <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html>

## Coach and Athlete Pre-Participation Health Screening:

No coach, athlete, or a participating student-athlete or caregiver (hereafter collectively referred to as “individuals”) should participate in a NEDS’ program event, such as a lesson, who are experiencing symptoms associated with COVID- 19. Such individuals should contact their physician for medical advice. Specific COVID-19 related symptoms precluding participation in NEDS winter programs presently include cough, shortness of breath, difficulty breathing, fever, chills, muscle pain, new loss of taste or smell, sore throat, vomiting, and diarrhea. Other symptoms may be added to this list as updated by health agencies.

Consistent with the above, the NEDS Administrative Director will implement and monitor the following pre-participation processes:

- All NEDS volunteers are required to have or obtain a CDC-approved and complete COVID-19 vaccination as a condition of volunteering with NEDS unless a medical exemption or deferral has been approved by their physician and forwarded to NEDS by the volunteers. All volunteers will be required to report their vaccine status and to provide approved medical documentation as proof of receipt of the completed vaccine or exemption prior to in-person training or teaching a lesson.
- To participate in NEDS programming, full vaccination **is preferred** for all student-athletes who are eligible to receive a COVID-19 vaccination.
- To ensure all individuals are symptom-free, a Google Doc health screening app will be sent to all individuals to complete prior to arriving at NEDS at Loon or Bretton Woods to participate in a NEDS lesson or event. The Google Doc must be completed on the day of the NEDS event. Once an individual completes the health screening Google Doc, notification of completion is automatically sent to NEDS staff using the email [info@nedisabledsports.org](mailto:info@nedisabledsports.org). There are no exceptions to completing the health screening.
- A NEDS staff member on duty each day at each NEDS location during the winter season will be appointed to monitor the completed health screenings to confirm all individuals have completed the form before arriving at NEDS.

- Any individual who has not completed the health screening on the day of the NEDS event will not be permitted to enter NEDS or engage in their lesson until the form is completed and reviewed.
- The Google Doc, referenced above, will ask each individual if they have any of a list of COVID-19 symptoms. If any individual completing the Google Doc has one or more of the symptoms listed, they will not be allowed to participate in a NEDS event. There are no exceptions.
- The Google Doc, referenced above, will query all individuals asking if they have been in close contact with a person diagnosed with COVID-19 or traveled internationally within the past 10 days (outside of the U.S., except for essential travel to/from Canada\*) or on a cruise ship? If any individual completing the Google Doc answers YES to this query, they are required to call NEDS as more information is needed before participating.

#### Routine Mitigation Practices:

The NEDS Administrative Director (or her designee) will implement and monitor the following processes at Loon and Bretton Woods locations:

- The wearing of a double-layer mask covering the mouth and nose is mandatory at all times for anyone entering the Harney Center and the NEDS Bretton Woods office and while on lessons. There are no exceptions.
- Wash or sanitize hands before putting on a mask.
- Put the same side against your face each time.
- Remove the face-covering using the straps.
- Face coverings should be washed after each use and wear other masks only according to the manufacturer's specifications.
- Single-use face coverings must be properly disposed of in the trash after use.
- Do not place face coverings on surfaces to prevent cross-contamination.
- Face coverings must not be shared.
- No more than 24 individuals will be allowed in the Harney Center and no more than 4 individuals will be allowed in the NEDS Bretton Woods office at a given time.

- All individuals will sanitize their hands prior to entering the Harney Center and the NEDS Bretton Woods office.
- All individuals will socially distance a minimum of six feet and preferably further when possible. There will be times when social distancing can't be maintained, such as assisting a student-athlete with ski/snowboard equipment, assisting a student-athlete who has fallen, when assisting a student-athlete in a piece of equipment onto a lift, or when riding on a lift with a student-athlete. In this circumstance, the return to social distancing will be quickly resumed.
- Handshaking, hugging and high fives are not allowed.
- Hand sanitizers will be located throughout the Harney Center and the NEDS Bretton Woods office, at a minimum by each entrance/exit, and near the reception area.
- Sanitizing spray bottles will be available.
- Individuals may only enter the Harney Center at one point and may only exit through another point, appropriately marked with signs and arrows.
- Signs will be placed in the Harney Center and the NEDS Bretton Woods office reminding everyone about social distancing and the wearing of masks.
  - Marks on the floor will be placed noting the six-foot separation throughout the main floor of the Harney Center and the NEDS Bretton Woods office.
- At the reception desk, Plexiglas will be placed that is sufficiently high to add protection for the staff and individuals.
- Masks will be placed at the entrance to the Harney Center and the NEDS Bretton Woods office for those who arrive without a mask.
- Boxes of gloves will be available throughout the Harney Center and the NEDS Bretton Woods office, should they be required for a task.
- All snow sports and athlete equipment will be appropriately cleaned and disinfected before each use by staff or interns. (See below.)
- The Harney Center and the NEDS Bretton Woods office will be cleaned and disinfected following infection control guidelines. (See below.)
- Indoor communal surfaces and objects that are touched frequently, such as the ones listed below, will be regularly disinfected using products approved by the applicable health authority. (See below.)
- Cleaning, sanitizing, and disinfecting protocols have been developed

using the CDC guidelines and will be completed by the staff and interns.

- Staff and interns will be trained on the cleaning, sanitizing, and disinfecting protocols and will conduct the cleaning of equipment and NEDS spaces as specified above. They will also be trained on universal precautions by a health care provider before undertaking these duties.

