

## APPENDIX G - COVID-19 SAFETY PLAN TEMPLATE

All organizations must develop a COVID-19 Safety Plan.

Find a digital, fillable version [here](#).

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.