



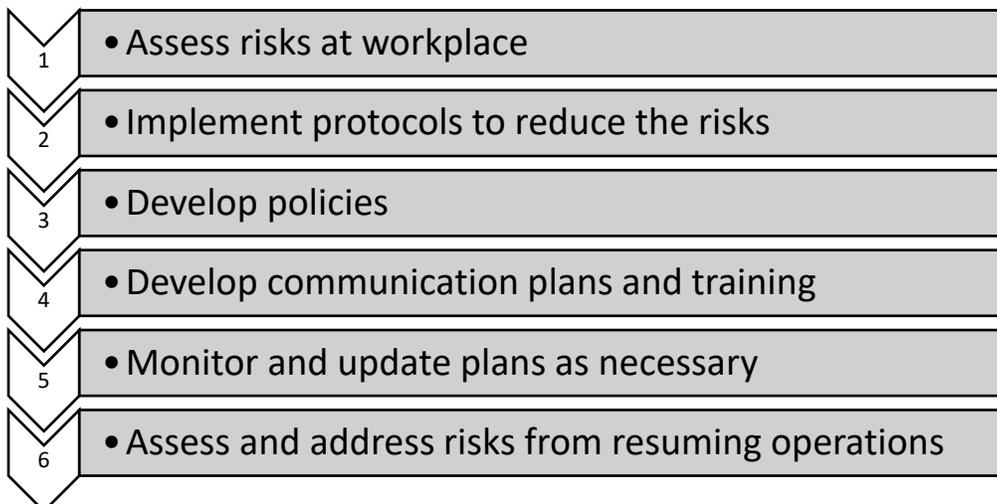
# Return to Play: SAFETY PLAN

## RETURN TO PLAY - SAFETY PLAN (JUNE 8<sup>TH</sup>, 2020)

Please familiarize yourself with the Surrey Football Club Return to Play document in addition to this safety plan.

### INTRODUCTION

To reduce the impact of COVID-19 outbreak conditions on businesses, workers, customers, and the public, it is important for all employers to have a COVID-19 Safety Plan. This plan addresses the specific exposure risks, sources of exposure, routes of transmission, and other unique characteristics of this virus.



1. Encourage all staff, coaches and volunteers to remain up to date with developments related to COVID-19.
2. Be mindful of mental health considerations for workers and volunteers:
  - It is important to plan to support the psychological health and safety of employees in addition to meeting public health requirements.
  - Remind workers and volunteers of available mental health and social supports that are available and encourage them to use these resources.
3. Discuss steps workers and volunteers can take to mitigate risk of transmission in non-work settings, such as:
  - commuting to and from work (e.g., carpooling, public transit, chartered buses);
  - in homes and shared living accommodations; and
  - Other activities outside of work, including at secondary job locations.
4. Notify workers, volunteers, parents and players of the steps being taken by the workplace to prevent the risk of transmission of infection, and the importance of their roles in these measures.
  - Post this information in areas where workers, volunteers, players and parents can refer to them.
    - “Help prevent the spread” posters are available.
    - When possible, provide necessary information in languages that are preferred by worker and volunteers.
5. Ensure employees, players and parents are aware that PROVINCIAL HEALTH OFFICER (PHO) requires individuals who have returned from travel outside of Canada to be in isolation for a minimum of 14 days.
  - If an individual becomes sick during the 14-day isolation period, they should remain in isolation for an additional ten days from the start of symptoms, or until the symptoms resolve, whichever is longer.
  - All non-essential travel outside Canada should be cancelled, as per the Government of Canada’s travel advisory.

### ILLNESS

If a worker or volunteer does come to work sick, or becomes sick while at work, the following requirements apply:

- Workers, volunteers or parents who appear to have acute respiratory illness symptoms (e.g., cough, shortness of breath) upon arrival to the soccer field, or become sick while at the field, should begin isolation at home immediately.

- Symptomatic employees/volunteers should follow hand hygiene and respiratory etiquette and maintain at least 2 metres away from other employees, volunteers, parents and players while leaving the soccer field.
- Once a sick individual has left the field, clean and disinfect all surfaces and areas with which they may have come into contact.
- Surrey FC will immediately record the names of all close contacts of the sick worker has been in contact with that day and in the 48 hours prior to when the symptoms started in the case. This information may be necessary if the sick worker later tests positive for COVID-19.

