



# **North Delta Sunfish Swim Club**

[www.northdeltasunfish.ca](http://www.northdeltasunfish.ca)

**RETURN TO SPORT PLAN**

**COACHES VERSION**

**JUNE 28, 2020**

This document has been approved by North Delta Sunfish Swim Club Board of Directors

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## **COMMITMENT**

This Return to Sport Plan - Coaches Version document was created by the Vice President of Coaching in consideration of Worksafe BC Guidelines, City of Delta Covid-19 Safety Plan and federal and provincial safety guidelines. This document is to be read in conjunction with the general Return to Sport Plan document as both documents serve as the Club's Covid-19 Safety Plan.

The North Delta Sunfish Swim Club is a registered club in good standing with the BC Summer Swimming Association (BCSSA).

Our club is committed to creating a safe and healthy workplace for all employees. The Club recognizes the unprecedented crisis that has arisen from the COVID-19 pandemic, and that an explicit plan for safety measures to implement and maintain a safe and healthy workplace is crucial to support our organization. This Safety Plan is fully supported by all Board Members. This Safety Plan will be regularly monitored and reviewed to adhere to orders and guidelines issued by the Provincial Health Officer (PHO) and WorkSafeBC.

The goal of this document is to outline policies and procedures that the North Delta Sunfish Swim Club has put in effect for the protection of coaches during the COVID-19 pandemic. The Sunfish Board members are excited about returning to the pool deck and re-engaging with its members, but these guidelines will need to be followed.

The information outlined in this guide is designed to assist the Sunfish Board and Coaches. These guidelines are designed for the outdoor pool at the North Delta Recreation Centre. The guide will be updated as new information becomes available.

This is a working document and will be updated as new situations arise, problems are identified or rules and restrictions are changed. As new versions of this document are created they will be posted on the club website.

## **PURPOSE**

While COVID-19 transmission is likely to continue to some degree, the measures in this Safety Plan aim to limit transmission to protect people and prevent further spread of the virus. The most recent modelling and analysis provided by the PHO suggests that there is now an opportunity to try to better manage the ongoing transmission and a potential second wave of the pandemic by adopting a sustainable and more moderate public health strategy to carry us through to “community” immunity, through either gradual infection and/or immunization by vaccine.

This Safety Plan sets out what measures, through interim policies and procedures, will be taken by the Club to slow the spread of COVID-19. These measures will be implemented and maintained over the next 12 months and will be thought of as the “new normal” in terms of formal and required actions that are the basis for workplace operation until the PHO lifts the public emergency requirements.

## **CONSIDERATIONS**

Worksafe BC requires employers to develop a plan that reduces the risk of exposure.

That plan must address how:

- The workplace is organized and arranged;
- Some specific activities are carried out;
- Cleaning and sanitization; and
- Changes and precautions will be communicated to everyone at the workplace.

Worksafe has provided the following guidelines to reducing the risk of COVID-19 transmission in the workplace:

- Assess the risk at your workplace;
- Implement measures to reduce the risk;
  - Cleaning and hygiene;
  - Maintaining physical distance;

o Where physical distance cannot be maintained, employing the use of engineering controls (such as partitions or barriers) and personal protective equipment (PPE).

- Develop policies;
- Develop communication plans and training;
- Monitor your workplace and update your plans as needed;
- Assess risks arising from resuming operations.

Assessing the risk of transmission from social interaction in organizational settings and public institutions is a function of two variables (rated as low, medium, and high) supported by a range of actions you can take to further reduce the risk of transmission:

1. What is the contact intensity in your setting – the type of contact (close/distant) and duration of contact (brief/prolonged)?
2. What is the number of contacts in your setting – the number of people present in the setting at the same time?

Potential modifications or controls which can help you move to a lower risk category by taking a combination of actions are:

- Physical distancing measures – measures to reduce the density (intensity and number of contacts) of people in your setting;
- Engineering controls – physical barriers (e.g., plexiglass barriers; one-way systems for customer flow; physical space between seating);
- Administrative controls – rules and guidelines to reduce the likelihood of transmission in your setting (e.g., stay away if sick; hours of operation);
- Personal Protective Equipment (PPE) (e.g., use of non-medical masks).

There is no evidence that COVID-19 can be spread to humans through pool water. Proper operation, maintenance, and disinfection (e.g., with chlorine and bromine) of pools and hot tubs spas should inactivate the virus that causes COVID-19. Appropriate care should be taken, both in and outside the pool, to protect yourself and others.

There is no special disinfection procedures to put in place for all equipment that are regularly in contact with chlorinated pool water (e.g., toys, railings, slides, etc.).

Lifeguards should have their own personal equipment needed for each shift (e.g., rescue tube, first aid fanny packs). Clean and disinfect rescue equipment (e.g., rescue tube, rescue can, rescue pole, ring buoys) at the end of the day or during an exchange between lifeguards.

## **COMMUNICATIONS AND TRAINING**

The City requires that all coaches participate in the mandatory in-service which is an annual review of the rules, operations and maintenance on the use of the North Delta Recreation Centre Outdoor Pool and is expected to include new COVID-19 information as part of their efforts to ensure all users maintain and continue to support a healthy safe workplace.

The policies and procedures will be communicated through the following mediums:

1. Club Engagement
  - Board members demonstrating support for messaging;
  - One-on-one discussions with coach;
  - One-on-one discussions with parents at time of witnessing the signing of waivers and daily attendance records (contact tracing forms)
  - Coach meetings (via Google Meet or with appropriate social distancing in small groups).
  - Parent Information Meeting (via Google Meet)
  
2. Communication Through Media
  - Electronically through Active emails
  - Electronically through coach emails;
  
3. Regular Updates
  - Safety Talks;

- Verbally through Coaches and Board Members.
4. Role Modelling of Appropriate Conduct
- Health and Safety spot checks to ensure compliance and understanding;
  - Coachf meeting reviews to ensure regular and consistent messaging.

## LIABILITY INSURANCE

- North Delta Sunfish Swim Club renewed its Commercial Liability Coverage May 1, 2020 and is valid till May 1, 2021.
- BCSSA renewed the liability insurance on April 1, 2020. This insurance excludes Covid-19 contagion specifically. However, the Province has made the process for amateur sport organizations to get back to play easier by protecting organizations from Covid-19 liabilities, provided they are complying with public health orders and provincial sport guidelines.
- The Government of BC has created a ministerial order that protects amateur sport organizations, their employees and volunteers from liability. [http://www.bclaws.ca/civix/document/id/mo/mo/2020\\_m183](http://www.bclaws.ca/civix/document/id/mo/mo/2020_m183)  
See [Appendix A](#)
- Participant waivers and indemnity agreements have been created by legal advisors for BCSSA and the clubs registered with the association. The agreement to a waiver will be included in the registration process and agreeing to it will be a required step to complete registration. Agreements will be signed in front of a Board member to ensure parents have clearly read them. See [Appendix B](#).

## CONCERNS ABOUT UNSAFE WORK

Coaches have the right to refuse work if they believe it presents an undue hazard. An undue hazard is an “unwarranted, inappropriate, excessive, or disproportionate” risk that is above and beyond the potential exposure a general member of the public would face through regular, day-to-day activity. If the matter is not resolved, the worker and the supervisor or employer must contact WorkSafeBC. Once that occurs, a prevention

officer will consult with workplace parties to determine whether there is an undue hazard and issue orders if necessary.

## **PRE-ACTIVITY COVID SCREENING**

All Board members and coaches, will be asked screening questions before interacting with each other or the participants.

Prior to any athlete participating, the group (including spectators) will be canvassed to ensure no one is symptomatic or at high risk.

Should anyone reveal that they are symptomatic or high risk, they will immediately be removed from the group, distanced from the group, and advised to wear a facemask until they can return home. They will also be suggested to contain their family physician.

