



Richmond Ringette Association COVID-19 Safety Plan

September 27, 2020

DOCUMENT CONTROL

Document History

Version	Date	Change Status
0.1	12-Aug-20	First Draft
0.2	13-Aug-20	Distribution, TeamSnap Health Checks
0.3	16-Aug-20	Rules and Guidelines, Policies, Training, Cleaning, Checklist
1.0	18-Aug-20	Definition of contact, parent education resources
1.1	27Sep-20	Introduction, Risk Areas, Facility Procedures, Policies, Appendix A and Appendix B.

Distribution

Title	Review/Approval
President	Approval
Registrar	Approval
Officials	Approval
Equipment	Away
Secretary	Approval
Treasurer	Approval
Ice Scheduler	Approval
Webmaster	Approval
Coaching	Approval
Member at Large	Review
Promotions	Review
RACA Rep	Review

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1. INTRODUCTION

All Ringette Member Associations including Leagues and Club-Associations must have a COVID -19 Safety Plan in place to return to play. Richmond Ringette (the Association) is following the guidelines as adapted by Ringette BC from viaSport BC and Worksafe BC. This COVID-19 Safety Plan is approved by the Association's Board of Directors and is a public document. The plan may change, at any time, if restrictions by Ringette BC or health authorities are revised.

The following five principles from B.C.'s Restart Plan have been used to guide this document¹.

Table 1 - Five Principles for Every Situation

Personal Hygiene:	Stay Home if You Are Sick:	Environmental Hygiene:	Safe Social Interactions:	Physical Modifications:
<ul style="list-style-type: none">• Frequent handwashing• Cough into your sleeve• Wear a non-medical mask• No handshaking	<ul style="list-style-type: none">• Routine daily screening• Anyone with any symptoms must stay away from others• Returning travellers must self-isolate	<ul style="list-style-type: none">• More frequent cleaning• Enhance surface sanitation in high touch areas• Touch-less technology	<ul style="list-style-type: none">• Meet with small numbers of people• Maintain distance between you and people• Size of room: the bigger the better• Outdoor over indoor	<ul style="list-style-type: none">• Spacing within rooms or in transit• Room design• Plexiglass barriers• Movement of people within spaces

¹ viaSport British Columbia (2020, June 25). Return to Sport Guidelines for B.C. <https://www.viasport.ca/sites/default/files/ReturntoSportGuidelines.pdf>

The Association has worked with Ringette BC and the City of Richmond to create a Ringette Safety Plan to make sure that a safe environment is provided for players, parents and volunteers. The Association will designate a COVID-19 SAFETY OFFICER who will be responsible for communication and coordination of the safety plan's details per Ringette BC's Return to Ringette Guidelines². The Safety Officer will also ensure that Ringette BC's COVID-19 Response to an Outbreak³ is carried out in coordination with the Richmond Ringette's Board of Directors.

Ringette is an indoor ice sport with the advantage of no intentional body contact. Players are also covered by their equipment, helmets, mouth guards, gloves and padding under their uniforms. Local on-ice programming can potentially occur at the Richmond Ice Centre, Minoru Arenas or the Olympic Oval. Regardless of the location facility operators will have specific protocols and rules that must be followed. This document does not supersede any protocol or rule that facility operators may require.

It is important that all participants abide by all instructions communicated prior to and during practice sessions. Participation in Richmond Ringette's programming is considered voluntary, and anyone feeling uncomfortable with the current risks, should either not register or remove themselves from the program. Where a participant is considered high-risk, the Association recommends a doctor's permission to participate in ringette activities.

Ringette BC had decided to follow a graduated Return to Ringette. The process allows for ringette activities to restart in accordance with the Provincial Health Authorities and Regional Health Guidelines. The progressions of returning to ringette may change, at any time, if the restrictions determined by Provincial and Regional Health Authorities are amended. The chart below summarizes the activities permitted as the return to ringette advances. Ringette advanced to "Progression" 3 on September 15, 2020. The City of Richmond arenas move to viaSport Stage 3 on September 28, 2020.