Staff, volunteer, players or parent that is diagnosed with COVID-19

- Individuals are to be in isolation for a minimum of 14 days if they have tested positive for COVID-19.
- For clarity, the isolation period is 14 days from the start of symptoms, or until symptoms resolve, whichever takes longer.
- If an individual is confirmed to have COVID-19, and it is determined that other people may have been exposed to that person, BC Health Services may be in contact Surrey FC to provide the necessary public health guidance. Records may be sought up to two-weeks prior to the individual becoming ill.
- We will work cooperatively with BC Health to ensure those potentially exposed to the individual receive the correct guidance.

### **PREVENTION**

- Prevent the risk of transmission of infection amongst workers, volunteers or (as applicable) patrons
- Provide for rapid response if a worker, volunteer or member of the public develops symptoms of illness while at the place of business
- Maintain high levels of hygiene.

It is recommended that businesses/services conduct hazard assessments on all tasks performed in the business using the hierarchy of controls.

- Consider measures such as business closure or suspension of specific tasks where the risk of transmission to staff, volunteers and patrons cannot be mitigated.

### **SCREENING**

Active daily screening of workers, volunteers and players for symptoms of fever, sore throat, cough, runny nose or difficulty breathing.

Anyone who is sick with cold-like symptoms such as cough, fever, runny nose, sore throat or shortness of breath,

**MUST NOT** be on the field.

- All individuals with these symptoms should not be allowed on the field and should be advised to return home.
- Changes to the Employment Standards Code will allow full and part-time employees to take 14 days of job-protected leave if they are:
  - required to isolate; and/or
  - Caring for a child or dependent adult who is required to isolate.
- Employees are not required to have a medical note.

To enable quick contact with employees, Surrey staff will maintain an up-to-date contact list for all worker and volunteers, including names, addresses and phone numbers.

For the purposes of tracing close contacts, Surrey FC staff will indicate:

- roles and positions of workers;
- who was working onsite at any given time;
- If a worker worked with anyone else on any given shift.

Protocol for screening of staff, volunteers and players for COVID-19 upon arrival (Suggested questionnaire below). If an

<b>1</b>	Do you have any of the symptoms below:		
	<ul style="list-style-type: none"> <li>Fever (greater than 38.0 C)</li> </ul>	YES	NO
	<ul style="list-style-type: none"> <li>Cough</li> </ul>	YES	NO
	<ul style="list-style-type: none"> <li>Shortness of Breath / Difficulty Breathing</li> </ul>	YES	NO
	<ul style="list-style-type: none"> <li>Sore Throat</li> </ul>	YES	NO
	<ul style="list-style-type: none"> <li>Runny Nose</li> </ul>	YES	NO
<b>2</b>	Have you or anyone in your household, travelled outside of Canada in the last 14 days?	YES	NO
<b>3</b>	Have you, or anyone in your household, been in contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19	YES	NO
<b>4</b>	Are you currently being investigated as a suspect case of COVID-19	YES	NO
<b>5</b>	Have you tested positive for COVID-19 within the last 10 days?	YES	NO

individual answers YES to any of the questions, he/she SHOULD NOT be allowed to coach. Surrey FC staff will observe individual for any of the symptoms listed below:

- I. Protocol for conducting daily health check/screening of workers and volunteers using the table above as a reference
- II. Protocol for controlling entry and exit points from soccer pitch to ensure adequate screening
- III. Protocols for requiring staff and volunteers reporting of illness
- IV. Procedures used by onsite health and safety staff to screen individuals:
  - a. Questionnaire
  - b. Temperature checks (if chosen as a screening method)
  - c. Visual observation
  - d. Other

#### **HAND HYGIENE AND RESPIRATORY ETIQUETTE**

Surrey FC staff will promote and facilitate frequent and proper hand hygiene for employees and volunteers. It is strongly encouraged that Surrey FC provide a means to sanitize hands at points of entry and locations at coaching facility where staff are known to handle equipment. **All coaches will be provided a sanitizing spray bottle from the club, which can be refilled by office staff when needed. This sanitizer is for the use of equipment, as well as hand hygiene of players.**

Surrey FC should instruct staff and volunteers to wash their hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer (greater than 60% alcohol content).

