

## COVID – 19 Safety Plan – RINGETTE TEMPLATE

All Ringette Member Associations including Leagues and Club-Associations MUST develop a COVID -19 Safety Plan. This template was adapted by Ringette BC from the [viaSport COVID-19 SAFETY PLAN TEMPLATE](#).

Ringette BC has created a COVID-19 Safety Plan for Ringette BC, which follows the Worksafe BC template. Ringette BC's Return to Ringette Guidelines are the guiding document for answering the questions listed in the Safety Plan.

The Ringette BC COVID-19 Safety Plan is approved by the Ringette BC Board of Directors. It is a public document.

### STEP 1: Assess the Risks at your facility or facilities:

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 where people gather.
  - Lobby
  - Dressing Rooms
  - Player Benches
  - Bleachers (closed)
  - Upstairs Viewing Area (closed)
- We have identified situations and processes where individuals are close to one another or members of the public.
  - When arriving and leaving the rink.
  - Walking into arena chamber.
  - When gathering for water breaks.
  - In the minor official box.
- We have identified the equipment that may be shared by individuals.
  - Goalie equipment
  - Rings and cones
- We have identified surfaces that people touch often.
  - Door handles, railings, on-ice gates, player benches, foyer benches, elevator buttons.

### 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 be required 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 be posted at [www.viasport.ca](http://www.viasport.ca)
- Municipal 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).
  - Facility has marked occupancy limits for meeting rooms and washrooms.
- 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 below:

*Delta Ringette will follow the Return to Ringette guidelines set by Ringette BC at <https://www.ringettebc.ca/the-office/covid-19-ringette-bc-resources/>*

1.	Maximum 20 people on the ice surface (includes no more than two goalies and 4 coaches). FUNdamentals (U7 & U9) may have a maximum of 22 people on the ice surface (includes no more than 6 coaches).	√
2.	Participation activity on the ice will be limited to individual sport skill development with a stick length minimum distance between skaters.	√
3.	Only players, coaches and approved volunteers are permitted in the arena or sport court. Children in FUNdamentals & U10 are allowed 1 adult support person each to assist their child in the sport court and into and out of the arena. Adult support persons are not permitted to stay in the arena during the ice session.	√
4.	No spectators permitted in the arena and spectator areas are closed (bleachers, benches and upstairs viewing). Each team may have up to 2 designated COVID Safety Volunteers in the lobby or arena during practice.	√
5.	Player benches and lobby are closed and cannot be used. Coaches and players must use a dressing room to remove skates and/or put on skate guards.	√
6.	Dressing Rooms are available to store personal belongings. Each room will have a maximum of 4 skaters per room and will have numbered seating areas displayed.	√
7.	Referee Room is designated as the isolation room, should a participant become ill during their practice session.	√
8.	Single-use washrooms are available in the dressing rooms on the main floor.	√
9.	Second floor of facility and elevator are closed.	√
10.	Skaters will each have a designated numbered space to store their personal belongings/water bottle while on the ice located on the respective benches.	√
11.	Parents & siblings are instructed to stay in their cars and not to congregate in the parking lot or around the building.	√
12.	Appendix A – Tilbury Ice Flow Diagram	√



Second level protection (engineering): Barriers and partitions

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

- We have installed barriers where Participants can't keep physically distant from co-workers, customers, or others.
  - o The facility has cordoned off areas that cannot be used.
- Does not apply – facility owners and operators will provide the direction.
  - o We follow the guidelines as provided by the City of Delta.

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. **N/A**

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.

*Rules and guidelines for participants, coaches, volunteers and spectators are outlined in the Return to Ringette guidelines set by Ringette BC at <https://www.ringettebc.ca/the-office/covid-19-ringette-bc-resources/> and follow the Ringette Canada National Directive at [www.ringette.ca](http://www.ringette.ca)*

1.	Groups will arrive 15 minutes before assigned time, fully dressed. Covered area in sport court has designated numbered chairs for players to gather before being admitted to the arena.	√
2.	Team will enter arena single file, as a group. Late arrivals will not be permitted entry.	√
3.	Groups are to follow the direction of the facility staff at all times while in the facility.	√
4.	Facility will post signage with safety guidelines, designated entry and exit doors and directional arrows that must be followed.	√
5.	Once session is complete, participants will gather their personal belongings and file out of the arena chamber following the directional arrows and proceed to their vehicles for departure.	√
6.	Absolutely no spitting on the ice. Water bottles will not be shared, they are to be clearly labeled and filled up at home. No access to water fountains at the rink.	√
7.	No food or drink permitted in the building.	√
8.	No sharing of equipment, except for goalie equipment which will be sanitized between uses.	√
9.	Health check will done on each participant before entering the arena and attendance will be kept at each event.	√



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?

1.	Everyone is required to wear a mask when in the building or sport court area, except when wearing a helmet with a cage or face shield. Once on the ice, coaches are not required to wear a mask.	√
2.	Check-in volunteers, will be required to wear a mask when asking COVID-19 pre-arena entry questions.	√
3.	In the event of an injury (an athlete requiring the coach to break the 2m barrier) the coach will wear a mask and gloves if/when the barrier is broken between the coach and the athlete.	
3.	All coaches must participate in the Ringette BC COVID-19 training.	√

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.

1.	The facility is responsible for cleaning/sanitizing the common use areas, including dressing rooms and washrooms, and surfaces.	√
2.	Coaches are responsible for cleaning any equipment/props used following each event.	√
3.	Everyone entering and exiting the building will be required to use hand sanitizer.	√



### Step 3: Develop policies

Develop the necessary policies to manage your sport. Our policies ensure that workers, 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 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 (Dressing Room #4 is available for isolating a participant who begins to feel unwell during an ice session). 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.
  - Parents and athletes will be provided waivers and protocols to read and complete prior to the first ice session.
- We have posted signage at the sport location, including occupancy limits and effective hygiene practices.
  - The City of Delta has posted signage throughout the facility.
- We have posted signage indicating who is restricted from participating, including visitors and workers with symptoms.
  - The facility has posted signage restricting symptomatic persons.
- Coaches or safety volunteers have been trained on monitoring participants to ensure policies and procedures are being followed.
  - All coaches, volunteers and board members are required to take COVID Safety Training provided by Ringette BC.
  - COVID Safety Officer will ensure all teams receive training on protocols ensuring understanding and compliance.
  - Each team must appoint two or three trained COVID Safety Volunteers.



#### 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.
  - The COVID Safety Officer will stay informed and is responsible for communicating and implementing any changes as needed.
- Individuals know who to go to with health and safety concerns.
  - The COVID Safety Officer will be the point person for all health and safety concerns in regards to COVID-19. The contact information for the COVID Safety Officer is available on the website at [www.deltaringette.ca](http://www.deltaringette.ca).
- 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, and participants.
- 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.

#### Organization Information:

**Club – Association Name:** Delta Ringette Association

**COVID – 19 Safety Plan was approved on:** Revision approved 11/08/2020

### **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, and criminal or employment history. Visit <https://www.oipc.bc.ca/about/legislation/> for more information.