



Non-Affiliated Sport Group COVID-19 SAFETY PLAN CHECKLIST

The [BC Recreation and Parks Association](#) and [viaSport](#) have this checklist to assist sport groups not affiliated with organized sport at the local (LSO) or provincial (PSO) levels.

By order of the Provincial Health Office (PHO), all organizations must develop a COVID-19 Safety Plan for their operations. This includes sport groups that are using municipal properties.

This tool can be used to guide you through the planning process. There is no standard document for your COVID-19 Safety Plan – you may use this document, or another document that meets your needs, to develop your plan. Provincial Sport Organizations have developed or are now developing their sport specific template to support Safety Plan development. These plans can be found on the [viaSport site](#) or on the PSO websites.

We have adapted this guide for sport from the [WorkSafeBC comprehensive tool](#) and PHO recommendations.

Your plan will not be approved by the municipality, but will be reviewed and form an essential component of your rental agreement/contract. Your group cannot exceed 50 individuals, including participants, coaches, assistants, and spectators.

Your COVID-19 Safety Plan must align with your sport's Return to Sport; see a listing [here](#). If your sport is not listed, align with the viaSport [Guideline](#). It is the responsibility of your group to ensure your safety plan is followed by all members of your group. Your Plan must clearly communicate that physical contact is not permissible in Phase 2, and will have a measured and gradual re-entry in Phase 3 of the BC Restart Plan.

The following steps will guide you through the development of your safety plan.

Step 1: Review the Municipality COVID-19 Safety Plan

- ☐ We have received and reviewed the Municipal COVID-19 Safety Plan, and aligned our COVID-19 Safety Plan with the Municipal Plan.
- ☐ We confirm that our group will not exceed 50 individuals, including participants, coaches, assistants, spectators.

Step 2: Assess the risks at your sport

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together individuals are and the longer they are close to each other, the greater the risk.

- ☐ We have identified and have a mitigation plan for areas where people gather
- ☐ We have identified situations and processes where individuals are close to one another or members of the public
- ☐ We have identified the equipment that may be shared by individuals
- ☐ We have identified surfaces that people touch often
- ☐ We have a first aid response plan (e.g. WorkSafeBC [Guide for Employers and Occupational First Aid Attendants](#))

Step 3: Implement protocols to reduce the risks

Select and implement protocols to minimize the risks of transmission.

Look to the following for information, input, and guidance:

- ☐ Your sport-specific guidelines.

- ☐ viaSport sport sector [Guidelines](#). (if you have questions about return to sport, please contact info@viasport.ca)
- ☐ BCRPA recreation sector [Guideline](#)
- ☐ Municipal facility guidelines (posted on city websites)
- ☐ Orders, guidance, and notices issued by the provincial health officer and relevant to your industry (updates will also be posted at www.viasport.ca)

Municipalities expect local sport groups to refer to their PSO COVID-19 Safety Plan as they develop a plan specific to the facility which is descriptive of their activity.

Ensure you have a risk reduction plan that includes the following levels of protection cited by the [BC Provincial Government](#):

First level protection (elimination): *Limit the number of people and ensure physical distance whenever possible*

- ☐ We have established maximum program numbers for our program that meets facility requirements. We agree that we will have no more than the number of players/coaches than the facility has set as the limit.
- ☐ We have communicated to the players, coaches, parents and all individuals associated with our group that we have established measures to keep participants and others at least 2 metres apart, wherever possible.
- ☐ We have implemented measures to keep participants and others at least 2 metres apart, wherever possible.
- ☐ We have established and communicated occupancy limits for common areas such as lobbies, meeting rooms, change rooms, and washrooms.

Measures in place

List your control measures for maintaining physical distance in your sport environment.

Second level protection (engineering): *Barriers and partitions*

- ☐ We have considered and are prepared to bring barriers to separate sport participants where they can't keep physically distant.
- ☐ We have discussed with the municipalities the engineering barriers that may be required.

Measures in place

Describe how barriers or partitions will be used in your environment (if appropriate).

Third level protection (administrative): *Rules and guidelines*

- ☐ We have identified rules and guidelines for how participants, coaches, volunteers, spectators should conduct themselves in order to reduce transmission of COVID-19.
- ☐ We have clearly communicated these rules and guidelines through a combination of training and signage.

