

COVID – 19 Safety Plan – Chilliwack Ringette V.02

All Ringette Member Associations including Leagues and Club-Associations MUST develop a COVID -19 Safety Plan. This template was adapted by Ringette BC from the [viaSport COVID-19 SAFETY PLAN TEMPLATE](#).

Ringette BC has created a COVID-19 Safety Plan for Ringette BC, which follows the Worksafe BC template. Ringette BC's Return to Ringette Guidelines are the guiding document for answering the questions listed in the Safety Plan.

The Ringette BC COVID-19 Safety Plan is approved by the Ringette BC Board of Directors. It is a public document.

STEP 1: Assess the Risks at your facility or facilities: Sardis Sports Plex, Rinks 1, 2 &3

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together individuals are and the longer they are close to each other, the greater the risk.

- We have identified where people gather:
 - Entry Foyer
 - Bleachers
 - Dressing Rooms
 - Benches
- We have identified situations and processes where individuals are close to one another or members of the public:
 - Washrooms – arena protocol allows 2 in washroom only
 - Facility entry/exit – marked by the facility for entry/exit to the building and the ice surface
 - Team benches – benches are now open but only if people can keep the 2m social distance separation
- We have identified the equipment that may be shared by individuals:
 - No equipment will be shared with the exception of team goalie equipment
 - Goalie equipment will be sanitized and quarantined for 14 days prior to being used by another athlete
 - The goalie stick will be wiped down between players, however it does not require the quarantine period
- We have identified surfaces that people touch often:
 - Facility door handles, railings and the communal washrooms
 - Door handles surrounding the ice surfaces

STEP 2: Implement Protocols to reduce the risks at the Sardis Sports Plex

Select and implement protocols to minimize the risks of transmission. Look to the following for information, input and guidance:

- viaSport Sector Guidelines and your sport-specific guidelines. You may be required to identify and implement additional protocols if the posted protocols don't address all the risks to your workers.
 - There are no additional requirements
- Orders, guidance, and notices issued by the provincial health officer and relevant to your industry. Updates will be posted at www.viasport.ca
 - Will be posted by the facility
- Municipal or facility Guidelines
 - Will be posted by the facility and on the Chilliwack Ringette website at www.chilliwackringette.ca
 - Facility prohibits spitting anywhere in the facility or on the ice

First level protection (elimination): Limit the number of people and ensure physical distance whenever possible

- We have established maximum program numbers for our program that meets facility requirements
 - 18 athletes and 2 coaches on the ice surface (20 person maximum on ice)
 - One parent/adult per athlete – no siblings or other children
 - 45 person maximum for the ice rink and the common areas
 - Change rooms are closed – athletes are expected to arrive no more than 15 minutes to ice time and be fully dressed. There will be areas marked on the floor and with chairs where athletes can remove skate guards and fasten helmets
 - No equipment bags are allowed in the facility, however a small duffle sized bag is permitted
- We have established and posted occupancy limits for common areas such as meeting rooms, change rooms, washrooms, and elevators (if applicable).
 - Change rooms are closed
 - Facility has marked occupancy limits for meeting rooms and washrooms
- We have implemented measures to keep participants and others at least 2 metres apart, wherever possible.
 - Facility has implemented the use of social distancing markers and arrows on the floor
 - Facility has fully marked entrance and exits to the facility
 - Facility has implemented the use of social distancing markers in the bleachers for spectators

- We have a designated 'HOST' volunteer/s who will:
 - Allow registered athletes and 1 registered accompanying adult to enter the facility 15 minutes prior to the ice time
 - Ensure the Health Assessment is completed for every individual that enters the facility
 - Ensure Attendance record/Contact Tracing ledger is completed with every individual that enters the facility
 - Remind athletes and parents of social distancing protocols
 - Scan the Contact Tracing ledger and email to COVID@chilliwackringette.ca following the event's completion

Measures in Place:

List your control measures for maintaining physical distance in your environment. If this information is in another document, identify that document below:

As mentioned above, the facility has implemented the use of social distancing markers and arrows on the floor. Benches will only be used if social distancing is possible.

On the ice, the rules as per BC Ringette at www.ringettebc.ca will be followed, 2 meters off the ice and a stick length minimum distance on the ice.

Second level protection (engineering): Barriers and partitions

This section may only apply to facility owners and operators

- We have installed barriers where Participants can't keep physically distant from others:
 - The facility has cordoned off areas that cannot be used
 - The minor official's area will only be used if social distancing is possible
- We follow the guidelines as provided by the City of Chilliwack documented in Covid-19 Resuming Operations for the Sardis Sports Complex at 5725 Tyson Road, Chilliwack.

