



Non-Affiliated Sport Group COVID-19 SAFETY PLAN CHECKLIST

Safety Plan for the Richmond Cosom Floor Hockey Association. Approved by the RCFHA Executive Board.

Last Updated: December 21, 2020

The [BC Recreation and Parks Association](#) and [viaSport](#) have this checklist to assist sport groups not affiliated with organized sport at the local (LSO) or provincial (PSO) levels.

By order of the Provincial Health Office (PHO), all organizations must develop a COVID-19 Safety Plan for their operations. This includes sport groups that are using municipal properties.

This tool can be used to guide you through the planning process. 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. Provincial Sport Organizations have developed or are now developing their sport specific template to support Safety Plan development. These plans can be found on the [viaSport site](#) or on the PSO websites.

We have adapted this guide for sport from the [WorkSafeBC comprehensive tool](#) and PHO recommendations.

Your plan will not be approved by the municipality, but will be reviewed and form an essential component of your rental agreement/contract. Your group cannot exceed 50 individuals, including participants, coaches, assistants, and spectators.

Your COVID-19 Safety Plan must align with your sport's Return to Sport; see a listing [here](#). If your sport is not listed, align with the viaSport [Guideline](#). It is the responsibility of your group to ensure your safety plan is followed by all members of your group. Your Plan must clearly communicate that physical contact is not permissible in Phase 2, and will have a measured and gradual re-entry in Phase 3 of the BC Restart Plan.

The following steps will guide you through the development of your safety plan.

Step 1: Review the Municipality COVID-19 Safety Plan

- We have received and reviewed the Municipal COVID-19 Safety Plan, and aligned our COVID-19 Safety Plan with the Municipal Plan.
- We confirm that our group will not exceed 50 individuals, including participants, coaches, assistants, spectators.

Step 2: Assess the risks at your sport

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 and have a mitigation plan for 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
- We have a first aid response plan (e.g. WorkSafeBC [Guide for Employers and Occupational First Aid Attendants](#))

Step 3: 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:

- Your sport-specific guidelines.
- viaSport sport sector [Guidelines](#). (if you have questions about return to sport, please contact info@viasport.ca)
- BCRPA recreation sector [Guideline](#)
- Municipal facility guidelines (posted on city websites)
- Orders, guidance, and notices issued by the provincial health officer and relevant to your industry (updates will also be posted at www.viasport.ca)

Municipalities expect local sport groups to refer to their PSO COVID-19 Safety Plan as they develop a plan specific to the facility which is descriptive of their activity.

Ensure you have a risk reduction plan that includes the following levels of protection cited by the [BC Provincial Government](#):

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 agree that we will have no more than the number of players/coaches than the facility has set as the limit.
- We have communicated to the players, coaches, parents and all individuals associated with our group that we have established measures to keep participants and others at least 2 metres apart, wherever possible.
- We have implemented measures to keep participants and others at least 2 metres apart, wherever possible.
- We have established and communicated occupancy limits for common areas such as lobbies, meeting rooms, change rooms, and washrooms.

Measures in place

List your control measures for maintaining physical distance in your sport environment.

- Limited amount of people present
 - Practice gyms (weekday rentals) - starting at mid to end of February, only allow team, coaches, and Safety Manager, maximum of 15 people at a time)
 - Burnett Large Gym - bigger area, starting games in March (35 maximum, can cut down to 33 if necessary)
 - No spectators
 - Washrooms will be used only 1 at a time, and mask wearing is mandatory when leaving the playing surface
 - Use of division cohorts will keep players within their own cohort, to limit interactions with other players in the League
 - Division Cohorts will include the players, coaches, assistant coaches, safety manager, and scorekeepers
- Practice Gyms
 - Since practice gyms are small, no organized scrimmage games or active play will take place in practice until at least March 2021 (We will reassess at that point)

