



## **COVID-19 Phase 2 Return to Sport & Safety Plans**

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**Whistler Adaptive will be adhering to the viaSport Return to Sport Guidelines as outlined here: <https://www.viasport.ca/sites/default/files/ReturntoSportGuidelines.pdf>**

## I. General Return to Sport Plan

### COMMUNICATION OF RETURN TO SPORT PLAN

- Return to Sport Plan posted on our website
- Link embedded in Volunteer Onboarding Slide Deck
- Social Media posts are created and uploaded to announce our return to sport plan
- Return to Sport Member Communication is emailed to active members/participants including a copy of our Return to Sport Plan and Participant Agreement
- A signed copy of the Participant Agreement is collected prior to participation
- Return to Sport Plan is reviewed with staff, volunteers, partners and participants and safety plans posted at each worksite

### REGISTRATION FOR PROGRAMS

- Where feasible all participant registration will be done online, including collection of payment.
- We will limit the use of cash and limit the handling of credit cards by allowing customers to pay online
- Program staff will take attendance and keep a record of all participants in case of an outbreak

In Phase 2 we will focus on skill development or low risk activities

- o Activities should be those typically done in practice and/or training environments
- o Individuals will have had limited exposure to physical activity for the last 6+ weeks while confined to their homes. Ensure that activities consider their ability that day (not where they previously may have been) and have injury prevention top of mind

We will remain community focused and stay within the home sport community.

**FIRST AID** In the event that first aid is required to be administered during an activity, all persons attending to the injured individual must first put on a mask and gloves. We will follow the guide for employers and Occupational First Aid Attendants: [listed here](#)

We will also follow the first aid protocols for an unresponsive person during COVID-19: [listed here](#)

**PROVINCIAL/MUNICIPAL FACILITY AND PARK** protocols will be adhered to throughout our Return to Sport Plan including those in the Resort Municipality of Whistler, District of Squamish, Village of Pemberton, BC Parks and the Squamish-Lillooet Regional District.

**STAFF:** the term staff used throughout this plan includes contractors and volunteers. All staff, contractors and volunteers will sign an agreement that they have read and understood our Staff and Volunteer on-boarding package that includes our written standard operating procedures.

**OUTBREAK PLAN:** Early detection of symptoms will facilitate the immediate implementation of effective control measures. In addition, the early detection and immediate implementation of enhanced cleaning measures are two important factors in limiting the size and length of an outbreak. An “outbreak” is two or more cases; a “case” is a single case of COVID-19.

1. Staff or volunteers must notify the Sport Supervisor and Executive Director if a case or outbreak is reported. The Executive Director has the authority to modify, restrict, postpone or cancel activities.

2. If staff (including volunteers) or a participant reports they are suspected or confirmed to have COVID-19 and have been at the workplace/activity place, implement enhanced cleaning measures to reduce risk of transmission. If we are not the facility operator, notify the facility right away.

3. Implement your illness policy and advise individuals to:

- self-isolate
- monitor their symptoms daily, report respiratory illness and not to return to activity for at least 10 days following the onset of 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.
- use the COVID-19 self-assessment tool at BC COVID-19 Self-Assessment Tool to help determine if further assessment or testing for COVID-19 is needed.
  - o Individuals can contact 8-1-1 if further health advice is required and 9-1-1 if it is an emergency.
  - o Individuals can learn more about how to manage their illness here:

<http://www.bccdc.ca/healthinfo/diseases-conditions/covid-19/about>

4. In the event of a suspected case or outbreak of influenza-like-illness, we will immediately report and discuss the suspected outbreak with the Medical Health Officer (or delegate) at our local health authority. We will implement our Illness Policy (Appendix C) and our enhanced measures.

5. If our organization is contacted by a medical health officer in the course of contact tracing, we will cooperate with local health authorities.

For more information on cleaning and disinfecting: [http://www.bccdc.ca/Health-InfoSite/Documents/CleaningDisinfecting\\_PublicSettings.pdf](http://www.bccdc.ca/Health-InfoSite/Documents/CleaningDisinfecting_PublicSettings.pdf)

## II. Whistler Adaptive: COVID-19 Safety Plan Mountain Biking in Whistler, Squamish and Pemberton

### Risk Assessment

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces.	Spotting on trails, staff needing to assist athletes with bike mechanical issues
We have involved frontline workers, supervisors, and the joint health and safety committee	Yes
Identify areas where people gather	No use of indoor spaces Meeting location (XC connection) - meet outside, we will comply with municipal facility protocols. Meet outdoors only, washrooms used as needed following park protocols Maintain physical distancing at trailheads and trail sides. Use lower traffic trails where possible.
Identify job tasks and processes where workers are close to one another or members of the public.	Physical distancing enforced at all times when encountering public on trails
Identify the tools, machinery, and equipment that workers share while working.	No one will share any equipment directly No one is to touch another person's bike or equipment
Identify surfaces that people touch often	None - own equipment will be used

