



# COVID-19 Safety Plan

Emergency Action Plan Addendum

Revised: December 5, 2020

Changes highlighted

NOTE: Effective December 4, 2020, the Provincial Health Officer ordered all indoor and outdoor team adult sports be suspended, that youth (under age 19) programs can continue, but under *Phase 2* restrictions. viaSportBC issued direction consistent with the PHO order. BC Athletics, in addition to the Order and viaSport, issued further direction suspending all indoor and outdoor adult group activities.

This Safety Plan has been established to respond to the COVID-19 pandemic, and the Return to Sport authorized by BC Athletics, viaSportBC, Athletics Canada and in compliance with the orders and regulations established by the provincial health officer and Solicitor General.

This Safety Plan is current to the revision date, and will be updated as needed to reflect changes to authorization, orders or other regulations by governing bodies.

Note: this plan is written to encompass the Club's customary training facilities (OBHS Track; Lambrick Park throws cage; Mt Douglas HS javelin runway; UVIC Centennial Stadium. As of the revision date, the UVIC Stadium and CARSA Sprint Lanes remain closed from use). This Safety Plan / EAP Addendum also encompasses use of a "Sport Court" at GR Pearkes Recreation Centre, or other facilities as used by training groups.

## 1) Definitions

- a) *Club administration*: Club administration refers to a member of the Club's board of directors.
- b) *Self-isolation*: (Per [BCCDC](#)) [Self-isolation](#) is used to lower the chance of spreading infectious germs to other people by avoiding situations where someone could infect others.
- c) *Self-monitoring/Self Assessment*: (Per [BCCDC](#)) [Self-monitoring](#) means you should be monitoring your health and the health of your children for symptoms such as fever, cough or difficulty breathing. Individuals who are self-monitoring are allowed to attend work and school and take part in regular activities.
- d) *Training Pod*: A subdivision of a normal training group of athletes limited to 9 athletes.

## 2) Assessing the risk

### a) Where do people congregate?

- i) Coaches, athletes, and parents/guardians ("parents") congregate at practices and competitions. As competitions will not be held in the first phase of returning to sport, they are considered to be out of the scope of this version of the safety plan. ii) In practice sessions, scenarios in which coaches, athletes and parents have traditionally tended to congregate include, but are not limited to the following scenarios:

- (1) Upon arrival (pre-practice);
- (2) Prior to departure (post-practice);
- (3) Carpooling to or from practice;
- (4) When taking and returning equipment from the UVIC Stadium Bunker or OBHS Track Containers;
- (5) During group runs (such as warm and cool down runs, training runs, and long runs);
- (6) While stretching and doing other activation exercises;
- (7) While doing core or strength work (as part of the practice, towards the end of practice, or as a separate practice);
- (8) During running intervals/repetitions and other drills/exercises (particularly for longer sprint runners who tend to run in packs in the same 1-2 inside lanes of a track);
- (9) While athletes recover in between intervals/repetitions (such as behind a starting line, behind starting blocks, or waiting for runways or throwing circles to be clear); and
- (10) While using washroom facilities.

**b) What tasks or processes require individuals to come into close proximity with one another?**

- i) Relay exchanges (with or without batons).
  - (1) As baton exchanges inherently do not allow for equipment to be adequately disinfected between use, batons will not be used in practice for the foreseeable future.
  - (2) Any sort of relay practice/drill/exercise that would require athletes to come within 2 metres (“m”) of each other will not be used in practice for the foreseeable future.
- ii) Setting up large, heavy and or bulky equipment such as high jump and pole vault mats (“mats”).
  - (1) **NOTE: as of June 27, 2020, BC Athletics has approved High Jump and Pole Vault mats, and long/triple jump pits for use as outlined in 3(b):**
- iii) Any sort of ‘hands-on’ instruction whereby Individual A (for example, a coach) guides individual B’s (for example, an athlete) movement by placing their hands on Individual B’s body to guide them through a motion.
  - (1) **(Until physical distancing prohibitions are removed by the health authorities, absolutely no physical contact will be permitted between individuals (coaches, athletes, or otherwise).**

**c) What tools, machinery, and equipment do people come into contact within the course of a practice?**

- i) Cones.
- ii) Starting blocks.
- iii) Competition shoes (e.g. track spikes, throwing shoes).
- iv) Relay batons (these will not be used for the foreseeable future).
- v) Throwing implements (e.g. shot puts, discuses, hammers, javelins, and other throwing training equipment).
- vi) Medicine balls, weights, step boxes and other strength-training / plyometric equipment.