Third level protection (administrative): Rules and guidelines

- We have identified rules and guidelines for how participants, coaches, volunteers, spectators should conduct themselves.
 - Rink protocols for Parents and Players is posted at www.chilliwackringette.ca
 - Rules and guidelines for participants, coaches, volunteers and spectators are outlined in the Return to Ringette guidelines at www.ringettebc.ca and follow the Ringette Canada National Directive at www.ringette.ca

- We have clearly communicated these rules and guidelines through a combination of training and signage.
- Waivers must be read, signed and submitted prior to athletes first ice time.

Fourth level protection: Using masks (optional measure in addition to other control measures)

- We have reviewed the information on selecting and using masks and instructions on how to use a mask.
- We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- We have trained individuals on the proper use of masks (if applicable).
- We follow the regulations as outlined in the Return to Ringette guidelines at www.ringettebc.ca and the Ringette Canada National Directive at www.ringette.ca

Measures in place

- Who will use masks?
- What work tasks will require the use of masks?
- How have workers been informed of the correct use of masks?

Coaches are required to have a mask on their person in the event social distancing efforts are not possible. In the event of an injury (an athlete requiring the coach to break the 2m barrier) the coach will wear a mask and gloves if/when the barrier is broken between the coach and athlete.

All coaches must participate in a Ringette BC Coach Education Seminar.

Reduce the risk of surface transmission through effective cleaning and hygiene practices

- We have reviewed the information on cleaning and disinfecting surfaces.
 - The facility will be responsible for cleaning/sanitizing the common use areas
 - Coaches will be responsible for cleaning any props used following each event and provided the tools for the cleaning process
- Our sport facility has enough handwashing stations on site for our participants. Handwashing locations are visible and easily accessed.
 - The facility has increased cleaning and sanitizing measures which will be available at the facility
- We have communicated good hygiene practices to participants, coaches, volunteers, etc.
- Workers who are cleaning have adequate training and materials.
 - This will be completed by the facility

- We have removed unnecessary tools and equipment to simplify the cleaning process
 - There will be no lending of equipment to any athlete, if anyone forgets a piece of equipment they will not be able to participate

Cleaning protocols

Jerseys will be assigned to each athlete and no sharing of jerseys or pinnies will occur. Rings and cones used by one team will belong to that specific team only. Coaching staff will sanitize equipment following every ice event. Other cleaning protocols will be completed by the facility.

Step 3: Develop policies

Develop the necessary policies to manage your sport. Our policies ensure that workers, participants and others showing symptoms of COVID-19 are prohibited from participating in sport activities:

- Anyone who has had symptoms of COVID-19 in the last 14 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
- Our policy addresses individuals who may start to feel ill while participating.
It includes the following: Sick individuals should report to first aid (or designated individual), even with mild symptoms.
- Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home. [Consult the [BC COVID-19 Self-Assessment Tool](#), or call 811 for further guidance related to testing and self-isolation.]
- If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911. Clean and disinfect any surfaces that the ill worker has come into contact with.

Refer to: BC Ringette Illness Policy www.ringettebc.ca 1.19 Illness Policy (attached at the end of this document for easy reference).

Step 4: Develop communication plans and training

You must ensure that everyone participating in the sport activity knows how to keep themselves safe while participating:

- We have a communication and training plan to ensure everyone is trained in policies and procedures. All participants have received the policies for staying home when sick.
 - Provided to all parents and athletes in the form of waivers to be completed prior to the athlete's first event.

- We have posted signage at the sport location, including occupancy limits and effective hygiene practices.
 - The facility has supplied occupancy limits and increased sanitizing protocols.
- We have posted signage indicating who is restricted from participating, including visitors and workers with symptoms.
 - The facility has posted signage restricting symptomatic persons
- Coaches or safety volunteers have been trained on monitoring participants to ensure policies and procedures are being followed.
 - COVID Safety Officer and the COVID Safety Committee members are trained on all protocols and will be in attendance at events to ensure understanding and compliance.

Step 5: Monitor and update your plans as necessary

Things may change as your business operates. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures.

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
 - The COVID Safety Officer will stay informed on updates and changes which will be implemented and dispersed accordingly
- Individuals know who to go to with health and safety concerns.
 - The Chilliwack Ringette COVID Safety Officer. All parents and athletes will have contact information for the COVID Safety Officer.
- When resolving safety issues, we will involve designated health and safety representatives.
 - Any new issues will be discussed and resolved with the Chilliwack Ringette President, the COVID Safety Officer and the COVID Safety Committee.

Step 6: Assess and address risks from resuming operations

If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your programming/business.

- We have a training plan for new staff, coaches, volunteers, and participants.
 - Coaches are required to take a Coach Education Seminar through www.ringettebc.ca
 - Coaching staff will ensure all other volunteers and participants understand policies and procedures.
- We have a training plan for staff, coaches, volunteers taking on new roles or responsibilities.
 - The COVID Safety Committee will ensure all persons in new roles understand the risks, policies and procedures.
- We have a training plan around changes to our business/programming.
 - COVID Safety Committee will address any changes and ensure all event participants are notified.