- Drill oriented practices will be implemented to start in mid-to-late February by organizing stations that are spaced 2 m apart and will have a flow of players that will be controlled by the coaches and assistant coaches
 - We will have a Safety Manager who will control the flow of the players entering the gyms, limiting the close physical proximity to the others and who will also be responsible for disinfecting surfaces that may have been touched throughout the course of the practices and as the participants leave the schools
 - Attendance of everyone involved in the practices will be taken by the Coaches and a list will be recorded for contact tracing if necessary
 - Coaches will organize the practices and the drills according to physical distancing requirements and the players will all be assigned their own sticks
 - Pucks and equipment will be handled and disinfected after the practices by the Assistant Coaches
 - Goalies will be assigned their own equipment and if the equipment must be shared with another goalie it will be disinfected with spray and/or wipes in between its use
- Burnett Secondary School
 - 3 Options of Game Play
 - Option 1: Normal Cosom Hockey rules
 - Players are suggested to physically distance when standing still and physically distance where feasible
 - However minimal contact occurs in Cosom Hockey
 - Cosom hockey rules limits the contact of players with one another during play as compared to ice hockey and ball hockey.
 - Face shields will be used and face masks for the referees
 - Option 2: Shared Zone Play
 - Each zone will have a maximum of 2 players at any given time during play
 - It will be one player vs. one player and coaches will be able to coincide specific players against other specific players so as to minimize the number of players in contact with each other (contact tracing will be conducted)
 - More physical distancing than regular Cosom Hockey rules, minimal contact
 - Zones are separated by 1 m
 - Goaltenders will have their own designated zone that is separate from the other players
 - Face shields will be used by the players and face masks for the referees. Any other persons present must wear a face covering
 - Players in the same zone will be reminded by the referee to physical distance if they are standing still
 - Safety Managers will keep records of which of their players play with the opponent's players in their positions as they play on the floor in order to contact trace players during games. Records of attendance will also be kept.
 - Option 3: Separate Zone Play **(This is the option will start off with)**
 - Use of zone play to ensure 1 m separating each zone
 - Players will be moving around, so at times the distance may be larger than 1 m, but will not be possible to be closer than 1 m
 - Each player is designated their own zone while on the floor
 - See diagram below
 - Referees will use an electronic whistle to prevent droplets from conventional whistles

- Face shields will be used by the players and face masks for the referees. Any other persons present must wear a face covering
 - Safety Managers will keep records of which of their players play with the opponent's players in their positions as they play on the floor in order to contact trace players during games. Records of attendance will also be kept.
- Team Bench
 - Bench space will be designated using cones to outline 2 m distance
 - Bleachers will remain recessed to allow for team benches to extend and create space for players
 - Coaches will have a space behind the team bench, fully distanced from players
 - Masks must be worn by all players on the bench, and by all staff
 - Spectators
 - No spectators

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

- We have considered and are prepared to bring barriers to separate sport participants where they can't keep physically distant.
- We have discussed with the municipalities the engineering barriers that may be required.

Measures in place

Describe how barriers or partitions will be used in your environment (if appropriate).

- Use of bench barriers separates players on the floor from the team benches and spectators (if any)
- Scorekeepers/Timekeepers will be separated from the teams/players through the use of benches
- Substitute players will be separated from the floor by benches

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

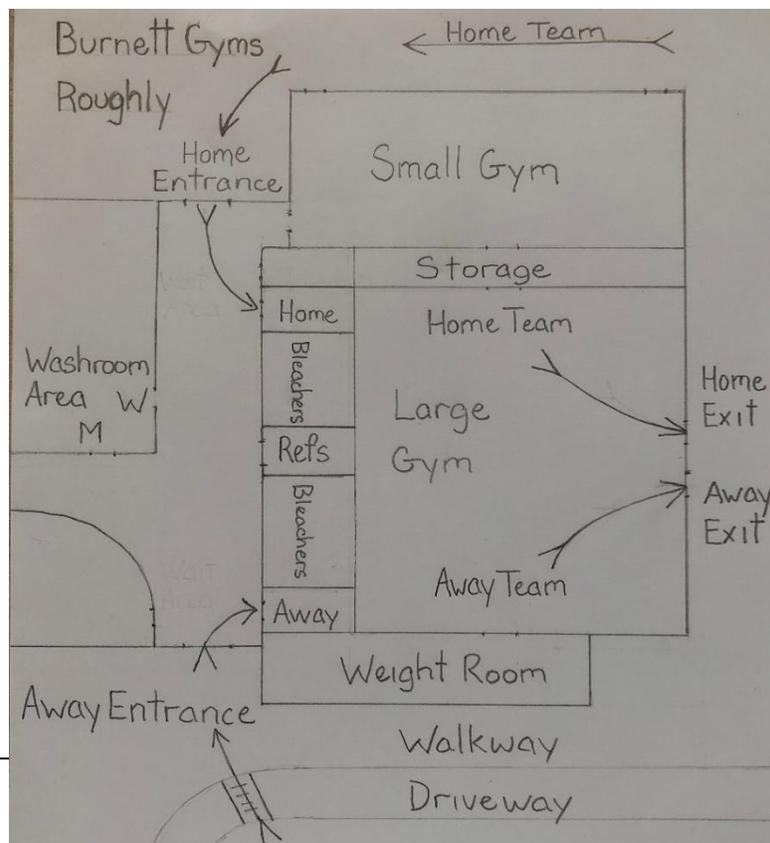
- We have identified rules and guidelines for how participants, coaches, volunteers, spectators should conduct themselves in order to reduce transmission of COVID-19.
- We have clearly communicated these rules and guidelines through a combination of training and signage.