- Hand washing with soap and water is required if the employee or volunteer has visibly dirty hands.
- Hand hygiene education webpage has more information, posters and videos about hand hygiene.
- Glove use alone is not a substitute for hand hygiene. Hands should be cleaned before and after using gloves.
- Surrey FC staff should make every effort to encourage respiratory etiquette (e.g., coughing or sneezing into a bent elbow, promptly disposing of used tissues in a lined garbage bin) is followed. The use of posters that remind workers, volunteers, players and parents to practice respiratory etiquette and hand hygiene is strongly encouraged in work areas where they are easily seen.

City of Surrey staff should consider placing additional garbage bins with removable linings at all entrances and exits. Garbage bins should be checked and emptied regularly by City of Surrey.

### **CLEANING AND DISINFECTING (Administered by Front office, Field Set up Staff, and coaches)**

Cleaning refers to the removal of visible soil. Cleaning does not kill germs but is highly effective at removing them from a surface. Disinfecting refers to using a chemical to kill germs on a surface. Disinfecting is only effective after equipment have been cleaned.

- Use a “wipe-twice” method to clean and disinfect. Wipe equipment with a cleaning agent to clean off soil and wipe again with a *disinfectant*.

Develop and implement procedures for increasing the frequency of cleaning and disinfecting of equipment being used.

Regular household cleaning and disinfecting products are effective against COVID-19 when used according to the directions on the label.

- Use a disinfectant that has a Drug Identification Number (DIN) and a virucidal claim (efficacy against viruses).
- Alternatively, use a bleach-water solution with 20 ml (4 teaspoons) of unscented, household bleach to 1000 ml (4 cups) water. Ensure the surface remains wet with the bleach water solution for 1 minute.
- Health Canada has approved several hard-surface disinfectants and hand sanitizers for use against COVID-19. Use these lists to look up the DIN number or NPN number of the product you are using or to find an approved product.
- Make sure to follow instructions on the product label to disinfect effectively

Disposable towels and spray cleaners, or disposable wipes, should be available to workers and volunteers.

We will have visible cleaning schedules posted, as well as having an internal schedule of staff responsibilities, who sign off when cleaning has been completed.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Surrey FC should conduct hazard assessments to identify existing and potential hazards related to COVID-19. Where elimination of these hazards is not possible or reasonable, they should be controlled. PPE is based on risk of exposure to a pathogen that considers both the risk associated with a specific task/activity as well as the source of infection (e.g. ill person). PPE that is chosen should be appropriate to the hazard. When hazards related to COVID-19 cannot be completely eliminated, the following hierarchy of controls should be followed:

- **First Choice (Limiting the number of people):** We will limiting our fields to 50 individuals on a field at all times. We will have approximately 40 players, 10 players per quadrant, and 2 coaches per quadrant, with 2 field marshals. We have posted occupancy limits for our front office, as well as our washrooms. Change rooms have been closed at this time. All participants will be 2meters apart at all times, players will be managed by field staff, while outside participants will be managed by our perimeter field marshals. Signage will be clearly visible to ensure our message of enforcing social distancing.
- **Second choice:** Isolate the hazard (Engineering controls)  
These control the hazard at the source by isolating the hazard and by physically directing actions to reduce the opportunity for human error. Examples include: **Physical distancing of players and staff on the field, as well as plexi-glass in front office.**
- **Third choice:** Change behaviour (Administrative controls)  
These controls change the way staff and volunteers interact through the implementation of policies, procedures, training and education. Examples include policies for physical distancing, limiting hours of operations and respiratory etiquette and providing adequate facilities, supplies and reminders for hand hygiene, and developing appropriate worker-to-player ratios. Increased frequency of cleaning as outlined above is also required. **See Communication and Training Plan Below.**
- **Fourth choice:** Use protective equipment (PPE)  
PPE controls are the last tier in the hierarchy and should not be relied upon exclusively. PPE is dependent on type of activity and risk of exposure to a pathogen/sick person. PPE is necessary when physical distancing of 2 metres or physical barriers cannot be maintained by administrative and engineering controls. PPE controls the

hazard at the worker, volunteer, player and parent level. Examples of PPE include gloves, eye protection, gown, face protections, face masks. **Coaches and staff will be using masks during phase 1 of our program.**

When a hazard cannot be controlled by a single control method, Surrey FC will utilize a combination of these controls to provide an acceptable level of safety. PPE should be stored, used and maintained as per the manufacturer's instruction for use, so it can perform its intended function to protect staff and volunteers.

