

# NATIONAL SPORTS CENTER FOR THE DISABLED

## COVID-19 Return to Work/Programs Policies and Procedures

### ABOUT THIS GUIDE

National Sports Center for the Disabled (NSCD) values the health and safety of our employees, guests, and community. In response to COVID-19, we are demonstrating this commitment with the development of protocols and procedures across all our operations. These procedures and protocols have been developed after in-depth research, thoughtful discussions and deliberations along with guidance and expertise from Winter Park Resort (WPR), Alterra Mountain Company, Centers for Disease Control and Prevention (CDC), Colorado Department of Public Health and the Environment (CDPHE), and our local public health agencies.

As requirements and guidance change, we will work closely with WPR and our local health authorities and Grand County to update these protocols and adjust our operations to protect our employees, guests, and our community. NSCD will follow all operating guidelines outlined in the Winter Park Resort Playbook as approved by Grand County Health Department.

Included in this guide are requirements to meet and steps that should be implemented as programs resume. These include the use of face coverings, COVID-19 screenings, distancing, etc.

The National Sports Center for the Disabled may cancel programs at any time due to COVID-19 exposure or related safety issues, WPR closures or County/State mandates.

Questions about the content of this guide should be directed to the Operations & Communications Director.

## PROGRAMS

### PARTICIPANT PROGRAM PARTICIPATION CRITERIA

The following criteria must be met by all persons in a NSCD program. Person(s) refers to anyone attending program including, but not limited to participants, family/caregivers, NSCD staff, partner agency staff, volunteers, etc.

- **Face Coverings:** All persons on site for a program must be able to and always wear a face covering for the entire program. Participants must be able to independently wear and manage face covering.
  - Face coverings need to cover both the nose and mouth and do not have gaps around the face. Buffs/gaiters must be at least 2 layers thick.
  - Participants must carry replacement masks to be used if a mask gets wet and is no longer usable
  - Masks/face coverings are MANDATORY for all participants. The only exception to our indoor mask requirement is when sitting down to eat or drink or when a mask would interfere with receiving medical treatment.
  - During the lesson if a participant is unwilling or unable to wear a face covering, a parent or care giver will be contacted. If the issue cannot be resolved the lesson will be concluded. Parents or caregivers will be notified by the instructor on a location to meet to pick up the participant.
  - Face coverings will be available for purchase through the NSCD.
- **Hand Hygiene:** Participants are encouraged to increase the use of hand sanitizer and wash hands with soap and water for at least 20 seconds throughout the day. Participants need to bring their own hand sanitizer.
- **Physical Distancing:** Participants are encouraged to maintain appropriate physical distance (minimum of 6 feet) from others at all times (unless they are family/caregivers who have been isolating together). Physical contact, such as shaking hands, high fives, hugging, etc. must be avoided.
- **Health Assessments:** Participants are required to complete a health screening, including taking temperature readings prior to the start of their activity. Participants must stay home if they are feeling sick or have been in contact with a positive COVID-19 case, as per state and county guidelines.
- **Lesson Completion:** If a participant is unable to meet the requirements in place due to COVID-19 policies, the lesson will end immediately, and no refunds or rescheduling will be allowed.
- **Reservations Required:** All persons must pre-register for any program/activity through the NSCD online reservation system. **No one attending programming can register at the time of programming on site.**
- **Cancellation Policy:** Please refer to the full COVID-19 cancellation policy found [here](#)
- **Personal Care:** Participants need to complete all personal care prior to meeting the instructor. Care providers (not NSCD staff or volunteers) will be expected to assist participants with anything that requires close person to person contact, such as adjusting face coverings. Please use the restrooms

in the lower level of the West Portal Building (accessible by elevator or stairs) or additional portable restrooms outside the building.