Measures in place

List the rules and guidelines that everyone is required to follow. This should include movement from the parking lot or arrival area to the area and play and back. The rules must include things like how the drills will be designed to ensure 2-metre distance between players and coaches etc, how the limit of 50 for the event will be ensured, how congested areas will be managed to reduce gathering and lingering, hand hygiene protocols (come with clean hands, bring and frequently use personal hand sanitizers), no sharing of equipment, and wiping down equipment after use.

- Rules for Practice Gym Rentals
 - Designated entry and exit points in the gym
 - Cones can be set up in front of the entry doors where players line up 2 m apart
 - Players will each have their own face shield and must wear it prior to entering
 - Players will have their own stick that's not to be shared with anyone
 - Coach will tell them to come in single file and will have the players sanitize their hands as they come in
 - Coach will have the gym set up in stations/areas for each player
 - Each station is set up to be 2m apart from each other
 - There is a dead zone/neutral zone where no one will occupy that space.
 - As players enter the gym they will be assigned to a designated area by the coach and they will bring all their things there
 - Each zone has a drill for players do to
 - When the coach calls for a rotation there is a specific order. The closest player to the dead zone moves first then the player behind them follows up and so on.
 - Each player bring all their belongings and water bottles with them to each station
 - The coach can stand in the middle of the gym to avoid contact, and will wear a mask at all times
 - Once the practice is over players will leave the designated exit door one by one
 - Practice times will be staggered by 30 minutes to allow for parent pickups and dropoffs to occur separately
 - Only registered players for the specific team and coaches will be allowed inside the practice gym

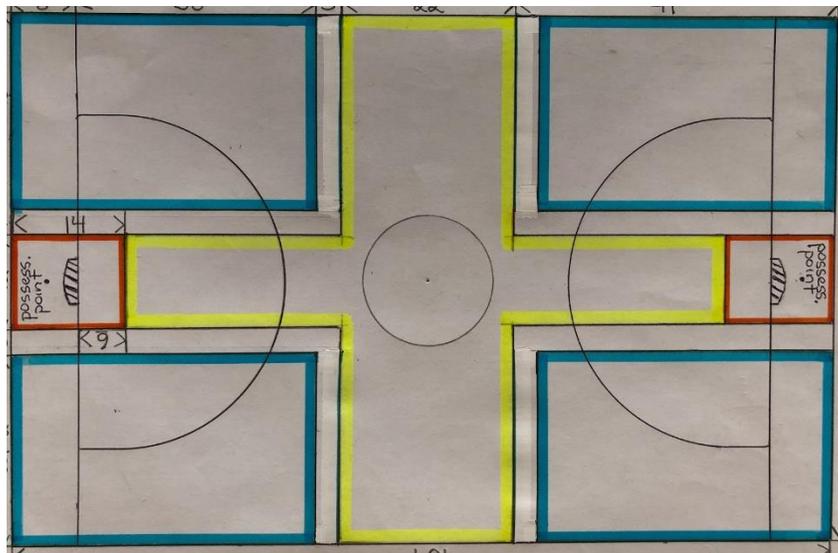
- Rules for Burnett Gym Rental
 - Specific entry and exit points
 - Entry being front door for Away Team and back door for Home Team and exit being main gym doors (Have signs on walls and floor to specify specific entries)
 - Must walk in/out 1 at a time
 - Entry/exit will be staggered to prevent congregation of people in areas
 - See diagram for entry/exit plan



