



COVID-19 EMPLOYER SAFETY PLAN [Phase 3]

GENERAL

1. All employees, contractors, and volunteers (together, “staff”) will be given and will be required to read the CDSC Illness Policy (Appendix A).
2. All staff will be required to read the CDSC Return to Swimming Plan and participate in a training session in regard to the CDSC Return to Swimming Plan.
3. Subject to public health authority directions otherwise, staff **must not come to the pool if:**
 - a. They don't feel well or have shown symptoms of COVID-19 in the last 14 days;
 - b. Someone in their household has COVID-19 or has shown symptoms of COVID-19 in the last 14 days;
 - c. They have travelled outside of Canada within the last 14 days;
 - d. Someone in their household has travelled outside of Canada in the last 14 days.For more information about COVID-19 visit <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>. For COVID-19 symptoms visit <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>.
 - e. Staff should return to work if the staff is tested for COVID-19 and is negative and is asymptomatic.

CLUB SAFETY OFFICER

The Club has appointed Khosro Mansuri to act as Club Safety Officer. The Club Safety Officer will be responsible for keeping the Club up to date on provincial/federal regulations, Swim BC bulletins and other information on COVID-19, assisting in the education of swimmers/coaches/volunteers/parents in regard to COVID-19 safety measures and policies, enforcing the safety measures, and advising and assisting the Club in modifying the Return to Swimming Plan as regulations and public health directions change.

PRACTICE SCHEDULING AND PRACTICE STRUCTURE

1. Number of Participants: Based on current provincial health and facility load policies, a set number of swimmers and coaches per practice session will be identified and enforced.
2. Practice formats: Practices will be run in accordance with cohort training protocols recommended by SNC/Swim BC. Upon entering the pool and while on deck, swimmers will be advised to maintain 2m distancing where possible to minimize close interactions between swimmers, and between swimmers and coaches.
3. Training Groups: In order to limit staff, staff/swimmer, and swimmer/swimmer interactions, cohort training groups will remain consistent to minimize crossovers between cohorts.

ENTRY and EXIT PROCEDURES

1. Staff entering the facility shall complete an online **Health Survey** (Appendix B) **each time** before entering the facility. If they mark any items on the symptom list in the health survey "YES", they will not be permitted to enter the facility without providing acceptable explanations therefor.
2. Staff must wash their hands with soap and water (for 20 seconds or longer) or use a hand sanitizer if soap and water are not readily available, upon entering the facility.
3. Staff must wear masks upon entering the facility.
4. Changerooms will have limited access. Staff should use the washroom at home before coming to the pool and at home after practice, wherever possible.
5. When entering and exiting, all individuals must maintain appropriate social distancing where possible of at least two metres, or in accordance with current provincial health policies.
6. Staff will enter and exit through designated areas and follow directional signage.
7. Entries and exits will be marked with signs reminding all individuals to maintain appropriate safety protocols.
8. A 10-minute block between different pool user groups will be scheduled by the facility. The 10-minute block will be designated for facility staff to disinfect the area before the next user group enters the facility. Staff will follow the facility disinfecting protocols and policies and will assist with disinfecting surfaces where requested to do so by facility staff.

ATTENDANCE

Coaches shall take attendance at all practice sessions, including dryland sessions, and retain the attendance logs.

DRYLAND TRAINING

Dryland training shall be conducted either outdoors within consistent training groups and in group sizes approved by the current provincial public health policies and maintaining the 2m social distancing requirement, or remotely using a video-conferencing platform. Activation prior to entering the pool shall be brief and respecting the 2 m distancing policy where possible.

DURING PRACTICE

1. Swimmers and coaches will follow directions for spacing while on deck wherever possible. On-deck instruction and discussions will also respect the social distancing guidelines where possible.
2. All parties on deck must not make physical contact with others, such as shaking hands or giving a high five.
3. Swimmers and coaches must maintain social distancing where possible when taking a break.
4. Swimmers/coaches who cough/sneeze, may be asked to leave the practice and exit the facility.

DISINFECTING

The pool water is constantly being disinfected by chlorine, but extra disinfecting of items outside of the pool may be required, as directed by the facility and to complement the facility disinfection controls and protocols.

COACHES AND STAFF

1. The Club will
 - a. provide staff with the Employer Return to Work Safety Plan (the “Plan”), and provide the staff with updates and guidance with respect to the Plan.
 - b. provide coaches with appropriate personal protective equipment (“PPE”), upon request;
 - c. provide staff with up-to-date education and training on COVID-19 risk factors and protective behaviors (eg. cough etiquette and care of PPE);
 - d. provide employees with the ability to work from home while ill or self-isolating due to COVID-19, with pay for up to 14 days, and in accordance with provincial and WorkSafe BC policies. Due to the nature of swim coaching, the at home work may consist of other duties, including administrative work.
2. PPE will be
 - a. consistently and properly worn when required,
 - b. regularly inspected, maintained, and replaced, as necessary, and
 - c. properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment, and in accordance with facility policies.
3. Coaches will not share personal coaching equipment (eg. stopwatches).

OFFICE PROCEDURES

1. Any person entering the Club Office will use hand sanitizer to clean their hands before touching anything in the Club Office.
2. Only one coach will be allowed to work in the Club Office at a time (engaged in non-movement activities), and the coach must wipe down commonly touched surfaces (eg. photocopiers,

drawer handles, door handles) with disinfectant before leaving the office. One other coach may enter to carry out movement activities, such as organizing supplies, picking up equipment, etc.