The screening questions are:

Does anyone in the group:

- Feel unwell?
- Have a cough or cold?
- Have a fever?
- Been in contact with someone who is known to have COVID-19 in the last 14 days?
- Have you travelled outside of the country in the past 14 days?

These questions will be included in the sign-in process of swimmers and spectators. Each person must answer "NO" prior to attending sessions.

Swimmer or coach will require physician clearance in order to return to the pool.

## **ILLNESS DURING PRACTICE**

If a coach or swimmer becomes ill in the middle of a practice they will:

- Be asked to wash hands, wear a mask and isolate until they can leave.
- All surfaces touched by that member will be sanitized by the Head Coach or designate.
- If person is severely ill, call 911.
- Parent/Guardian or Emergency Contact will be informed and asked to pick up coach or swimmer.

Swimmer or coach will require physician clearance in order to return to the pool.

## ILLNESS POLICY

See [Appendix C.](#)

## COVID-19 OUTBREAKS AT NORTH DELTA SUNFISH SWIM CLUB

Should there be a confirmed case of COVID-19 in our Club the following steps will be taken:

1. The athletes/coach is removed from the training group immediately.
2. Team training is suspended and all members are placed in self-isolation.
3. Public health officials will determine any requirements related to facility and/or group operations, as well as any requirements around contact tracing as it relates to managing the spread of the virus.

Training will resume following City of Delta and health official guidelines.

## SAFE PRACTICES/USE OF PPE

- No handshaking.
- Specific drop off/pick up pattern to be strictly followed by parents - dependent on City of Delta's newly implemented safety protocols.
- Coach arrival times staggered to ensure social distancing.
- A coach or board member to be present as each swimmer enters practice, if a swimmer feels ill in any way, specifically symptoms listed on the BCCDC website, send them home as per illness policy.
- A coach or board member to monitor and correct new safety protocols.
- Coaches or board members will take attendance of both parents and swimmers to keep on file for **contact tracing**. The sign in records will be kept for 4 weeks and include the following additional information: date & time, location, and any staff/parents/volunteers present.
- Temperature checks can be done upon the start of dryland training - dependent on City of Delta's newly implemented safety protocols.

- Athletes/Coaches who begin to cough/sneeze for any reason move away from others until it stops. Follow Workplace BC guidelines for COVID-19 Protocol.
- Swimmers should only change and shower at home.
- Coaches will be supplied with PPE protective visors to wear when in close proximity to swimmers. Visors ensure protection and also enable the swimmers to understand them while being instructed.
- All items such as kickboards are to be kept and maintained by that swimmer. No exchanging of items.
- Ensure the coaches have gloves, supplies and PPE available to them for cleaning purposes.
- Wash hands often with soap and water for at least 20 seconds - dependent on access to public sinks.
- If sinks are not available, frequent use of hand sanitizers - before and after practices, engaging with parents/members/coaches.
- It is an outdoor space so no need to worry about ventilation.
- No use of snorkels allowed due to spray of respiratory droplets.
- All swimmers that have been ill must see a physician and must be cleared to return to training after being diagnosed or suspected to have COVID-19.
- Make it clear that there is no penalty for missing a practice. If any member of their family or themselves feel ill, they should stay home.
- Be clear and consistent on expectations and enforce policies.
- Have indemnity agreements signed by the parent/participant in person to ensure they are clear of the terms.

## **DISCIPLINARY ACTIONS RELATING TO SAFETY PROTOCOL**

Coaches are to adhere to these safety policies and procedures. Failure to comply with these processes could result in their removal from the deck or facility.

Repeated failures to comply will result in the termination of their employment.

## **CLEANING AND DISINFECTING**

- The club must ensure that all Coaches and Board members are fully aware of the policy for cleaning and disinfecting all public areas. All guidelines that are posted on the BC CDC website  
[http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting\\_PublicSettings.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf)
- Ensure all proper disinfectants are available and used efficiently on all high touch surfaces between practice sessions.
- 15 minutes should be sufficient time for one practice group to exit, allow cleaning of high touch areas, and another group to enter.
- Have hand washing stations available for all swimmers and coaches - dependent on facility access. If hand washing stations are not feasible then use of hand sanitizer.
- Have coaches informed regarding what areas and items are their responsibility for cleaning and what is to be cleaned by the City of Delta staff.

## **PRACTICE LAYOUTS / MOVEMENT PATTERNS DURING PRACTICE**

The following diagrams are examples of social distancing that would be used during practices for the Sunfish at the North Delta Outdoor Pool. As noted by the CDC and other research, coronavirus does not survive in chlorinated water.

**EXAMPLE 1**



**SOCIAL DISTANCING PRACTICE LAYOUT**  
**25-YARD, ON-DECK, SIT DOWN SLIDE SETS IN CIRCLES**

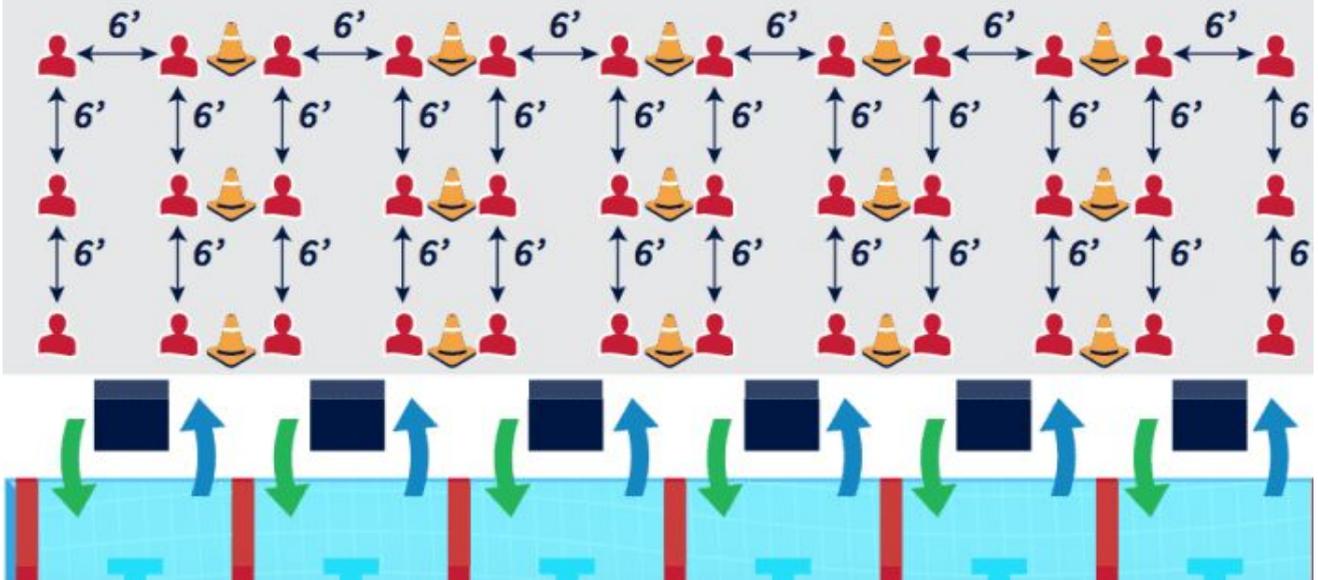
Swimmers maintain 6 feet apart. Mark deck with 2-inch wide colored duct tape.

End of set climb out and go to assigned spot.

Use cones or other barriers to help with separation - deck needs to be wide enough to accommodate 6' of social distance.

Sit down/slide in to enter water.