Table 2 - Progressions of Returning to Ringette



² <https://www.ringettebc.ca/the-office/covid-19-ringette-bc-resources/>

³ https://www.ringettebc.ca/wp-content/uploads/2020/07/COVID-19-Response-to-an-Outbreak-Information_Return-to-Ringette-Guidelines-v-12.pdf

2. RISKS AREAS AND MITIGATION

The table below lists identified areas where there may be risks, either through close physical proximity or through contaminated surfaces. The risk mitigation strategy is also provided with each identified risk.

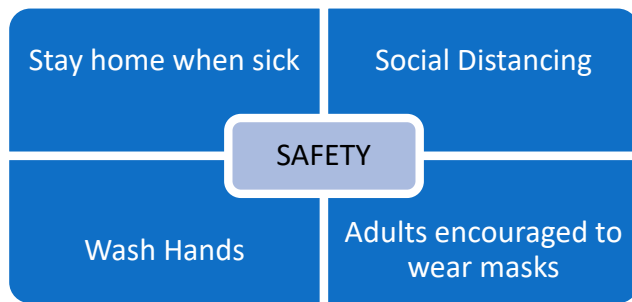
Table 3 - Risk Identification

RISK AREA	RISK MITIGATION
Changing Room Showers	Closed for now
Changing Room Washrooms	Closed for now
Changing Rooms	Open with social distancing (September 28)
Corridors	Physical Modification (one -way flow)
Entrances and exits	Physical Modification (one -way flow)
Food and Beverage Areas	Closed for now
Ice Surfaces	No spitting
Meeting Rooms	Closed for now
Spectator Areas	Closed for now
Spectator seating	Closed for now
Storage Rooms	Social Distancing
Team Benches	Social Distancing (awaiting viaSport guidance) maximum of 7 players on bench
Risk Area	Risk Mitigation
Lobby Washrooms	Environmental Hygiene, Social Distancing
Arrival for practice	Physical Modification (one -way flow)
Departure from practice	Physical Modification (one -way flow)
On ice activities	Drills, scrimmages and game play with minimized physical contact
On the bench	Restricted numbers, Social Distancing
Water bottles	No sharing, name label, fill at home
Rings	Environmental Hygiene - clean after use
Pylon Cones	Environmental Hygiene - clean after use
Pinnies/Bibs	Dedicated or must be washed before handing out
Goalie equipment (e.g. pads, gloves and sticks)	Assigned one person clean after use
Door handles	Environmental Hygiene
Benches	Environmental Hygiene

3. PROTOCOLS

The basic measures that can be taken to reduce risk of COVID-19 transmission are presented in the matrix below.

Table 4 -Basic COVID-19 Protection



4. LEVEL 1 - ELIMINATION

There shall be no sharing of personal equipment and water bottles.

Participants are encouraged to label their water bottle and fill the bottle at home. Arena water fountains and water bottle filling stations may not be available for use.

All members are encouraged to wear masks off the ice. Mask use is optional currently.

5. GROUP LIMITS

Maximum allowable registrations within each program / session have been reduced to reflect the need for physical distancing and to meet the ice occupancy restriction in place in Richmond. A maximum number of 24 players per age group will be accepted into the 2020/20 Richmond Ringette program. Age groups will be divided into separate squads of 10 to 12 participants as necessary.

6. LEVEL 2 - FACILITY PROCEDURES

Arena operators have safety plans in place to restart operations. The Association must follow the guidelines and procedures in place to counteract the transmission of COVID-19. Safety measure include but are not limited to the following:

1. Facility operators will post signage at the entrance to all facility and program spaces regarding COVID-19 safety precautions.
2. Participants in any program or activity must adhere to physical distancing requirements.

