

COVID – 19 Safety Plan – Chilliwack Ringette V.03

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
 - Maximum of 25 individuals on the ice including coaches, players or others
 - One parent/adult per athlete – no siblings or other children
 - 50 person maximum for the ice rink and the common areas
 - It remains preferred athletes arrive dressed. They cannot arrive more than 15 minutes to ice time. There will be areas marked on the floor and with chairs where athletes can remove skate guards and fasten helmets. Athletes can keep a small duffle-type bag with their chair.
- We have established and posted occupancy limits for common areas such as meeting rooms, change rooms, washrooms, and elevators (if applicable).
 - Change rooms are open, however they must be booked in advance through the City of Chilliwack. 25 people are allowed in the change room IF MASKS ARE WORN, however only 6 people in the change room if masks are not worn – SHOWERS ARE CLOSED. At this time, Chilliwack Ringette Association is authorizing the Open team to utilize the change rooms and ensuring protocols for use are followed.
 - 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 “COVID Safety Ambassador” 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
 - Ensure occupancy limits have not been exceeded

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 Ringette BC at www.ringettebc.ca will be followed.

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
- Sardis Sports Complex Safety Plan V3 is attached at the end of the CRA COVID Safety Plan and the Ringette BC Illness Policy.

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.

Masks will be worn by parents and spectators until they are seated in the bleachers.

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

COVID-19 Safety Plan – October 19, 2020 v.03

** Attached to the CRA Safety Plan are the following documents:

- Ringette BC Illness Policy
- Sardis Sports Complex Safety Plan v.03

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.



Covid-19 – Resuming Operations

Site Specific Safety Plan – Updated **October 8, 2020**

Sardis Sports Complex - 5725 Tyson Road

Introduction

This plan has been developed as a result of a “Covid-19 Exposure Risk Assessment” and a “Cleaning and Disinfection Check List” for this facility. The Risk Assessment and Check List were completed in consultation with front line workers, Supervisors and Joint Health and Safety Committee representation.

Covid-19

Covid-19 is an infectious disease that mainly spreads among humans through direct contact with an infected person and their respiratory droplets. Respiratory droplets are generated by breathing, speaking, coughing, and sneezing. Your exposure risk is greatest when you have prolonged close contact with an infected person.

The virus can also spread if you touch a contaminated surface and then touch your eyes, mouth, or nose. A surface can become contaminated if droplets land on it or if someone touches it with contaminated hands.

The COVID-19 pandemic has had an impact on the City of Chilliwack’s ability to deliver programs and services to its citizens. Many services were temporarily stopped or modified in response to COVID-19 to ensure the health and wellbeing of the community and staff. The health and safety of both employees and the public is a guiding principle prior to re-opening facilities.

Minimizing Risk in the Workplace

WorkSafeBC has responded to the importance of keeping our workers safe during the COVID-19 pandemic. The City of Chilliwack recognizes the importance of WorkSafeBC and its safety protocols put in place to protect workers, and all resources and guidelines have been considered when developing the plan.

It is important to incorporate strategies for reducing transmission risks of COVID-19 to safeguard workers. The following controls will be in effect:

1. **Strict Illness Policy** – increased measures will be put in place to ensure staff and patrons conduct self-screening prior to entering the workplace as outlined in the plan
2. **Physical Distancing Controls** – this is the most fundamental health measure in decreasing the transmission of COVID-19. The essential implementation of this health measure is to provide a least two metres of space between people where possible.
3. **Engineering Controls** – plexiglass shields will be installed where sales or check in services are provided and the 2m (6ft) apart isn’t always possible
4. **Administrative Controls** – the facility will be implementing a number of administrative controls

outlined in this document to ensure good communication through signage, directional arrows/line up dots to assist with physical distancing, encouragement of card payments or online payments over cash, and reminders not to linger.

5. **Personal Protective Equipment (PPE)** – this will be utilized as a last resort and should only be implemented if no other options are available. The use of gloves and face masks may be considered where one of the above controls is not possible or effective. Workers must follow the proper usage guidelines included in staff training

Screening for Illness - Before Entry

Staff and patrons will be expected to screen themselves for flu-like symptoms prior to daily entry of the facility. Please make use of the [COVID-19 Assessment Tool](#) prior to entering the facility each day. This tool helps you determine if you need to call 8-1-1 to see a medical professional or need to self-isolate and monitor. This tool is preferred as a first step before calling 8-1-1 to manage call-load for our medical system.

