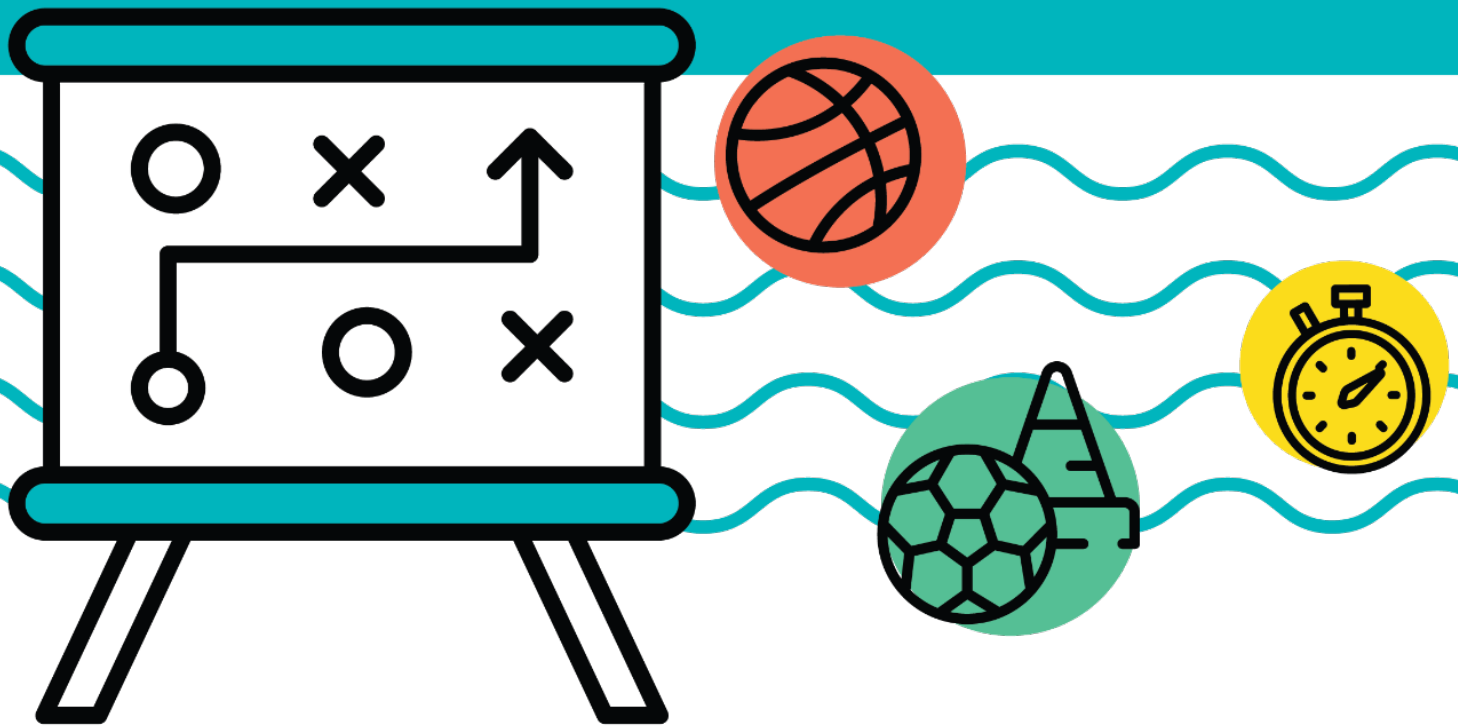


# Return to Sport

GUIDELINES FOR B.C.



The information in this document is current to May 28, 2020

## COVID-19 PROTECTION – RETURN TO SPORT GUIDELINES

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## INTRODUCTION

On May 6, 2020 the Government of B.C. announced B.C.'s Restart Plan: Next Steps to Move Through the Pandemic<sup>1</sup>. The goal outlined within this plan “is to slow the spread of COVID-19, protecting our most vulnerable and ensuring our health-care system can respond to increased demand while we develop a vaccine.”

In Phase Two, some easing of restrictions will enable certain businesses and activities to open and operate within the orders of the Provincial Health Officer (PHO). This is not a return to normal, but rather to a “new normal” which will require everyone to modify their behavior, stay informed, apply protective measures and follow public health advice. Restarting is not mandatory – each organization must assess and decide for itself whether and when it is appropriate to restart operations.

Prior to restarting, every organization must have an explicit plan for the measures they will implement and maintain over the coming 12 to 18 months. These plans must be in compliance with orders and guidance from the PHO, and must be made available to the public either by posting on the wall of the organization’s facility or on its website.

To help organizations in their planning, major stakeholders in each sector have been asked to create sector-specific guidance documents. viaSport has been asked by the Minister of Tourism, Arts and Culture, Lisa Beare, to develop this Return To Sport Guidelines document (the “RTS Guidelines”) to support the provincial amateur sport sector in B.C. Prior to restarting, all provincial sport organizations and their clubs should use this RTS Guidelines to develop their own sport-specific Return to Sport plan and work towards careful and gradual restarting within their own communities.

The information in this document is current to May 28, 2020.

viaSport would like to acknowledge and thank the following organizations for their contributions to this document:

- Province of B.C., Provincial Health Office, Ministry of Tourism, Arts and Culture  
WorkSafeBC
- Recreation Facilities Association of BC
- Norton Rose Fulbright
- The viaSport MSO Leadership Council: BC Games Society, BC 55+ Games, BC Recreation and Parks Association, BC School Sports, BC Sports Hall of Fame, CSI-Pacific, I-SPARC, Sport BC and SportMed BC

Our work takes place on the unceded, traditional territory of the Musqueam, Squamish, and Tsleil-Waututh Nations.

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<sup>1</sup> B.C.'s Restart Plan: Next Steps to Move Through the Pandemic:  
[https://www.scribd.com/document/460236402/B-C-s-Restart-Plan-Next-Steps-to-Move-Through-the-Pandemic#fullscreen&from\\_embed](https://www.scribd.com/document/460236402/B-C-s-Restart-Plan-Next-Steps-to-Move-Through-the-Pandemic#fullscreen&from_embed)

## PURPOSE

The purpose of this document is to support amateur sport organizations to develop their own explicit plans to guide the cautious, step-by-step safe return of their sport in B.C. during this pandemic. The RTS Guidelines provide general information on a number of topics, and includes links to additional information and resources that can support decision-making and communication with boards, clubs, members, and other sport partners.

The PHO's direction is that the RTS Guidelines should cover three things:

- 1 Processes to open safely
- 2 Measures to keep people safe to avoid further outbreaks
- 3 A plan in the event that a case or an outbreak should occur

In this process, one size does not fit all. Each sport has unique issues which need to be factored into their own Return to Sport Plan. Modifications and changes to standard practice will be required, and these modifications will need to be practical and tailored to the sport and the participants. However, while there can be some flexibility in how sport organizations develop their Return to Sport Plan and deliver a return to sport activities in communities, all sport activities in B.C. must operate within current provincial health restrictions in order to promote the safety of our communities. Every organization's Return to Sport Plan must include clear policies to ensure:

- no one with symptoms comes to work or to the sport activity, and staff are able to be off sick or work at home to enable self-isolation for ten days (at minimum)
- employees have fewer workplace contacts (shorter times, fewer people), through such measures as staggered shifts, smaller teams, occupancy limits, virtual meetings, continuing to work from home
- higher levels of frequent cleaning of 'high touch' areas of facilities and equipment, availability of hand sanitizer and encouraging good hygiene

Further, your plan must be based on an assessment of the risks present in your operation. This may involve consultation with employees, volunteers and participants. Your organization must train and adequately supervise employees and volunteers to ensure they implement the measures appropriately. Communications including signage and reminders should be used. Risks must be re-assessed and plans updated as needed, if circumstances change or as guidance is updated.