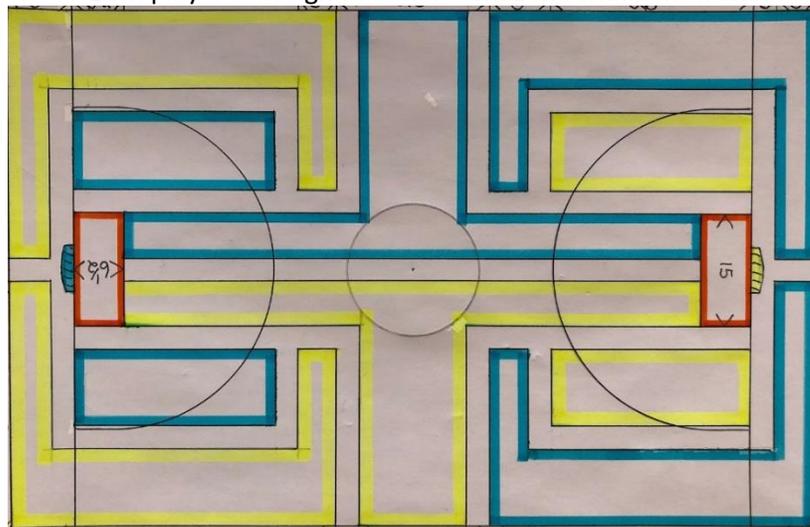
- Increase ventilation by keeping gym doors open
- Prop open doors to avoid touching of door handles for entrances
- No handshakes
- Game times will be staggered by 30 minutes
- Participants must spread out their parking in the parking lot of Burnett and remain 2 metres apart
- Depending on the level of physical distancing required, the following game models with specially refined rules will be used (please see diagrams for details)
 - Photo 1 shows our Option 1 minimal physical distancing (example photo below)
 - Players are suggested to physically distance when standing still and physically distance where feasible
 - Compared to both Ice Hockey and Ball Hockey, minimal contact occurs in Cosom Hockey
 - Our already existing rules in regards to play, floorplan, and formatting reduces the amount of potential contact with other players
 - Face shields will be used



- Diagram 2 shows Option 2 (our shared zone model)
 - Each zone will have a maximum of 2 players at any given time during play
 - It will be one player vs. one player and coaches will be able to coincide specific players against other specific players so as to minimize the number of players in contact with each other (contact tracing will be conducted)
 - More physical distancing than regular Cosom Hockey rules, minimal contact
 - Zones are separated by 1 m
 - Goaltenders will have their own separate zone that is completely physically distant
 - Face shields will be used to limit droplets
 - Players in the same zone will be reminded by the referee to physical distance if they are standing still
 - Safety Managers will have the ability to contact trace players on the floor, and notes will be taken that can be provided in the case of an outbreak



- Diagram 3 shows Option 3
 - Use of zone play to ensure 1 m separating each zone
 - Players will be moving around, so at times the distance may be larger than 1 m, but will not be possible to be closer than 1 m
 - Each player is designated their own zone while on the floor



- If a model is used with players in the same zone, players must be conscious of remaining 2 metres apart. In the case that they are not, they will be reminded by the referee. There is no contact allowed at all. Face shields will help protect any droplets from being expelled
- Referee must physically distance at all times, and must be conscious of this at all times
- Players are highly suggested to wear gloves (hockey gloves, golf gloves, nitrile gloves, etc.)
 - If a player would like to wear gloves but does not have their own, the League will supply nitrile gloves
- Only registered players and coaches are allowed inside, spectators may be allowed later on (depending on if crowd sizes are increased or not)
- Absolutely no equipment will be shared, equipment will be wiped down by each person and placed into an equipment bag
- The pucks will be switched out and sanitized before use. Only the ref will handle pucks with their gloved hands, no one else may handle the pucks without their own stick
- Referees, all Coaches, and Safety Manager will be required to wear gloves
 - If they do not have gloves on hand, the League will supply nitrile gloves

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 instances will require the use of masks?

How have participants been informed of the correct use of masks?