If a hazard assessment determines that PPE is necessary, Surrey FC will ensure that the PPE fits the staff and volunteers effectively.

- If a mask is deemed necessary, surgical and procedural masks will likely be sufficient.
- PPE, such as eye protection, may be reused by the same user, only if the manufacturer allows it and has provided clear cleaning and disinfecting instructions.

### **WORKPLACE BATHROOMS AND CHANGE ROOMS**

Public washrooms may be temporarily closed during COVID-19 time. If not, the City of Surrey is to ensure proper cleaning procedures.

Change rooms will not be in use in Phase 1.

### **DISTANCING & GATHERINGS IN THE WORKPLACE**

Examples of how to support distancing between workers, volunteers, players and parents to reduce the risk of transmission amongst workers, volunteers, players and parents include:

- Maintaining a 2 metre separation between individuals (e.g., workers, volunteers, players and parents).
- Restricting the number of employees, volunteers and patrons on the soccer field at any one time (minimum 6 square meter per person as a quick reference)
- Directing traffic flow onto the soccer field; e.g. establishing one-way traffic.
- At Surrey FC administration office: Installing a physical barrier, such as a cubicle, partition or window, to separate workers, volunteers and parents.
- Eliminating or re-structuring of non-essential gatherings (e.g. meetings, training classes) of staff and volunteers. Once the on field session is completed, players are told to leave the field at the designated exit.

### **ORGANIZING SOCCER ACTIVITY**

The activity must always comply with the distancing measures and recommendations, along with any gathering restrictions issued by the provincial government health authorities, including the arrival and departure of players (except for family members or persons residing in the same household):

- 6 feet between people and gatherings of 50 people or less (for soccer, unless otherwise stated by the municipality/city, this is 50 people per regular 11 v 11 full-size soccer field).
- Clearly layout, communicate, and mark (in consultation with municipality/city/facility owner) player drop-off and pick-up protocol for arrival and departure.
- Limit your activities to small groups, solely to in-Club/organization activity.
- The accompanying sample sessions provide for up to 50 people per regular 11 v 11 full-size soccer field.
- Limit the number of team staff (coaches, managers, etc.) that are on-field, noting the requirement to have a specific number of coaches to lead the session and all while adhering to the Rule of Two.
- Consider the comfort level of all your volunteer coaches under the current situation. Perhaps, in the first instance, limit sessions being led by a select core group of coaches.
- Include the daily requirement for any and all staff/coaches and participants to verbally confirm they are not experiencing any symptoms related to COVID-19. (as per questionnaire)
- Make sure to stagger training session times between different groups to create a buffer between sessions and avoid an overlap of players on the field.
- Limit all occasions for gatherings.
- Communicate all hygiene measures in advance to all your players.

- Provide your employees with any protective items required by the health authorities and ensure that each member of your staff washes their hands regularly. (as per hand hygiene, respiratory etiquette and cleaning methods)
- Participation should be limited to the ages and levels that understand and can adhere to the distancing measures and recommendations issued by the provincial government health authorities.
- All participants must be registered per the normal process under BC Soccer.
- From a process perspective, if conducting registration, do so only online (no cash).
- Ask parents and guardians to provide written consent for players U18 and younger authorizing them to participate in soccer activity.
- Keep a record of participants that are participating and when, so that you can contact them if needed, for example, if an infected person is identified.
- Adhere to ViaSport's Emergency Response and Outbreak Plan (appended to this document).
- If any organization is looking to operate referee specific training, these guidelines must be adhered to.