## GOVERNANCE

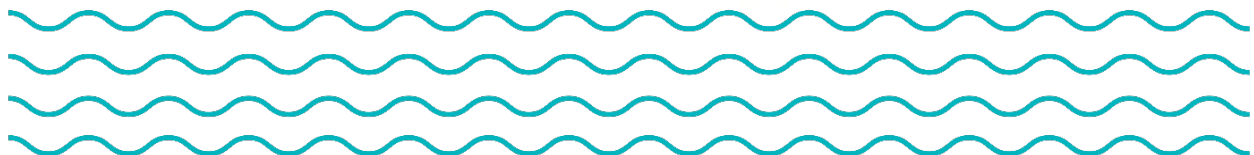
The Emergency Program Act (EPA) authorizes provincial and local levels of government to declare states of emergency and make decisions about community safety. The Ministry of Tourism, Arts and Culture works closely with viaSport BC to provide direction and oversight to the development and delivery of amateur sport in B.C. viaSport BC is a non-profit society that acts as an agent for the Ministry to enable the growth, governance, and stewardship of amateur sport in B.C. viaSport works closely with provincial and national sport partner organizations to align approaches, develop standards and policies, and follow the guidance of health officers to support the safety of sport participants, volunteers, coaches, suppliers, staff, and others within the eco-system. Provincial sport organizations are also independent non-profit societies that work with viaSport BC and their national sport federations to align and set policies and practices for their membership. Each provincial sport organization is overseen by a Board of Directors that approves policies and is responsible for the oversight of the organization. Members of provincial sport organizations are required to follow and implement such policies. During this pandemic, the adherence to, and implementation of, these return to sport policies and practices for all members of provincial sport organizations, including clubs, associations, and individual members, will help promote the safety of our communities. These proactive measures can help preserve community health.

## PRINCIPLES

The following five principles from B.C.'s Restart Plan have been used to guide this document.

# Five Principles For Every Situation

Personal Hygiene:	Stay Home if You Are Sick:	Environmental Hygiene:	Safe Social Interactions:	Physical Modifications:
<ul style="list-style-type: none"> <li>• Frequent handwashing</li> <li>• Cough into your sleeve</li> <li>• Wear a non-medical mask</li> <li>• No handshaking</li> </ul>	<ul style="list-style-type: none"> <li>• Routine daily screening</li> <li>• Anyone with any symptoms must stay away from others</li> <li>• Returning travellers must self-isolate</li> </ul>	<ul style="list-style-type: none"> <li>• More frequent cleaning</li> <li>• Enhance surface sanitation in high touch areas</li> <li>• Touch-less technology</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with small numbers of people</li> <li>• Maintain distance between you and people</li> <li>• Size of room: the bigger the better</li> <li>• Outdoor over indoor</li> </ul>	<ul style="list-style-type: none"> <li>• Spacing within rooms or in transit</li> <li>• Room design</li> <li>• Plexiglass barriers</li> <li>• Movement of people within spaces</li> </ul>



## RETURN TO SPORT

Sport and physical activity play an important role in the physical, psychological and emotional well-being of citizens in British Columbia. For this and other economic and social reasons we are all eager to resume sport activities. However, the health and safety of all participants and citizens for British Columbia must remain the number one priority.

For the purposes of this document “Sport” is defined as *any organized sport activity that involves a number of people doing a physical activity together in a structured way and is facilitated by a Provincial Sport Organization or Local Sport Organization.*

“Recreation” as defined by the Canadian Parks and Recreation Association is the experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing.” Physical activities would include those undertaken as leisure, fitness training and sport-related activities that are done at the discretion of the individual (e.g. – use of parks, hiking trails, public recreation facilities), either self-led or facilitated by recreation leaders and are not included within the context of this document.

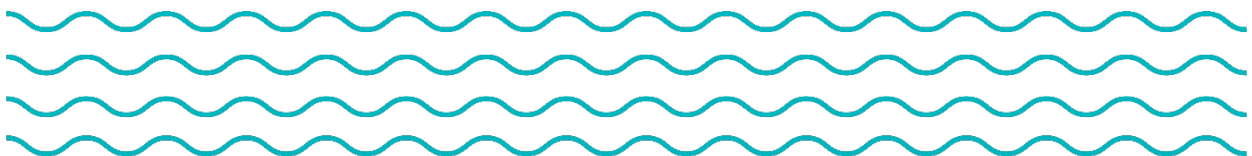
Refer to Appendix B for list of additional definitions pertinent to Return to Sport. As with all other activities, Return to Sport will require a gradual, thoughtful, phased approach. The provincial government plans to lift restrictions in phases, while closely monitoring population health patterns to minimize risk to British Columbians. At the time of release, we are in Phase Two with Phase Three following sometime between June and September. Organizations will need to be mindful of the phase that the province is in, and avoid moving too quickly to introduce activities (such as high-contact activities) prematurely.



Accordingly, in the short-term, modifications will need to be made to many sport activities in order to ensure that they meet provincial guidelines and are consistent with the limits inherent in Phase Two, and subsequently Phase Three, of the Restart Plan.

Refer to the section on Sport Programming for more information on activity types and how they can be phased in.

Please note resuming of sport activities may not be linear, increasing restrictions may be required in response to fluctuating numbers of COVID-19 cases in the province. Sport organizations need to be flexible to accommodate and respond to changes in community transmission and the changes in advice from the Provincial Health Officer.



## COVID-19 AND TRANSMISSION

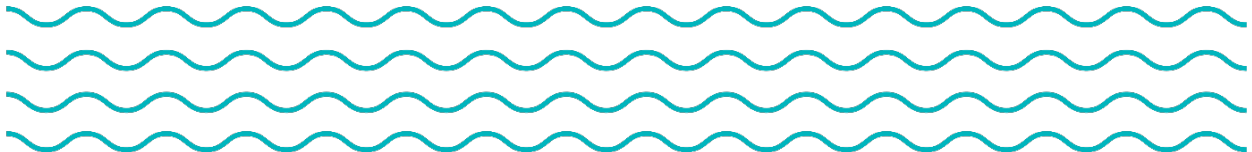
COVID-19 is transmitted via liquid droplets when a person coughs or sneezes but also potentially when they are talking in very close proximity to another person. The virus in these droplets then can enter the body of another person when that person breathes in the droplets or when the droplets touch the eyes, nose or throat of that person.

This requires you to be in close contact – less than the so-called physical distancing of three to six feet. This is referred to as ‘droplet’ transmission and is believed to be the primary way COVID-19 is transmitted.

COVID-19 can also be transmitted through droplets in the environment if someone touches a contaminated area then touches their face without cleaning their hands. The virus does not enter the body through skin, it enters through the eyes, nose or mouth when the person touches their face. Unfortunately, human beings touch their faces very often throughout the day, much more than they realize. This is why regular handwashing and cleaning of high-touch surfaces is so important.

For COVID-19 there are some emerging indications that there are people who can shed COVID-19 virus 24 to 48 hours prior to symptom onset, but at present, it is not known whether this is a significant risk factor for transmission.<sup>2</sup>

Droplet transmission is much more likely when in close contact in an indoor setting. Transmission is less likely in an outdoor setting, where there is more space for people to keep physically distanced. However, in the context of sports, even outdoors there can be risks from high-touch surfaces because many sports involve objects that are normally shared among players, coaches or volunteers (balls, equipment, etc.).



## SYMPTOMS OF COVID-19

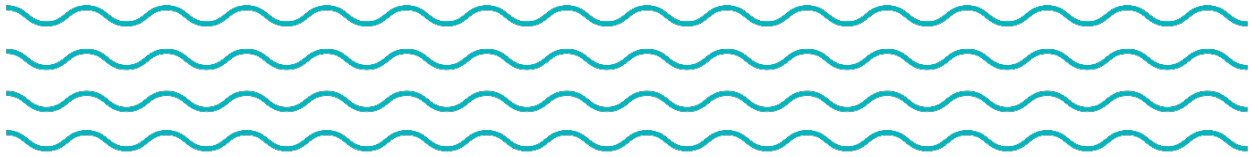
The symptoms of COVID-19 are similar to other respiratory illnesses, including the flu and the common cold. These symptoms include fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue and loss of appetite.

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<sup>2</sup> Go Forward Strategy Checklist available at: [https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/go\\_forward\\_strategy\\_checklist\\_web.pdf?bcgovtm=20200506\\_GCPE\\_AM\\_COVID\\_9\\_NOTIFICATION\\_BCGOV\\_BCGOV\\_EN\\_BC\\_NOTIFICATION](https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/go_forward_strategy_checklist_web.pdf?bcgovtm=20200506_GCPE_AM_COVID_9_NOTIFICATION_BCGOV_BCGOV_EN_BC_NOTIFICATION)

People infected with COVID-19 may experience little or no symptoms, with illness ranging from mild to severe.