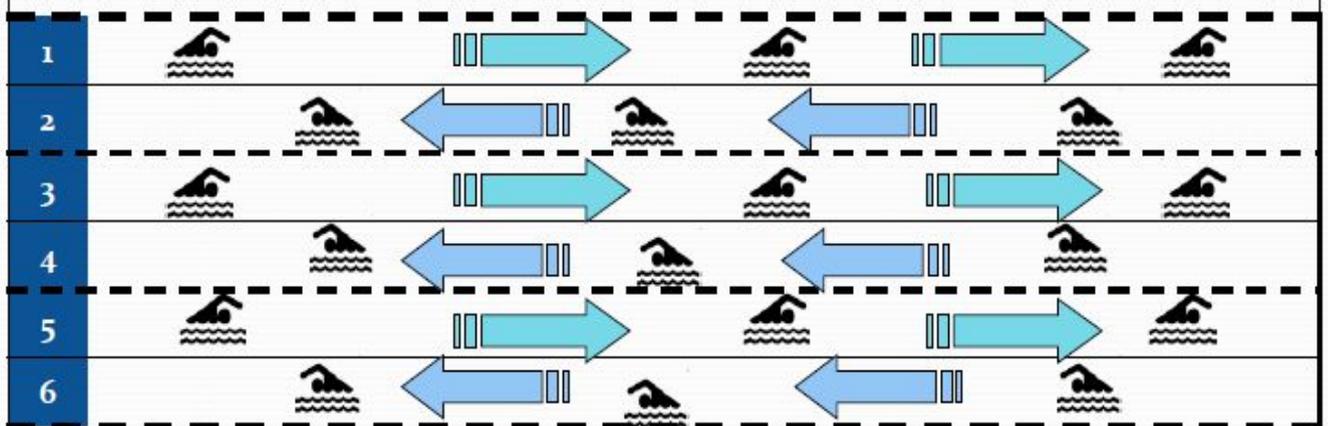
The more "eyes" on deck the better.



This example had been originally presented by USA Swimming in their planning and facility re-opening.

**EXAMPLE 2**

25-metre, 6-lane pool (each lane is 2m wide), 18 swimmers



1. Using double lanes to add spacing
2. 3 swimmers per lane (could use 4, depending on swimmers)
3. No gathering at the lane end

# Appendix A - MINISTERIAL ORDER

## PROVINCE OF BRITISH COLUMBIA

### ORDER OF THE MINISTER OF PUBLIC SAFETY AND SOLICITOR GENERAL

#### *Emergency Program Act*

#### Ministerial Order No. M183

WHEREAS a declaration of a state of emergency throughout the whole of the Province of British Columbia was declared on March 18, 2020 because of the COVID-19 pandemic;

AND WHEREAS the threat of the COVID-19 pandemic to the health, safety or welfare of people has resulted in guidelines, recommendations or requirements to limit in-person contacts;

AND WHEREAS it is in the public interest to support the provision of amateur organized sport activities, which play an important role in the physical, psychological and emotional well-being of people in British Columbia, while protecting the health, safety and welfare of all participants;

AND WHEREAS it is in the public interest to protect sport organizations and their directors, officers, employees and volunteers that organize, administer, facilitate or provide organized sport activities from liability for damages relating, directly or indirectly, to COVID-19, if those sport organizations and individuals operate or provide those activities, or reasonably believe that they are operating or providing those activities, in accordance with all applicable emergency and public health guidance;

AND WHEREAS section 10(1) of the *Emergency Program Act* provides that I may do all acts and implement all procedures that I consider necessary to prevent, respond to or alleviate the effects of any emergency or disaster;

I, Mike Farnworth, Minister of Public Safety and Solicitor General, order that the attached Protection Against Liability for Sports (COVID-19) Order is made.

June 10, 2020

Date

  
Minister of Public Safety and Solicitor General

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*(This part is for administrative purposes only and is not part of the Order.)*

Authority under which Order is made:

Act and section: Emergency Program Act, R.S.B.C. 1996, c. 111, s. 10

Other: MO 73/2020; OIC 264/2020

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## **PROTECTION AGAINST LIABILITY FOR SPORTS (COVID-19) ORDER**

### **Definitions**

**1** In this order:

**"Act"** means the *Emergency Program Act*;

**"disability sport organization"** means a non-profit society operating with a sporting purpose that is responsible for the organization, growth or development of a disability sport or a group of disability sport disciplines;

**"emergency and public health guidance"**, in relation to an organized sport activity, means any of the following with respect to the COVID-19 pandemic:

- (a) an order made under the Act;
- (b) an instruction or order of a health officer, as defined in the *Public Health Act*;
- (c) guidelines of the British Columbia Centre for Disease Control;
- (d) guidelines of the Public Health Agency of Canada;
- (e) guidelines published on a website maintained by or on behalf of the government;
- (f) guidelines of a health authority;
- (g) guidelines of a sport organization with respect to organizing, administering, facilitating or providing the organized sport activity;
- (h) guidelines of the viaSport British Columbia Society issued in 2020 relating to the return to sports;

**"exposed"**, in relation to SARS-CoV-2, means to have been in contact with, or near, a person or thing that is or may be infected with SARS-CoV-2, in such a manner as to be at risk of being infected with SARS-CoV-2;

**"health authority"** means

- (a) a regional health board designated under the *Health Authorities Act*,
- (b) the First Nations Health Authority, or
- (c) the Provincial Health Services Authority;

**"local sport organization"** means a non-profit society operating with a sporting purpose that administers sport at a local level;

**"multi-sport organization"** means a non-profit society operating with a sporting purpose that leads or coordinates the delivery of services to other organizations;

**"organized sport activity"** means an amateur sport or physical activity in which a number of persons are engaged in an organized way and that is organized, administered, facilitated or provided by a sport organization;

**"provincial sport organization"** means a non-profit society operating with a sporting purpose that is responsible for the regulation, governance and development of all areas and levels of a sport within the Province;

**"sport organization"** means

- (a) a disability sport organization,

- (b) a local sport organization,
- (c) a multi-sport organization, or
- (d) a provincial sport organization.

**Application**

1. This order applies during the period that starts on the date this order is made and ends on the date on which the last extension of the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the *Emergency Programs Act* expires or is cancelled.

**Reliance on emergency and public health guidance**

3. (1) A sport organization, or a director, officer, employee or volunteer of a sport organization, is not liable for damages resulting, directly or indirectly, from an individual being or likely being infected with or exposed to SARS-CoV-2 as a result of the organization, administration, facilitation or provision of an organized sport activity if, at the relevant time, the sport organization, or director, officer, employee or volunteer of the sport organization,
  - (a) was organizing, administering, facilitating or providing the organized sport activity in accordance with all applicable emergency and public health guidance, or
  - (b) reasonably believed that the organization, administration, facilitation or provision of the organized sport activity was in accordance with all applicable emergency and public health guidance.
- (2) Subsection (1) does not apply to a sport organization, or a director, officer, employee or volunteer of the sport organization if, in organizing, administering, facilitating or providing the organized sport activity, that sport organization or director, officer, employee or volunteer was grossly negligent.

## Appendix B - BCSSA COVID WAIVERS

### INDEMNITY AGREEMENT (MINORS)

**WARNING: READ CAREFULLY!**

**THIS AGREEMENT WILL AFFECT YOUR LEGAL RIGHTS**

**BY SIGNING THIS DOCUMENT YOU WILL WAIVE CERTAIN LEGAL RIGHTS, INCLUDING YOUR RIGHT TO SUE. YOU WILL AGREE TO ASSUME RESPONSIBILITY FOR CERTAIN RISKS AND AGREE TO FULLY INDEMNIFY B.C. SUMMER SWIMMING ASSOCIATION AGAINST LEGAL LIABILITY FOR INJURY, PROPERTY DAMAGE, ILLNESS AND DISEASE (INCLUDING COVID-19)**

**BY SIGNING THIS DOCUMENT YOU WILL ACKNOWLEDGE AND AGREE THAT TRANSMISSION OF COMMUNICABLE DISEASE (INCLUDING COVID-19) IS AN INHERENT RISK ASSOCIATED WITH YOUR CHILD'S PARTICIPATION IN SWIMMING ACTIVITIES**

I, the undersigned Parent/Guardian, understand that this Agreement is a binding legal agreement. Any clarification or questions or concerns must be raised before signing.