3. As of September 28, the maximum ice occupancy at Richmond Arenas will be 22 people at one time. Note, the team manager or other off ice coordinators will not be included in the count. 1 referee will be is also permitted and not include in the count.
4. There will be separate entrance and exit pathways with participants movement delineated by floor markings and directional signage.
5. Participant movement will be one way in constricted areas.
6. When seating is authorized spaces will be limited with directions for people to sit at least 6 feet/2 metres apart (initially no spectators will be permitted at Richmond Arenas).
7. Dressing rooms are available:
 - a. Use is only permitted 10 minutes prior to and 10 minutes afterwards.
 - b. Occupancy limit is 11 starting September 28.
 - c. Players are to sit in a numbered spot and then use the corresponding number on the arena bench. Teams will be told their dressing rooms upon arrival.
 - d. It is strongly recommended for groups to be using masks in the dressing rooms.
8. Note as we progress through the graduated Return to Ringette more activities will be authorized.
9. Participants in programs at Richmond arenas will be allowed to arrive up to 10 minutes ahead of their scheduled program/activity time and must exit the facility within 10 minutes of the end of their scheduled program/activity time.
10. General cleaning of the arena lobby and common areas will occur during the 30-minute time slots built into arena schedule between every user group.
11. Absolutely no spitting
12. Coaches will remind participants of the safety guidelines at the start of each session.
13. The arena lobby washrooms are available.

7. LEVEL 3 - RULES AND GUIDELINES

All PARTICIPANTS must confirm their attendance to an event with their coach using TeamSnap.

PARTICIPANTS (team staff, athletes, parents, officials, spectators, volunteers) must sign a waiver to participate as part of the registration process.

Parents/guardians/siblings of players are asked to drop their child off at designated entry area and return at pick-up to the designated exit area (subject to facility operator rules). Spectator restrictions may be relaxed as the Richmond's arenas return operations progresses.

The Association appreciates your cooperation on this matter so that we avoid any violation of the social distancing protocols and thus endangering the health and safety of players, arena staff and volunteers.

A volunteer or team manager will be assigned to confirm attendance and direct players to / from the ice. The Ringette BC Return to Play: Attendance Tracking Form⁴ must be completed and sent to the Richmond Ringette Registrar after every event.

Players, coaches and volunteers must socially distance on and off the ice.

⁴ <https://www.ringettebc.ca/wp-content/uploads/2020/07/Attendance-Sheet-for-Ringette-Activities.pdf>

8. LEVEL 4 - PROTECTION AND CLEANING

1. The facility operator has hand sanitizer available at the main entrance of the facility and in various locations throughout the facility. We encourage all members to use it as you enter and exit any facility.
2. All shared practice equipment will be sanitized by an association volunteer after each training session.
3. Any association provided equipment (e.g. goalie equipment, jerseys etc.) will be assigned to one player for their exclusive use.
4. Pinnies/Bibs may be used but must be sanitized between users.

9. POLICIES

Daily Pre-Training Health Check

Prior to each session, all participants are required to complete a COVID-19 self-assessment using TeamSnap⁵ evaluation to determine and report ability to participate in that day's session. If unable to use TeamSnap a verbal health check will be administered by the COVID-coordinator.

Table 5 - My Health Check



Participants can not attend the event if:

1. they do not feel well or are displaying symptoms of COVID-19.
2. someone in the household has COVID-19 or is showing symptoms of COVID-19.
3. they have traveled outside of Canada within the last 14 days and under quarantine order.
4. someone in the household has traveled outside of Canada within the last 14 days.

All players must be registered in the appropriate program and have completed the Richmond Ringette Return to Play Participant Waivers.

⁵ https://blog.teamsnap.com/announcements/health-checks?utm_source=email&utm_medium=email&utm_campaign=healthcheck&utm_content=CTA

In the event of an illness the Ringette BC Illness policy⁶ shall be followed. A sick individual should report to the coach or manager, even with mild symptoms.

10. COMMUNICATIONS

The Association will post the COVID-19 Safety Plan on our public website and send the link to all members.

Parent and player resources will be posted online.

COVID-19 Safety communications will be reviewed monthly by the Association's Board.

11. TRAINING

The City of Richmond will provide a facilities orientation to the Association's COVID-19 Safety Officer.