- vii) Hurdles and steeplechase barriers. viii) High jump and pole vault mats, standards, crossbars, and storage equipment. ix) Pole vault poles.
- x) Horizontal jumps rakes, takeoff boards. xi) Measuring tapes (for jumps and throws).

d) What surfaces are touched often?

- i) High jump and pole vault mats. ii) Sand in horizontal jumps pits. iii) Stadium Bunker / OBHS Container walls, shelves, and door handles. iv) UVIC Stadium Bathroom surfaces – including, but not limited to: doors, door handles, sink faucets, soap dispensers, toilet/urinal flush levers/buttons, toilet paper dispensers, hand dryers, paper towel dispensers.
- v) Fences, bleachers, walls, and other vertical surfaces and railings that can be used for stretching or training drills.
- vi) Track oval surface (e.g. when sprinters are practicing starts with or without the use of starting blocks).

e) Who has been consulted?

- i) Coaching staff and board of directors.

f) What guidance has been incorporated into this safety plan?

- i) BC Athletics' (Provincial Sport Organization)
  - (1) Return to Sport Phase 1 Draft 3
  - (2) <https://www.bcatletics.org/News/bc-athletics-virtual-town-hall-may-132020/2994/>
  - (3) <https://www.bcatletics.org/News/covid-19-response-return-to-sport-update-june3-2020/3001/>
  - (4) <https://www.bcatletics.org/News/mental-health-the-psychology-of-return-togroup-training/2997/>
  - (5) BC Athletics RTS Addendum
- ii) ViaSport BC
  - (1) <https://www.viasport.ca/return-sport>
  - (2) <https://www.viasport.ca/news/return-sport-message-honourable-lisa-beare>
  - (3) <https://www.viasport.ca/news/covid-19-updates-sport-organizations>
  - (4) [https://www.viasport.ca/sites/default/files/Return%20to%20Sport\\_FAQ\\_05-132020.pdf](https://www.viasport.ca/sites/default/files/Return%20to%20Sport_FAQ_05-132020.pdf)
  - (5) <https://www.viasport.ca/news/return-sport-guidelines-help-bc-sport-organizationsplan-reopening>
- iii) WorkSafe BC COVID-19 resources
  - (1) <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returningsafe-operation>
  - (2) <https://www.worksafebc.com/en/resources/about-us/guides/preventing-exposureto-covid-19-in-the-workplace?lang=en>
- iv) Athletics Canada
  - (1) <https://athletics.ca/wp-content/uploads/2020/05/Back-on-Track-June-1-2020.pdf>
- v) World Athletics
  - (1) <https://www.worldathletics.org/news/press-release/world-athletics-outbreakprevention-guideline>

- vi) BC Centre for Disease Control
  - (1) <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>
- vii) Provincial Health Officer
  - (1) <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/officeof-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>

### 3) Measures to reduce the risk

#### a) Maintaining physical distance

##### i) Elimination

- (1) The following individuals are NOT to be permitted to attend practice or training venues:
  - (a) Any person who is experiencing any symptoms of COVID-19 (fever, cough, sore throat, runny nose, headache, or shortness of breath). If these symptoms begin while at a training venue or within 14 days of having attended a training venue, the individual must leave immediately and contact their local public health office for recommendations. The individual must also inform their coach;
  - (b) Any person who receives a diagnosis of COVID-19. Individuals must comply with the current mandated self-isolation policy as per the BC Ministry of Health ([www.gov.bc.ca](http://www.gov.bc.ca));
  - (c) Any person who has been told to self-isolate at home;
  - (d) Any person who lives in a home or has been in close contact with someone with symptoms of COVID-19;
  - (e) Any person who lives in a home or has been in close contact with someone who has been told to self-isolate at home; and
  - (f) Any person who has arrived in British Columbia from outside of Canada within the last 14 days as they are mandated to self-isolate and monitor for symptoms for 14 days upon their arrival.
- (2) Individuals that belong to a higher risk demographic/category for COVID-19 related symptoms are recommended to consult with provincial health organizations before participation.
- (3) All individuals will be required to complete the Club's self-assessment checklist prior to attending each and every training session: (attached to this Safety Plan)
- (4) All group practices and training sessions are to be held outside.
- (5) Safe physical distance must be maintained:
  - (a) Individuals must always maintain a 2m (3m during Phase 2) distance from others;
  - (b) No handshakes, hugs, or hi-fives are to take place;
  - (c) No carpooling with members outside of a household unit; and (d) Parents stay in their vehicles during drop off and pick up.
- (6) Limit the number of people at any given training session.
  - (a) Training times will be adjusted to ensure that the Club meets all limits imposed on group sizes and gatherings.