I understand that this Agreement is made for the benefit of B.C. Summer Swimming Association.

I understand that B.C. Summer Swimming Association will not permit my minor child (the "**Participant**") to participate in any swimming activities organized, offered, or sanctioned by Organization (the "**Activities**") unless and until this Agreement is signed by the Participant's Parent/Guardian. In consideration of permitting the Participant to participate in the Activities, I acknowledge and agree to the following terms:

**1. ACKNOWLEDGEMENT AND ASSUMPTION OF RISKS:** I understand that there are many risks associated with the minor Participant's participation in the Activities (the "**Risks**"). **I UNDERSTAND THAT COVID-19 IS A SIGNIFICANT HEALTH RISK AND CARRIES A HIGH RISK OF TRANSMISSION THROUGH PHYSICAL OR SHARED CONTACT.** I acknowledge that the Risks include, but are not limited to, serious personal injury, death, property damage, illness and disease (e.g. communicable diseases including COVID-19 and influenza). I further acknowledge that I am in the best position to assess the impact that a communicable disease may have on the Participant or on others with whom the Participant may transmit such disease. Examples of the Risks include, but are not limited to personal injury, death, property damage, or illness resulting from:

- **HEALTH:** food and beverages, drowning, overexertion, dehydration, fatigue, traumatic injury, infections, rashes, and transmission of communicable diseases (including COVID-19 and influenza), bacteria, parasites or other organisms or mutations thereof.
- **CONDUCT:** the Participant's conduct and conduct of other persons, including any physical altercation between persons.
- **PREMISES:** defective, dangerous or unsafe condition of the facilities; falls; collisions with objects, walls, equipment or persons; dangerous, unsafe, or irregular conditions in pools or other bodies of water or on surfaces; extreme weather conditions; and travel to and from premises.
- **EQUIPMENT:** mechanical failure of the equipment; negligent design or manufacture of the equipment; the provision of or the failure by the Releasees to provide any warnings, directions,

instructions or guidance as to the use of the equipment; failure to use or operate the equipment within the Participant's ability.

**I FREELY ACCEPT AND FULLY ASSUME RESPONSIBILITY FOR THE RISKS.**

**The Participant is being registered and participating in the Activities voluntarily and willingly.**

**Signature of Parent/Guardian** \_\_\_\_\_

**2. WAIVER OF CLAIMS AND RELEASE OF LIABILITY:** I, the undersigned Parent/Guardian, hereby agree as follows:

- I hereby waive any and all claims that I have or may have in the future against the Releasees in connection with the Participant's participation in the Activities; and
- I hereby release and forever discharge the Releasees from any and all liability for all loss, damage, expense, injury, death, property damage, illness or disease (e.g. communicable diseases including COVID- 19 and influenza) that the Participant, I, my executors or administrators, or any other third party may suffer as a result of the Participant's participation in the Activities due to any cause whatsoever, whether arising from the NEGLIGENCE of the Releasees, breach of any statutory or other duty (including but not limited to the *Occupiers Liability Act*, R.S.B.C. 1996, c. 303), breach of contract, mistake or error of judgment of the Releasees, or otherwise.

**3. INDEMNITY:** I hereby agree to indemnify and hold harmless the Releasees from any and all damages, loss or expense (including legal costs) of any kind resulting from any and all claims, demands, causes of action of any kind whatsoever including those involving negligence on the part of the Releasees arising out of or connected with the Participant's preparation for or participation in, or both, or travel to or from any of the activities, events and programs of the Releasees.

**4. REPRESENTATIONS:** I am not relying on any oral, visual or written representations or statements made by the Releasees with respect to the safety of the Activities other than what is set forth in this Agreement.

**5. JURISDICTION:** I agree that this Agreement and all terms contained within are governed by the laws of the Province of British Columbia. I hereby irrevocably submit to the exclusive jurisdiction of the courts of the Province of British Columbia. Any litigation in any way relating to the Activities or to the matters addressed in this Agreement must be instituted in the Province of British Columbia.

**6. SEVERABILITY:** If any provision (or part of any provision) in this Agreement is unenforceable, such provision (or part of such provision) shall be severed and shall be inoperative, and the remainder of this Agreement shall remain in full force and effect.

I CONFIRM THAT I HAVE HAD SUFFICIENT TIME TO READ THIS AGREEMENT IN ITS ENTIRETY, INCLUDING ALL OF ITS TERMS, THAT I FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL LEGAL RIGHTS BY SIGNING IT AND HAVE AGREED TO THE TERMS FREELY AND VOLUNTARILY. I UNDERSTAND THAT THIS AGREEMENT IS BINDING ON ME, MY EXECUTORS AND ADMINISTRATORS.

**Name of Participant (Please Print) Date of Birth** \_\_\_\_\_

**Name of Parent/Guardian (Please Print) Date Signature of Parent/Guardian** \_\_\_\_\_

**Date** \_\_\_\_\_

## INDEMNITY AGREEMENT (ADULTS)

### WARNING: READ CAREFULLY!

#### THIS AGREEMENT WILL AFFECT YOUR LEGAL RIGHTS

**BY SIGNING THIS DOCUMENT YOU WILL WAIVE CERTAIN LEGAL RIGHTS, INCLUDING YOUR RIGHT TO SUE. YOU WILL AGREE TO ASSUME RESPONSIBILITY FOR CERTAIN RISKS AND AGREE TO FULLY INDEMNIFY B.C. SUMMER SWIMMING ASSOCIATION AGAINST LEGAL LIABILITY FOR INJURY, PROPERTY DAMAGE, ILLNESS AND DISEASE (INCLUDING COVID-19)**

**BY SIGNING THIS DOCUMENT YOU WILL ACKNOWLEDGE AND AGREE THAT TRANSMISSION OF COMMUNICABLE DISEASE (INCLUDING COVID-19) IS AN INHERENT RISK ASSOCIATED WITH YOUR PARTICIPATION IN SWIMMING ACTIVITIES**

I, the undersigned Participant, understand that this Agreement is a binding legal agreement. Any clarification or questions or concerns must be raised before signing.

I understand that this Agreement is made for the benefit of BCSSA. I understand that she will not permit me to participate in any swimming activities organized, offered, or sanctioned BCSSA (the “**Activities**”) unless and until this Agreement is signed by me. In consideration of permitting me to participate in the Activities, I acknowledge and agree to the following terms:

**1. ACKNOWLEDGEMENT AND ASSUMPTION OF RISKS:** I understand that there are many risks associated with my participation in the Activities (the “**Risks**”). **I UNDERSTAND THAT COVID-19 IS A SIGNIFICANT HEALTH RISK AND CARRIES A HIGH RISK OF TRANSMISSION THROUGH PHYSICAL OR SHARED CONTACT.** I acknowledge that the Risks include, but are not limited to, serious personal injury, death, property damage, illness and disease (e.g. communicable diseases including COVID-19 and influenza). I further acknowledge that I am in the best position to assess the impact that a communicable disease may have on me or on others with whom I may transmit such disease. Examples of the Risks include, but are not limited to personal injury, death, property damage or illnessom:

- **HEALTH:** food and beverages, drowning, overexertion, dehydration, fatigue, traumatic injury, infections, rashes, and transmission of communicable diseases (including COVID-19 and influenza), bacteria, parasites or other organisms or mutations thereof.
- **CONDUCT:** the Participant’s conduct and conduct of other persons, including any physical altercation between persons.
- **PREMISES:** defective, dangerous or unsafe condition of the facilities; falls; collisions with objects, walls, equipment or persons; dangerous, unsafe, or irregular conditions in pools or other bodies of water or on surfaces; extreme weather conditions; and travel to and from premises.
- **EQUIPMENT:** mechanical failure of the equipment; negligent design or manufacture of the equipment; the provision of or the failure by the Releasees to provide any warnings, directions, instructions or guidance as to the use of the equipment; failure to use or operate the equipment within the Participant’s ability.