Please pay particular attention to the tool stating the following:

- If you have a fever, sore throat, cough, difficulty breathing, or are sneezing you should stay home from work/school for 10 days and avoid going out in public as much as possible
- If you have travelled outside of Canada in the last 14 days you are to stay home and self-quarantine
- If you feel you are suffering from any other symptoms such as flu-like symptoms including diarrhea in the last 24 hours you are expected to stay home

If you answer YES to any of the above, STAY HOME.

While at Facility

If a patron/staff member becomes ill while attending the facility we ask that you remove yourself from the facility immediately and contact our office at 604 793 2904 to notify staff. This will allow us to take the following measures:

- Staff to conduct a thorough cleaning of the spaces/equipment where the symptomatic person was and no one is to enter these spaces until cleaning has been completed.
- If a patron tests positive for COVID-19, staff will immediately follow directions provided by Fraser Health.

If a staff member feels a patron/staff member displays symptoms while at the facility, they will be asked to leave. The following measures will take place:

- Staff member who requested the patron/staff member to leave will contact the user group assigned Covid Safety Manager and the City of Chilliwack supervisor to inform and document.
- Patron/Staff member must exit premises as quickly as possible. If immediate departure is not possible, then they will be asked to self-isolate in an appropriate area, distancing themselves from other staff and patrons
- Staff to conduct a thorough cleaning of the spaces where the symptomatic person was and no one is to enter these spaces until cleaning has been completed.
- If patron/staff member tests positive for COVID-19, follow directions provided by Fraser Health

Proper Hygiene

Handwashing

To reduce the spread of COVID-19, handwashing has been identified as the most effective method. Staff will be required, and patrons strongly recommended, to increase handwashing for all utilizing the facility. Proper handwashing procedures have been posted throughout the facility and handwashing is recommended:

- Upon arrival and before departure of the facility
- Before and after any transitions
- Before and after eating and drinking
- After using the washroom facilities
- Before and after playing on any play structure or use of equipment
- After sneezing or coughing
- Whenever their hands are visibly dirty

Coughing and Sneezing

It is expected that coughing and sneezing that is unrelated to illness may occur. Staff, user groups, and participants are expected to use good hygiene and protocol when this occurs.

- Coughing and sneezing into elbow
- Nose blowing – immediately dispose of tissue paper in a garbage can
- Wash the hands with soap and water

Physical Distancing and Mask Use in a Recreation Setting

The focus of recreation facilities is to provide opportunities for recreation, health, well-being and social connected-ness. It is expected that you do so in a way that minimizes risk to participants and staff. Facility usage, room capacities, adapted activities, equipment usage are all part of these considerations. Please follow the guidelines below to ensure proper physical distancing during your usage.

- Abide by facility signage which includes directional signage, distancing dots, and visual cues throughout the building.
- User groups should follow the posted signage and arrows as well as set up a flow within the space that minimizes the need for contact or negotiating shared space.
- Adhere to the posted room capacity.
- Ensure that a minimum of 2 metres (6 ft) of space between participants from different households when participating in non-active actions/programs, and a minimum of 5 m² (53.8 ft²) when participating in active programs
- The wearing of face masks is optional unless physical distancing can't be met or there is a PHO order that requires masks to become mandatory.

Signage

Signage to be posted at facility to clearly communicate City Policies on who can be at the Facility. The signage will include the guidance of the provincial health officer and the BC CDC around self-isolation, social distancing and additional COVID-19 related guidelines:

- anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache
- anyone under the direction of the provincial health officer to self-isolate must follow those instructions

- Anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, to self-isolate for 14 days and monitor for symptoms
- Signage indicating physical distancing requirements.
- Markings/signage regarding minimum separation distances and public flow pattern (i.e. floor decals and arrows).

Additional suitable signs regarding handwashing, coughing, social separation, access, flow patterns and more may be posted. All staff and patrons to adhere to the posted signage.