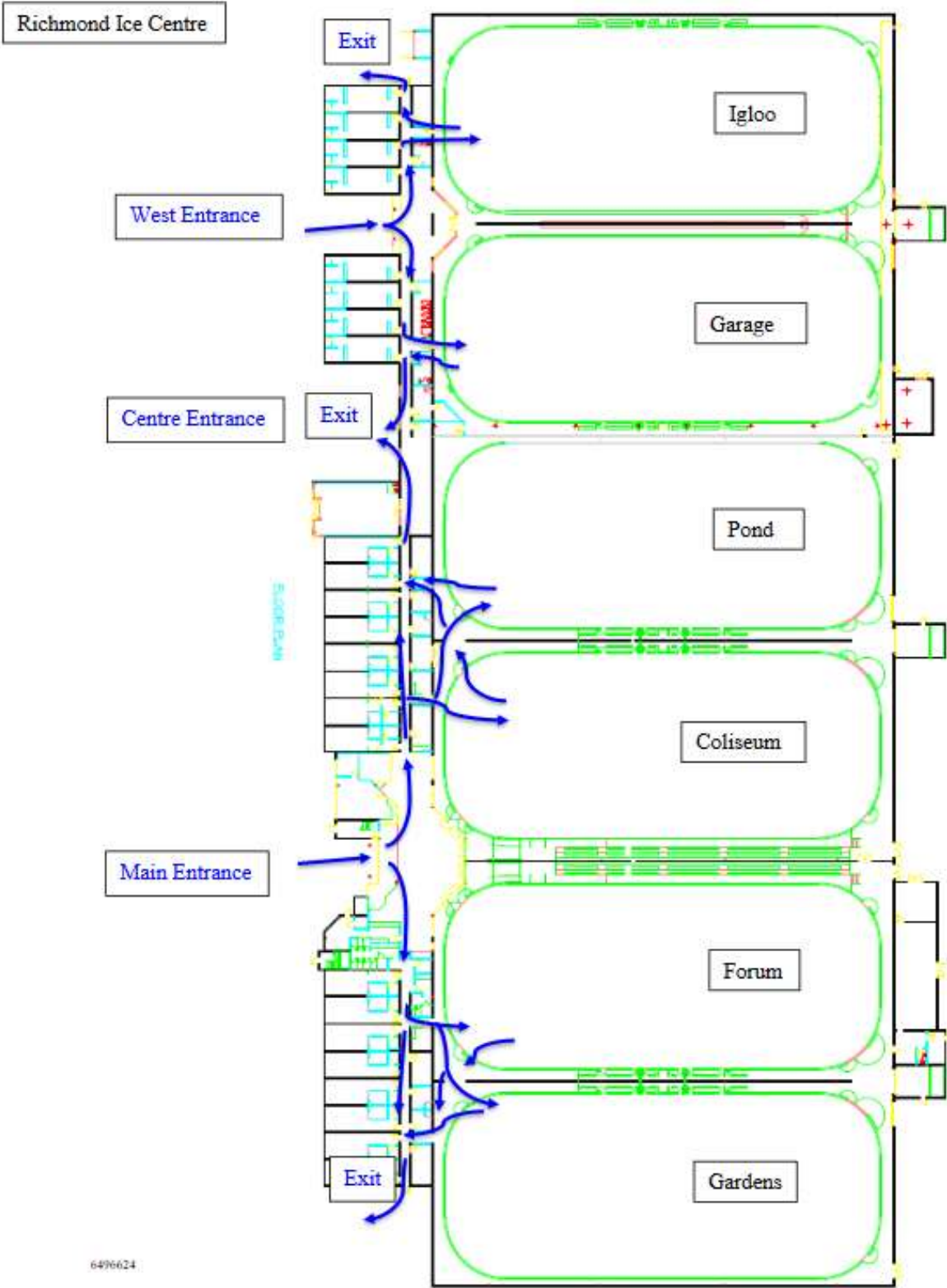
Briefing sessions will be hosted by the Association to assist local members with understanding the Ringette BC Guidelines and the COVID-19 Safety Plan.