### Protocols Implemented to Reduce Risks

Frontline workers, supervisors are included in creating the risk management plan	Yes
Elimination Protocols	Stay using online programming only if physical distancing cannot be maintained by the athlete/participant

Engineering Protocols	N/A
Administrative Protocols	<p>Waivers to be administered using physical distancing and will remain in a closed envelope for 3 days prior to filing or collected digitally and administered through Zoom.</p> <p>Physical distancing enforced  2-1, 2-2 - no large groups but maintaining responsible coaching protocols/rule of 2, same coaches to staff each session - no switching of staff. Coaches will stay in their home community wherever possible (Whistler, Squamish, Pemberton), start times will be staggered for lessons so that we don't have mixing of athletes</p> <p>Only outdoors</p> <p>Staff, volunteers and athletes must wear a mask if physical distancing cannot be maintained  Physical distancing enforced  Screening staff, volunteers, and athletes before they attend for symptoms  Participants to sign off on COVID-19 policies agreement (Appendix A)  Conduct daily symptom screenings for all participants by having them answer a wellness questionnaire  Zero tolerance policy for 'playing while sick' - ensure that participants do not participate if they are symptomatic.  Implement enhanced hygiene protocols for participants:</p> <ul style="list-style-type: none"> <li>• Frequent and proper handwashing (Health Canada Guidelines)</li> <li>• Avoid touching eyes, nose and mouth</li> <li>• Cough into your sleeve</li> </ul> <p>No sharing equipment.</p> <p>Staff, volunteers and athletes to follow all other written standard operating procedures.</p>
PPE Protocols	<p>Staff, volunteers and athletes must wear a mask where physical distancing cannot be maintained.</p> <p>Staff, volunteers and athletes will be supplied a</p>

	<p>sanitation kit that must have a sanitization kit with them (hand sanitizer, gloves, mask, wipes)  Staff to wear mask, gloves, and eye protection when cleaning</p>
<p>Current policies in place to reduce exposure</p>	<p>Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.</p> <p>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.</p> <p>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.</p> <p>Visitors are limited in the workplace.</p> <p>First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.</p> <p>We have a work from home policy in place (if needed).</p>
<p>Falling sick at work policies</p>	<p>Sick workers to 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.]</p> <p>If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.</p> <p>Clean and disinfect any surfaces that the ill worker has come into contact with.</p>
<p>Everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.</p>	<p>We have a training plan to ensure everyone is trained in workplace policies and procedures.</p> <p>All workers have received the policies for staying home when sick.</p>

	<p>We have posted signage at the workplace, including occupancy limits and effective hygiene practices.</p> <p>We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.</p> <p>Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.</p>
We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.	We will review our plan in our weekly staff meetings and in an all staff meeting
Workers know who to go to with health and safety concerns.	Our Executive Director also acts as our health and safety representative. All staff will be directed to contact her.
We have a training plan for new staff.	Preventing COVID-19 and other communicable diseases is included in our staff and volunteer onboarding document.
We have a training plan for staff taking on new roles or responsibilities.	Staff taking on new responsibilities will be trained on the safety protocols for their new responsibilities.

**III. Whistler Adaptive: COVID-19 Safety Plan Land Sports in Whistler & Pemberton**

Risk Assessment

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces.	<p>Follow municipal facility protocol for parks. Meet outdoors only, washrooms used as needed following park protocols</p> <p>Maintain physical distance in parks using cones/stations. Use lower traffic parks where possible.</p>
We have involved frontline workers, supervisors, and the joint health and safety committee	Yes

Identify areas where people gather	No programming will take place in indoor spaces Parks/outdoor spaces to be used only (Meadow park, Rainbow park etc.)
Identify job tasks and processes where workers are close to one another or members of the public.	Everyone will be 2m apart Will encounter public in parks
Identify the tools, machinery, and equipment that workers share while working.	No one will be sharing equipment directly Exercise equipment used (cones) will be cleaned by lead staff. Cleaning logs will be kept.
Identify surfaces that people touch often	None