**I FREELY ACKNOWLEDGE THAT I AM AWARE OF THE RISKS, DANGERS AND HAZARDS ASSOCIATED WITH OR RELATED TO THE ACTIVITIES AND I ACCEPT AND FULLY ASSUME RESPONSIBILITY FOR THE RISKS.**

**Signature of Participant** \_\_\_\_\_

**2. WAIVER OF CLAIMS, RELEASE OF LIABILITY AND INDEMNITY:** I, the undersigned Participant, hereby agree as follows:

- I hereby waive any and all claims that I have or may have in the future against the Releasees in connection with my participation in the Activities;
- I hereby release and forever discharge the Releasees from any and all liability for all loss, damage, expense, injury, death, property damage, illness or disease (e.g. communicable diseases including **COVID-19** and influenza) that I, my executors or administrators, or any other third party may suffer as a result of my participation in the Activities due to any cause whatsoever, whether arising from the NEGLIGENCE of the Releasees, breach of any statutory or other duty (including but not limited to the *Occupiers Liability Act*, R.S.B.C. 1996, c. 303), breach of contract, mistake or error of judgment of the Releasees, or otherwise; and
- I hereby agree to indemnify and hold harmless the Releasees from any and all damages, loss or expense (including legal costs) of any kind resulting from any and all claims, demands, causes of action of any kind whatsoever including those involving negligence on the part of the Releasees that may be made or initiated by, or on behalf of me, arising out of or connected with my preparation for or participation in, or both, or travel

**3. REPRESENTATIONS:** I am not relying on any oral, visual or written representations or statements made by the Releasees with respect to the safety of the Activities other than what is set forth in this Agreement.

**4. JURISDICTION:** I agree that this Agreement and all terms contained within are governed by the laws of the Province of British Columbia. I hereby irrevocably submit to the exclusive jurisdiction of the courts of the Province of British Columbia. Any litigation in any way relating to the Activities or to the matters addressed in this Agreement must be instituted in the Province of British Columbia.

**5. SEVERABILITY:** If any provision (or part of any provision) in this Agreement is unenforceable, such provision (or part of such provision) shall be severed and shall be inoperative, and the remainder of this Agreement shall remain in full force and effect.

I CONFIRM THAT I HAVE HAD SUFFICIENT TIME TO READ THIS AGREEMENT IN ITS ENTIRETY, INCLUDING ALL OF ITS TERMS, THAT I FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL LEGAL RIGHTS BY SIGNING IT AND HAVE AGREED TO THE TERMS FREELY AND VOLUNTARILY. I UNDERSTAND THAT THIS AGREEMENT IS BINDING ON ME, MY EXECUTORS AND ADMINISTRATORS.

\_\_\_\_\_  
**Name of Participant (Please Print)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Participant Signature**

## Appendix C - ILLNESS POLICY

This policy has been adapted from the BCSSA Return to Aquatics Workbook. In this policy, "Team member" includes an employee/coach, volunteer, participant or parent/spectator.

1. Inform an individual in a position of authority (coach, team manager, program coordinator) immediately if, you feel any symptoms of COVID-19 such as fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue and loss of appetite.
2. Assessment
  - Team members must review the self-assessment signage located throughout the facility each morning before their shift/practice/activity to attest that they are not feeling any of the COVID 19 symptoms.
  - Managers/coaches will visually monitor team members to assess any early warning signs as to the status of their health and to touch base on how they are regarding their personal safety throughout the workday/practice/activity.
  - If Team Members are unsure please have them use the self-assessment tool <https://bc.thrive.health/covid19/en> or through the COVID-19 BC Support App self-assessment tool.
3. If a Team Member is feeling sick with COVID-19 symptoms
  - They should remain at home and contact Health Link BC at 8-1-1.
  - If they feel sick and /or are showing symptoms while at work, they should be sent home immediately and have them contact 8-1-1 or a doctor for further guidance.
4. No Team Member may participate in a practice/activity if they are symptomatic.
5. If a Team Member tests positive for COVID-19
  - The Team Member will not be permitted to return to the workplace/practice/facility until they are free of the COVID-19 virus.
  - Any Team Members who work/play closely with the infected Team Member will also be removed from the workplace/practice/facility for at least 14 days to ensure the infection does not spread further.
  - Close off, clean and disinfect their work/practice/facility area immediately and any surfaces that could have potentially be infected/touched.
6. If a Team Member has been tested and is waiting for the results of a COVID-19 Test
  - As with the confirmed case, the Team Member must be removed from the workplace/practice/facility.
  - The Public Health Agency of Canada advises that any person who has even mild symptoms to stay home and call the public health authority of B.C.

- Other Team Members who may have been exposed will be informed and removed from the workplace/practice/activity for at least 14 days or until the diagnosis of COVID-19 is ruled out by health authorities.
  - The workspace/practice/activity space will be closed off, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched.
7. If a Team Member has come in to contact with someone who is confirmed to have COVID-19:
- The Team Members must advise their employer/coach if they reasonably believe they have been exposed to COVID-19.
  
  - Once the contact is confirmed, the Team Member will be removed from the workplace/practice/activity for at least 14 days or as otherwise directed by public health
8. Quarantine or Self-Isolate if:
- Any Team Member who has travelled outside of Canada or the province within the last 14 days is not permitted to enter any part of the facility and must quarantine and self-isolate.
  - Any Team Member with any symptoms of COVID-19 is not permitted to enter any part of the facility and must quarantine and self-isolate.
  - Any Team Member from a household with someone showing symptoms of COVID-19 is not permitted to enter any part of the facility and must quarantine and self-isolate.
  - Any Team Member who is in quarantine or self-isolating as a result of contact with an infected person or in families who are self-isolating, is not permitted to enter any part of the facility.

# **Appendix D - INTERIM COVID-19 SICK LEAVE POLICY**

## **1. POLICY STATEMENT**

The North Delta Sunfish Swim Club is committed to the health and safety of its coaches and to providing a safe, healthy and productive workplace. The Interim COVID-19 Sick Leave Policy will be applied in a consistent and reasonable manner in accordance with direction provided by the Provincial Government of BC, Public Health and WorkSafeBC. This policy applies to all North Delta Sunfish Swim Club coaches (employees).

## **2. PURPOSE**

The Government of BC, Public Health/BC Centre for Disease Control (BCCDC), and WorkSafeBC have directed employers to have policies in place that will ensure employees understand their obligations. Employees must not come to work when they have cold/flu-like symptoms. Employees must follow public health recommendations that outline self-isolation requirements, testing for COVID-19, and ongoing follow up while they are off work. Employees will be permitted to return to the workplace upon receiving clearance from the Executive Committee. Employees who have absences related to cold/flu-like symptoms and its accompanying self-isolation period will be able to use their available sick leave bank.

## **3. RESPONSIBILITIES**

### **Sunfish Board of Directors**

Board of Directors are responsible for providing overall support and endorsement of the Interim COVID-19 Sick Leave Policy. The Directors will try to make every effort to have resources in place to ensure that this policy is communicated and implemented at all levels of the organization.