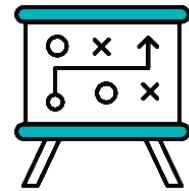
Some people are more vulnerable to developing severe illness or complications from COVID-19, including older people and those with chronic health conditions.<sup>3</sup>



## RISK MANAGEMENT

When determining whether or not your sport or organization is ready to resume sport activities it is important to note that at the time of publishing this document most insurance policies will not cover any claims relating to communicable diseases or pandemics and that most policies, including Directors and Officers Insurance, now include specific pandemic exclusions.

**Role of the Board:** The board of an organization is responsible for the oversight of risk. A board may delegate much of the work involved in managing risk, but cannot delegate its responsibility for oversight.



### Risk Mitigation

- Reopening must be planned around assessing the risks and developing a sport specific Plan to take all necessary precautions to mitigate the risk of an individual being exposed to or infected with the virus.
- The Return to Sport Plan developed by your organization should be based on a risk assessment and analysis that considers the risks presented by the type of sport activities and the place where the sport activities occur, who is involved and their risk profile, and what measures can be implemented.
- The Return to Sport Plan must be made easily available to staff, volunteers, participants and other stakeholders, through the organization's website or posted in the facility.
- Staff, volunteers and participants should be trained on the Return to Sport Plan (as appropriate to age/role).
- The Return to Sport Plan must be consistent with the guidelines and directives set by government, WorkSafe BC and health authorities.
- Implementation of the Return to Sport Plan should be monitored and updated as necessary when circumstances or provincial guidance changes. Pending the membership affiliation of your sport, the respective boards have fiduciary responsibilities and are accountable for the decisions and work of the organization. Each board should understand and be comfortable with the level

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<sup>3</sup> COVID-19 Guidance for the Hotel Sector updated May 11, 2020  
<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-hotel-sector.pdf>



of risk the organization is taking on and approve the adoption of their organization's sport-specific Return to Sport Plan before implementation begins.

- It is strongly recommended that provincial sport organizations have their members including clubs, and/or local sport organizations acknowledge the risks associated with reopening and their agreement to follow the provincial sport organization's plan.
- Once approved, all activities sanctioned by that sport organization should follow their guidelines.
- Participants should be asked to sign a participant agreement acknowledging their acceptance of the risks (see sample form in Appendix D).
- Existing waivers, releases and/or participant agreements should be reviewed to confirm that they are broad enough to encompass COVID-19 related risks. Consider revising such documents to explicitly reference COVID-19 related risks. Further consider whether any such documents which were completed by participants before the COVID-19 pandemic should be completed again before activities resume.

B.C. health officials outline that the risk of transmission is subject to two variables that we need to modify to reduce transmission risk:

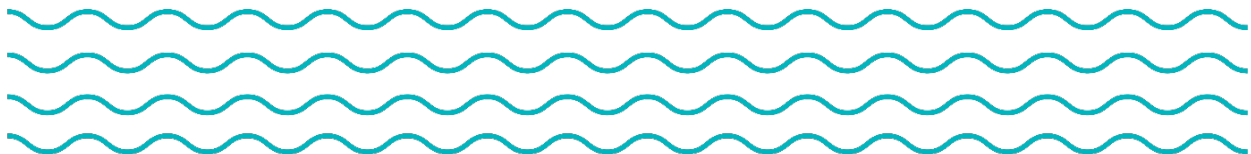
- Contact intensity – how close you are to someone and for how long
- Number of contacts – how many people are in the same setting at the same time

Modifying from high to low can be based on a range of controls. Different actions have differing levels of protection and whenever possible use the action that offers the most protection. The following are listed from highest level of protection to lowest

- Physical distancing measures – to reduce density of people, (number and duration of contacts)
- Engineering controls – physical barriers, increased ventilation, traffic flow
- Administrative controls – rules and guidelines
- Non-medical masks (and other PPE)

This document outlines how these strategies for can be applied within sport across four key areas: Facility Access, Facility Operations, Participants and Programming.

- For more information about how to conduct an assessment and develop a Plan, see COVID-19 Returning To Safe Operations: <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>
- PHO Orders: <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>



## FACILITY ACCESS AND USE

Public health officials have indicated that the use of outdoor facilities are generally safer as there is greater ventilation and ability to physical distance. This does not limit indoor sports from reopening but it does increase the risk factor and therefore adds further considerations related to facility operations

The Provincial Health Officer has banned gatherings of 50 or more. This ban is expected to remain in force until the end of the state of emergency.<sup>4</sup> The ban applies to events which could result in people gathering closely together, but where the space is large enough to allow appropriate distancing between people, grocery store and recreational facility guidelines state it is acceptable to have more than 50 people in attendance. Indoors, it is generally recommended that facilities should have five sq. metres of “unencumbered floor space” per person. “Unencumbered floor space” means total floor space minus the amount of space taken by built-in fittings, counters, closets etc.<sup>5</sup>

Those that utilize outdoor facilities will need to consider:

- The ability to control group sizes and proximity within the outdoor environment.
- Booking procedures that may be in place with the municipality for use of fields, etc.
- Ability to safely access public areas such as beaches, open water, trails, etc. while ensuring COVID-19 measures in the sport organization’s plan can be applied

Those that utilize indoor facilities will need to look at:

- Whether it is possible to re-locate activities to the outdoors – if so, look into how to obtain a permit
- Whether they are the owner, operator or renter/user of the facility as this will have different implications and responsibilities related to it
- Additional municipal guidelines that may be in place
- Whether or not multiple groups/sports will be held within the same facility

BC Recreation and Parks Association Guideline outlines that user groups rented municipal facilities are required to have a COVID-19 Safety Plan that clearly demonstrates how activities will be provided to align with the directives of the Provincial Health Officer, local authorities and other relevant regulators (i.e. WorkSafe BC).<sup>6</sup>

To mitigate risks related to the facility access the following controls should be considered in consultation with the facility owners:

1. Restricted Access

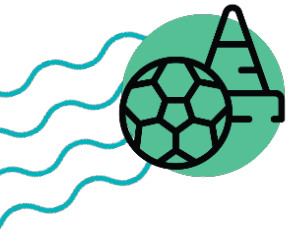
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<sup>4</sup>Mass Gatherings Order: <https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/reports-publications/covid-19-pho-class-order-mass-gatherings.pdf>

<sup>5</sup> COVID-19 Guidance to Retail Food and Grocery Stores: [https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/guidance\\_to\\_grocery\\_stores\\_april\\_25\\_final.pdf](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/guidance_to_grocery_stores_april_25_final.pdf)

<sup>6</sup> BCRPA Restarting Guidelines: <https://www.bcrpa.bc.ca/covidguideline>

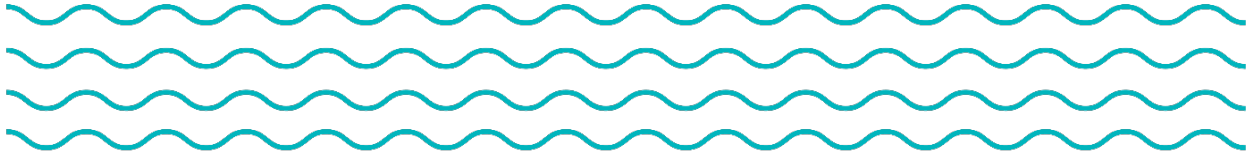
- a. Limit access to those that are essential to the approved activities (e.g. participants, facility staff, coaches)
  - b. Parents and spectators may be allowed but would need to be factored into the maximum group size and must also adhere to physical distancing guidelines
2. Points of Access
- a. Where appropriate, consider designated drop-off and pick-up spaces
  - b. Determine the number of access points and consider closing some in order to monitor how many people are entering the facility
  - c. Choose doors with an automatic function or prop doors to reduce contact with door handles
  - d. Consider how to manage the flow of people and put signage, directional limitations in place (e.g. all individuals must use one door for entry and a different door for exit, arrows or other directional instructions on the floor)
3. Pre-registration
- a. Drop-in activities should be prohibited
  - b. Individuals should pre-register online or over the phone
4. Arrival and Departure
- a. Set a time in which it is appropriate for participants to arrive in advance of their scheduled activity (example – participants should not arrive sooner than 20 minutes before the scheduled start time, and there should be sufficient space for physical distancing while lining up or waiting to begin)
  - b. At the end of their scheduled program/time slot participants must immediately leave the facility
  - c. Staggered start times to account for individuals moving in and out of the facility/playing area
5. Consider restricting or limiting use of different spaces within the facility/space in order to maintain physical distancing and proper cleaning protocols, including but not limited to:
- a. Equipment storage areas
  - b. Locker rooms
  - c. Team benches or areas for gathering
  - d. Concessions or food and beverage services\*
  - e. Pro-shop or retail spaces\*
  - f. Spectator seating: if used, consider using signage or partially closing seating areas to ensure adequate physical distancing between individuals/groups.
  - g. Water fountains: close all water fountains except those used for filling water bottles. Do not allow individuals to drink directly from water fountain taps. Use signage to discourage individuals from touching surfaces of fountains and consider placing hand sanitizer adjacent to support hygiene and reduce transmission risk.