Measures in place

List the rules and guidelines that everyone is required to follow. This should include movement from the parking lot or arrival area to the area and play and back. The rules must include things like how the drills will be designed to ensure 2-metre distance between players and coaches etc, how the limit of 50 for the event will be ensured, how congested areas will be managed to reduce gathering and lingering, hand hygiene protocols (come with clean hands, bring and frequently use personal hand sanitizers), no sharing of equipment, and wiping down equipment after use.

Fourth level protection: Using masks (optional measure in addition to other control measures)

- ☐ We have reviewed the information on selecting and using masks and instructions on how to use a mask.
- ☐ We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- ☐ We have trained individuals on the proper use of masks (if applicable).

Measures in place

Who will use masks?

What instances will require the use of masks?

How have participants been informed of the correct use of masks?

Reduce the risk of surface transmission through effective cleaning and hygiene practices

- ☐ We have reviewed the information on cleaning and disinfecting surfaces.
- ☐ Our sport facility has enough handwashing stations on site for our participants. Handwashing locations are visible and easily accessed.
- ☐ We have communicated good hygiene practices to participants, coaches, volunteers, etc.
- ☐ We have implemented cleaning protocols for all common areas and surfaces.
- ☐ We have removed unnecessary equipment to simplify the cleaning process

Cleaning protocols

Provide information about your cleaning plan. Specify who is responsible for cleaning, the cleaning schedule, and what the cleaning protocols will include (e.g., which surfaces, tools, equipment, etc).

Step 4: Develop policies

Develop the necessary policies to manage your sport.

Our policies ensure that participants and others showing symptoms of COVID-19 are prohibited from participating in sport activities

- ☐ Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- ☐ Anyone directed by Public Health to self-isolate.
- ☐ Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.

Our policy addresses individuals who may start to feel ill while participating. It includes the following:

- ☐ Instruct the participant to go straight home. [Consult the [BC COVID-19 Self-Assessment Tool](#), or call 811 for further guidance related to testing and self-isolation.]
- ☐ Sick individuals should report to first aid (or designated individual), even with mild symptoms.
- ☐ Sick participants should be asked to wash or sanitize their hands, provided with a mask, and isolated.
- ☐ If the participant becomes severely ill (e.g., difficulty breathing, chest pain), call 911. Clean and disinfect any surfaces that the ill participant has come into contact with.

Measures in place

List your relevant policies

Step 5: Develop communication plans

You must ensure that everyone participating in the sport activity knows how to keep themselves safe while participating:

- ☐ We have created and communicated to participants, coaches, and support volunteers our safe sport plan that adheres to physical distancing, and have confirmed that they agree to play our sport as outlined
- ☐ We have communicated that participants not observing the new safe sport plan will not be permitted to play.
- ☐ We have a communication and training plan to ensure everyone is trained in policies and procedures.
- ☐ All participants have received the policies for staying home when sick.
- ☐ We have posted signage at the sport location, including occupancy limits and effective hygiene practices.
- ☐ We have posted signage indicating who is restricted from participating, including parents, participants, and coaches with symptoms.
- ☐ Coaches or safety volunteers have been trained on monitoring participants to ensure policies and procedures are being followed.

Measures in place

Describe your communication plan

Step 6: Monitor and update your plans as necessary

Things may change as your business operates. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures.

- ☐ We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- ☐ Individuals know who to go to with health and safety concerns.
- ☐ When resolving safety issues, we will involve designated health and safety representatives

Step 7: Assess and address risks from resuming operations

If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your programming/business.

- ☐ We have a training plan for new staff, coaches, volunteers.
- ☐ We have a training plan for staff, coaches, volunteers taking on new roles or responsibilities.
- ☐ We have a training plan around changes to our business/programming.
- ☐ We have identified a safe process for cleaning and removing things that have been out of use.

Step 8: Provide your municipal host with your COVID Safety Plan

- ☐ We understand that before we are permitted to play on or in municipal parks & recreation spaces, a safety plan must be submitted. **It is not the role of the Municipality to approve your safety plan**, but you must have one in order to have access to municipal spaces.
- ☐ We understand that failure to adhere to the safety plan could result in the removal of access to municipal spaces.

Be advised that personal information must not be included in the COVID-19 Safety Plan

Personal information is any recorded information that uniquely identifies a person, such as name, address, telephone number, age, sex, race, religion, sexual orientation, disability, fingerprints, or blood type. It includes information about a person's health care, educational, financial, criminal or employment history. Visit <https://www.oipc.bc.ca/about/legislation/> for more information.