Protocols Implemented to Reduce Risks

Frontline workers, supervisors are included in creating the risk management plan	Yes
Elimination Protocols	Maintain using online programming only if physical distancing cannot be maintained by the athlete/participant
Engineering Protocols	Conduct programming in outdoor setting
Administrative Protocols	Waivers to be administered using physical distancing and will remain in a closed envelope for 3 days prior to filing or collected digitally and administered through Zoom.  Physical distancing enforced 2-1, 2-2 - no large groups but maintaining responsible coaching protocols/rule of 2, same coaches to staff each session - no switching of staff. Coaches will stay in their home community wherever possible (Whistler, Squamish, Pemberton), start times will be staggered for lessons so that we don't have mixing of athletes  Only outdoors

	<p>Staff, volunteers and athletes must wear a mask if physical distancing guidelines from viaSport cannot be maintained</p> <p>Physical distancing enforced</p> <p>Participants sign letter agreeing to COVID-19 policies (Appendix A)</p> <p>Screening staff, volunteers, and athletes before they attend for symptoms through wellness questionnaire (Appendix B)</p> <p>Zero tolerance policy for 'playing while sick' - ensure that participants do not participate if they are symptomatic.</p> <p>Implement enhanced hygiene protocols for participants:</p> <ul style="list-style-type: none"> <li>• Frequent and proper handwashing (Health Canada Guidelines<sup>13</sup>)</li> <li>• Avoid touching eyes, nose and mouth</li> <li>• Cough into your sleeve</li> </ul> <p>No sharing equipment. Surfaces and equipment that are highly touched should be cleaned at least twice per day. All other equipment cleaned after use.</p> <p>Staff, volunteers and athletes must wear a mask where physical distancing cannot be maintained</p> <p>Staff, volunteers and athletes must have a sanitization kit with them (hand sanitizer, gloves, mask, wipes). WAS will provide staff and volunteers with sanitization kit</p> <p>Staff to wear mask, gloves, and eye protection when cleaning</p> <p>Staff, volunteers and athletes to follow all other written standard operating procedures.</p>
<p>PPE Protocols</p>	<p>Staff, volunteers and athletes must wear a mask if physical distancing protocols are not able to be maintained</p> <p>Staff, volunteers and athletes must have a sanitization kit with them (hand sanitizer, gloves, mask, wipes)</p> <p>Staff to wear mask, gloves, and eye protection when cleaning</p>

<p>Current policies in place to reduce exposure</p>	<p>Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.</p> <p>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.</p> <p>Anyone directed by Public Health to self-isolate.</p> <p>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.</p> <p>Visitors are strictly limited in the workplace except in extenuating circumstances.</p> <p>First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.</p> <p>We have a work from home policy in place (if needed).</p>
<p>Falling sick at work policies</p>	<p>Sick workers 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.]</p> <p>If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.</p> <p>Clean and disinfect any surfaces that the ill worker has come into contact with.</p>
<p>Everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.</p>	<p>We have a training plan to ensure everyone is trained in workplace policies and procedures.</p> <p>All workers have received the policies for staying home when sick.</p> <p>We have posted signage at the workplace, including occupancy limits and effective hygiene practices.</p>

	<p>We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.</p> <p>Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.</p>
We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.	We will review our plan in our weekly staff meetings and in an all staff meeting
Workers know who to go to with health and safety concerns.	Our Executive Director also acts as our health and safety representative. All staff will be directed to contact her.
We have a training plan for new staff.	<p>Preventing COVID-19 and other communicable diseases is included in our staff and volunteer onboarding document.</p> <p>Train staff on cleaning protocols, mask usage and on how to avoid cross-contamination when removing gloves.</p>
We have a training plan for staff taking on new roles or responsibilities.	Staff taking on new responsibilities will be trained on the safety protocols for their new responsibilities

**IV. Whistler Adaptive: COVID-19 Safety Plan Watersports in Whistler**

Risk Assessment

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces.	Close contact could happen in the Cabin or moving equipment - we have a plan for moving equipment while maintaining lifting/shifting protocols.
We have involved frontline workers, supervisors, and the joint health and safety committee	Yes
Identify areas where people gather	Inside the cabin Boat shed

	Dock Area in front of cabin
Identify job tasks and processes where workers are close to one another or members of the public.	In the area of Alta Lake Park, possible interaction with public
Identify the tools, machinery, and equipment that workers share while working.	No one will be sharing equipment directly Staff is responsible for cleaning equipment that was used by other staff, volunteers and athletes (boats, paddles, life jackets)
Identify surfaces that people touch often	Cabin front and back door Washroom door handle Light switches Gear room door knob and light switches Locks on boat shed