Facility Protocols for Patrons

Occupancy Limits

The occupancy limit for the facility is determined by the BC Ministry of Health and City of Chilliwack considerations. The occupancy limit for each space is included in **Appendix 1**.

Factors to take into consideration will include:

- Provincial Sport Organization Guidelines and Recommendations for each sport.
- Local Sport Organization restrictions included in their safety plan.
- Program requirements and amount of active movement taking place within the program.
- Specific Facility constraints
- Programs that are non-active will not exceed posted maximum capacities.
- Maximum group size has been identified as **50 people per rink at any time** which includes participants, volunteers and spectators.

Increased Restrictions

The following restrictions have been added to assist staff in maintaining the health and safety within the facility:

- Arrival and Departure times of users need to be honored as outlined below.
- Bookings and programs within the facility will be staggered to assist with reducing congestion at entry/exit points and within the overall facility.
- Usage of rooms/ice may have an increased buffer built in between uses to ensure proper cleaning and gap between arrivals and departures.
- Dressing rooms will be open with occupancy restrictions and no showers available. Patrons are encouraged to come dressed and ready to play.
- Patrons should form safely distanced queues for any service or amenity as required.
- Patrons who are part of a registered public program will need to sign a waiver sheet and complete a questionnaire.

Entering and Exiting the Facility

- Patrons and users needing to put on additional gear such as skates are to arrive no more than 15 minutes prior to the start of a program. Patrons and users should leave immediately following the program, staying no longer than 10 minutes
- Participants attending public programs may be provided with a program specific guideline document prior to the start of the program which outlines entry and exit procedures.
- Patrons requiring services through the office will need to do so through the plexiglass windows. The office doors will be locked and limited to staff only access.
- Notice will be displayed at the main entrance instructing patrons, delivery personnel and staff not to enter if they are exhibiting flu-like symptoms or symptoms of COVID-19.
- Patrons must follow all directional markers through the facility and obey all posted signs

- User Groups such as Minor Hockey will access the facility through the main entrance doors labeled “Entrance” and follow the posted directional markers. User groups must be familiar with and follow the guidelines outlined in their User Group Safety Plan.
- Hand sanitizer will be provided in the lobby for people to use when entering and exiting the facility; however, handwashing is the preferred method upon entry and exit.
- Patrons will be directed to exit the facility through doors marked “Exit”.
- If you require interactions with staff, please ensure you maintain physical distance of no less than 2 metres (6ft).
- Access to the facility is limited to User Groups and rental agreements. There will be limited or no access to the general public.
- In-person reception and registration services may be limited. Patrons are encouraged to register and pre-book for drop-in programs and public skates by calling the appropriate facility no earlier than 2 hours prior to program start time.
- For programs or public skates at the **Sardis Sports Complex - Call 604 703 4676**.
- For programs or public skates at the **Chilliwack Coliseum – Call 604 703 4684**
- Additional questions can be directed to 604 793 2904

User Groups

- Sport Related Users - required to provide a safety plan that meets their Provincial Sports Organization (PSO) or ViaSport Return to Play (if your club does not fall under a PSO) and meet the requirements of the City of Chilliwack Facility Safety Plan
- Non-Sport Related Users - required to provide a user group safety plan that meets the requirements identified in the [BCRPA- Non-Sport Group Template](#) and of the City of Chilliwack Facility Safety Plan.
- **Appoint a Covid Safety Ambassador within your group to oversee your participants and ensure they are following all requirements outlined in both the City of Chilliwack Facility Safety Plan and the Safety Plan your user group has provided.**
- The **Covid Safety Ambassador** must fill out the Covid Safety Ambassador form with a contact name and cel number and post in the appropriate location. The Ambassador should have a visible presence (EG – arm band signifier). This volunteer/parent/coach or instructor would oversee adherence to the Safety Plans and ensure COVID protocols are being followed.
- Limit access to equipment storage rooms (if you have storage on site) to equipment manager or designate; responsible for ensuring all equipment is stored and sanitized in a proper manner which should be detailed in your safety plan.
- Understand that the contract holder is responsible for enforcing all Safety Guidelines outlined in this document and your user group safety plan, and if these guidelines are not being followed, the facility will impose infractions which could result in the loss of use.