- (b) Divide training groups - if necessary - into training pods (“pods”) of no greater than 9 athletes (such that total training group size will not exceed 10 people, inclusive of coaches).
  - (i) Once allocated to a training group/pod, athletes will only be allowed to train with their specific group. Note: exceptions for multi-event athletes may be considered with appropriate safeguards in place.
  - (ii) Training group composition will remain the same for the foreseeable future. Athletes will only be allowed to transfer groups under extenuating circumstances that must be approved by the receiving training group coach and club accountable executive (president).
- (c) The total size of club gatherings at a facility at any given time, inclusive of all athletes, coaches, parents, club personnel and contracted services, to be limited to 50 people. Athletics Victoria will aim to keep groups well below this maximum.
  - (i) In addition to the maximum limit for gatherings set by the BC Provincial government, total club gathering sizes at a facility may be further restricted due to:
    1. Consideration of the number of other users at a facility (recreational users and other organized groups);
    2. Facility owner policy and guidance; and
    3. The discretion of club administration.
- (d) Coaches to continue to provide remote training plans:
  - (i) For athletes that cannot or do not want to attend practice; and
  - (ii) To supplement training in cases where pods cannot attend all training sessions in a week.
- (e) Athletes and coaches will be encouraged to use their home washrooms before travelling to practice.
- (7) Protocols to keep people 2m apart:
  - (a) Cones will be used as an engineering control to:
    - (i) Identify training zones so that athletes and members of the public can know to steer clear; and
    - (ii) Guide athletes on the appropriate distance to keep while waiting in line for their turn (e.g. to run, jump, throw).
  - (b) Coaches will be wholly responsible for setting up, putting away and cleaning all equipment.
  - (c) Athletes using their own equipment are wholly responsible for the cleaning and securing of their own equipment.
    - (i) Athletes and parents will not be allowed in the UVIC Stadium Bunker or OBHS Storage Containers or to aid in the preparation, cleaning, or return of equipment.
    - (ii) Exceptions may only be made for designated volunteer parents – as approved by the respective coach and club administration.
  - (d) Caution will be exercised around facility entry and exit points.
    - (i) When athletes from one training session may be leaving within 15 minutes of another training group or pod arriving, distinct and separate

pick up and drop off locations should be used – ideally different corners of the facility.

- (ii) In cases where Club shares a venue with other clubs or organized sporting groups, an effort will be made to coordinate pick up and drop off times and locations so as to minimize the risk of close encounters and cross-contamination.

ii) Non-practice gatherings to be held virtually.

- (1) All non-training-related gatherings such as, but not limited to, the following shall be held virtually, rather than in person until otherwise determined:

- (a) Board meetings;
- (b) Coaches meetings;
- (c) Social events; and
- (d) Information sessions.

## b) Where physical distance cannot be maintained

i) Engineering controls

- (1) Cones will be laid on the ground to indicate the boundaries of training zones, and to provide guidance to athletes on how far apart to stand (e.g. while waiting to run, jump, throw, or while stretching).
- ii) Administrative controls

(1) Cleaning and hygiene protocols

(a) Hand washing/sanitizing facilities

- (i) Athletes and training group participants will be encouraged to have their own hand sanitizing supplies, personal towels, water bottles etc., which will not be shared.
- (ii) Hand sanitizing supplies will be available at all training venues from the coaches.

