



COVID-19 SAFETY PLAN

Updated August 26, 2020

1. Assess the risk

a) Where do people congregate?

- i) Coaches, athletes, and parents/guardians 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 equipment room;
 - (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 middle and long-distance 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 2m 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.
 - (1) Individuals will be required to maintain a 2m distance from one another during set up. Individuals will be required to sanitize their hands immediately before and after setting up mats.

- 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) 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, discusses, hammers, javelins, and other throwing training equipment).
- vi) Medicine balls, weights, and other strength-training 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 racks, takeoff boards.
- xi) Measuring tapes (for jumps and throws).

d) What surfaces are touched often?

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

e) Who has been consulted?

- i) Coaching staff and Board of Directors
- ii) Other Clubs

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

- i) BC Athletics' (Provincial Sport Organization)
 - <https://www.bcatletics.org/admin/js/elfinder/files/COVID19/24-Aug-20-BCA%20RETURN%20TO%20TRAINING%20ADDENDUM.pdf>
 - (1) <https://www.bcatletics.org/News/bc-athletics-virtual-town-hall-may-13-2020/2994/>
 - (2) <https://www.bcatletics.org/News/covid-19-response-return-to-sport-update-june-3-2020/3001/>
 - (3) <https://www.bcatletics.org/News/mental-health-the-psychology-of-return-to-group-training/2997/>

- (4) 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_05-13-2020.pdf
 - (5) <https://www.viasport.ca/news/return-sport-guidelines-help-bc-sport-organizations-plan-reopening>
- iii) WorkSafe BC COVID-19 resources
 - (1) <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>
 - (2) <https://www.worksafebc.com/en/resources/about-us/guides/preventing-exposure-to-covid-19-in-the-workplace?lang=en>
 - (3) <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/parks>>
- iv) Athletics Canada
 - (1) <https://athletics.ca/wp-content/uploads/2020/05/Back-on-Track-June-1-2020.pdf>

2) Implement measures to reduce the risk

a) Maintaining physical distance

- i) Elimination
 - (1) The following individuals are NOT to be permitted to attend practices at Rotary Bowl:
 - (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 during practice, or within 14 days of having attended a practice, 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);
 - (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 coaches and athletes will be required to complete a Google Form Daily Screening prior to attending any practice.

- (4) All JD practices will be held outdoors.
- (5) Safe physical distance must be maintained:
 - (a) Individuals must always maintain a 2m 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) The track will be closed to the public during Club training hours. Training times will be posted on the website, signs will be posted at the entrances and signboards placed on the track.
 - (b) Training times will be adjusted to ensure that the Club meets all limits imposed on group sizes and gatherings.
 - (c) Training groups will have a maximum of 12 athletes and 1 coach and training groups will remain consistent.
- (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.
 - (i) Athletes and parents will not be allowed in equipment rooms 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.
 - (c) Caution will be exercised around facility entry and exit points.
 - (i) Training group starting times will be staggered to avoid congregation.
- 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 for the foreseeable future:
 - (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 station inside concession allowing one person at a time only.
 - (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 with soap and warm water inside the concession. Entry one at a time on the right side and exit out the left.
 - 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 avoid touching 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) Only one person is allowed in the washroom at any given time.
 - (ii) Athletes and coaches will be encouraged to use their home washrooms before travelling to practice.
 - (iii) High touch washroom surfaces will be disinfected after each practice by a designated volunteer.
 - (iv) Washrooms will be professionally cleaned weekly or biweekly, based on usage.
- (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.
 - (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 equipment room.
 - (ii) Athletes will not share starting blocks.
 - (iii) Hurdles and wickets will only be adjusted by the coach.