### **Executive Committee**

Executive Committee Members are responsible for ensuring the health and safety of their coaches while in the workplace and will support the organizational strategies directed at reducing the risk of COVID-19 infections in the workplace. Executive Committee Members will also ensure that this policy is communicated to all of their employees either directly or through the Vice President of Coaching. Executive Committee Members are also responsible for monitoring the implementation of the Interim COVID-19 Sick Leave Policy. Executive Committee Members will also ensure that health surveillance is conducted daily for all employees.

### **Employee**

Employees are responsible for their self-care and taking personal actions to support their ongoing wellness, which includes decreasing their risk of contracting COVID-19 outside of the workplace.

The following have been identified as areas of required cooperation:

- Employees will monitor their health for the onset of cold/flu-like symptoms before they come to work and while at work.
- Employees will fully participate in mandatory daily health surveillance.
- Employees must contact their Manager/Supervisor and stay home if they are experiencing even mild cold/flu-like symptoms, including: fever, chills, cough, and shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue or loss of appetite.
- In addition to strict adherence to these new symptom reporting procedures, employees will contact Human Resources regarding their absence. Employees will be provided a Human Resources contact who will review their symptoms and ensure they can access appropriate public health resources.
- Employees who become symptomatic while at the workplace are expected to immediately notify their Manager/Supervisor, put on a mask, leave the workplace as quickly as possible, and try to minimize their contact with their environment and coworkers.
- Employees are expected to follow new workflow processes, and the directional movement of people that are designed and implemented to minimize physical contact with others.
- Employees must adhere to guidelines for use of shared equipment.
- Employees who become sick while in the workplace, or have been at work prior to becoming sick, must provide Vice President of Coaching with information of their whereabouts and contacts in the workplace to ensure contact tracing can be conducted to limit exposure in the workplace.
- Employees must practice personal self-care as outlined by the Provincial government, which includes:
  - Maintaining a physical distance of 2 metres (6.5 feet) from others while at work and when not at work. If there are situations where an employee feels that physical distancing cannot be adequately maintained in their work environment, they should notify their Manager/Supervisor immediately.
  - Practicing proper hygiene at all times, which includes:
    - Frequently washing hands with soap and water for at least 20 seconds. If soap and water are not readily available, use hand sanitizer;
    - Avoid touching your face;
    - Always cover your mouth and nose if you cough or sneeze. If you use a tissue, dispose of it in the garbage and always wash your hands after touching your face;
    - Disinfect equipment you use regularly throughout the day;
    - No hand shaking or gestures that cause you to touch others.
    - Limiting physical interactions with others within the workplace and outside of work.

- Self-isolating from others if feeling unwell.

## **Vice President of Coaching Responsibilities**

Vice President of Coaching (VP Coaching) will contact all employees who are off with cold/flu-like symptoms as soon as possible. A contact will include:

- Ensure that employees are following public health recommendations;
- Provide employees information on how to access health care resources;
- Determine if there was any risk of transmission in the workplace and ask employees to provide details of their interactions in the workplace to support contact tracing efforts;
- Monitor employee recoveries while they are off work and provide updates to the Board of Directors;
- Provide clearance for employees prior to their return to the workplace.

## **Attendance Management Policy**

Employees are expected to continue to follow established reporting procedures when an absence occurs, by reporting any absence from work prior to the commencement of their scheduled shift if possible by contacting the Head Coach or Vice President of Coaching by phone and advising their reasons for absence and anticipated date of return to work, if known.

## **4. PROCEDURES**

### **Employees**

If an employee becomes unwell at home, they must not report to work. Employees need to contact the Head Coach prior to the start of their shift or as soon as they feel unwell, whichever is earliest. The employee must then follow the direction and guidance of the Head Coach. If an employee becomes unwell at work, they should wash their hands immediately, wear a mask, report their symptoms to the Head Coach, and gather their belongings while avoiding further contact with co-workers or physical environment of their workplace.

Unwell employees must go directly home and complete the following once arrived:

1. Complete the BCCDC Self-Assessment or call 811:  
<https://bc.thrive.health/covid19/en> NOTE: All questions in the self-assessment must be completed to obtain recommendations on what steps should be taken next.
2. Contact the VP of Coaching at 604-366-5101.
3. Employees should stay at home and self-isolate for a minimum 10 days or until they are told they can safely return to work by their health care professional or Public Health. Prior to their return to work, they must be cleared by Executive Committee. If they do not have clearance, they will not be permitted into the workplace.  
<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation>

4. If Public Health or the BCCDC Self-Assessment recommends testing, employees should get tested as soon as possible and call VP of Coaching when they get results.

- If an employee tests NEGATIVE for COVID-19, the following conditions should be met prior to return to work:

- o If they continue to have common cold or influenza-like symptoms they should be excluded from work until symptoms resolve.

- o Prior to returning to work, the employee must contact VP of Coaching for clearance to return to work.

- If an employee was NOT tested for COVID-19, the following conditions should be fulfilled prior to return to work:

- o Resolution of symptoms (including resolution of fever without use of fever-reducing medication) other than residual cough; AND

- o Minimum of 10 days have passed since the onset of the first symptom, even if symptoms have resolved earlier (unless they are able to get tested).

- o Prior to returning to work, the employee must contact Executive Members for clearance to return to work. Employees must remain at home, self-isolate, and self-monitor for 14 days, and report in to their Manager/Supervisor and Human Resources if: 10 | Page 1. They have travelled internationally. It is mandatory for all travellers returning to Canada to self-isolate for 14 days.

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation> 2.

They have been in close contact with someone who has a confirmed or suspected case of COVID-19.

[http://www.bccdc.ca/Health-Info-Site/Documents/Self-isolation\\_caregivers.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/Self-isolation_caregivers.pdf)

## Head Coaches

Keeping COVID-19 infections out of the workplace is a vital line of defense in preventing workplace transmission. Health surveillance is essential for keeping employees that are unwell from coming to work, and it involves active and continuous monitoring of employee health status for the presence of cold/flu-like symptoms.

Head Coaches most often encounter the following situations:

1. The employee calls the Head Coaches before the start of their shift to report they are too ill to come to work;

2. The employee comes to work sick because they do not feel sufficiently sick that that would render them unable to work; or

3. The employee becomes unwell while at work and suddenly needs to go home. For employees reporting that they are unwell.

Head Coaches should follow these procedures:

1. If an employee calls in sick with cold/flu-like symptoms, please ask them to self-isolate, call 8-1-1 for recommendations, and then contact the Board of Directors for follow up.

2. If an employee reports to work feeling unwell or develops cold/flu-like symptoms while at work:

- Direct the employee to immediately:
  - o Put on a mask, gather their belongings, and wash/disinfect their hands;
  - o Leave the workplace quickly, while minimizing contact with work fomites (objects that can be contaminated) and co-workers.
- Consideration must be given to what mode of transportation the employee used to get to work.
  - o If they have their own vehicle they should be told to drive directly home and self-isolate;
  - o If the employee does not have their own vehicle they should be directed to call a family member and if possible, wait outside for their ride;
  - o If the employee arrived by transit and does not have alternative means of getting home, then they should be told to follow strict infection control measures which include:
    - wearing a mask at all times,
    - avoid touching their face, contain secretions and dispose of tissues into a waste container,
    - use antiseptic hand sanitizer frequently and before touching any surface, and finally, use a wipe to sanitize the seat;
    - If an employee appears too ill to travel, call 911 for an ambulance.
- Notify Vice President of Coaching by email that the employee has gone home sick.
- Arrange deep cleaning of the employee's workstation and surrounding areas that they may have come into contact with. Please advise cleaning staff that the area to be cleaned is potentially infectious so they can take proper precautions.
- If you have any questions as to whether the symptoms your employee is reporting are significant please ask the employee to leave the worksite, go to their personal vehicle, and call the Vice President of Coaching for direction.