\*Any retail or food are subject to further guidelines. Go to the BC Centre of Disease Control for more information: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

Signage within the facility is important to ensure that participants are aware of expectations related to use of the facility and best practices related to maximum capacity, physical distancing, personal hygiene and protection against COVID-19. See Appendix F for links to download posters.

It is important to ensure that facility plans can support sport-specific plans. Contact Recreation Facilities Association of BC: [www.rfabc.com](http://www.rfabc.com) for additional resources and advice.



## FACILITY OPERATIONS

Whether the sport organization is an owner, operator or renter/user of the facility, there will be different implications and responsibilities. An order of the PHO on May 17, 2020 was issued requiring employers to develop a COVID-19 Safety Plan.<sup>7</sup> Refer to Appendix G for a COVID-19 Safety Plan Template.

### STAFF AND VOLUNTEERS

Where the sport organization owns and operates a facility, “staffing” encompasses all facility staff (management, administration, maintenance, etc.).

If the sport organization is a renter or facility user, “staffing” may refer to sport program staff, such as coaches, volunteers, etc.

All employers in B.C. have a legal obligation to ensure a healthy and safe workplace for employees. Organizations that rely on volunteers also need to take steps to ensure the safety of volunteers.

Risk mitigation measures related to staffing:

1. Educate staff on public health information and expectations related to the implementation of the Return to Sport Plan.
2. Develop and implement an Illness Policy, that outlines procedures for staff and participants that may be experiencing symptoms and ensures no one attends work/practice/games when sick. See Appendix C for a sample.
3. Conduct routine daily symptom screenings for all staff, volunteers and participants. Wellness questionnaires and use of self-assessment tools are recommended. Download the BC COVID-19 App<sup>8</sup> which includes a self-assessment tool.
4. Implement enhanced hygiene protocols:
  - a. Frequent and proper handwashing
  - b. Ensure adequate and accessible hand-washing facilities or sanitizer

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<sup>7</sup> PHO Order: [https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/class\\_order\\_employers\\_covid-19\\_safety\\_plans\\_covid-19\\_may\\_14\\_final.pdf](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/class_order_employers_covid-19_safety_plans_covid-19_may_14_final.pdf)

<sup>8</sup> BC COVID-19 Self Assessment Tool: <https://bc.thrive.health/covid19/en>

- c. Implement policies around when workers need to wash hands (upon arrival, before/after breaks, after touching common equipment)
  - d. Reminders to avoid touching eyes, nose and mouth
  - e. Reminders to use cough and sneeze etiquette: Cough and sneeze into your elbow.
5. Implement an enhanced cleaning protocol for common areas and common equipment. Ensure cleaners have adequate training and tools. (See next section for more details).
6. Implement measures for staff to maintain physical distancing
  - a. Consider adding barriers such as a clear protective shield at registration or check-in desks similar to those now seen in grocery stores.
  - b. Consider staggered shifts or breaks
  - c. Manage use of and interactions in shared spaces (kitchens, staff rooms, gyms, studios, training rooms, courts, other shared spaces), and ensure physical distance can be maintained in these spaces
  - d. Limit in-person meetings, training and staff engagements; work virtually where possible
  - e. Communicate where possible through email, text and/or phone
7. Ensure Personal Protective Equipment (gloves, masks, etc.) is on hand and available to staff. Where risk of exposure is high (cannot maintain social distancing), PPE should be required. Train staff on how to put masks and gloves on and off to avoid cross-contamination. Ensure that PPE is not used as a substitute for more effective safety measures (distancing, hygiene). Refer to WorkSafe BC on specifics related to use of PPE.
8. Minimize use of shared equipment
  - a. Identify 'high-touch' objects as part of the assessment
  - b. Minimize use of lockers, remove all non-essential items.
  - c. Minimize use of shared equipment (including computers, phones, printers, fridges, coffee makers, and sport equipment etc.).
  - d. Each staff person/volunteer should disinfect any shared equipment/surfaces they have come in contact with after each use.
9. Ensure staff and supervisors understand the Right to Refuse unsafe work and procedures are in place to respond to such concerns
10. Assign a Safety Representative to ensure implementation of safety protocols during sport programming.

For further information on safety within the workplace refer to WorkSafe BC:

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>

## **CLEANING PROTOCOLS**

During the pandemic, enhanced cleaning protocols should be used to minimize transmission risk.

If the sport organization owns and operates a facility (an "Owner") implementing enhanced, cleaning protocols are the responsibility of the Owner, who will have employees or contractors for these purposes.

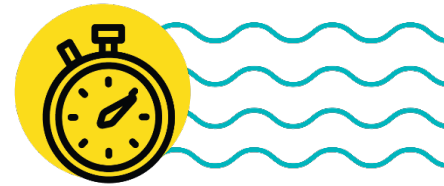
If the sport organization is a renter or facility user, it is important to understand what protocols are in place at the facility in order to assess the level of risk involved in utilizing the facility. As a renter or user,

your PSO will need to be satisfied as to the sufficiency of the cleaning protocols in relation to the risks posed by your activities.

We encourage sport organizations and Owners to work cooperatively to support each other in ensuring that everyone understands the risks of their activities. For example, how do people who use the facility move through the spaces, use any equipment, and who are they? Are the participants children (likely to need lots of supervision and reminders about touching and hygiene, and more cleaning of walls, equipment and other items at child-height) or seniors or other groups more vulnerable to serious illness (this may trigger a need for additional enhanced cleaning protocols).

Recommendations:

1. Develop a touch map that outlines high touch areas such as:
  - a. Doorknobs / door push bar / door handles / doorbells / intercoms
  - b. Counter tops / bar tops / work stations / desktops /drawers /shelves /cupboards
  - c. POS terminals / merchant terminals / handheld devices /land line phones
  - d. Countertop displays / display cases / bulletin boards
  - e. Handrails / light switches / thermostat controls
  - f. Elevators / escalators / stair railings
  - g. Sound system and TV channel remote controls
  - h. Chairs / guest seating areas / tabletops
  - i. Bathroom Counter tops / sinks / taps /
  - j. Toilets / stall doors / door handles and locks, shelves, hooks, waste disposals
  - k. Bathroom paper dispensers /soap dispensers / support bars / stools for children
  - l. Kitchen and prep areas / utensils / appliances
  - m. Chairs / benches/ risers
  - n. Staff seating / staff break area / water fountains
  - o. Pools / courts / nets / studios / games tables
  - p. Equipment / exercise machines / barras / mats / storage shelves etc.
  - q. Vending machines / public seating or tables
2. Increase the frequency of cleaning and disinfection of high-touch surfaces and high traffic areas.
  - a. According to BCCDC<sup>9</sup>, general cleaning and disinfecting of surfaces should occur at least once per day. Surfaces that are highly touched should be cleaned at least twice per day.
3. Place hand sanitizer stands at entrances, in washrooms and other high traffic areas. Ensure that sanitizer stations are at an accessible height for all participants.
4. Wear disposable gloves when cleaning and disinfecting surfaces. Train staff on how to avoid cross-contamination when removing gloves. For more information consult WorkSafe BC<sup>10</sup>.