Protocols Implemented to Reduce Risks

Frontline workers, supervisors are included in creating the risk management plan	Yes
Elimination Protocols	Stay using online programming only
Engineering Protocols	Only one person in the cabin at a time Must be 2m apart when outside on the dock/porch/water Cabin occupancy limit: 3 people max, but stick to 1 person inside at a time as much as possible Everyone but 1 staff member will be outside  Use only outdoor setting for programming
Administrative Protocols	Waivers to be administered using physical distancing and will remain in a closed envelope for 3 days prior to filing or collected digitally and administered through Zoom.  Physical distancing enforced 2-1, 2-2 - no large groups but maintaining responsible coaching protocols/rule of 2, same coaches to staff each session - no switching of staff. Coaches will stay in their home community

	<p>wherever possible (Whistler, Squamish, Pemberton), start times will be staggered for lessons so that we don't have mixing of athletes</p> <p>Staff, volunteers and athletes must wear a mask if physical distancing cannot be maintained Staff, volunteers and athletes can only touch their own equipment</p> <p>Lead staff on site responsible for properly cleaning equipment and high touch surfaces. Cleaning logs will be kept.</p> <p>Proper cleaning protocols posted on site in the cabin. Surfaces and equipment that are highly touched should be cleaned at least twice per day. All other equipment cleaned after use.</p> <p>Proper hand washing protocol posted in bathroom/by kitchen sink</p> <p>All staff and athletes must bring their own sanitization kit (hand sanitizer, mask, gloves, wipes)</p> <p>Participants sign letter agreeing to COVID-19 policies (Appendix A) Screening staff, volunteers, and athletes before they attend for symptoms through wellness questionnaire (Appendix B)</p> <p>Zero tolerance policy for 'playing while sick' - ensure that participants do not participate if they are symptomatic. Implement enhanced hygiene protocols for participants:</p> <ul style="list-style-type: none"> <li>• Frequent and proper handwashing (Health Canada Guidelines)</li> <li>• Avoid touching eyes, nose and mouth</li> <li>• Cough into your sleeve</li> </ul> <p>Staff, volunteers and athletes to follow all other written standard operating procedures.</p>
<p>PPE Protocols</p>	<p>All staff, volunteers and athletes must wear a mask if social distancing cannot be maintained.</p>

	<p>Signage of how to properly use a mask will be posted on site at the cabin</p> <p>Bin/bag for proper disposal of masks will be available</p> <p>All staff and athletes must bring their own sanitization kit (hand sanitizer, mask, gloves, wipes). Staff and volunteers will be provided a personal sanitization kit by WAS.</p>
<p>Current policies in place to reduce exposure</p>	<p>Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.</p> <p>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.</p> <p>Anyone directed by Public Health to self-isolate.</p> <p>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.</p> <p>Visitors are strictly limited in the workplace except for in extenuating circumstances.</p> <p>First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.</p> <p>We have a work from home policy in place (if needed).</p>
<p>Falling sick at work policies</p>	<p>Sick workers 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.]</p> <p>If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.</p> <p>Clean and disinfect any surfaces that the ill</p>

	worker has come into contact with.
Everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.	<p>We have a training plan to ensure everyone is trained in workplace policies and procedures.</p> <p>All workers have received the policies for staying home when sick.</p> <p>We have posted signage at the workplace, including occupancy limits and effective hygiene practices.</p> <p>We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.</p> <p>Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.</p>
We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.	We will review our plan in our weekly staff meetings and in an all staff meeting
Workers know who to go to with health and safety concerns.	Our Executive Director also acts as our health and safety representative. All staff will be directed to contact her.
We have a training plan for new staff.	<p>Preventing COVID-19 and other communicable diseases is included in our staff and volunteer onboarding document.</p> <p>Train staff on cleaning protocols, mask usage and on how to avoid cross-contamination when removing gloves.</p>
We have a training plan for staff taking on new roles or responsibilities.	Staff taking on new responsibilities will be trained on the safety protocols for their new responsibilities

## V. Whistler Adaptive: COVID-19 Safety Plan For Squamish Land Sport

### Risk Assessment

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces.	Shared equipment for physical literacy games, use of municipal washroom facilities
We have involved frontline workers, supervisors, and the joint health and safety committee	Yes
Identify areas where people gather	Trail heads and trail sides
Identify job tasks and processes where workers are close to one another or members of the public.	Programs are conducted in public spaces (Brennan Park, municipal and provincial parks, and sports fields)
Identify the tools, machinery, and equipment that workers share while working.	Sports equipment for physical literacy games
Identify surfaces that people touch often	None in an outdoor setting