(b) Hand washing/sanitizing policies

- (i) Coaches and athletes will be required to wash/sanitize their hands thoroughly (for at least 20 seconds) at the following times:
  1. Immediately upon arrival to the training facility;
  2. Immediately before coming into contact with equipment (e.g. throwing implements, starting blocks);
  3. Immediately after an athlete finishes using a piece of equipment; and
  4. At the conclusion of practice prior to leaving the facility to return home.

(c) Hygiene policies

- (i) All individuals should not touch their face, eyes, nose, or mouth with unwashed hands.
- (ii) All individuals must cover their mouth and nose with a disposable tissue or the crease of their elbow when they sneeze or cough.
- (iii) Sharing of food, drinks, utensils, water bottles, etc. will not be permitted.
- (iv) Individuals shall not shake hands or high five to celebrate or embrace.
- (v) If individuals choose to use Personal Protective Equipment (PPE) while attending training sessions, they must ensure it is properly discarded or cleaned after use.

(d) Washrooms

- (i) Washroom availability will vary by training location.
  - (ii) The Club will make every effort to understand each facility's washroom availability, use, and cleaning protocols and communicate these to coaches, athletes, and parents.
  - (iii) In addition to facility guidance and protocols, not more than 2 individuals shall use a washroom at one time.
  - (iv) Athletes and coaches will be encouraged to use their home washrooms before travelling to practice.
- (e) The Club will make every effort to understand each facility's cleaning protocols and then:
- (i) Communicate these to coaches, athletes, and parents; and (ii) Make adjustments to our facility-specific policies as necessary.
- (2) No sharing of equipment including, but not limited to, the following:
- (a) *Throwing implements*
    - (i) Athletes will be provided with their own set of throwing implements, unless the athlete themselves is using their own equipment and implements.
    - (ii) Before a new athlete can use a given implement, it must be disinfected by the coach.
    - (iii) Athletes must retrieve their own implements.
    - (iv) Coaches must sanitize throwing implements before and after each training session.
  - (b) *Throwing cage*
    - (i) Only the coach should come into contact with the throwing cage.
    - (ii) Should any individual (coach, athlete, or other) come into contact with the throwing cage during a practice, the coach should disinfect the contacted area of the cage.
  - (c) *Starting blocks and hurdles*
    - (i) Coaches will be responsible for transporting starting blocks and hurdles to and from the storage location.
    - (ii) Whenever possible, athletes should not share starting blocks and hurdles.
      1. In cases when this is not possible, athletes should refrain from adjusting the starting blocks and hurdles or contacting them with their hands.
      2. If an athlete's hand does come into contact with a set of starting blocks or a hurdle, the coach must disinfect the equipment prior to a new athlete using them.
  - (d) *SAND PITS (LONG AND TRIPLE JUMPS)*
    - (i) It is important to recognize that there currently is no known method to ensure sand pits are properly sanitized. As a result, use of these sand pits comes with an increased risk of infection. To help mitigate this risk we strongly recommend:
      1. Sanitizing your hands before and after each jump.
      2. Avoid getting sand in your eyes, nose, or mouth.

3. The landing pit should be fully turned and raked before and after each individual athlete/user.
4. Equipment such as rakes, measuring tapes, should be managed by dedicated individuals for a particular session i.e. one athlete or the coach, and cleaned between one athlete's series of jumps or between sessions.

(e) *POLE VAULT & HIGH JUMP PITS*. It is required that:

- 1) Pits are to be covered by a large tarp that must be fully sanitized before and after each individual athlete/user. OR
- 2) Pits are to be covered by a large tarp that is unique to each athlete and put in place and removed before and after each individual athlete/user (therefore multiple tarps needed).
- 3) Poles should be re-gripped before use and any part of the pole outside of the grip should be cleaned before use by another athlete.
- 4) Cross Bars should be cleaned before use and managed by dedicated individual for a particular session. Bars should be sanitized after contact by an athlete.

(f) *Medicine balls, weights and other strength equipment*

- (i) Strength training equipment shall not be shared between athletes.
- (ii) Strength equipment must be disinfected by the coach or designated parent volunteer before and after any individual athlete uses it.
- (iii) The coach must transport any strength equipment to and from the training location.