## NSCD RETURN TO PROGRAM CRITERIA

**The following program criteria must be met in order to run any NSCD program. Person(s) refers to anyone attending program** including, but not limited to participants, family/caregivers, NSCD staff, partner agency staff, volunteers, etc. **Specific operating procedures by program are detailed following these general criteria:**

- Program attendance numbers for indoor and outdoor capacity need to follow the county guidelines in which the program is being held. Attendance includes, but is not limited to participants, family/caregivers, NSCD staff, partner agency staff, volunteers, etc., unless noted in program specific standard COVID-19 operating procedure provided below.
- Program venues and locations are open for operation, permits are obtained, and COVID-19 specific requirements can be met. Participants may need to sign additional venue specific waiver as required.
- Participants cannot share equipment at sports/activities.

## STANDARD COVID-19 OPERATING PROCEDURES FOR PROGRAMS (SCOP)

### ALPINE SKI AND SNOWBOARD

#### PRIOR TO LESSON

- For all participants, a video or conference call will be scheduled to review procedures, assess equipment need and develop an individualized lesson plan prior to the lesson date.
- Participants must have all necessary clothing for a lesson: base layers, socks, mid layers, outer waterproof jacket, waterproof ski pants, gloves, goggles, face covering, water and snacks. The NSCD will not have any of these available for participants.

#### DAY OF LESSON

- To limit time when guests and employees are in close contact and indoor time, lessons are half day only and lunch will not be included with lessons. To reduce capacity in staging areas, we are staggering start and end times for lessons and designating different lesson meeting locations, including outside when appropriate.
  - If a participant does not arrive within 15 minutes of lesson time, we may not be able to accommodate lesson.
- Participants cannot store clothing, bags or equipment at the NSCD.
- If a participant needs assistance with personal care during the lesson, the instructor and parents/care giver need to make arrangements for a time and location to meet.

- Participants, families and care givers will not be able to wait inside buildings at Winter Park Resort for seating or meals.
- **Participants requiring an equipment fitting**
  - Will meet the NSCD instructor outside the NSCD Lesson area in West Portal. Participants will wait on designated floor stickers to ensure appropriate physical distancing. Only one care giver is allowed to accompany the participant into the building and is not allowed in the equipment fitting area. Winter Park Resort will have door monitors limiting guest access. Guests will not be allowed to wait inside the building once the participant is escorted into the NSCD fitting room by the NSCD instructor.
  - All instructors and equipment room staff will wear additional PPE – including a face mask, face shield or eye covering when inside. Once the equipment fitting is complete, the instructor will assist the participant to the hill.
- **Participants who have their own equipment**  
NSCD encourages participants to rent their own equipment locally before arriving to the resort to save time at the beginning of lessons and to decrease possible COVID-19 exposure.
  - Should arrive in full gear
  - Meet the NSCD instructor at the NSCD flag at the base of the Arrow lift.
- **At the end of a lesson**, participants will meet their caregiver on the ramp outside the NSCD offices, on the north side of West Portal.
- If there is an extreme weather event and skiers/riders need to seek shelter, the Resort/NSCD may exceed capacity in the on-mountain lodges/buildings. WPR/NSCD will require guests and employees to wear face covering and maintain as much physical distancing as possible.

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## NORDIC

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### DAY OF LESSON

- To limit time when guests and employees are in close contact and indoor time, lessons are half day only and lunch will not be included with lessons. To reduce capacity in staging areas, we are staggering start and end times for lessons and designating different lesson meeting locations, including outside when appropriate.
  - If a participant does not arrive within 15 minutes of lesson time, we may not be able to accommodate lesson.
- Participants will meet the NSCD instructor at the entrance of Nordic Program Building at the YMCA and the designated building at Devil's Thumb Ranch.

- Guests will not be allowed to wait inside the building
- Participants cannot store clothing, bags or equipment at the NSCD.
- If a participant needs assistance with personal care during the lesson, the instructor and parents/care giver need to make arrangements for a time and location to meet.
- **Participants requiring an equipment fitting**
  - Will be accompanied into the building by the NSCD instructor
  - Staff will wear additional PPE – including a face mask, face shield or eye covering inside.
  - Once the equipment fitting is complete, the instructor will assist the participant to the trail.
- **Participants who have their own equipment**
  - Should arrive in full gear and will proceed with the NSCD instructor to the trail.
- At the end of a lesson, participants will meet their caregiver at designated entrance to return equipment and change footwear.
- The NSCD instructor is required to disinfect the equipment from the lesson before returning it to storage.
- If there is an extreme weather event the lesson will be cancelled and all parties are to leave the premises.