### Protocols Implemented to Reduce Risks

Frontline workers, supervisors are included in creating the risk management plan	Yes
Elimination Protocols	Conduct programming online through Zoom
Engineering Protocols	Conduct programming in outdoor setting
Administrative Protocols	Each athlete will be provided their own equipment (ball, hula hoop, skipping rope, bean bags, balloon)  Use cones to separate athletes (2 m at all times) and show barriers

	<p>All programming will be with 2 coaches and 1 athlete - maintaining rule of 2/responsible coaching</p> <p>Coaches work within their own community</p> <p>Participants sign letter agreeing to COVID-19 policies (Appendix A) Screening staff, volunteers, and athletes before they attend for symptoms through wellness questionnaire (Appendix B)</p> <p>Zero tolerance policy for ‘playing while sick’ - ensure that participants do not participate if they are symptomatic. Implement enhanced hygiene protocols for participants:</p> <ul style="list-style-type: none"> <li>• Frequent and proper handwashing (Health Canada Guidelines)</li> <li>• Avoid touching eyes, nose and mouth</li> <li>• Cough into your sleeve</li> </ul> <p>Staff, volunteers and athletes to follow all other written standard operating procedures.</p>
<p>PPE Protocols</p>	<p>If equipment has been used cleaning is necessary</p> <p>Clean all highly touched points/items at least twice per day. All other equipment cleaned after use.</p> <p>Wear necessary PPE, such as eye and face covering, as well as disposable gloves</p> <p>Wash all high touch points with neutral detergent with cold water and hard scrubbing</p> <p>Then sanitize, honouring dwell time needed of disinfectant. Cleaning logs will be kept.</p>
<p>Current policies in place to reduce exposure</p>	<p>Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.</p> <p>Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills,</p>

	<p>new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.</p> <p>Anyone directed by Public Health to self-isolate.</p> <p>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.</p> <p>Visitors are strictly limited in the workplace except in extenuating circumstances.</p> <p>First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.</p> <p>We have a work from home policy in place (if needed).</p>
<p>Falling sick at work policies</p>	<p>Sick workers 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.]</p> <p>If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.</p> <p>Clean and disinfect any surfaces that the ill worker has come into contact with. Cleaning logs will be kept.</p>
<p>Everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.</p>	<p>We have a training plan to ensure everyone is trained in workplace policies and procedures.</p> <p>All workers have received the policies for staying home when sick.</p> <p>We have posted signage at the workplace, including occupancy limits and effective hygiene practices.</p> <p>We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.</p>

	Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.
We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.	We will review our plan in our weekly staff meetings and in an all staff meeting
Workers know who to go to with health and safety concerns.	Our Executive Director also acts as our health and safety representative. All staff will be directed to contact her.
We have a training plan for new staff.	Preventing COVID-19 and other communicable diseases is included in our staff and volunteer onboarding document.  Train staff on cleaning protocols, mask usage and on how to avoid cross-contamination when removing gloves.
We have a training plan for staff taking on new roles or responsibilities.	Staff taking on new responsibilities will be trained on the safety protocols for their new responsibilities

**VI. Whistler Adaptive: COVID-19 Safety Plan; Equipment Rentals**

Risk Assessment

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces.	High touch points pose the highest risk when facilitating equipment rentals. High touch points include all areas where equipment is used when transporting as well as when using the equipment. Facility touch points are also an area of concern.
We have involved frontline workers, supervisors, and the joint health and safety committee	Yes
Identify areas where people gather	<ul style="list-style-type: none"> <li>● Mons container</li> <li>● Alta Lake cabin</li> </ul>

Identify job tasks and processes where workers are close to one another or members of the public.	Each facilitated rental has exposure to the public.
Identify the tools, machinery, and equipment that workers share while working.	<ul style="list-style-type: none"> <li>● aMTB's,</li> <li>● Bike tools, and pump</li> <li>● Trailriders,</li> <li>● SUP,</li> <li>● Kayaks,</li> <li>● canoes,</li> <li>● paddles, and</li> <li>● PFD's</li> </ul>
Identify surfaces that people touch often	<ul style="list-style-type: none"> <li>● Container lock and handle</li> <li>● aMTB's: handlebars, hand pedals, seat, frame</li> <li>● Trailriders: riders handles, both handles for staff.</li> <li>● SUP: oar, chair, chair handle</li> <li>● Kayaks: paddles, PFD, rim of kayak</li> <li>● Canoes: oars, gunnels, seat, PFD</li> <li>● PFD's : buckles, and all surfaces due to this being a worn garment.</li> </ul>