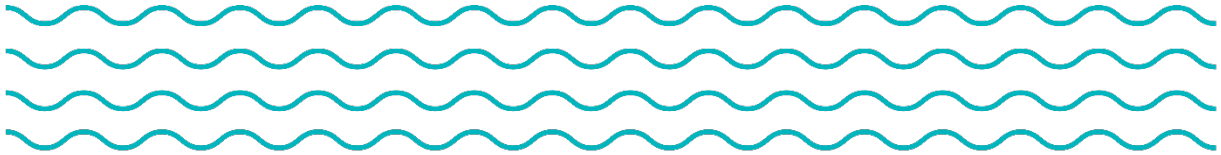


<sup>9</sup> BC Centre for Disease Control Cleaning & Disinfecting: [http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting\\_PublicSettings.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf)

<sup>10</sup> WorkSafe BC: <https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-cleaning-disinfecting?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f>

5. Follow Health Canada Guidelines<sup>11</sup> on what products are approved for cleaning and disinfecting.
6. Ensure garbage bins are available for responsibly disposing of hygienic materials such as tissues and any PPE that is used in the course of activities.

Cleaning protocols should also be established for sport specific equipment (see section related to sport programming).



## PARTICIPANTS

When considering delivery of sport programming, organizations need to consider who their participants are, the size of the group, expectations of participants and the communication and enforcement of those expectations.

### HEALTH OF PARTICIPANTS

Similar to expectations of staff, the following should be in place to protect the health of the participants.

1. Develop and implement an Illness Policy that outlines procedures for participants that may be experiencing symptoms. See Appendix C for a sample.
2. Conduct daily symptom screenings for all participants by having them answer a wellness questionnaire or complete a self-assessment<sup>12</sup>.
3. Have a zero tolerance policy for 'playing while sick' - ensure that participants do not participate if they are symptomatic.
4. Implement enhanced hygiene protocols:
  - a. Frequent and proper handwashing (Health Canada Guidelines<sup>13</sup>)
  - b. Avoid touching eyes, nose and mouth
  - c. Cough into your sleeve
5. Have participants sign a Participant Agreement or Waiver. See Appendix D for an example.



Reminders to participants:

You should not participate or come to the facility if:

- you don't feel well or are displaying symptoms of COVID-19

<sup>11</sup> Health Canada Disinfectants for use during COVID-19: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

<sup>12</sup> BC COVID-19 Self Assessment Tool: <https://bc.thrive.health/covid19/en>

<sup>13</sup> Health Canada handwashing guidelines: <https://www.canada.ca/content/dam/phac-aspc/documents/services/diseases-maladies/reduce-spread-covid-19-wash-your-hands/eng-handwashing.pdf>

- someone in your household has COVID-19 or is showing symptoms of COVID-19
- you have traveled outside of Canada within the last 14 days
- someone in your household has traveled outside of Canada within the last 14 days

Consider your own risk - if you are at higher risk of experiencing serious illness from COVID-19, consider limiting or avoiding participation in the sport activities for the time being.

## **PARTICIPANT GROUPS**

Additional considerations may be required for different population/participant groups as you are determining which programming to reopen.

Sport organizations should look at how they can support higher-risk populations, where possible. Individuals must be made aware of the risks to participation but the decision to participate is up to the individual. The exception is if the individual is displaying signs and symptoms of COVID-19.

Vulnerable populations may include<sup>14</sup>:

- older adults
- those with underlying medical conditions and/or compromised immune system
- individuals that experience barriers such as communication, transportation, economic

Possible examples may include:

- Dedicated time slots: Specifying use of the facility or programming times for those that are most vulnerable (as grocery stores are currently doing)
- Program modifications: offering low risk programming (reduced group sizes, no contact options, etc.)
- Physical assistance: dedicated caregivers necessary to support an individual's participation should be considered within the individual's household or inner circle and may assist the participant with sport activities as required.
- Communication: Ensure information is easily accessible to participants by translating signage and communications into multiple languages as well as various formats (for those with visual/hearing impairments)
- Economic barriers: be cautious of the price of activities and explore options for payment plans, discounted rates, grants, etc.

## **GROUP SIZE**

B.C.'s Public Health Officer has issued an order barring gatherings of 50 or more people. However, the organization will need to consider other factors to determine what is appropriate for their space to ensure the ability to maintain physical distancing.

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<sup>14</sup> Health Canada Vulnerable Populations: <https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-vulnerable-populations/covid-19-vulnerable-populations-eng.pdf>



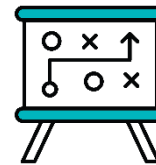
Maximum group size counts need to consider staff, coaches, participants, spectators, etc., and the size of the indoor or outdoor space is also a key factor. There must be sufficient space in the room to allow for physical distancing between people; this means that in a smaller room, occupancy limits may be much less than 49. Facilities have received guidelines on determining maximum capacity within their facilities, see reference to unencumbered floor space in section on Facility Access.

Sport organizations should consider the activities that they are looking to deliver and the appropriate group sizes in order to ensure proper physical distancing. They should also outline expectations related to coach to participant ratios. While these guidelines suggest reducing non-essential personnel other safety considerations such as the Rule of Two should be maintained so not to expose participants to other risk factors.

## REGISTRATION

- Where feasible all participant registration should be done online, including collection of payment.
- Try to limit the use of cash and limit the handling of credit cards and loyalty cards wherever possible, by allowing customers to scan or tap their cards and handle the card readers themselves
- Program organizers should take attendance and keep a record of all participants in case of an outbreak (see Section on Outbreaks for further details).

## COMMUNICATION TO PARTICIPANTS



Ensuring safety measures are being met and adhered to depend on everyone being aware of, and understanding the health and sport specific guidelines. Communication of the guidelines to your participants and spectators is an important component of your Return to Sport Plan.

See Appendix E for a sample letter you can share that can be adapted for your sport.

Participants should be asked to sign a participant agreement acknowledging they have read the guidelines and understand their risk before participating. See Appendix D for a sample participant agreement specific to COVID-19 related risks.

It should also be communicated to participants that they are subject to removal from activities/facility use should they fail to comply with outlined protocols.



## SPORT PROGRAMMING

We recognize that every sport is different and may have additional considerations or aspects that are unique to their sport. The following section outlines general guidelines that can be applied related to activity type and sport equipment.

Please refer to Appendix A for a chart of the types of activities that can be considered as we transition through the various return phases. You will notice a range of activities indicated that may be allowed within a given phase. It is however still the advice of public health officials to move ahead slowly, and systematically restart activities in a way that allows your organization and local health authorities to monitor, evaluate and adjust as needed. Accordingly, you may decide that your sport-specific plans should have more phases than are outlined in this chart

In order for your sport to resume organized activities, modifications may be required. Stay abreast of new and updated guidance by checking: <https://www.viasport.ca/return-sport>

### ACTIVITY TYPE

In mid-May, B.C. entered into what is being referred to by the provincial government as Phase Two (2). In this phase, sport will be able to operate under enhanced protocols including:

1. Allow for participants to maintain physical distancing
  - Two meters apart from one another
  - Non-contact activities only
  - No handshaking, high fives, hugging, etc.
2. Look to reduce touch points with respect to equipment
  - See next section for further details
3. Focus on skill development or low risk activities
  - Activities should be those typically done in practice and/or training environments
  - Individuals will have had limited exposure to physical activity for the last 6+ weeks while confined to their homes. Ensure that activities consider their ability that day (not where they previously may have been) and have injury prevention top of mind
4. Remain community focused
  - Stay within the home sport community or club(s) where participants are members
  - Avoid cross-regional, inter-provincial or cross-country travel. Note that non-essential travel within B.C. and Canada is currently very strongly discouraged (this is expected to change later in the summer). International travel is subject to quarantine rules and raises other risks including unpredictable flight schedule changes and cancellations, and the potential for sudden changes to border controls.



Not in scope during this phase are:

- activities that cannot maintain physical distancing (including contact activities)
- activities that have a high risk of injury

- competitive activities that encourage large group gatherings
- large public events or gatherings of over 50 people
- activities that require travel

Examples of possible sport-specific modifications:

- For team sports – focus on drills and training exercises in small groups
- For contact sports – move to non-contact skills training in small groups or shadow sparring
- Use of side by side courts/lanes/sheets of ice – limit the number of people per court/lane/sheet of ice, create directional flow of traffic, consider use of only alternating lanes

For higher risk activities or programming where a sport decides that it is not feasible to reopen at this time based on the number of modifications required, online or at-home strategies could be considered.