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## EQUIPMENT ROOM – ALPINE EQUIPMENT

The Equipment and Facilities Supervisor is responsible for having NSCD teardrop flags placed and returned each day at the Arrow Lift to identify NSCD lesson meeting place.

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### PRIOR TO FITTING

- Pods are to be sterilized before each use
- Pods are to be alternated for each fitting time (8:30am, 9:15am, 10:00am, 12:30pm, 1:00pm) as feasible
- Avoid having participants side by side or back-to-back in pods when capacity allows.
- Only equipment room staff and approved volunteers are allowed in ski setting/tuning area.

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### EQUIPMENT FITTING

- The NSCD Instructor will escort the participant to an assigned POD in the equipment room staging area.
- Only the participant and one instructor are allowed in the POD unless an exception has been approved by the program director.  
Equipment Room staff can enter the pod and assist instructor with fitting. Equipment staff should try to limit time in pod to less than 15 minutes total.

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### EQUIPMENT RETURN

- The NSCD Instructor will place equipment in designated rolling carts after a lesson.

- The Equipment Supervisor backed up by Equipment Coordinator is responsible for having the equipment disinfected before returning to inventory.
- Equipment is to be placed at the back of the inventory so that all equipment is used on a rotating basis.

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#### ARCHERY/ AIR GUN/ FISHING

- The program area is set up by the NSCD staff. Folding chairs/tables, equaling the number of participants coming to the program, will be set up six feet apart.
- All program equipment is disinfected before program. Each participant will have their own equipment for the duration of the program. To help facilitate the separation of equipment, each participant's name will be placed on tape that is then placed on their equipment. Participants should not share, or touch equipment not assigned to them.
- Participant is seated at their location and will remain there for the duration of the program.
- The NSCD staff will provide general instruction and safety instruction to the participants from a six-foot distance. The group's staff, the provider, or parent will also be taught the program skills so they can help support the participants. This instruction will include instructions on following NSCD COVID-19 guidelines.
- If a participant needs assistance during the program and cannot be assisted by the group leader, the participant will set down the equipment, take 6 steps back, and the NSCD staff will adjust the situation. The NSCD staff will disinfect the equipment before and after touching participants program equipment or get the participant new equipment.
- NSCD staff will disinfect all equipment at the end of the program before leaving the venue.

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#### NSCD MOVES! / NSCD ZONE!

- The program area is set up by the NSCD staff. Folding chairs/tables, equaling the number of participants coming to the program, will be set up six feet apart.
- All program equipment is disinfected before program.
- The course/program is setup to keep participants six feet apart at a minimum and there are no common areas that participants will touch. If an area is accidentally touched (ex. participant falls) the area will be disinfected by the NSCD instructor before the program continues.
- The NSCD staff will provide general instruction and safety instruction to the participants from a six-foot distance. The group's staff, the provider, or parent will also be taught the program skills so they can help support the participants. This instruction will include instructions on following NSCD COVID-19 guidelines.
- NSCD staff will disinfect all equipment at the end of the program before leaving the venue.

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#### SNOWSHOE/ HIKING/ ROCK CLIMBING

- The program area is set up by the NSCD staff as appropriate by program activity. The program is setup to keep participants six feet. Hiking and snow shoeing will be single file.

- All program equipment is disinfected before program.
- The NSCD staff will provide general instruction and safety instruction to the participants from a six-foot distance. The group's staff, the provider, or parent will also be taught the program skills so they can help support the participants. This instruction will include instructions on following NSCD COVID-19 guidelines.
- Participants will put on gear independently or with the support of agency group staff, a caregiver, or parent. The NSCD staff guides the participant or support person on how to put on the equipment (snowshoes, harnesses, etc.). Participants will have to be able to follow program and safety guidelines independently.
- NSCD staff will disinfect all equipment at the end of the program before leaving the venue.