(3) Transportation

- (a) Coaches, athletes and parents will not be allowed to loiter at the facility or in the parking plot before or after practice.
  - (i) Athletes will be expected to arrive within a 5-minute window prior to the start of training (not any earlier) and to leave within a 5-minute window immediately after training.
  - (ii) Should an athlete's return transportation not arrive within 5 minutes of the conclusion of practice. The athlete will be required to wait in a designated and isolated area until their return transportation arrives.

(4) Signage

- (a) Where possible and appropriate, coaches will ensure that facilities have posted appropriate signage outside an entrance to the facility or training zone, briefly outlining the physical distancing guidelines in place.
- (b) Where facilities have been booked and is permissible by the facility operator, the Club will publicly post at the training venue - signage posting of practice/group times when athletes will be training at track & field venues.

iii) PPE

- (1) Sets of Personal Protective Equipment (PPE) (i.e. Masks & Gloves) must be available onsite to be donned by a coach in case of injury and hands-on assistance needed.

## 4) Specific Policies

### a) Who can be at a training facility

- i) Individuals allowed to attend practices:
  - (1) The coach of the training group/pod;
  - (2) Athletes in the group training that day;
  - (3) Designated parent volunteers to assist with disinfection; and
  - (4) Members of club administration.
- ii) Until further notice, parents will not be permitted to enter practice facilities, unless:
  - (1) There is a safety or first aid issue involving their child; or
  - (2) They have been assigned a volunteer role required to help enforce club health & safety policies.

### b) Assess the number of recreational users at a facility

- i) In order to ensure compliance with the maximum gathering size at a given location, the Club will regularly update estimates of how many recreational users will be using the same facilities as a club training group at the same time.
- ii) Coaches must continually estimate the total number of people at the training facility to ensure that the presence of their training group and other users does not compromise the safety of their athletes.
  - (1) Should the coach deem that the facility has become too crowded to continue practice while prioritizing the health of the athletes, the coach may consider:
    - (a) Relocating to nearby locations to complete the practice; or (b)

### c) Waiver of liability

- i) Every coach, athlete and parent will be required to read and sign the following waivers and documents:
  - (a) One of:
    - (i) The Parent/Guardian of an individual member, the member being under the age of majority, must agree to and sign the "*Informed Consent and Assumption of Risk Agreement*" (available via Trackie.me)
    - (ii) Each Individual member, over the age of majority, must agree to and sign the "Release of Liability, Waiver of Claims and Indemnity Agreement" (Trackie.me)
  - (b) BC Athletics "COVID-19 Questionnaire, Attestation and Participant Agreement" (Trackie.me)
  - (c) Athletics Victoria *Return to Sport Guidelines Acknowledgement*" (submission via scan and email to [registrar@athleticsvic.ca](mailto:registrar@athleticsvic.ca))

### d) Attendance check-in

- i) Prior to attending each practice, every athlete (or their legal guardian) must conduct a self-assessment checklist to declare that their health has not been compromised and report to the training group coach.

#### e) Health & Safety Officer

- i) The Athletics Victoria President is the Club's Accountable Executive will act as the Club's Health & Safety Officer with the following responsibilities:
  - (1) Work with coaches to conduct risk assessments for all training groups.
  - (2) Keep updated on all local and provincial health guidelines and work with facilities to comply with any municipality or local regulations.
  - (3) Communicate with all club members about all club-wide training policies and processes.
  - (4) Evaluate feedback from athletes, parents and coaches about training protocols.
  - (5) Ensure there is communication with health officials if any cases of COVID-19 occur in the Club's training pods.
- ii) Coaches of each training pod will have the following responsibilities:
  - (1) As as the delegated Health and Safety Officer for their training group
  - (2) Ensure that all athletes have completed the BCCDC online self-assessment checklist prior to admitting them to practice. (<https://bc.thrive.health>)
  - (3) Ensuring that athletes comply with all health and safety policies and procedures during practice.

#### f) Non-compliance

- i) In the event that an athlete is non-compliant with the terms or spirit of this safety plan, to the point where their coach or club administration feel they are compromising the safety of others, they will be asked to leave the practice.
  - (1) The said athlete would then only allowed to attend future practices once the coach and club administration is satisfied that the said athlete no longer poses a threat to the safety of others.
- ii) In the event that a coach or entire training group is found to be non-compliant with the terms and spirit of this safety plan, their practices may be suspended.