Protocols Implemented to Reduce Risks

Frontline workers, supervisors are included in creating the risk management plan	Yes
Elimination Protocols	One staff member will be used for each equipment rental
Engineering Protocols	Physical distancing measures communicated to athletes picking up equipment.
Administrative Protocols	<p>Waivers to be administered using physical distancing and will remain in a closed envelope for 3 days prior to filing or collected digitally and administered through Zoom.</p> <p>A protocol will be in place, and communicated to both parties when an athlete picks up equipment. Cleaning protocol, with PPE, in place at time of pickup with system of recording date of cleaning.</p>

	<p>High touch points to be cleaned twice a day, all other equipment/touch points once per day.</p> <p>Participants sign letter agreeing to COVID-19 policies (Appendix A)  Screening staff, volunteers, and athletes before they attend for symptoms through wellness questionnaire (Appendix B)</p> <p>Zero tolerance policy for ‘playing while sick’ - ensure that participants do not participate if they are symptomatic.  Implement enhanced hygiene protocols for participants:</p> <ul style="list-style-type: none"> <li>• Frequent and proper handwashing (Health Canada Guidelines)</li> <li>• Avoid touching eyes, nose and mouth</li> <li>• Cough into your sleeve</li> </ul> <p>Staff, volunteers and athletes to follow all other written standard operating procedures.</p>
<p>PPE Protocols</p>	<p>Sanitizing caddy for cleaning posted at both locations. Wash all high touch points with neutral detergent with cold water and hard scrubbing  Then sanitize, honouring dwell time needed of disinfectant</p> <p>Disposable gloves at both locations and disposable face masks</p>
<p>Current policies in place to reduce exposure</p>	<p>Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.</p> <p>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.</p> <p>Anyone directed by Public Health to self-isolate.</p> <p>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.</p>

	<p>Visitors are strictly limited in the workplace except in extenuating circumstances.</p> <p>First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.</p> <p>We have a work from home policy in place (if needed).</p>
<p>Falling sick at work policies</p>	<p>Sick workers 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.]</p> <p>If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.</p> <p>Clean and disinfect any surfaces that the ill worker has come into contact with.</p>
<p>Everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.</p>	<p>We have a training plan to ensure everyone is trained in workplace policies and procedures.</p> <p>All workers have received the policies for staying home when sick.</p> <p>We have posted signage at the workplace, including occupancy limits and effective hygiene practices.</p> <p>We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.</p> <p>Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.</p>
<p>We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.</p>	<p>We will review our plan in our weekly staff meetings and in an all staff meeting</p>
<p>Workers know who to go to with health and safety concerns.</p>	<p>Our Executive Director also acts as our health and safety representative. All staff will be directed to contact her.</p>

We have a training plan for new staff.	Preventing COVID-19 and other communicable diseases is included in our staff and volunteer onboarding document.
We have a training plan for staff taking on new roles or responsibilities.	Staff taking on new responsibilities will be trained on the safety protocols for their new responsibilities Train staff on cleaning protocols, mask usage and on how to avoid cross-contamination when removing gloves.

**VII. Whistler Adaptive: COVID-19 Safety Plan; Office**

Risk Assessment

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces.	Due to the size of our office, we cannot maintain social distancing
We have involved frontline workers, supervisors, and the joint health and safety committee	Yes
Identify areas where people gather	Front lobby of High Performance Centre - maintain physical distancing at all times
Identify job tasks and processes where workers are close to one another or members of the public.	No outside visitors will be allowed to our office in Phase 2
Identify the tools, machinery, and equipment that workers share while working.	Maintain each desk for personal use, Chelsey closest to window and JJ closest to door. Printer could be a shared point of contact.
Identify surfaces that people touch often	Washrooms, desks, files, printer, office chairs

Protocols Implemented to Reduce Risks

Frontline workers, supervisors are included in creating the risk management plan	Yes
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Elimination Protocols	Only Chelsey and JJ to access the office in Phase 2; Daniel, Mariel and Alanna to continue to work from home
Engineering Protocols	N/A
Administrative Protocols	<p>Only one staff member to access the office at a time. All high touch points need to be cleaned upon exit of the office.</p> <p>Staff, volunteers and athletes to follow all other written standard operating procedures.</p> <p>Worksafe BC guidelines to be posted for hand-washing, wearing a mask, and safety plan posted at worksite</p>
PPE Protocols	<p>Staff must wear a mask if physical distancing cannot be maintained.</p> <p>Staff must have a sanitization kit with them (hand sanitizer, gloves, mask, wipes). Sanitation kit will be provided by WAS.</p> <p>Staff to wear mask, gloves, and eye protection when cleaning</p> <p>Wash all high touch points with neutral detergent with cold water and hard scrubbing</p> <p>Then sanitize, honouring dwell time needed of disinfectant. Cleaning logs will be kept.</p>
Current policies in place to reduce exposure	<p>Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.</p> <p>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.</p> <p>Anyone directed by Public Health to self-isolate.</p> <p>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.</p>