## EQUIPMENT

It is preferable that where possible equipment is not shared between individuals.

Regardless of what your sport is, you must think through the ways in which people engage with each other during the activity, the equipment or tools they use and how those activities are ordinarily carried out.

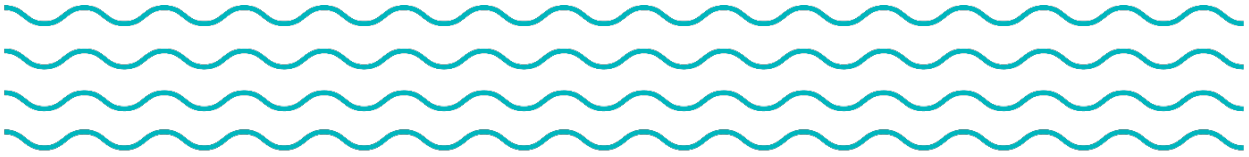
Some examples of equipment related mitigation techniques include:

- Closure of locker rooms will require participants to come dressed and ready to participate.
- Avoid loaning out equipment. If equipment is provided, ensure that equipment is disinfected after each use.
- Advise participants to bring their own water bottles and towels if required.
- Coaches should come prepared with their own practice plans, training tools, technology and avoid sharing with other coaches
- Assigning the coach or one individual to be responsible for all set-up and take down of equipment (such as nets, cones, etc.) to reduce the number of contact points.
- Consider the age and abilities of participants to ensure that your communications and safety training is properly targeted to your audience
- Based on the assessed risk, use of personal protective equipment may be considered.
- For sports that require equipment to be shared, additional cleaning protocols and risk mitigation techniques must be put in place to ensure safety of the participants. Some examples include but are not limited to:



- For weights: make cleaners available in the weight room and encourage all participants to clean off all surfaces prior to and after use
- For gymnastics: ensure participants avoid contact, sanitize equipment before and after use

- For sailing: assign individuals specific roles, minimize the number of people touching surfaces, sails or lines (to the extent that it is safe to do so) and sanitize at the beginning and the end of a class;
- For racquet sports: each player uses their own balls, clearly marked as their own. Whomever is serving uses their own balls. Other players can pass back the balls to the owner by only using their racquet.
- For golf: power carts are single rider only, unless you share the same household and have proof of same physical address.
- For artistic sports that require use of music: designate one person to operate the equipment for the duration of the practice and properly clean equipment after use; avoid choreography involving contact.



## EMERGENCY RESPONSE

### FIRST AID

In the event that first aid is required to be administered during an activity, all persons attending to the injured individual must first put on a mask and gloves.

A guide for employers and Occupational First Aid Attendants:

<https://www.worksafebc.com/en/resources/health-safety/information-sheets/ofaa-protocols-covid-19-pandemic?lang=en>

First aid protocols for an unresponsive person during COVID-19: <https://www.redcross.ca/training-and-certification/first-aid-tips-and-resources/first-aid-tips/first-aid-protocols-for-an-unresponsive-person-during-covid-19>

### OUTBREAK PLAN<sup>15</sup>

Early detection of symptoms will facilitate the immediate implementation of effective control measures. In addition, the early detection and immediate implementation of enhanced cleaning measures are two

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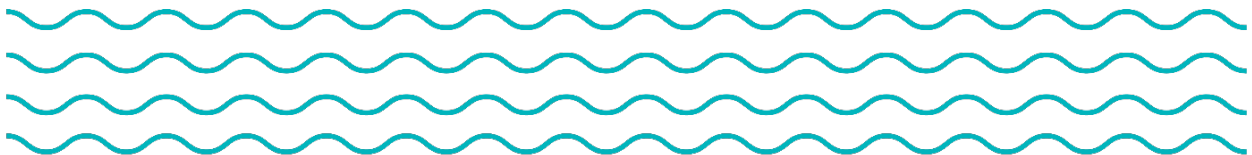
<sup>15</sup> BC Hotel Association Guidelines: <https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-hotel-sector.pdf>

of the most important factors in limiting the size and length of an outbreak. An “outbreak” is two or more cases; a “case” is a single case of COVID-19.

1. Identify the roles and responsibilities of staff or volunteers if a case or outbreak is reported. Determine who within the organization has the authority to modify, restrict, postpone or cancel activities.
2. If staff (including volunteers) or a participant reports they are suspected or confirmed to have COVID-19 and have been at the workplace/activity place, implement enhanced cleaning measures to reduce risk of transmission. If you are not the facility operator, notify the facility right away.
3. Implement your illness policy and advise individuals to:
  - self-isolate
  - monitor their symptoms daily, report respiratory illness and not to return to activity for at least 10 days following the onset of 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.
  - use the COVID-19 self-assessment tool at BC COVID-19 Self-Assessment Tool to help determine if further assessment or testing for COVID-19 is needed.
    - Individuals can contact 8-1-1 if further health advice is required and 9-1-1 if it is an emergency.
    - Individuals can learn more about how to manage their illness here:  
<http://www.bccdc.ca/healthinfo/diseases-conditions/covid-19/about-covid-19/if-you-are-sick>
4. In the event of a suspected case or outbreak of influenza-like-illness, immediately report and discuss the suspected outbreak with the Medical Health Officer (or delegate) at your local health authority. Implement your Illness Policy and your enhanced measures.
5. If your organization is contacted by a medical health officer in the course of contact tracing, cooperate with local health authorities.

For more information on cleaning and disinfecting: [http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting\\_PublicSettings.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf)

Regional Health Authorities: <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/partners/health-authorities/regional-health-authorities>



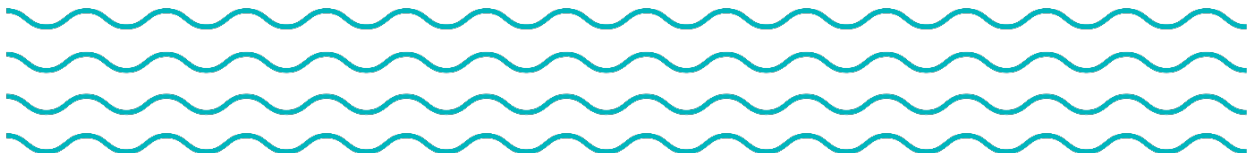
## DISCLAIMER

The RTS Guidelines is intended to be used for the purposes set in this document. While we aim to provide relevant and timely information, because information known about the COVID-19 coronavirus and recommended health and safety measures can rapidly change no guarantee can be given as to the accuracy or completeness of any information provided in the RTS Guidelines.

It is important to note that the RTS Guidelines is not a legal document and is to be used as a guide only. It is not a substitute for actual legislation or orders of the PHO. In the event of an ambiguity or conflict between the RTS Guidelinse and the *Public Health Act*, regulations or orders thereunder, the Act, regulations and orders prevail. Each Provincial Sport Organization should comply with the requirements of the provincial and local government and health officials in terms of public gatherings and sporting events when determining when it is safe to return to activities. Nothing in this document is intended to provide legal advice. Do not rely on this document or treat it as legal advice.

This document contains links to third party web sites. Links are provided for convenience only and viaSport does not endorse the information contained in linked web sites nor guarantee its accuracy, timeliness or fitness for a particular purpose. The information in those links may be updated from time to time. We do not monitor those sites and are not responsible for updates. You should check back regularly to ensure your Plan is up to date.

Anyone using the RTS Guidelines does so at his or her own risk. viaSport BC shall not be responsible for any loss or damage of any kind arising directly or indirectly from the use of the RTS Guidelines including, without limitation, reliance on the completeness or accuracy of the information provided.