- To enter any of the School District facilities, everyone must wear a mask (entry will be refused if no mask is worn)
- Face shields will be required to be worn by anyone who is playing/practicing or refereeing
- Anyone who is not playing/practicing must wear a face mask while inside the rental facility, or when outside and not able to physically distance
 - Includes Coaches, Spectators, Safety Manager, etc.
- While players are at the team bench, they must wear their mask additionally (they are welcome to wear masks while playing as well, but are mandatory on the bench)
- Participants will be informed by email prior to about how to wear their shield properly to ensure it stays on and secured
- Everyone else will be shown a video by email prior to the event about how to put on and secure a mask

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.
- We have removed unnecessary 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).

- Everyone will bring their own hand sanitizers, they must wash their hands/sanitize before/after the event
- Extra sanitizer will be provided
- Team areas will be sanitized by the coaches and Safety Manager before starting and after the end of their time period
- Hand sanitation stations at front door, exit door, bathrooms
- Sanitize areas where players congregate with sanitizing wipes
- Sanitized pucks will be used

Step 4: Develop policies

Develop the necessary policies to manage your sport.

Our policies ensure that participants and others showing symptoms of COVID-19 are prohibited from participating in sport activities

- Anyone who has had symptoms of COVID-19 in the last 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 ill while participating. It includes the following:

- Instruct the participant to go straight home. [Consult the [BC COVID-19 Self-Assessment Tool](#), or call 811 for further guidance related to testing and self-isolation.]
- Sick individuals should report to first aid (or designated individual), even with mild symptoms.
- Sick participants should be asked to wash or sanitize their hands, provided with a mask, and isolated.
- If the participant becomes severely ill (e.g., difficulty breathing, chest pain), call 911. Clean and disinfect any surfaces that the ill participant has come into contact with.

Measures in place

List your relevant policies

- A Safety Manager for each team will be appointed to ensure policies regarding COVID are being followed
- Prior to participating and entering the facilities, each participant must fill out a COVID-19 Questionnaire indicating they do not have any symptoms and must submit this on the day of the event before participating
 - Will be similar to school questionnaires
 - No exceptions, if not filled out, cannot participate
 - If any symptoms present, they cannot participate
 - If any symptoms are seen to present themselves during the event, the coach will send the player home, and report it to the Executive, who will follow up with Vancouver Coastal Health
- Every participant will sign a waiver waiving all responsibility of our organization and any of the rental facilities from being infected, developing symptoms, etc. of COVID-19 when participating or traveling to participate in our activities
- Participants will be removed if they are not complying with our policies and public health policies, which will be aligned. All safety volunteers will be trained on our policies and ensure that procedures are followed
- Have a detailed list of people entering rented spaces at specific times (done through our registration and attendance lists) [can be used for contact tracing]
- Outbreak Protocol
 - If anyone in the League has a confirmed case, need to report to the league
 - If a confirmed case with a person involved in multiple divisions, shut down all divisions involved
 - Shut down entire division for 2 weeks if a single player gets COVID and no other cases come up
 - If 2 or more COVID cases then shut down league for 2 weeks minimum
 - Report any relevant details to VCH (submit contact tracing list)

Step 5: Develop communication plans

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

- We have created and communicated to participants, coaches, and support volunteers our safe sport plan that adheres to physical distancing, and have confirmed that they agree to play our sport as outlined
- We have communicated that participants not observing the new safe sport plan will not be permitted to play.
- 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 parents, participants, and coaches with symptoms.
- Coaches or safety volunteers have been trained on monitoring participants to ensure policies and procedures are being followed.

Measures in place

Describe your communication plan

- Our plans will be posted on our website for the public to view and emailed to everyone involved
- Everyone involved will be required to read the communications prior to registering their participant
- They will be required to read through this plan and ensure that they understand all the policies
- They will have to recognize that they have read all the policies and sign a waiver indicating that they are attending the event at their own will
- We will also have signage posted in the area indicating the maximum amount of people allowed inside the facility, and everyone must remain 2 metres apart from each other

Step 6: 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 7: 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.

Step 8: Provide your municipal host with your COVID Safety Plan

- We understand that before we are permitted to play on or in municipal parks & recreation spaces, a safety plan must be submitted. **It is not the role of the Municipality to approve your safety plan**, but you must have one in order to have access to municipal spaces.
- We understand that failure to adhere to the safety plan could result in the removal of access to municipal spaces.

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 <https://www.oipc.bc.ca/about/legislation/> for more information.