### **PHYSICAL DISTANCING**

- The activity must always comply with the distancing measures and recommendations, along with any gathering restrictions issued by the provincial government health authorities, including the arrival and departure of players (except for family members or persons residing in the same household).
- 6 feet between people and gatherings of 50 people or less (for soccer, unless otherwise stated by the municipality/city, this is 50 people per regular 11 v 11 full-size soccer field).
- Use cones and other equipment to ensure appropriate spacing is in place to support distancing.
- Remind coaches and players of the distancing requirements.
- Recommend that only one parent/guardian accompany their child/player to the session.
- Entrance and exits for specific training areas (example 4 quadrants of the field have their own entrance/exit)
- Trainings have been staggered with transition time in between sessions to avoid large groups of players exiting and entering field

**COACHING:** The activity must always comply with the distancing measures and recommendations, along with any gathering restrictions issued by the provincial government health authorities, including the arrival and departure of players (except for family members or persons residing in the same household).

- As of document date – 6 feet between people and gatherings of 50 people or less (for soccer, unless otherwise stated by the municipality/city, this is 50 people per regular 11 v 11 full-size soccer field).
- Position players in designated and well spaced-out stations/areas on the field.
- Do not let players manipulate the practice equipment.
- Coaches should take charge of set up and collecting equipment.
- Ensure players do not touch the ball with their hands, or head, and Goalkeepers must not share gloves.

### **EQUIPMENT**

- Exercise caution with any and all equipment that is being used.
- Ask players to avoid touching equipment with their hands.
- Try to restrict soccer ball use, one per player or in small groups. Perhaps, if the session is solely individual skill development, each player could bring from home their own ball for them to solely use at the session.
- If equipment is manipulated by participants, hand sanitation and ball washing at Ingress/Egress is required.
- Refer to: hand hygiene, respiratory etiquette and cleaning/disinfecting methods

### **PROVIDE A CLEAN AND SAFE ENVIRONMENT**

Surrey Football Club understands that in the vast majority of cases soccer occurs on municipality/city fields and then in some small instances some groups do own facilities, while some also have office space. The following guidance is

being provided to ensure operational security procedures are in place during the crisis related to COVID-19. These procedures must also be well displayed and communicated to all users.

- Limit all occasions for gatherings by making all communal or public areas in your facility inaccessible.
- Delimit closed areas or the ones where a maximum number of people is required.
- Use markings on the ground to indicate proper distancing from staff.
- Frequently clean all surfaces, including counters, door handles, benches, toilets, etc.
- All chairs and tables in communal areas must be inaccessible or removed to avoid all gatherings.
- All doors accessible to the public must remain open to avoid contact with door handles.
- Soap or hand sanitizer must be made available to all people in various locations throughout your facility.
- Regularly remind and encourage people to wash their hands and adopt proper hygiene practices.
- Do not use any locker/change rooms and request all participants to change at home prior to and after sessions.
- Close all water fountains and ask that all players bring their own refreshments and do not share water bottles.
- Refer to: hand hygiene, respiratory etiquette and cleaning/disinfecting method

### **COMMUNICATION/TRAINING, MONITORING AND CONTINUAL ASSESSMENT**

Surrey FC will be continually monitoring, assessing, and educating our members as we move from phase to phase. SFC is working closely with our governing bodies, as well as our PHO to ensure we are up to date on any changes. We will make the necessary adjustments, and changes in our policies and plans as needed throughout this entire process. The following are some of the steps that we have already taken as club, and some steps we have planned for immediate implementation:

- ✓ All coaches have attended a ZOOM meeting/presentation in regards to our Safety Plan
- ✓ All coaches, executive, administrators, managers, and staff will have to complete a mandatory RETURN TO PLAY workshop (June 13<sup>th</sup>, and June 14<sup>th</sup>)
- ✓ We have acquired, and will posting signage at all of our training locations including:
  - Policies for staying home when sick
  - Occupancy Limits, and hygienic practices
  - Restricted participants from participating
  - Social Distancing and flow of traffic/entrance and exit
  - Emergency contacts and designated health and safety representatives
- ✓ Field Marshals on and off field have been assigned to monitor risks
- ✓ All members will receive all documentation covering policies and restrictions for our Return to Play
- ✓ Surrey Football Club website will have a dedicated page to COVID – 19/Return to Play
- ✓ All members (participants) will sign a waiver confirming the adherence and understanding of the following:
  1. Surrey Football Club Return to Play Document
  2. ViaSport BC Return to Play Document
  3. SFC Safety Plan, and SFC Outbreak Plan