## APPENDIX A – SPORT ACTIVITY CHART

	<b>Strictest Controls</b> Prior to May 19, 2020	<b>Transition Measures</b> Approx. May 19th to Sept	<b>Progressively Loosen</b> Future date TBC	<b>New Normal</b> Future date TBC
Restrictions in Place	<ul style="list-style-type: none"> <li>Maintain Physical Distance (2m)</li> <li>No non-essential travel</li> </ul>	<ul style="list-style-type: none"> <li>Maintain Physical Distance (2m)</li> <li>No non-essential travel</li> <li>No group gatherings over 50 people</li> </ul>	Refer to PHO and local health authorities	Refer to PHO and local health authorities
Enhanced Protocols	Increased hand hygiene	<ul style="list-style-type: none"> <li>Increased hand hygiene</li> <li>Symptom Screening in place</li> </ul>	Increased hand hygiene	Increased hand hygiene
Facility	<ul style="list-style-type: none"> <li>Outdoor or within home</li> <li>Facilities and playgrounds closed</li> </ul>	<ul style="list-style-type: none"> <li>Outdoor is safest</li> <li>Indoor facilities slowly re-opening</li> </ul>	Outdoor/Indoor	Outdoor/Indoor
Participants	Individual activities	<ul style="list-style-type: none"> <li>Small Groups</li> <li>No or limited spectators</li> </ul>	<ul style="list-style-type: none"> <li>Groups sizes may increase</li> <li>Limited spectators</li> </ul>	<ul style="list-style-type: none"> <li>Large groups allowed</li> <li>No restrictions on spectators</li> </ul>
Non-contact Activities	<ul style="list-style-type: none"> <li>Low risk outdoor activities can occur (biking, running, etc).</li> <li>Virtual activities</li> </ul>	<ul style="list-style-type: none"> <li>Fundamental movement skills</li> <li>Modified training activities, drills</li> </ul>	Expansion of training activities	No restrictions on activity type
Contact Activities	Should not occur	<ul style="list-style-type: none"> <li>Should not occur</li> <li>Contact sports should look for non-contact alternatives to training</li> </ul>	Introduction to pair or small group contact skills	No restrictions on activity type
Competition*	Should not occur	In club play or modified games may slowly be introduced	Interclub or regional game play may be considered	Provincial competitions and larger scale events may return
Equipment	No shared equipment	<ul style="list-style-type: none"> <li>Minimal shared equipment</li> <li>Disinfect any shared equipment before, during and after use</li> </ul>	<ul style="list-style-type: none"> <li>Some shared equipment</li> <li>Enhanced cleaning protocols in place</li> </ul>	Shared equipment

\*Introduction of competitive activities should be in alignment with Sport Specific guidelines



## APPENDIX B – DEFINITIONS

**Return to Sport:** Return to Sport refers to the process of developing and implementing guidelines for sport organizations to operate safely in B.C. during this pandemic. Return to Sport Plans will be unique to each sport and must follow Provincial Health Office orders and recommendations. One set of guidelines will be created for each sport by the Provincial Sport Organization, and all club and PSO sanctioned activities should follow this set of guidelines.

**Physical Distancing:** According to the Provincial Health Officer, physical distancing requires keeping two metres (or at least two arms lengths) of space between individuals. It also includes staying at home when you're sick, even if symptoms are mild.

**Provincial Health Officer (PHO):** The Provincial Health Officer is the senior public health official for B.C., and is responsible for monitoring and reporting on the health of the population of B.C. This office works with the B.C. Centre for Disease Control and provides independent advice to the ministers and public officials on public health issues. The current PHO is Dr. Bonnie Henry.

**Community Focused:** Community focused sport activities take place within the home sport community or clubs where participants are members. This means avoiding cross-regional, inter-provincial or cross-country travel for sport.

Recreation” as defined by the Canadian Parks and Recreation Association is the experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing.” Physical activities would include those undertaken as leisure, fitness training and sport-related activities that are done at the discretion of the individual (e.g. – use of parks, hiking trails, public recreation facilities), either self-led or facilitated by recreation leaders and are not included within the context of this document. Refer to Appendix B for list of additional definitions pertinent to Return to Sport.

**Organized Sport Activities:** involves a number of people doing something together in a structured way and is facilitated by a Provincial Sport Organization or Local Sport Organization.

**Competitive activities:** Competitive activities are formal, organized games, matches and tournaments between participants where scores are recorded and standings are kept.

**Rule of Two:** The goal of the Rule of Two is to ensure all interactions and communications are open, observable, and justifiable. Its purpose is to protect participants (especially minors) and coaches in potentially vulnerable situations by ensuring more than one adult is present. During the pandemic, compliance remains mandatory and organizations must ensure a coach is never alone and out of sight with a participant without another screened coach or screened adult (parent or volunteer) present.



## APPENDIX C – ILLNESS POLICY

Sample Illness Policy (Adapted from Allied Golf Association of BC)

In this policy, “Team member” includes an employee, volunteer, participant or parent/spectator.

1. **Inform an individual in a position of authority (coach, team manager, program coordinator) immediately if, you feel any symptoms of COVID-19** 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.
2. **Assessment**
  - a. 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.
  - b. 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.
  - c. If Team Members are unsure please have them use the self-assessment tool <https://bc.thrive.health/covid19/en> or through the COVID-19 BC Support App self-assessment tool.
3. **If a Team Member is feeling sick with COVID-19 symptoms**
  - a. They should remain at home and contact Health Link BC at 8-1-1.
  - b. 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.
  - c. No Team Member may participate in a practice/activity if they are symptomatic.
4. **If a Team Member tests positive for COVID-19**
  - a. The Team Member will not be permitted to return to the workplace/practice/facility until they are free of the COVID-19 virus.
  - b. 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.
  - c. Close off, clean and disinfect their work/practice/facility area immediately and any surfaces that could have potentially be infected/touched.
5. **If a Team Member has been tested and is waiting for the results of a COVID-19 Test**
  - a. As with the confirmed case, the Team Member must be removed from the workplace/practice/facility.
  - b. 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.
  - c. 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.
  - d. The workspace/practice/activity space will be closed off, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched.
6. **If a Team Member has come in to contact with someone who is confirmed to have COVID-19**

- a. Team Members must advise their employer/coach if they reasonably believe they have been exposed to COVID-19.
  - b. 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.
  - c. The workspace/activity area will be closed off, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched.
- 7. Quarantine or Self-Isolate if:**
- a. 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.
  - b. 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.
  - c. 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.
  - d. 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.

## APPENDIX D – PARTICIPANT AGREEMENT

Sample Agreement

\*Modify agreement as appropriate where the participant is a minor and the agreement is signed by a parent or guardian

Application - all athletes, coaches, members, volunteers, participants and family members of participants while in attendance at club activities (“Participants”)

All Participants of <NAME OF ORGANIZATION> agree to abide by the following points when entering club facilities and/or participating in club activities under the COVID-19 Response plan and RTP Protocol:

- I agree to symptom screening checks, and will let my club know if I have experienced any of the symptoms in the last 14 days.
- I agree to stay home if feeling sick, and remain home for 14 days if experiencing COVID-19 symptoms.
- I agree to sanitize my hands upon entering and exiting the facility, with soap or sanitizer.
- I agree to sanitize the equipment I use throughout my practice with approved cleaning products provided by the club (shared and personal equipment).
- I agree to continue to follow social distancing protocols of staying at least 2m away from others.
- I agree to not share any equipment during practice times.
- I agree to abide by all of my Clubs COVID-19 Policies and Guidelines.
- I understand that if I do not abide by the aforementioned policies/guidelines, that I may be asked to leave the club for up to 14 days to help protect myself and others around me.
- I acknowledge that continued abuse of the policies and/or guidelines may result in suspension of my club membership temporarily.
- I acknowledge that there are risks associated with entering club facilities and/or participating in club activities, and that the measures taken by the club and participants, including those set out above and under the COVID-19 Response Plan and Return to Sport Protocols, will not entirely eliminate those risks.

Date:

Signature:

## APPENDIX E – MEMBER COMMUNICATION

### Email or letter template message: Return to our sport with respect to COVID-19

Dear <<PARTICIPANT, COACH, PARENT>>

As British Columbia public health authorities develop guidelines to lift some restrictions on gathering in a responsible way, <NAME OF PSO> has been working with viaSport and the Province of British Columbia to understand the recommendations our Chief Provincial Health Officer and how they best apply within sport.

The attached Return to Sport Plan has been developed for our sport in order to ensure:

- health and safety of all individuals is a priority
- activities are in alignment with provincial health recommendations
- modifications to activities are in place in order to reduce the risks to each sport organization and its participants
- our sport is united and aligned on a plan to reopen throughout the province

While we do hope things will return to normal in the not too distant future, currently this Return to Sport Plan will be the new normal until we are advised otherwise by public health authorities.