3. If an employee calls in to report that Public Health has advised them that they may have had a close contact with a suspect or confirmed case of COVID-19, please advise them not to come to work and to call Vice President of Coaching.

4. If the employee is at work and becomes aware that they have been in close contact with a suspect or confirmed case of COVID-19, please ask the employee to wash their hands, put on a mask, gather their belongings and quickly leave the workplace.

- Notify Vice President of Coaching by email that the employee reported being in close contact with a suspect or confirmed case of COVID-19; and
- Arrange a deep cleaning of employee's workstation and surrounding areas that they may have come in contact with. Please advise cleaning staff that the area to be cleaned is potentially infectious so they can take proper precautions.

5. Perform daily health surveillance and health monitoring of all your employees to ensure that:

- Employees are not coming to the workplace when they are unwell;
- Employees are not returning to the workplace without clearance by Human Resources;
- Workplace contact tracing can occur as soon as possible in order to quickly control any indirect exposure to a communicable disease (viruses that cause cold, influenza or COVID-19).

6. Continue to send in your daily reports of all absences on the **All Staff Tracking spreadsheet** to ensure the Club is able to accurately assess staffing needs and provide departmental reports.

# **Appendix E - INTERIM COVID-19 PHYSICAL DISTANCING POLICY**

## **1. POLICY STATEMENT**

The North Delta Sunfish Swim Club is committed to the health and safety of its employees and to providing a safe, healthy and productive workplace. The Club's Interim COVID-19 Physical Distancing Policy will be applied in a consistent and reasonable manner in accordance with direction provided by the Provincial Government of BC, Public Health and WorkSafeBC. This policy applies to all North Delta Sunfish Swim Club coaches (employees).

## **2. PURPOSE**

Recognizing the extenuating circumstances, the Club has implemented the following policy to address current issues and concerns related to the COVID-19 crisis. This policy may be amended or revoked at any time. Physical distancing between coaches, or between coaches and others, is an example of an administrative control measure that can be put in place to reduce the risk of COVID-19 transmission. The guidance to practice physical distancing was issued by the BC Provincial Health Officer as a way of limiting exposure to and person-to-person transmission of COVID-19. The Government of BC, Public Health/BC Centre for Disease Control (BCCDC), and WorkSafeBC have directed employers to have an interim physical distancing policy that will support social and physical distancing by limiting interaction and maintaining recommended physical distancing between employees, and between employees and the public. This is in line with the recommendations provided by the BC Public Health Officer and Provincial and Federal governments. The Interim COVID-19 Physical Distancing Policy is intended to support the health and safety of employees during this unprecedented time. The purpose of this policy is to establish the principles and expectations for physical distancing in the workplace. In some situations, physical distancing may not be viable, and other strategies, such as the use of engineered controls (e.g. screens or barriers) or Personal Protective Equipment (e.g. visors, masks, gloves, etc.) will need to be implemented in order to mitigate risks.

### **3. RESPONSIBILITIES**

#### **Board of Directors Responsibilities**

Board of Directors are responsible for providing overall support and endorsement of the Interim COVID-19 Physical Distancing Policy. Senior Management is responsible for the planning and implementation of physical distancing initiatives and activities in their departments. Senior Management will serve as champions and make every effort to have resources in place to ensure that this policy is implemented at all levels of the organization.

Board of Directors will support Head Coaches in developing and implementing policies, practices and procedures that support physical distancing in our workplace.

#### **Head Coach Responsibilities**

Head Coaches are responsible for ensuring the health and safety of their employees while in the workplace and will support the organizational strategies directed at reducing the risk of COVID-19 infections in the workplace, including physical distancing. Head Coaches will ensure that this policy is communicated to all of their employees either directly or through their supervisory staff. Head Coaches are expected to model actions and behaviours that comply with and promote physical distancing, in accordance with this policy. Head Coaches are expected to ensure that employees receive orientation and training on changes in the workplace and work processes. Head Coaches are responsible for ensuring that employees are adequately supervised and receive coaching and feedback on complying with COVID-19 policies and procedures. Head Coaches are responsible for monitoring the implementation of the Interim COVID19 Physical Distancing Policy and ensuring this policy is administered consistently and equitably within their departments. Head Coaches must address all incidents of non-compliance and report significant issues or patterns of non-compliance to Human Resources. Head Coaches are to address all safety concerns and unsafe work refusals regarding COVID-19 exposure with employees.

#### **Employee Responsibilities**

Employees are expected to comply with this policy and with any initiatives and activities implemented within their department or workplace. Whenever possible, employees

must maintain physical distancing of 2 metres (6.5 feet) from others while at work. If there are situations where an employee feels that physical distancing cannot be adequately maintained in their work environment, they should notify their Head Coach immediately. Employees are expected to adhere to their department's safe work procedures and follow new workflow processes, and the directional movement of people that are designed and implemented to minimize physical contact with others. Employees must adhere to guidelines for use of shared equipment, work spaces within their departments, and guidelines for maximum occupancy in communal areas outside of their department.

#### **4. GUIDELINES**

The following guidelines have been established for physical distancing in the Club's workplaces:

##### **Social Interactions:**

- Greet others with a wave and not a handshake or other physical connections;
- Share contact information but avoid providing business cards;
- Avoid communal food, beverages and supplies.

##### **Within Workspaces:**

- Employees must remain working within a single designated facility whenever operationally possible. This same rule applies to employees working within a single department/workspace at a facility (e.g., City Hall). Employees are advised to not visit other work spaces within their designated facility unless absolutely necessary;
- Consider creating cohorts of workers who work together and do not interact with other cohorts. This will assist in reducing transmission throughout the workplace and, in the event a staff member becomes ill, assist in contact tracing;
- Minimize the number of required people in a work area to ensure the minimum 2 metres (6.5 feet) physical distancing;
- Post and comply with occupancy limits on elevators and other smaller spaces;
- Limit the number of workers at one time in break locations by staggering break times;
- Maintain an up-to-date list of employees at the workplace and take note of who is present;
- Take note of and comply with markings and signage identifying areas that are not to be used;
- Be respectful and communicate in advance of movements within workspaces when others are present.
- The City of Delta will continue with its regular quarterly maintenance of the Heating, Ventilation, and Air Conditioning Systems (HVAC). Fraser Health at this time is not

recommending any additional requirements for HVAC units from building operators. The American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) is not requiring any additional type of equipment for HVAC units that are not in a healthcare setting. Facilities continues to monitor the situation and will respond should new information be provided.

### **Meetings:**

- Reduce in-person meetings and other gatherings;
- Conduct virtual meetings where possible, using videoconferencing (e.g., Zoom), teleconferencing or unified communication and collaboration software (e.g., Microsoft Teams) technology where available and supported;
- Keep unavoidable, in-person meetings short and stay 2 metres (6.5 feet) apart.

### **Moving About the Workplace:**

- Be respectful and communicate in advance of movements around the workplace when others are present;
- Take note of and comply with directions and signage for circulation/movement throughout the workplace;
- Take note of and comply with markings and signage identifying areas that are not to be used;
- Yield way to a passing colleague and be courteous around workspaces;
- Turn to face the walls or face away from other employees when passing in common areas;
- Do not congregate in common areas (ie. coach shed) where you can't maintain a 2 metre (6.5 feet) distance from other people;
- Use innovative approaches to doing work (technology, automation, etc.);
- If possible, do not pass tools and equipment to each other;
- Where possible, encourage on-line services;
- Where possible, organize virtual appointments;
- Where possible, postpone, re-arrange, or plan work tasks in such a way that workers are not required to work in close proximity to one another;
- Use machines or other equipment to assist with job tasks usually performed by two or more workers in close proximity, such as lifting or carrying heavy objects.