Coaches are required to attend training on Return to Ringette guidelines. Ringette BC is offering online training for this purpose. Association Board Members must attend training on safety guidelines for ringette.

Parents and players will receive educational material from Ringette BC on the protocols.

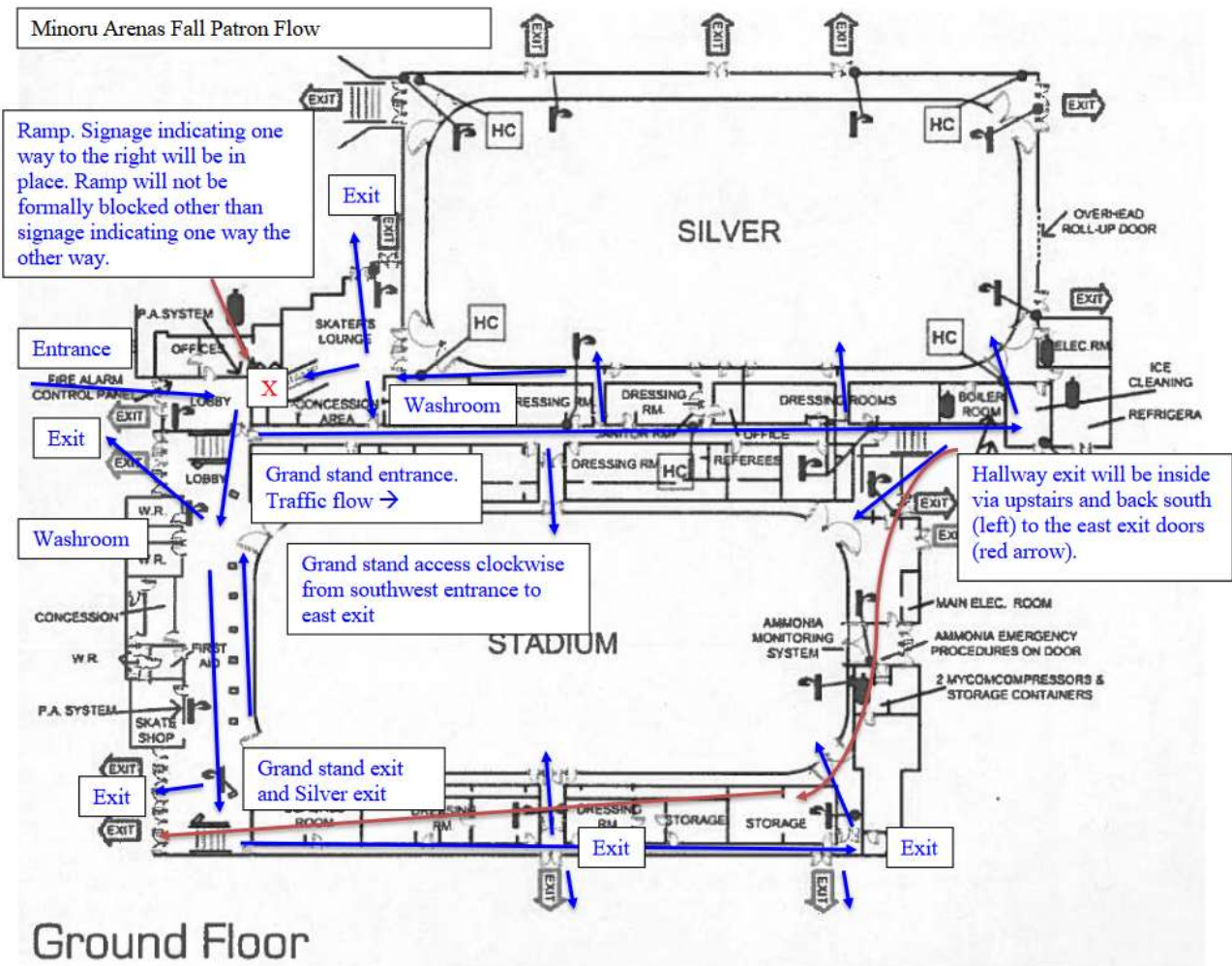
⁶ <https://www.ringettebc.ca/wp-content/uploads/2020/07/1.19-Illness-Policy.pdf>