#### **If you choose to participate, you must follow these rules:**

- If you don't feel well or are displaying symptoms of COVID-19, you must stay home.
- If you have traveled outside of Canada, you are not permitted at the facility until you have self-isolated for a minimum of 14 days.
- If you live in a household with someone who has COVID-19 or is showing symptoms of COVID-19, please stay home.
- Wash your hands before participating
- Bring your own equipment, water bottle and hand sanitizer
- Comply with physical distancing measures at all time
- Avoid physical contact with others, including shaking hands, high fives, etc.
- Leave the field of play as quickly as possible after you finish

Our Return to Sport Plan is based on current public health guidance. While we are all doing our best to minimize the risk of exposure to COVID-19, while the virus circulates in our communities it is impossible to completely eliminate the risk. Each participant must make their own decision as to whether it is in their best interest to resume participation at this time. You must take into account your own circumstances and make the decision that is right for you. Should you choose to join us, we require your full cooperation with our Return to Sport Plan.

Sincerely,

## APPENDIX F – REFERENCES

### PROVINCE OF BRITISH COLUMBIA

B.C.'s Restart Plan: [https://www.scribd.com/document/460236402/B-C-s-Restart-Plan-Next-Steps-to-Move-Through-the-Pandemic#fullscreen&from\\_embed](https://www.scribd.com/document/460236402/B-C-s-Restart-Plan-Next-Steps-to-Move-Through-the-Pandemic#fullscreen&from_embed)

BC COVID-19 Go-Forward Management Strategy: [https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/bc\\_covid-19\\_go-forward\\_management\\_strategy\\_web.pdf?bcgovtm=20200506\\_GCPE\\_AM\\_COVID\\_9\\_NOTIFICATION\\_BC\\_GOV\\_BCGOV\\_EN\\_BC\\_NOTIFICATION](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/bc_covid-19_go-forward_management_strategy_web.pdf?bcgovtm=20200506_GCPE_AM_COVID_9_NOTIFICATION_BC_GOV_BCGOV_EN_BC_NOTIFICATION)

B.C. Go Forward Strategy Checklist: [https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/go\\_forward\\_strategy\\_checklist\\_web.pdf](https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/go_forward_strategy_checklist_web.pdf)

PHO Orders: <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>

### REGIONAL HEALTH AUTHORITIES

Fraser Health: <https://www.fraserhealth.ca/>

Interior Health: <https://www.interiorhealth.ca/Pages/default.aspx>

Island Health: <https://www.islandhealth.ca/>

Northern Health: <https://www.northernhealth.ca/>

Vancouver Coastal Health: <http://www.vch.ca/>

### HEALTH RESOURCES

COVID-19 (B.C.) Provincial Support: <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support>

BC COVID-19 Self-Assessment Tool: <https://bc.thrive.health/covid19/en>

Health Canada Handwashing Guidelines: <https://www.canada.ca/content/dam/phac-aspc/documents/services/diseases-maladies/reduce-spread-covid-19-wash-your-hands/eng-handwashing.pdf>

Health Canada Personal Protective Equipment against COVID-19: <https://www.canada.ca/en/health-canada/services/drugs-health-products/medical-devices/covid19-personal-protective-equipment.html>

Health Canada List of Disinfectants for use against COVID-19: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

BCCDC Cleaning and Disinfecting: [http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting\\_PublicSettings.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf)

## POSTERS

COVID-19 Protection: <http://www.bccdc.ca/Health-Info-Site/Documents/COVID19-Prevention.pdf>

Physical Distancing: [http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19\\_PhysicalDistancingPoster.pdf](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_PhysicalDistancingPoster.pdf)

Handwashing: [http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19\\_Handwashing%20Poster\\_MD%20offices.pdf](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_Handwashing%20Poster_MD%20offices.pdf)

Do not enter if you are sick: [http://www.bccdc.ca/Health-Info-Site/Documents/COVID19\\_DoNotEnterPoster.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/COVID19_DoNotEnterPoster.pdf)

Vulnerable Populations: <https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-vulnerable-populations/covid-19-vulnerable-populations-eng.pdf>

Occupancy Limit: <https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-occupancy-limit?lang=en>

## WORKSAFE BC RESOURCES

Returning To Safe Operations: <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>

COVID-19 Safety Plan Template: <https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>

## SPORT AND RECREATION RESOURCES

Return to High Performance Sport Framework: <https://www.viasport.ca/sites/default/files/Canada%20-%20COVID-19%20Return%20to%20HP%20Sport%20Framework%20-%20May%202020.pdf>

BCCDC guidance for recreation facilities: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/community-settings/recreation-facilities>

BCRPA Sector Guidelines for Restarting Operations: <https://www.bcrpa.bc.ca/covidguideline>

## APPENDIX G - COVID-19 SAFETY PLAN TEMPLATE

All organizations must develop a COVID-19 Safety Plan.

This tool can be used to guide you through the planning process. Currently, there is no standard document for your COVID-19 Safety Plan – you may use this document, or another document that meets your needs, to develop your plan. Other organizations have also developed templates to support Safety Plan development. For example, WorkSafe BC has developed a comprehensive tool all businesses can adapt. This COVID-19 Safety Plan template is adapted from WorkSafe BC to align with the sport sector.

viaSport will not be approving the plans of individual sport organizations, but in accordance with the order of the Provincial Health Officer, this plan must be posted by your organization.

### Step 1: Assess the risks at your workplace

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 areas where people gather
- We have identified situations and processes where individuals are close to one another or members of the public.
- We have identified the equipment that may be shared by individuals
- We have identified surfaces that people touch often

### Step 2: Implement protocols to reduce the risks

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 need to identify and implement additional protocols if the posted protocols don't address all the risks to your workers.
- Orders, guidance, and notices issued by the provincial health officer and relevant to your industry. Updates will also be posted at [www.viasport.ca](http://www.viasport.ca)
- Municipality or facility guidelines

#### **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
- We have established and posted occupancy limits for common areas such as meeting rooms, change rooms, washrooms, and elevators (if applicable).
- We have implemented measures to keep participants and others at least 2 metres apart, wherever possible.

**Measures in place**

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

**Second level protection (engineering): Barriers and partitions**

**This section may only apply to facility owners and operators**

- We have installed barriers where workers can't keep physically distant from co-workers, customers, or others.

**Measures in place**

Describe how barriers or partitions will be used in your environment (if appropriate). If this information is in another document, identify that document here.

**Third level protection (administrative): Rules and guidelines**

- We have identified rules and guidelines for how participants, coaches, volunteers, spectators should conduct themselves.
- We have clearly communicated these rules and guidelines through a combination of training and signage.

**Measures in place**

List the rules and guidelines that everyone is required to follow. This could include things like using one-way doors or walkways, no sharing of equipment, and wiping down equipment after use. If this information is in another document, identify that document here.



**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).

**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?

If this information is in another document, identify that document here.

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

- We have reviewed the information on cleaning and disinfecting surfaces.
- Our sport facility has enough handwashing stations on site for our participants. Handwashing locations are visible and easily accessed.
- We have communicated good hygiene practices to participants, coaches, volunteers, etc.
- We have implemented cleaning protocols for all common areas and surfaces.
- Workers who are cleaning have adequate training and materials.
- We have removed unnecessary tools and equipment to simplify the cleaning process

**Cleaning protocols**

Provide information about your cleaning plan. Specify who is responsible for cleaning, the cleaning schedule, and what the cleaning protocols will include (e.g., which surfaces, tools, equipment, etc.). If this information is in another document, identify that document here.

### Step 3: Develop policies

Develop the necessary policies to manage your sport.

Our policies ensure that workers 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 10 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 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.

### 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.
- We have posted signage at the sport location, including occupancy limits and effective hygiene practices.
- We have posted signage indicating who is restricted from participating, including visitors and workers with symptoms.
- Coaches or safety volunteers have been trained on monitoring participants to ensure policies and procedures are being followed.

### 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.
- Individuals know who to go to with health and safety concerns.
- When resolving safety issues, we will involve designated health and safety representatives

### 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.
- We have a training plan for staff, coaches, volunteers taking on new roles or responsibilities.
- We have a training plan around changes to our business/programming.
- We have identified a safe process for cleaning and removing things that have been out of use.

### **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, criminal or employment history. Visit [www.oipc.bc.ca/about/legislation/](http://www.oipc.bc.ca/about/legislation/) for more information.