

# Team Meetings with COVID-19 Restrictions

By FLL 51/FRC 8027

[Note: These are not official guidelines from FIRST.]

Step 1: Come up with a plan that follows all state/region guidelines and makes you and your students comfortable.

Step 2: Have each parent and student sign-off on the plan.

Step 3: Follow your plan, but be willing to change/update your plan

	Possible Guidelines																																				
Team Meetings	<ul style="list-style-type: none"><li>• Only team members and coaches should attend meetings (no other family members, administrators or visitors).</li><li>• For large teams, students can come in as sub-teams of 2-3 (e.g. just one builder and one programmer working on 2-3 missions) students instead of all 10 at once. The rest can video conference.</li><li>• Full team meetings are conducted remotely.</li><li>• Seating must be 6ft apart. When around the FIRST LEGO League table, students are also required to be 6ft apart.</li><li>• Masks are required at all times</li><li>• Tight-fitting medical gloves might be an option for handling LEGO brick</li><li>• Limit to 1 student building the robot at a single meeting</li><li>• Make team documentation electronic to minimize student handling</li><li>• Leave doors open so handles do not need to be touched</li><li>• Ventilate room as much as possible (leave windows open)</li><li>• Meet only once every 3-5 days. Virus lasts on plastic (LEGO) and most surfaces for only 3-5 days.</li><li>• Check student and coach temperatures and ask questions prior to entering the room. Keep a log of answers and attendance</li><li>• Remind students at every meeting that they should not attend if ill.</li></ul> <table border="1"><thead><tr><th>Date:</th><th colspan="8"></th></tr><tr><th>Name</th><th>Temp</th><th>Fever</th><th>Cough</th><th>Sore Throat</th><th>Short of Breath</th><th>Loss of Taste or Smell</th><th>Vomiting or Diarrhea</th><th>Close Contact</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	Date:									Name	Temp	Fever	Cough	Sore Throat	Short of Breath	Loss of Taste or Smell	Vomiting or Diarrhea	Close Contact																		
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<b>Cleaning, Sanitizing, Disinfecting</b>	<ul style="list-style-type: none"> <li>• Students and coaches will wash their hands with soap and water when they arrive</li> <li>• Students will also clean hands with hand sanitizer frequently</li> <li>• All hard surfaces (desks, chairs, door handles) will be cleaned with Clorox wipes and/or industrial strength classroom cleaner before and after use.</li> <li>• Robot is cleaned between meetings</li> <li>• Allow for 3-5 days between meetings – which should be long enough for the virus to die on standard surfaces</li> <li>• Laptop/computer is cleaned between meetings (look up manufacturer's guidelines. If there are no guidelines, an alcohol spray (70% alcohol/30% water) might be adequate.</li> </ul>
<b>Outreach Events</b>	<ul style="list-style-type: none"> <li>• No traditional outreach activities in person until restrictions are lifted</li> <li>• If an outreach event is allowed, any equipment will be handled only by a single team member. If equipment is shared with a non-team member, it must be cleaned before a team member uses the equipment again.</li> <li>• Equipment must be quarantined for 3-5 days and cleaned as per the above guidelines.</li> </ul>
<b>Field trips and Expert Interview</b>	<ul style="list-style-type: none"> <li>• Field trips and expert interviews are conducted remotely</li> <li>• If conditions allow, short trips or guests can be invited. However, all government guidelines and social distancing guidelines for meetings and transportation will be followed.</li> </ul>
<b>Tournaments</b>	<ul style="list-style-type: none"> <li>• Only attend remote events if available in your region</li> <li>• If events are permitted, follow government guidelines and event guidelines for large group gatherings and social distancing.</li> <li>• If traveling in a school/team bus or van, reduce number of students for social distancing or have parents drive their own child to an event.</li> <li>• When using team/school transportation, sanitize hands before entering the van/bus</li> <li>• Masks will be required on the bus and the events at all times.</li> <li>• At an event, team members will limit interactions with other teams. They will follow all guidelines from the tournament organizer.</li> </ul>