Protocols for Staff

- Follow site Specific Cleaning / Disinfection Checklist. Sign and date the sheet after each scheduled cleaning takes place.
- Adjustments to bookings will be made to ensure all proper cleaning procedures can be followed. Time periods between bookings may need to be adjusted as new protocols and booking schedules take effect.
- Staff to review and be trained on the following safety plans:
 - City of Chilliwack Exposure Control Plan – Covid-19 Virus (current edition).

- City of Chilliwack Safe Work Practice: CORP 04 Cleaning and Disinfection of Public Washrooms Covid-19 Infectious Disease.
- City of Chilliwack Exposure Control Plan – Biohazardous and Infectious Materials.
- Handout: Instructions for fitting N95 Respirator – Duckbill Style & Cup Style.
- City of Chilliwack Policy Directive D-11 – Protection of Workers from Violence in the Workplace.
- City of Chilliwack Policy Directive D-21 – Respectful Workplace Program.
- Staff must watch the **RFABC/BCRPA Covid Cleaning Protocols Webinar**. Staff to follow Protect-Clean-Disinfect-Disposal-Protect procedure.
- Staff using vehicles should follow procedures as per City of Chilliwack **Safe Work Practice: CORP 03 Vehicle Disinfection – Infectious Disease**.
- Remove extra seating furniture from the lobby to reduce touch points and limit any potential for socializing. Remove additional chairs in meeting rooms and staff areas to ensure only enough seating for posted room capacity.
- Staff will only use the washrooms marked Staff Washroom Mens or Womens.
- Staff will be required to sanitize high touch points as designated in the cleaning and disinfection checklist.
- Signage will be visible at the window asking patrons to maintain as much distance between them and staff as possible at all times.
- For the safety of staff and our patrons, cash is asked to only be used as a last resort. Touchless debit and credit payments are preferred. The pin pad will be wiped and cleaned after each unique use. Staff have been instructed to not come into contact with patron bank cards.
- For City run programming - Ensuring COVID-19 waivers and questionnaire have been received from every participant prior to attending.
- For City run programming - Signing in patrons with complete contact information to avoid shared use of pens.
- Minimize customer interactions

First Aid / Crisis Management

- First Responding to First Aid situations will be required by user groups' "First Aid Attendant". For emergency situations 911 should be called. In an emergency situation a staff member may assist the above first responder after appropriate PPE equipment has been put on. Additional safety measures are required with COVID-19, including additional PPE added to first aid kits.
- It is required that User Groups include a first aid plan in their safety plan and increase PPE supplies in their first aid kits to help reduce or eliminate health concerns related to Covid-19.

Steps to consider when dealing with a crisis situation:

- It's important to assess the situation and ensure you are not putting yourself in harm's way. If you are at risk and it's an emergency, call 9-1-1
- Implement existing protocols if it's a crisis that has outlined procedures, ensuring you maintain physical distancing to protect yourself
- If it's not an emergency and you are able to talk it through at a safe distance –
 - Provide a listening ear, often that's all individuals are looking for
 - Offer reassurance and understanding
 - If there is an identified problem, let them know you will take appropriate measures to address the situation

Appendix 1

Occupancy Limits

Staff and patrons must adhere to the posted occupancy limits to ensure health and safety as well as meet the required guidelines determined by the BC Ministry of Health. Additional restrictions have been placed on occupancy based on management discretion. At this time, maximum group size has been identified as **50 per rink**, which includes participants, volunteers and spectators. Signs to be posted for each space on each entrance door and inside the space in suitable locations.