### **Parents & Guardians:**

- Parents & Guardians or other individuals not required to be in a facility (e.g. not attending practices) should be restricted or limited. Interactions with parents and guardians should be limited.
- Encourage online communication whenever possible;
- Minimize non-essential in-person interaction between employees and parents & guardians;
- Parents & Guardians should attend coach appointments alone;
- Refer parents & guardians and other individuals to signs and markings for identified drop/off and pick-up zones/location of their swimmer;

## **Appendix F - INTERIM COVID 19 HEALTH SURVEILLANCE**

### **1. POLICY STATEMENT**

The North Delta Sunfish Swim Club is committed to the health and safety of its employees and to providing a safe, healthy, and productive workplace. The Club's Interim COVID-19 Health Surveillance Policy will be applied in a consistent and reasonable manner in accordance with direction provided by the Provincial Government of BC, Public Health, and WorkSafeBC. This policy applies to all Club Coaches.

### **2. PURPOSE**

Recognizing the extenuating circumstances, the Club has implemented the following policy to address current issues and concerns related to the COVID-19 crisis. This policy may be amended or revoked at any time. Employee Daily Health Checks are examples of administrative control measures that will be put in place to reduce the risk of COVID-19 transmission. The Government of BC, Public Health/BC Centre for Disease Control (BCCDC) and WorkSafeBC have directed employers to ensure that procedures/protocols are in place that mitigate the risk of COVID-19 transmission in the workplace.

These risks include:

- Coaches who are displaying symptoms (e.g., fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue or loss of appetite) whether or not the illness has been confirmed as COVID-19;
- Coaches who have travelled internationally. It is mandatory for all travellers returning to Canada to self-isolate for 14-days;
- Coaches who live in the same household as a confirmed or clinical COVID-19 case who is self-isolating, or who have been exposed to a confirmed COVID-19 infected person and advised by 811 (Public Health) to self-isolate.

The purpose of this policy is to establish the principles and expectations for Employee Daily Health Checks.

### **3. RESPONSIBILITIES**

#### **Executive Committee Responsibilities**

Executive Committee is responsible for providing overall support and endorsement of the Interim COVID-19 Health Surveillance Policy. Executive Committee will ensure that the coaches they assign responsibility to of this policy fully understand the expectations

for educating and monitoring the health of coaches in the Clubs. Executive Committee will serve as champions and make every effort to support, remind and enforce the implementation of this policy at all levels of the organization.

Executive Committee will follow up with and maintain support and direction for employees who are unwell and unable to report to work. Executive Committee will provide Head Coaches with updates on an employee's condition while off work and will clear employees for fitness to return to work prior to their return to the workplace. Executive Committee will provide advice and support to enable the organization to respond to requests, issues, and complaints as applicable.

### **Head Coach Responsibilities**

Head Coach is responsible for ensuring the health and safety of their coaches while in the workplace and will support the organizational strategies directed at reducing the risk of COVID-19 infections in the workplace, including ensuring all employees perform Daily Health Checks prior to reporting to work. Head Coach will ensure that this policy is communicated to all of their coaches, either directly or through their supervisory staff. Head Coach will ensure all employees receive orientation and training of this policy. Head Coach, will ensure all employees sign off that they have reviewed this policy and understand their responsibility of performing Daily Health Checks prior to reporting to work. Head Coach is expected to model actions and behaviours that comply with and promote Employee Daily Health Checks, in accordance with this policy. Head Coach is responsible for ensuring that coaches are regularly reminded on the requirement to comply with COVID-19 policy and procedures on Health Surveillance. Head Coach must address all incidents of non-compliance and report issues or patterns of non-compliance to Executive Committee. Head Coach will notify the Vice President of Coaching daily on all employees who are unfit to report to work after performing their Daily Health Check.

### **Employee Responsibilities**

Employees are responsible for monitoring their health and wellness while in the workplace and at home. Employees will support the organizational strategies directed at reducing the risk of COVID-19 infections in the workplace, including ensuring they perform Employee Daily Health Checks prior to reporting to work. Employees who are unfit to report to work will notify their Head Coach and will not report to the workplace. Employees who become sick while in the workplace will immediately wash their hands put on a mask, report their symptoms to their Head Coach and gather their belongings while avoiding further contact with co-workers or physical environment of their workplace. Unwell employees must go directly home, call 811 and follow their recommendations on next steps. Employees will then contact the Vice President of Coaching 604-366-5101 to provide updates.

## **4. GUIDELINES**

The following guidelines have been established for Employee Daily Health Checks. All employees prior to reporting to work must complete the Daily Health Check. The following Daily Health Check does not need to be recorded or signed off daily. Employees are responsible to ensure they have completed the Daily Health Check and that they are fit to report to work.

1. Are you experiencing an onset of any of the following that are unusual for you?

Note: If you are unsure whether your symptoms are related to allergies or an infection, then self-isolation is recommended.

- Fever of greater than 38 degrees Celsius;
- Chills;
- New cough or an increase in amount of coughing;
- Shortness of breath;
- Sore throat and painful swallowing;
- Stuffy or runny nose;
- Loss of sense of smell;
- Headache or unusual headache;
- Muscle aches not due to overexertion or exercise;
- Unusual fatigue;
- Loss of appetite;

2. Did you provide care or have close contact with a person with confirmed COVID-19?

Note: This means you would have been contacted by your health authority's public health team.

3. Have you travelled to any countries outside Canada (including the United States) within the last 14 days? If you answer **"YES"** to any of the above, you are not to report to work. You must self-isolate and contact your Manager/Supervisor and Human Resources. If you answer **"NO"** to all of the above, you can proceed to work.

## **Appendix G - INTERIM SAFETY PROTOCOLS**

### **EMPLOYEE TRAVEL**

Consistent with the advisory from the BC government, the North Delta Sunfish Swim Club does not support non-essential travel outside of Canada, including the United States. If an employee travels outside of Canada, they are required to self-report to Vice President of Coaching by emailing [vpcoaching@ndsunfish.com](mailto:vpcoaching@ndsunfish.com). All those who return from out of country are required to self-isolate for 14 days, as mandated by the BC Provincial government. Self-isolation and reporting to Executive Committee is not required for employees travelling between Canadian provinces. Self-isolate means to stay at home and monitor yourself for symptoms, even if mild, for 14 days as well as avoid contact with other people to help prevent the spread of disease in your home and in your community in the event you become symptomatic. All employees who have travelled outside of Canada will not be allowed to return to work prior to receiving approval from Executive Committee. Specific information can be found in the Public Health Order for Travelers and Employers, accessible through the BC Provincial government's website.

### **Personal Protective Equipment (PPE)**

PPE is the last form of protection and should only be considered after other control measures (elimination / substitution, engineering controls, and administrative controls) have been exhausted.

PPE face shields, gloves and hand sanitizers have been provided to each coach.

PPE face masks will be made available to parents should they wish to talk to a coach.

## Appendix H - RESOURCES

1. [BCSSA RTS Workbook for Clubs](#)
2. Canada Artistic Swimming, [Return to Artistic Swimming](#)
3. [Delta Covid 19 - Safety Plan](#)
4. Government of BC, [Restart BC Plan](#)
5. Government of BC, [Covid-19 Go-Forward Management Strategy](#)
6. Government of BC, [Covid-19 Go-Forward Management Checklist](#)
7. Swimming Canada, [Covid-19 Resource Hub](#)
8. Water Polo Canada, [Return to Water Polo Training Guidelines](#)
9. WorkSafe BC, [Covid-19 Information and Resources for Employees and Employers](#)
10. ViaSport, [Return to Sport Guidelines for B.C.](#)