- We have identified a safe process for cleaning and removing things that have been out of use.
 - All items will be sanitized accordingly following a 14-day isolation period.

Organization Information:

Club – Association Name: CHILLIWACK RINGETTE ASSOCIATION

Initial COVID – 19 Safety Plan was approved on: August 17, 2020 by Ringette BC (v.01)

COVID-19 Safety Plan – September 12, 2020 v.02

DISCLAIMER:

As we receive updates from the BCCDC and BC Health Officer, this document will be adjusted and any changes to policy or procedures will be communicated to our association members through the COVID Safety Committee.

Be advised that personal information must not be included in the COVID-19 Safety Plan

Personal information is any recorded information that uniquely identifies a person, such as name, address, telephone number, age, sex, race, religion, sexual orientation, disability, fingerprints, or blood type. It includes information about a person's health care, educational, financial, and criminal or employment history. Visit <https://www.oipc.bc.ca/about/legislation/> for more information.

Updated September 2, 2020

1.19 ILLNESS POLICY

In this Policy "Team Member" includes a volunteer, coach, participant, official, parent, Club – Association Executive Member, parent or spectator.

A. COVID-19 SYMPTOMS

- i. Inform an individual in a position of authority, such as, a coach, team manager, program coordinator, immediately if, you feel any symptoms of COVID-19
- ii. Symptoms: such as fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue and loss of appetite.
- iii. If a Team Member is feeling sick with COVID-19 symptoms:
 1. They should remain at home and contact Health Link BC at 8-1-1.
 2. If they feel sick and /or are showing symptoms while at work, they should be sent home immediately and have them contact 8-1-1 or a doctor for further guidance.
- iv. No Team Member may participate in a practice/activity if they are symptomatic.

B. ASSESSMENT:

- i. Team members must review the self-assessment signage located throughout the facility each morning before their shift/practice/activity to attest that they are not feeling any of the COVID 19 symptoms.
- ii. Managers/coaches will visually monitor team members to assess any early warning signs as to the status of their health and to touch base on how they are regarding their personal safety throughout the workday/practice/activity.
- iii. If Team Members are unsure please have them use the COVID-19 [BC Center for Disease Control Self-Assessment tool](#) or through the COVID-19 BC Support App self-assessment tool.

C. POSTIVITIVE CONFIRMED CASE OF COVID-19

- i. **If a Team Member tests positive for COVID-19** the Team Member will not be permitted to return to the workplace/practice/facility until they are free of the COVID-19 virus.
- ii. Any Team Members who work/play closely with the infected Team Member will also be removed from the workplace/practice/facility for at least 14 days to ensure the infection does not spread further.
- iii. Close off, clean and disinfect their work/practice/facility area immediately and any surfaces that could have potentially be infected/touched.

D. SUSPECTED CASE OF COVID-19

- i. If a Team Member has been tested and is waiting for the results of a COVID-19 Test as with the confirmed case, the Team Member must be removed from the workplace/practice/facility.

- ii. The Public Health Agency of Canada advises that any person who has even mild symptoms to stay home and call the public health authority of B.C.
- iii. Other Team Members who may have been exposed will be informed and removed from the workplace/practice/activity for at least 14 days or until the diagnosis of COVID-19 is ruled out by health authorities.
- iv. The workspace/practice/activity space will be closed off, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched.
- v. If a Team Member has come in to contact with someone who is confirmed to have COVID-19:
 - 1. Team Members must advise their Association COVID-19 Safety Officer or other Association contact or their coach if they reasonably believe they have been exposed to COVID-19.
 - 2. The Club-Association will follow the COVID-19 Response plan.
 - 3. Once the contact is confirmed, the Team Member will be removed from the workplace/practice/activity for at least 14 days or as otherwise directed by public health authorities. Team Members who may have come into close contact with the Team Member will also be removed from the workplace for at least 14 days.

E. QUARANTINE AND SELF-ISOLATE

- i. Any Team Member who has travelled outside of Canada or the Province within the last 14 days is not permitted to enter any part of the facility and must quarantine and self-isolate.
- ii. Any Team Member with any symptoms of COVID-19 is not permitted to enter any part of the facility and must quarantine and self-isolate.
- iii. Any Team Member from a household with someone showing symptoms of COVID-19 is not permitted to enter any part of the facility and must quarantine and self-isolate.
- iv. Any Team Member who is in quarantine or self-isolating as a result of contact with an infected person or in families who are self-isolating, is not permitted to enter any part of the facility.
- v. Any Team Member who was quarantining or self-isolating will be required to bring a doctor's note prior to being permitted to returning to Club-Association ringette activities.

F. ENFORCEMENT

- i. Each Club-Association will designate a member of the Club-Association Executive to act as the primary contact for COVID-19 related incidents or information sharing and tracking.
- ii. All Ringette BC coaches and Team staff as per the Return to Ringette Guidelines will be permitted to tell a Team Member that they must leave ringette activities if they are displaying any symptoms of COVID-19.