### Cleaning Plan:

#### Public Areas (2 x per day minimum)

- Lobby, hallways, dining, and food service areas.
- Door handles, handrails, push plates or other barricades the public may touch.
- Handrails for stairs and ramps
- Elevator buttons - inside and out
- Reception desks and counters
- Telephones, Point of Sale terminals, and other keypads
- Tables and chairs
- Trash receptacle touch points

#### Restrooms - Public and Staff (2 x per day minimum)

- Door handles and push plates
- Sink faucets and counters, and toilet handles
- Lids of containers for disposal of women's sanitary products
- Soap dispensers and towel dispenser handles
- Baby changing stations
- Trash receptacle touch points

#### Desk/Office Space - (Staff responsible for cleaning their own space daily)

- Individual office and other room furniture
- Door handles, push plates, doorways, railings
- Light switches and thermostats
- Cabinet handles
- Telephones, computers, other keypads, mouse

- Outside surfaces: Those made of plastic or metal can be carried out according to recommended cleaning practices. More frequent cleaning of high-touch outdoor surfaces, such as grab bars or railings is recommended. Outdoor wooden surfaces, such as play structures or benches, will be cleaned daily with a spray disinfectant solution.
- All vehicles will be thoroughly wiped down after use. This includes anything that has or may have been touched, as the steering wheel, armrests, door handles, etc.
- Student-athletes will be encouraged to use their own helmets and personal ski clothing.

### Snow Sports Lessons:

The NEDS Staff will determine the types of student lessons that will be allowed during the 2021-2022 winter season and approval from the NEDS Board. NEDS staff will post information on allowed lessons on the NEDS website and will update it as necessary.

When possible, the NEDS staff will notify the coaches, student-athletes, and caregivers where to meet outside the NEDS buildings prior to their morning and/or afternoon lesson, and at a specified time and place to minimize the need for coaches and athletes to enter the NEDS buildings.

Coaches will establish a drop-off point for the caregiver of an athlete (when appropriate) after each lesson. When possible, this location will be outside of the Harney Center or the NEDS Bretton Woods office.

There will be times when social distancing can't be maintained, such as assisting a student-athlete who has fallen, when assisting a student-athlete in a piece of equipment onto a lift, or when riding on a lift with a student-athlete. In this circumstance, the return to social distancing will be quickly resumed.

### Locker Room:

The locker room will be open to volunteers at the Harney Center and NEDS Bretton Woods office during lesson times with a limited capacity.

Volunteers may choose to leave their equipment or other personal items in their locker, but lockers and equipment will not be accessible during non-coaching times or days. Eating or lounging is not allowed in the locker room. Masks are required at all times in the locker room.

#### Notification of a Positive COVID-19 Test or a COVID-19 Diagnosis:

If the NEDS staff is notified by an individual saying a COVID-19 test returned positive, or they have been diagnosed with COVID-19, the NEDS Administrative Director (or her designee) will document the circumstances of the individual's symptoms and then contact the established NEDS contract tracing group to determine what further actions, if any, should be taken.

#### COVID-19 Symptoms:

- If an individual has symptoms upon arrival to a NEDS event or becomes sick during the day, the NEDS Administrative Director (or her designee) must separate the person from other coaches, staff, and advise them to contact their physician; this includes people who are previously vaccinated against COVID-19 or who had prior COVID-19. In addition, the established NEDS contact tracing group will be notified to determine if any further action is required.
- If a student-athlete with a caretaker has symptoms, the caretaker will be notified to take the person home and to contact their physician. In addition, the established NEDS contact tracing group will be notified to determine if any further action is required.





# COVID-19 VACCINE POLICY

## Purpose

In accordance with New England Disabled Sports' (NEDS) duty to provide and maintain a workplace/environment that is free of known hazards, we are adopting this policy to safeguard the health of our employees, volunteers, and their families; our customers and visitors; and the community at large from infectious diseases, such as COVID-19, that may be reduced by vaccinations. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable.

## Scope

All employees and volunteers are required to receive vaccinations as determined by the Centers for Disease Control and Prevention and the State of New Hampshire Department of Health, unless a reasonable accommodation is approved. Employees not in compliance with this policy will be placed on unpaid leave until their employment status is determined by the Administrative Director. Volunteers not in compliance with this policy will not be allowed to participate in NEDS' programming. Vaccination is not the sole directive of our health and safety policy, and employees must continue to follow evolving and additional wellness and safety protocols while in the workplace as well.

## Procedures

Employees/volunteers will be notified by the Administrative Director as to the type of vaccination(s) covered by this policy and the timeframe(s) for having the vaccine(s) administered. NEDS will provide a list of locations to assist employees/volunteers in receiving the vaccine on their own. [Applicable to only paid staff] All employees will be paid for time taken to receive vaccinations. For offsite vaccinations, employees are to work with their managers to schedule appropriate time to comply with this policy.

Before the stated deadlines to be vaccinated have expired, employees/volunteers will be required to provide either proof of vaccination or an approved reasonable accommodation to be exempted from the requirements.

## Reasonable Accommodation

Employees/volunteers in need of an exemption from this policy due to a medical reason, or because of a sincerely held religious belief must submit a completed Request for Accommodation form to the Administrative Director to begin the interactive accommodation process as soon as possible after vaccination deadlines have been announced. Accommodations will be granted where they do not cause NEDS undue hardship or pose a direct threat to the health and safety of others. Please direct any questions regarding this policy to the Administrative Director.