Sardis Sports Complex – Rinks 1 & 2

Area	Programs & Rooms	User Group Safety Plan Specifications
Arena Ice Rink 1 including common areas	50 – user groups 25 – internal City run programming. See program info sheet for specific event limit.	User groups required to follow guidelines outlined in their safety plan (in most cases set by your PSO), not exceeding 50 For on ice usage (hockey, etc), a maximum of 25 individuals will be permitted. This maximum of 25 includes players, coaches, or others.
Arena Ice Rink 2 including common areas	50 – user groups 25 – internal City run programming. See program info sheet for specific event limit.	
Vedder Room	6	
Fraser Room	18	
Change Rooms	25 – IF MASKS ARE WORN 6 – if masks are not worn Showers will not be available	
Lobby Area	10	
Lobby washroom	1	
Rink 1 women's & men's washrooms	2 each	
Rink 2 women's & men's washrooms	2 each	
Cashiers office / Staff room 1	2	
Staff room 2 (birthday party room)	3	
Staff Bathrooms Men's – workshop & Womens – Rink 1 Ref's changeroom	1	
Ice resurfacers room	2	
workshop	4	
Plant room	3	

Sardis Sports Complex – Rink 3

Area	Programs & Rooms	User Group Safety Plan Specifications
Arena Ice Rink 3 including common areas	50 – user groups 25 – internal City run programming. See program info sheet for specific event limit.	<p>User groups required to follow guidelines outlined in their safety plan (in most cases set by your PSO), not exceeding 50</p> <p>For on ice usage (hockey, etc), a maximum of 25 individuals will be permitted. This maximum of 25 includes players, coaches, or others.</p>
Multi purpose Room	16	
Cashiers office / Staff room	2	
Dressing Rooms	25 – IF MASKS ARE WORN 6 – if masks are not worn Showers will not be available	
Lobby Area	18	
Lobby washroom	1	
Rink 3 women's & men's washrooms	2 each	
Staff Room 2 (office 1)	4	
Office 2	4	
Staff Bathrooms (Men's – Zam Bay & women's lobby)	1	
Ice resurfacers room	3	
workshop	4	
Plant room	3	

Appendix 2

Arena Use Procedures

In addition to the General Safety Plan, the follow procedures have been put in place:

Entrance

- All participants enter through the Main Entrance for Rinks #1 & #2 or Rink #3 no earlier than 15 minutes before their scheduled ice time.
- Follow guidelines identified in this document including directional signage and markers.
- Dressing rooms are open for rental but have additional restrictions, occupancy limits and no shower service. You will need to shower at home. **Patrons attending the facility are asked to arrive dressed and ready whenever possible.**
- **If change rooms are not used** - Designated Change Areas (seats) are available to put on skates / helmet, etc. These Pre Game Change Areas are shown on the attached floor plans. Before entering the ice rink all gear should be moved to the Gear Storage and Post Game Change Areas as denoted on attached floor plans.
- Skate guards/street shoes will be left at the seat or locker as the participants take the ice.
- Each rental group can be assigned a locker for valuables. Please bring your own lock to ensure security. The City of Chilliwack takes no responsibility for unlocked lockers.
- **NO SPITTING ANYWHERE IN THE FACILITY OR ON THE ICE** – if caught, you will be asked to leave the facility immediately.

Ice Entry/Exit

- Entry and exit of ice surface will take place through designated team gate in the appropriate rink. Refer to attached floor plans for traffic flow, team areas and gates.
- Do not stop within hallway areas to talk. Maintain physical distancing.
- Player benches can be utilized if physical distancing is maintained.
- Exit off ice through assigned team gate and proceed back to designated change area or rented change room. Take off skates and necessary gear & exit immediately through nearest marked exit door to allow for next user group to enter.

Spectators

- One Parent/Guardian per skater **IF** user group safety plan **AND** maximum facility occupancy of 50 people allow.
- At this time, spectators will be included in your **total group size of 50**. Spectator admittance will be based on details outlined in specific user groups safety plans. If spectators are allowed, we ask that physical distancing be maintained at all times.

On-Ice Procedure

- Groups must follow guidelines set out in your approved safety plan.
- Physical Distancing is recommended. No sharing of equipment.
- No sharing of water bottles.

Safety Protocol – User Group Covid Safety Ambassador

- Each team or rental group must have a “**Covid Safety Ambassador**” to supervise the group, provide access to authorized individuals, enforce Covid protocols, and ensure that occupancy limits have not been exceeded. The doors are typically locked to prevent the general public becoming part of your user group limit of **50**. The user group Covid Safety Ambassador contact sheet must be posted in a suitable onsite location.