#### g) Unsupportive comments from bystanders

- i) Coaches, athletes and parents should understand that once they return to group training, they will likely receive a wide range of reactions from members of the general public. Members of the public will differ in their beliefs, attitudes and comments towards athletes returning to training in a group environment.
  - (1) In this regard, coaches and athletes should hope for the best but prepare for the worst. Athletes may receive unsolicited comments that are negative, judgemental, and/or offensive. Should this occur, coaches and athletes should not take any comments personally and attempt to ignore them as best they can.
  - (2) It is important for coaches and athletes to understand that COVID-19 has had wide-ranging impacts on people in their communities. While some are coping well, others may be experiencing hardship. It is, therefore important not to judge, condemn or retaliate towards any unwanted comments but rather act with empathy and respect for what they may be going through. ii) Should any member of the public make persistent comments or be disruptive for an extended period of time, the coach should request they leave.
    - (1) Should the individual not comply, the coach may relocate the group (if possible) or terminate the practice at their discretion.

## h) Cleaning supplies

- i) Club administration shall supply each coach with the following cleaning supplies as necessary:
  - (1) Hand Sanitizer;
  - (2) Spray bottle;
  - (3) Disinfectant spray;
  - (4) Paper towel; and
  - (5) Mask and gloves to be used in the event of having to treat/interact with an injured athlete.

## i) Illness

- (1) The following individuals are NOT to be permitted to attend practice or training venues:
  - (a) Any person who is experiencing any symptoms of COVID-19 (fever, cough, sore throat, runny nose, headache, or shortness of breath). If these symptoms begin while at a training venue or within 14 days of having attended a training venue, the individual must leave immediately and contact their local public health office for recommendations. The individual must also inform their coach;
  - (b) Any person who receives a diagnosis of COVID-19. Individuals must comply with the current mandated self-isolation policy as per the BC Ministry of Health ([www.gov.bc.ca](http://www.gov.bc.ca));
  - (c) Any person who has been told to self-isolate at home;
  - (d) Any person who lives in a home or has been in close contact with someone with symptoms of COVID-19;
  - (e) Any person who lives in a home or has been in close contact with someone who has been told to self-isolate at home; and
  - (f) Any person who has arrived in British Columbia from outside of Canada within the last 14 days as they are mandated to self-isolate and monitor for symptoms for 14 days upon their arrival.

## j) Symptoms of illness arise during practice

- i) Should an athlete develop symptoms of COVID-19 during a practice:
  - (1) That individual must wait in a designated location until their parent/guardian picks them up; and
  - (2) The coach should contact the athlete's emergency contact immediately and request they pick up the athlete as soon as possible.
- ii) Should a coach develop symptoms of COVID-19 during a practice:
  - (1) That practice session will be immediately terminated.
  - (2) Athletes' parents will be called and requested to pick up their children as soon as possible.
  - (3) Athletes will sit and wait in a designated area while maintaining at least a 2m distance from other athletes, as they await transportation home.

## k) Outbreak

- i) The Purpose of the "Outbreak Action Plan" is to aid in the contact tracing of those individuals who may have come into contact directly or indirectly with an infected individual. It is the responsibility of the entire athletics community to ensure we are

keeping accurate records of those individuals for whom you are coming into contact with to help keep us all safe.

- (1) All athletes & coaches attending training sessions must be active members of the club and BC Athletics with current and up-to-date contact information on file with the club administration and personal coach.
- (2) The training group coach, on behalf of the Club, will keep a record of the date of each training session held, along with a listing of all athletes who attended the session.
- (3) Any individual experiencing any symptoms of COVID-19 (fever, cough, sore throat, runny nose, headache, or shortness of breath) are not be permitted to attend practice or training venues. If symptoms begin while at a training venue or within 14 days of having attended a training venue, the individual must leave immediately and it will be recommended they contact their local public health office for recommendations.
- (4) Any individual experiencing any new symptoms of COVID-19 (fever, cough, sore throat, runny nose, headache, or shortness of breath) must inform their coaches or club personnel (via email or telephone) immediately.
- (5) Any individual who has been told to self-isolate at home, due to having come in contact with someone with symptoms of COVID-19, are not permitted to attend practice or training venues and must inform their coach or club personnel (via email or telephone) immediately.
- (6) If the affected individual had contact with any other athletes or coaches in the past 14 days, the coach or club administration will inform other potentially affected individuals (taking care to keep the affected athlete's identity and medical information private) and ask those who have any symptoms to self-isolate at home.
- (7) If a club coach has a member is diagnosed with COVID-19, all in-person training for that training pod must be discontinued for a period of 14 days.