	<p>Visitors are strictly limited in the workplace except in extenuating circumstances.</p> <p>First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.</p> <p>We have a work from home policy in place (if needed).</p>
<p>Falling sick at work policies</p>	<p>Sick workers 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.]</p> <p>If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.</p> <p>Clean and disinfect any surfaces that the ill worker has come into contact with.</p>
<p>Everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.</p>	<p>We have a training plan to ensure everyone is trained in workplace policies and procedures.</p> <p>All workers have received the policies for staying home when sick.</p> <p>We have posted signage at the workplace, including occupancy limits and effective hygiene practices.</p> <p>We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.</p> <p>Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.</p>
<p>We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.</p>	<p>We will review our plan in our weekly staff meetings and in an all staff meeting</p>
<p>Workers know who to go to with health and safety concerns.</p>	<p>Our Executive Director also acts as our health and safety representative. All staff will be directed to contact her.</p>

<p>We have a training plan for new staff.</p>	<p>Preventing COVID-19 and other communicable diseases is included in our staff and volunteer onboarding document.</p>
<p>We have a training plan for staff taking on new roles or responsibilities.</p>	<p>Staff taking on new responsibilities will be trained on the safety protocols for their new responsibilities</p> <p>Train staff on cleaning protocols, mask usage and on how to avoid cross-contamination when removing gloves.</p>

## VIII. APPENDIX A



### PARTICIPANT AGREEMENT

#### **Application - all athletes, coaches, members, volunteers, participants and family members of participants while in attendance at club activities (“Participants”)**

All the Participants the Whistler Adaptive Sports Program Society (WAS) agree to abide by the following points when entering organization facilities and/or participating in club activities under the COVID-19 Response plan and RTP Protocol:

- I agree to symptom screening checks, and will let my club know if I have experienced any of the symptoms in the last 14 days.
- I agree to stay home if feeling sick, and remain home for 14 days if experiencing COVID-19 symptoms.
- I agree to sanitize my hands upon entering and exiting WAS or partners facilities, with soap or sanitizer.
- I agree to sanitize the equipment I use throughout my practice with approved cleaning products provided by the WAS (shared and personal equipment).
- I agree to continue to follow social distancing protocols of staying at least 2m away from others except when others are part of my immediate household or caregiver.
- I agree to not share any equipment during practice times.
- I agree to abide by all of my Clubs COVID-19 Policies and Guidelines.
- I understand that if I do not abide by the aforementioned policies/guidelines, that I may be asked to leave the WAS activities for up to 14 days to help protect myself and others around me.
- I acknowledge that continued abuse of the policies and/or guidelines may result in suspension of my WAS membership temporarily.
- I acknowledge that there are risks associated with entering WAS facilities and/or participating in WAS activities, and that the measures taken by the club and participants, including those set out above and under the COVID-19 Response Plan and Return to Sport Protocols, will not entirely eliminate those risks.

Date:

Name:

Signature:

**For parents/caregivers:**

As the parent, guardian or caregiver of a participant with the Whistler Adaptive Sports Program Society (WAS) agree to abide by the following points when entering organization facilities and/or participating in club activities under the COVID-19 Response plan and RTP Protocol:

- I agree to symptom screening checks, and will let my club know if I have experienced any of the symptoms in the last 14 days.
- I agree to stay home if feeling sick, and remain home for 14 days if experiencing COVID-19 symptoms.
- I agree to sanitize my hands upon entering and exiting WAS or partners facilities, with soap or sanitizer.
- I agree to sanitize the equipment I use throughout my practice with approved cleaning products provided by the WAS (shared and personal equipment).
- I agree to continue to follow social distancing protocols of staying at least 2m away from others except when others are immediate members of my household, a guardian or caregiver.
- I agree to not share any equipment during practice times.
- I agree to abide by all of my Clubs COVID-19 Policies and Guidelines.
- I understand that if I do not abide by the aforementioned policies/guidelines, that I may be asked to leave the WAS activities for up to 14 days to help protect myself and others around me.
- I acknowledge that continued abuse of the policies and/or guidelines may result in suspension of my WAS membership temporarily.
- I acknowledge that there are risks associated with entering WAS facilities and/or participating in WAS activities, and that the measures taken by the club and participants, including those set out above and under the COVID-19 Response Plan and Return to Sport Protocols, will not entirely eliminate those risks.