12. APPENDIX A – Richmond Ice Centre Traffic Flow



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13. APPENDIX B – Minoru Arenas Traffic Flow



14. APPENDIX C – Richmond Oval Traffic Flow

Insert when available

15. APPENDIX D – COMPLETED RINGETTE BC COVID-19 SAFETY PLAN
TEMPLATE

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COVID – 19 Safety Plan – RINGETTE TEMPLATE

All Ringette Member Associations including Leagues and Club-Associations MUST develop a COVID -19 Safety Plan. This template was adapted by Ringette BC from the [viaSport COVID-19 SAFETY PLAN TEMPLATE](#).

Ringette BC has created a COVID-19 Safety Plan for Ringette BC, which follows the Worksafe BC template. Ringette BC's Return to Ringette Guidelines are the guiding document for answering the questions listed in the Safety Plan.

The Ringette BC COVID-19 Safety Plan is approved by the Ringette BC Board of Directors. It is a public document.

STEP 1: Assess the Risks at your facility or facilities:

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 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 and your sport-specific guidelines.

You may be required to identify and implement additional protocols if the posted protocols don't address all the risks to your workers.

- Orders, guidance, and notices issued by the provincial health officer and relevant to your industry. Updates will be posted at www.viasport.ca

- Municipal or facility Guidelines

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 have established and posted occupancy limits for common areas such as meeting rooms, change rooms, washrooms, and elevators (**not 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 below:

_____ *see section 6 (pg. 6) RRA COVID-19 Safety Plan* _____

Second level protection (engineering): Barriers and partitions

This section Apply to facility owners and operators

- We have installed barriers where Participants can't keep physically distant from co-workers, customers, or others.
- Does not apply – facility owners and operators will provide the direction.

Measures in place

Describe how barriers or partitions will be used in your environment (if appropriate). If this information is in another document, identify that document here.

_____ *see section 6 (pg. 6) RRA COVID-19 Safety Plan* _____

Third 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. **Note: Training will be provided before members use the ice facility**

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.

_____ *see sections 6 & 8 (pg. 6 pg. 8) RRA COVID-19 Safety Plan* _____

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 (**not applicable**).

Measures in place

- Who will use masks?
- What work tasks will require the use of masks?
- How have workers been informed of the correct use of masks?

If this information is in another document, identify that document here.

All members are encouraged to wear masks when off the ice. Mask use is optional at this time. _____

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. (**awaiting confirmation from facility operator**)
- We have communicated good hygiene practices to participants, coaches, volunteers, etc. We have implemented cleaning protocols for all common areas and surfaces.
- Workers who are cleaning have adequate training and materials.
- We have removed unnecessary tools and equipment to simplify the cleaning process

Note: Training will be provided before members use the ice facility

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.

_____ *see sections 6 & 8 (pg. 6 pg. 8) RRA COVID-19 Safety Plan* _____

Step 3: Develop policies

Develop the necessary policies to manage your sport. Our policies ensure that workers, 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 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.]
- ✓ If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911. Clean and disinfect any surfaces that the ill worker 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. **(facility operator responsibility)**
- We have posted signage indicating who is restricted from participating, including visitors and workers with symptoms. **(facility operator responsibility)**
- Coaches or safety volunteers have been trained on monitoring participants to ensure policies and procedures are being followed.

Note: Training will be provided before members use the ice facility

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 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, and participants.
- ✓ 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.

Note Coaches will attend training organized by Ringette BC

Organization Information:

Club – Association Name: Richmond Ringette Association

COVID – 19 Safety Plan was approved on: August 18, 2020

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, and criminal or employment history. Visit <https://www.oipc.bc.ca/about/legislation/> for more information.