## 5) Communication plans and training

### a) Communication of health & safety plans, policies and procedures

- i) Health and safety plans, policies and procedures will be communicated to athletes, parents and coaches as follows:
  - (1) Posted on the club's website.
  - (2) The website link to the RTS Guidelines will be emailed to all members.
  - (3) All club members wishing to participate will be required to sign the Athletics Canada / BC Athletics informed consent, assumption of risk, and waiver of liability forms available on Trackie.me:
- ii) At each training group's first practice (relative to publishing this plan and 'restarting practices), coaches will explain a summary of procedures to athletes before beginning practice.
  - (1) If and when new or revised policies and procedures are implemented by club administration, coaches will explain changes at the beginning of each group's next practice.

- iii) A copy of this plan will be made available as required to the operators of all facilities the Club has planned to use for practices.

## b) Signage

- i) Signage explaining the following will be posted at all training venues, if possible or practicable:
  - (1) [Do not enter if you are sick](#)
  - (2) [Proper hand sanitizing practices](#)
  - (3) [Physical distancing requirements](#)(4) Club training times at that venue

## c) Training for staff

- i) All coaches and parents performing any official volunteer capacities will undergo the following training. Confirmation of which will be evidenced by email confirming they have read/watched and understood all training materials.
  - (1) WorkSafe BC - COVID Health and Safety: Cleaning and disinfecting:  
<https://www.worksafebc.com/en/resources/health-safety/information sheets/covid-19-health-safety-cleaning-disinfecting?lang=en>
  - (2) Guide to Donning and Doffing Gloves video:  
<https://www.youtube.com/watch?v=KHR5do-b7zY&authuser=1>
  - (3) WorkSafe BC - Help prevent the spread of COVID-19: How to use a mask PDF:  
<https://www.worksafebc.com/en/resources/health-safety/posters/help-preventspread-covid-19-how-to-use-mask> (NOTE: this video is for a specific form of mask, but the principles apply to other forms of masks as well).
  - (4) Understand the importance of the Attendance check-in
  - (5) Preparing the training facility to promote physical distancing and adhere to PHO orders.

## 6) Plan Monitoring and Updating

### a) Feedback loop

- i) Coaches will be instructed to email club administration specifically the club president with any and all feedback as to what is working well, and would can or should be improved.
- ii) A virtual coaches meeting will take place as soon as practical after the first week of training has resumed. iii) Club administration will revise plans, policies and procedures as frequently as new feedback is provided.
  - (1) Revised plans and policies will be communicated via:
    - (a) Updates on the website
    - (b) Emails to coaches, athletes and parents
    - (c) Instructions from coaches to athletes at the beginning of practice

### b) Forum for athletes to be able to raise safety concerns

- i) Individuals with health and safety concerns will be encouraged to report those concerns via any one of the following mechanisms
  - (1) Speaking to their coach
  - (2) Submitting a concern via the club's [info@athleticsvic.ca](mailto:info@athleticsvic.ca)

- (3) Confidentially emailing or phoning the Club's President, Sean Steele [seansteele@shaw.ca](mailto:seansteele@shaw.ca) 250-888-3352 (note these are personal email / mobile number)

## 7) Assess and address risks from resuming operations

### a) Training coaching staff

- i) See section 5) for training plan coaching staff
- ii) All loaned out equipment will be disinfected immediately upon collection, and therefore prior to being used in practices.
- iii) No other risks specific to restarting track & field operations have been identified.

# Athletics Victoria Return to Sport Guidelines – Participant Agreement

I acknowledge that I have read, understood and agree to abide by all guidelines, policies and requirements contained in the *Athletics Victoria Return to Sport Guidelines*.

**Name of Participant:**

Date of Birth:

Participant's Signature:

Printed Name of Parent/Guardian:

Parent/Guardian Signature:

Date Signed:
