

## GREATER VERNON RECREATION SERVICES

### ARENA USER GROUP COVID-19 SAFE RETURN TO PLAY TEMPLATE

**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.**

Greater Vernon Recreation Services offers this template to assist user groups to create their COVID-19 Safe Return to Play Plan (Safety Plan) for the facility on which they will return to play.

This tool can be used to guide you through the planning process. There is no standard document for your Safe Return to Play Plan – you may use this document, or another document that meets your needs, to develop your plan. Provincial Sport Organizations (PSO) have developed or are now developing their sport's specific Safety Plans. Some of these plans can be found on the [viaSport site](#) or on the PSO websites.

Your Safe Return to Play Plan **must** align with your sport's Return to Sport plan. For example, for hockey:

- [viaSport](#)
- National Sport Organization: [Hockey Canada](#)
- Provincial Sport Organization: [BC Hockey](#)
- Local Sport Organizations

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

Your group cannot exceed 46 individuals, including participants, coaches, assistants, spectators.

Your plan will not be **approved** by the municipality, but will be **reviewed** and form an essential component of your rental agreement/contract.

**It is the responsibility of your group to ensure your COVID-19 Safety Plan is followed by all members of your group.**

Your COVID-19 Safety Plan must make clear that **physical contact is not permissible** during Phase 3 of the BC Restart Plan.

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

**Step 1: Review the Greater Vernon Service’s COVID-19 Safety Plan**

- We have received and reviewed the Greater Vernon Service’s COVID-19 Safety Plan and aligned our COVID-19 Safe Return to Play Plan (Safety Plan) with the plan as set by Recreation Services.
- We confirm that our group will not exceed 46 individuals, including participants, coaches, assistants, volunteers, and spectators.

**Step 2: Assess the risks for 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, such as:
  - staging areas, benches, lace-up spaces, chalk talk space, entrances and exits, dressing rooms, viewing spaces, lobbies, etc.
- We have identified situations and processes where individuals may be close to one another or members of the public
- We have identified our sport’s equipment that may not be shared by individuals
- We have identified surfaces within our sport that people touch often and must be sanitized
- We have a first aid response plan (e.g. WorkSafeBC [Guide for Employers and Occupational First Aid Attendants](#))

**Measures in place**

List the risks and measures identified in your sport environment.

### 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 (National Sport Organization, Provincial Sport Organization, or Governing Body).
- viaSport sport sector [Guidelines](#). (if you have questions about return to sport, please contact [info@viasport.ca](mailto:info@viasport.ca))
- BCRPA recreation sector [Guideline](#)
- Greater Vernon Recreation Service's [COVID-19 Safety Plan](#)
- Orders, guidance, and notices issued by the PHO and relevant to your group's activity (updates will also be posted at [www.viasport.ca](http://www.viasport.ca))

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

Ensure you have a risk reduction plan that includes the following levels of protection cited by [WorkSafeBC](#).

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

- We acknowledge that the maximum number of participants allowed on the ice is 20.
- We acknowledge that the ice capacity is the decision of the municipality.
- We have established maximum participant numbers for our sport that meets facility requirements. We agree that we will have no more than 20 participants and 5 coaches on the ice, which takes into account the ability to maintain 2 metres between individuals in all areas of the arena. The maximum number of participants on a 1500m<sup>2</sup> size rink is 20 players and 5 coaches on the ice at any time, provided the congestion areas are able to facilitate physical distancing.
- We acknowledge that physical contact is not permissible during Phase 3 of the BC Restart Plan.
- We have implemented measures to keep participants and others at least 2 metres apart, wherever possible, including plans for off-ice warm-up, expedient arrival and departure, coming dressed in close to full gear, etc.
- We have communicated to the participants, 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 communicated occupancy limits for common areas such as meeting rooms, change rooms, and washrooms.

### Measures in place

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

### 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 Recreation Services the engineering barriers that will be used.

### Measures in place

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

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

- We have identified rules and guidelines for how participants, coaches, volunteers, and spectators should conduct themselves in order to reduce transmission of COVID-19.
- We have clearly communicated these rules and guidelines through a combination of emails, website, training and signage.
- We have identified an individual(s) to be our COVID-19 Safety Plan Ambassador who will oversee our group's adherence to our plan.
- We have agreement from all participants that they will adhere to the rules and guidelines we have established to keep participants and others at least 2 metres apart, wherever possible.

**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 activity will be conducted to ensure 2metre distance between participants and coaches etc, how the limit of 46 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.

**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?

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

- We have reviewed the information on cleaning and disinfecting surfaces for our sport.
- We have implemented cleaning protocols for all common equipment and surfaces.
- We have removed all unnecessary equipment to simplify the cleaning process.
- 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.

**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).

#### 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

### 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, spectators, and support volunteers our Safe Return to Play 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 Return to Play 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 acknowledge that signage posted at the sport location, including occupancy limits and effective hygiene practices.
- We acknowledge that signage is posted indicating who is restricted from participating, including visitors and workers with symptoms.
- Coaches and COVID Safety Ambassadors have been trained on monitoring participants to ensure policies and procedures are being followed.

#### Measures in place

Describe your communication plan



### Step 6: Monitor and update your plans as necessary

Things may change as your sport 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 sport has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your activity.

- We have a training plan for new staff, coaches, and volunteers.
- We have a training plan for staff, coaches, and volunteers taking on new roles or responsibilities.
- We have a training plan around changes to our safe return to play.
- We have identified a safe process for cleaning and removing equipment that has been out of use.

### Step 8: Provide Greater Vernon Recreation Services with your Safe Return to Play Plan

- We understand that before we are permitted to play on or in municipal parks & recreation spaces, a safe return to play plan must be submitted. **It is not the role of Greater Vernon Recreation Services to approve your safety plan**, but you must have one in order to have access to municipal spaces.
- We understand that if changes are made to our Safe Return to Play Plan that those changes need to be communicated to the municipality.
- We understand that failure to adhere to the Safe Return to Play Plan could result in the removal of access to municipal spaces without recourse for a refund.

### 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.