- (d) Long jump
 - (i) One individual will be responsible for handling the long jump rake and measuring tape (if used) at each session. The equipment will be sanitized after use.
- (e) High Jump and pole vault standards, crossbars, mats
 - (i) Individuals setting up equipment will maintain physical distancing and sanitize hands before and after setting up equipment.
- (f) Medicine balls, weights and other strength equipment
 - (i) Athletes will not share strength training equipment wherever possible.
 - (ii) Any shared strength equipment will 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 room.
- (3) Transportation
 - (a) Coaches, athletes and parents will not be allowed to loiter at the facility or in the parking lot 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.
- (4) Signage
 - (a) Coaches will ensure that appropriate signage outside an entrance to the facility or training zone,
 - (i) Outside entrance briefly outlining the physical distancing guidelines in place.
 - (ii) posting of practice/group times when athletes will be training at the track.
 - (iii) within facilities encouraging good handwashing and respiratory hygiene.
- iii) PPE
 - (1) Sets of Personal Protective Equipment (PPE) will be available onsite to be donned by a coach in case of injury and hands-on assistance needed.

3) Develop policies

a) Who can be at a training facility

- i) Individuals allowed to attend practices, always totaling less than 50 in number :
 - (1) Coaches
 - (2) Athletes
 - (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) Group sizes and number of training groups will be kept to below the allowable 19 athletes per one coach.

- ii) Small event area training groups will be scheduled to train at different times to minimize group interaction. When groups are at the track at the same time they will use different parts of the facility to reduce group interactions.

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” (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) NTFC Return to Training Guidelines Parent Agreement: please sign and send to wanda.ntc@gmail.com

d) Attendance check-in

- i) The Daily Screening will also serve as an attendance checklist and will be completed by coaches and athletes prior to each practice.

e) Health & Safety Officer

- i) Head Coach Mike Viers will act as the Club’s Health & Safety Officer with the following responsibilities:
 - (1) Approve 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) Listen to feedback from athletes, parents and coaches about issues with training protocols.
 - (5) Ensure there is communication with health officials if any cases of COVID-19 occur in the Club’s training groups.
- ii) Coaches of each training group will have the following responsibilities:
 - (1) Do a safety walk through with the Safety Officer prior to coaching a first session.
 - (2) Ensure that all athletes have completed the daily screening checklist before training.
 - (3) Ensure that athletes comply with all health and safety policies and procedures.

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 be 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) Cleaning supplies

- i) Coaches will have the following cleaning supplies:
 - (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.

h) 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);
 - (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.

i) 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.

j) 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 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 symptoms of COVID-19 (fever, cough, sore throat, runny nose, headache, or shortness of breath) are not permitted to attend practice. If symptoms begin within 14 days of a practice, the individual must leave immediately and contact their local public health office for recommendations.
 - (4) Any individual experiencing any 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 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 who is diagnosed with COVID-19, all in-person training for that training group must be discontinued for a period of 14 days.

4) Develop 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) This plan will be available on the NFC website.
 - (2) All members will be required to sign a copy of the following documents and submit those signed documents to club administration prior to being allowed to attend practice.
 - (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” (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) NTFC Return to Training Guidelines (submission via Google form)

- ii) At each training groups first practice, 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.

b) Signage

- i) Signage explaining the following will be posted at all training venues:
 - (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-prevent-spread-covid-19-how-to-use-mask>
 - (4) How to disinfect equipment
 - (5) Attendance check-in
 - (6) Setting up a facility with cones and signage to promote physical distancing

5) Monitor your workplace and update your plans as needed

a) Feedback loop

- i) Coaches will be instructed to email club administration ([PRESIDENT] specifically) with any and all feedback as to what is working well, and would can or should be improved.
- ii) 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) Emails to coaches, athletes and parents
 - (b) Instructions from coaches to athletes at the beginning of practice

b) Form 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) Emailing or phoning the Club's [PRESIDENT]

6) 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.

7) Definitions

- a) Club administration: Club administration refers to a member of the Club's Board of Directors, President and Head Coach.
- 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. Self-isolation is one important way to prevent the spread of COVID-19 in BC
People at high risk of having been exposed to COVID-19 are asked to self-isolate as there is a small chance you can spread germs in the days before you feel sick. This is called an incubation period, the time between being exposed to an infection and when you start to feel sick.
You must stay at home, in a hotel or similar place, and avoid all contact with others.
A number of groups of people, including international travellers returning to Canada, contacts of a COVID-19 case, and people with symptoms or who are positive for COVID-19, are required to self-isolate.
Detailed information can be found on our [Self-isolation](#) page.
- c) Self-monitoring: (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.
For more information about self-monitoring, go to our [Self-isolation](#) page.