



COVID-19 SAFETY PLAN TEMPLATE

All Training Groups must develop a COVID-19 Safety Plan prior to restarting activity.

This tool can be used to guide you through the planning process. Currently, there is no standard document for your COVID-19 Safety Plan – you may use Triathlon BC’s Return to Sport document, or other documents that meet your group’s needs, to develop a plan. For example, WorkSafe BC has developed a comprehensive tool businesses can adapt. This COVID-19 Safety Plan template is adapted from WorkSafe BC to align with the sport sector.

Triathlon BC will not be approving the plans of individual groups, but in accordance with the order of the Provincial Health Officer, this plan must be posted by your training group prior to activity.

It is important to note that at the time of publishing, most insurance policies will not cover any claims relating to communicable diseases or pandemics and that most policies, including Directors and Officers Insurance, now include specific pandemic exclusions. It is recommended to provide a revised waiver (see appendix) to all participants.

Understanding and mitigating risk to exposure is critical. Please use [Triathlon Canada’s Club Risk Assessment & Mitigation Tool](#) to assess your training environment.

Athletes/coaches interacting with training groups are encouraged to self-assess for symptoms continually using self-assessment questionnaires or an online tool (see Appendix).

Step 1: ASSESS THE RISKS

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 reviewed Triathlon Canada’s Club Risk & Mitigation Matrix.
- We have identified 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

Step 2: IMPLEMENT PROTOCOLS TO REDUCE THE RISKS

Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- viaSport sector guidelines
- Triathlon BC’s Return to Sport Guidelines
- Triathlon Canada’s Club Risk & Mitigation Matrix.

You may need to identify and implement additional protocols if the posted protocols don't address all the risks to your participants.

- Orders, guidance, and notices issued by the provincial health officer and relevant to your industry.
- ViaSport updates at www.viasport.ca
- Municipality or facility guidelines

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

- We have established maximum participant numbers for our program that meets facility requirements
- We have established and posted occupancy limits for common areas such as meeting rooms, change rooms, washrooms, and elevators (if applicable).
- We have implemented measures to keep participants and others at least 2 metres apart, wherever possible.

Measures in place

List your control measures for maintaining physical distance in your environment. If this information is in another document, identify that document here.

Secondary level protection (administrative): Rules and guidelines

- We have identified rules and guidelines for how participants, coaches, volunteers, spectators should conduct themselves.
- We have clearly communicated these rules and guidelines through a combination of training and signage.

Measures in place

List the rules and guidelines that everyone is required to follow. This could include things like using one-way doors or walkways, no sharing of equipment, and wiping down equipment after use. If this information is in another document, identify that document here.

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.
- Individuals responsible for cleaning have adequate training and materials.
- We have removed unnecessary tools and equipment to simplify the cleaning process

Cleaning protocols

Provide information about your cleaning plan. Specify who is responsible for cleaning, the cleaning schedule, and what the cleaning protocols will include (e.g., which surfaces, tools, equipment, etc.). If this information is in another document, identify that document here.

Step 3: Develop policies

Develop the necessary policies to manage your sport program.

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

Step 4: Develop communication plans and training

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

- We have a communication and training plan to ensure everyone is trained in policies and procedures.
- All participants have received the policies for staying home when sick.
- 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 visitors and workers with symptoms.
- Coaches or safety volunteers have been trained on monitoring participants to ensure policies and procedures are being followed.

Step 5: Monitor and update your plans as necessary

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

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

Step 6: Assess and address risks from resuming operations

If your training group 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.

Club: _____

Safety Plan Coordinator Name: _____

Signature: _____

Date: _____