Name of child/minor participant:

Name of parent/caregiver/guardian:

Date:

Signature:

## IX. Appendix B - Participant Wellness Check

To be sent out as a google form ahead of each session:

### Are you experiencing any of the following:

- Severe difficulty breathing (e.g. struggling to breathe or speaking in single words)
- Severe chest pain
- Having a very hard time waking up
- Feeling confused
- Losing consciousness

No  Yes

### Are you experiencing any of the following:

- Mild to moderate shortness of breath
- Inability to lie down because of difficulty breathing
- Chronic health conditions that you are having difficulty managing because of difficulty breathing

No  Yes

Are you experiencing cold, flu or COVID-19-like symptoms, **even mild ones**?

Symptoms include: 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.

No  Yes

Have you travelled to any countries outside Canada (including the United States) within the last 14 days?

No  Yes

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.

No  Yes

## **X. APPENDIX C – Whistler Adaptive ILLNESS POLICY**

Illness Policy (Adapted from Allied Golf Association of BC) In this policy, “Team member” includes an employee, volunteer, participant or parent/spectator.

1. Inform an individual in a position of authority (coach, Executive Director, program supervisor) 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. 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.

b. 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.

c. 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

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 work, they should be sent home immediately and have them contact 8-1-1 or a doctor for further guidance.

c. No Team Member may participate in a practice/activity if they are symptomatic.

### 4. If a Team Member tests positive for COVID-19

a. The Team Member will not be permitted to return to the workplace/practice/facility until they are free of the COVID-19 virus.

b. 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.

c. Close off, clean and disinfect their work/practice/facility area immediately and any surfaces that could have potentially be infected/touched.

### 5. If a Team Member has been tested and is waiting for the results of a COVID-19 Test

a. As with the confirmed case, the Team Member must be removed from the workplace/practice/facility.

- b. 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.
  - 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.
  - d. The workspace/practice/activity space will be closed off, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched.
6. If a Team Member has come in contact with someone who is confirmed to have COVID-19 30
- a. Team Members must advise their employer/coach if they reasonably believe they have been exposed to COVID-19.
  - b. 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 authorities. Team Members who may have come into close contact with the Team Member will also be removed from the workplace for at least 14 days.
  - c. The workspace/activity area will be closed off, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched.
7. Quarantine or Self-Isolate if:
- a. 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.
  - b. 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.
  - c. 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.
  - d. 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 our facilities.

## XI. APPENDIX D: RETURN TO SPORT MEMBER COMMUNICATION

Email or letter template message:



Return to our sport with respect to COVID-19

Dear <>

As British Columbia public health authorities develop guidelines to lift some restrictions on gathering in a responsible way, Whistler Adaptive has used the guidelines from viaSport and the Province of British Columbia to understand the recommendations of our Chief Provincial Health Officer and how they best apply within sport.

The attached Return to Sport Plan has been developed for the Whistler Adaptive Sports Program Society in order to ensure:

- health and safety of all individuals is a priority
- activities are in alignment with provincial health recommendations
- modifications to activities are in place in order to reduce the risks to each of our programs and its participants
- our organization is united and aligned on a plan to reopen throughout the Sea to Sky Corridor

While we do hope things will return to normal in the not too distant future, currently this Return to Sport Plan will be the new normal until we are advised otherwise by public health authorities.

If you choose to participate, you must follow these rules:

- If you don't feel well or are displaying symptoms of COVID-19, you must stay home.
- If you have traveled outside of Canada, you are not permitted at our facilities until you have self-isolated for a minimum of 14 days.
- If you live in a household with someone who has COVID-19 or is showing symptoms of COVID19, please stay home.
- Wash your hands before participating
- Bring your own equipment if possible, water bottle and hand sanitizer

- Comply with physical distancing measures at all time
- Avoid physical contact with others, including shaking hands, high fives, etc.
- Leave the field of play or program as quickly as possible after you finish

Our Return to Sport Plan is based on current public health guidance. While we are all doing our best to minimize the risk of exposure to COVID-19, while the virus circulates in our communities it is impossible to completely eliminate the risk. Each participant must make their own decision as to whether it is in their best interest to resume participation at this time. You must take into account your own circumstances and make the decision that is right for you. Should you choose to join us, we require your full cooperation with our Return to Sport Plan.

Sincerely,

Chelsey Walker

Executive Director