3. Volunteers, parents, and/or swimmers will not be allowed in the Club Office, unless required to perform specific duties, and shall enter only when no coaches are present.
4. Staff will be encouraged to work from home outside of training times and shall hold coach, coach/swimmer, and coach/parent meetings using video conferencing platforms.

OUTBREAK RESPONSE

1. If a staff member or family member/household occupant of the staff member becomes ill with COVID-19 symptoms, the staff:
 - a. must self-isolate immediately and call the provincial health authorities at 8-1-1 for directions on the next steps or use the BC COVID-19 Self-Assessment Tool (<https://bc.thrive.health/>). If the staff member is severely ill, they should call 9-1-1;
 - b. must inform the Club of the illness;
 - c. must not return to the pool for at least 14 days after the onset of the symptoms, or should return to work if the staff or family member/household occupant is tested for COVID-19 and is negative and is asymptomatic.
2. If any swimmer or staff has had to leave a practice due to COVID-19 symptoms, notify the facility immediately to permit proper disinfectant protocols to be followed.
3. If there is an outbreak of COVID-19 in the Club, the Club shall immediately:
 - a. notify the BC provincial health authorities (8-1-1) and will cooperate fully with the provincial health authorities, including providing information to assist in contact tracing;
 - b. notify the facility management of the outbreak and cooperate with the facility outbreak response procedures and policies;
 - c. notify the Club members of the outbreak and the procedures recommended by the provincial health authorities, or as directed by public health authorities.

APPENDIX A
CANADIAN DOLPHIN SWIM CLUB
ILLNESS POLICY

In this policy “member” includes an employee, volunteer, participant or parent/ spectator.

It is understood that due to constantly changing and emerging information about COVID-19, and changing COVID-19 public health directives, current public health directives and advice supersede this illness policy wherever there is a conflict.

1. **Inform an individual in a position of authority (coach, team administration) 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:**
 - a. Members must respond to a pre-training online questionnaire before their practice/activity to attest that they are not feeling any of the COVID 19 symptoms.
 - b. 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 practice/activity.
 - c. If members are unsure, please have them use the [BC COVID-19 Self-Assessment Tool](#).
3. **If a member is feeling sick with COVID-19 symptoms:**
 - a. They should remain at home and contact Health Link BC at 8-1-1.
 - b. If they feel sick and/or are showing symptoms while at practice they should be sent home immediately and ask them to contact 8-1-1 or a doctor for further guidance.
 - c. NO member may participate in a practice/activity/work if they are symptomatic.
4. **If a member tests positive for COVID-19:**
 - a. The member will not be permitted to return to practice until the quarantine/isolation period set by public health authorities for the member has passed.
 - b. Any member who worked / practiced closely with the infected member may also be removed from club activity for a period of time in accordance with directions received from public health authorities.
 - c. Advise the facility so they are aware to close off the work/practice area, and clean and disinfect any surfaces that could have potentially been infected/ touched.
5. **If a member has been tested and is waiting for the results of a COVID-19 test:**
 - a. As with the confirmed case, the member must be removed from the work / practice area.
 - b. The BCCDC advises that any person who has even mild symptoms to stay home and call 8-1-1.
6. **If a member tests negative for COVID-19, the member shall not return to practice/work unless they are symptom-free.**
7. **If a member has come in to contact with someone who is confirmed to have COVID-19:**
 - a. Members must advise their employer/ coach if they reasonably believe they have been exposed to COVID-19.
 - b. Once the contact is confirmed by public health authorities, the member will be removed from the workplace/ practice for at least 14 days or as directed by public health authorities.
 - c. The facility will be notified to close off, clean, and disinfect the work/activity area and any other surfaces that could have potentially been infected/touched.
8. **Quarantine or Self-Isolate conditions:**

Subject to directions otherwise by public health authorities:

- a. Any member 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 for 14 days.
- b. Any member with any symptoms of COVID-19 is not permitted to enter any part of the facility and must quarantine and self-isolate for 14 days.
- c. Any 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 for 14 days.
- d. Any member who is quarantined or self-isolating in accordance with directions from public health authorities 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 for 14 days.

I have read and I understand the Illness Policy and agree to follow it at all times.

Name: _____

Parent or Guardian Name: _____

Date: _____

Signature of Participant (over 18 years of age): _____

Signature of Parent / Guardian (if participant is a minor): _____

Date: _____

APPENDIX B

Canadian Dolphin Swim Club

HEALTH SURVEY

If an individual answers **YES** to any of the questions, they must not be allowed to enter the facility.

1.	Does the person attending the activity have any of the symptoms below:		
	Fever	YES	NO
	Cough	YES	NO
	Shortness of Breath / Difficulty Breathing	YES	NO
	Sore Throat	YES	NO
	Chills	YES	NO
	Painful swallowing	YES	NO
	Runny Nose / Nasal Congestion	YES	NO
	Feeling unwell / Fatigued	YES	NO
	Nausea / Vomiting / Diarrhea	YES	NO
	Unexplained loss of appetite	YES	NO
	Loss of sense of taste or smell	YES	NO
	Muscle / Joint aches	YES	NO
	Headache	YES	NO
	Conjunctivitis (reddened eyes)	YES	NO
2.	Have you, or anyone in your household, travelled outside of Canada in the last 14 days?	YES	NO
3.	Have you had close unprotected face-to-face contact (within 2 metres) with someone who is ill with cough and/or fever?	YES	NO
4.	Have you or anyone in your household been in close unprotected contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO

If you have answered **YES** to any of the above questions **DO NOT PARTICIPATE.**

Go home and use the *BC COVID-19 Self-Assessment Tool*

(<https://bc.thrive.health/>) or call 8-1-1 to determine if you should seek medical advice.