



# Nelson Nordic Ski Club COVID-19 Safety Plan

V1 November 24, 2020

## Introduction

All Cross Country BC Member Organizations are required to develop COVID-19 Reopening Safety Plans that explicitly present the measures that they will implement and maintain during the course of the COVID-19 pandemic. Plans must be in compliance with [orders and guidance from the Provincial Health Officer](#) and must be made available to the public either by posting on the wall of the organization’s facility or on its website.

Nelson Nordic Ski Club (NNSC) has adapted a document initially created by Sovereign Lake Nordic Club, and based on the guidance of Cross Country BC. This document is in alignment with the [viaSport Return to Sport Guidelines for B.C.](#) document, the [WorkSafeBC COVID-19 Safety Plan Checklist](#) and the [Nordiq Canada Risk Assessment and Mitigation Checklist Tool](#).

The Provincial Health Officer’s direction is that COVID-19 Reopening Safety Plans should cover 3 things: (1) Processes to open safely, (2) Measures to keep people safe to avoid further outbreaks, and (3) A plan in the event that a case or outbreak should occur.

The 5 principles from B.C.’s Restart Plan should be used to create COVID-19 Reopening Safety Plans: To reduce the risk of the virus spreading through droplets in the air, NNSC is implementing protocols to protect against identified risks.

## 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"> <li>-Frequent Handwashing</li> <li>-Cough into your sleeve</li> <li>-Wear a non-medical mask</li> <li>-No handshakes or high fives</li> </ul>	<ul style="list-style-type: none"> <li>-Routine daily screening</li> <li>-Stay away from others if you have symptoms</li> <li>-Returning travelers must self-isolate</li> </ul>	<ul style="list-style-type: none"> <li>-More frequent cleaning</li> <li>-Enhance surface sanitation in high-touch areas</li> <li>-Touch-less technology</li> </ul>	<ul style="list-style-type: none"> <li>-Meet only within your bubble</li> <li>-Maintain 2m distance</li> <li>-Bigger rooms are better</li> <li>-Outdoor over indoor</li> </ul>	<ul style="list-style-type: none"> <li>-Spacing within rooms or in transit</li> <li>-Room design</li> <li>-Plexiglas barriers</li> <li>-Movement of people within spaces</li> </ul>

**Club Knowledge and Awareness About COVID-19 risks and public health info**

Nelson Nordic Ski Club General Manager Jaime Frederick and Board Officer Katie Weir are responsible for having a deeper understanding of the risks of COVID-19, including transmission routes and best practices for limiting spread. Jaime's contact information is [jaime@nelsonnordicski.ca](mailto:jaime@nelsonnordicski.ca).

NNSC has placed the following links on our website **here** and these will be reviewed daily to ensure we have current information: [Interior Health](#), [BC Centre for Disease Control](#), [Government of Canada-Health Services](#), [Dr. Bonnie Henry & Minister Adrian Dix COVID-19 Updates](#).

Information regarding vulnerable populations will be included on the website and via direct email to all participants prior to their first session.

COVID-19 information will be shared with participants and staff as follows:

- via links on the NNSC website **here**
- via direct email to participants
- via coach prior to each session

### **Club Policies Regarding COVID-19**

The following COVID-19 policies have been created:

- **2020 NNSC Participant Agreement -COVID-19**
- During our registration process, all Club members clicked a box indicating their understanding of our participant agreement, and agreed to the current Nordiq Canada waiver
- All program participants must sign a Participant Agreement that contains Acknowledgement of Risk prior to their first session
- **NNSC COVID-19 Reopening Plan**

### **Operations**

Prior to programs commencing, NNSC will communicate the 2020 COVID-19 Reopening Plan to staff and participants via email and on the NNSC website. Staff will have in-person, onsite training about personal safety procedures and physical distancing requirements prior to programming commencing. Participants will have updates and ongoing education at every practice. Identified touch points at NNSC such as outhouses, doors, kiosks, and outbuildings will

be cleaned by staff as per the daily cleaning schedule. Signage posted at the club will include Physical Distancing, Hygiene and COVID-19 symptom list

## **Hygiene**

The Apex hut, Apex kiosk & Busk kiosk and outhouses will be cleaned and sanitized by staff twice a day. A daily record will be kept on site of all cleaning. Point of sales devices will be used for tap transactions and wiped with a disinfectant in between touch transactions. Only staff and volunteers will be allowed in the kiosks, and will be required to wear a mask. Staff and visitors will be required to sanitize their hands both when entering and leaving the apex hut, along with wearing a mask. The hut will not have tables for the foreseeable future.

## **Equipment Cleaning and Sanitization**

Any rental equipment, including NNSC snowshoes and School Outreach Program ski gear will be sanitized with appropriate products (snowshoes, skis, boots, poles require different products). Staff will be solely responsible for cleaning rental equipment.

## **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.

### **1. Safety Equipment / PPE**

- Staff/Coaches have individually assigned equipment as follows:
  - Group first aid kits
  - Individual masks and gloves
  - Group radios (where applicable)

## **Access and Programming General Rules**

- When arriving and leaving the facility, please enter/exit your vehicle to allow 2m physical distancing from others.
- All members and visitors must sign in before skiing to facilitate contact tracing.

- Upon arrival participants will be reminded of hygiene protocols, and to utilize the 'Get in, train and get out' principle.
- Coaches will verbally confirm that all participants remain healthy at the end of practice.
- Only staff/volunteers will access the lodge / storage / sheds to distribute equipment for participants.
- Coaches will remind participants at the start of each session of the training flow pattern.
- NNSC may limit numbers of participants in a group.
- Start times of practice sessions may be staggered to allow small groups to start sequentially
- Coaches and administrators are familiar with the (updated) Illness Policy in Appendix A.
- Consider your own risk. If you are at higher risk of experiencing serious illness from COVID-19, consider limiting or avoiding participation for the time being.
- If you start to feel mildly ill while participating, inform the person in charge (e.g., coach or instructor), sanitize your hands, go straight home, and complete the [online self-assessment tool](#). If severely ill (e.g., difficulty breathing, chest pain) have the person call 911. (And that person should ensure the cleaning and disinfecting of any surfaces that you have come into contact with.)
- If you have any health and safety concerns, inform the person in charge and/or the CCBC office.

### **Group Training (including programs)**

- In addition to below, comply with above General Rules.
- Coaches are to remind all participants of the rules at the beginning of each day.
- Outdoors is best and activities are structured so physical distancing is maintained (2m). Increase distance with higher speed training activities. When possible & safe, it is preferable to ski BESIDE others instead of BEHIND (e.g., wide trails).
- Maximum group size is 50.
- If indoor facilities are used (e.g., hut, etc.), follow all additional facility directives in place.
- Athletes should only travel with members of their household / bubble or wear a mask.
- A record of participants is maintained.
- "Get in, Train, Get out." Athletes arrive ready to go and do not mingle with the group upon arrival or departure.

- Nothing is shared. If something must be shared (e.g., surfaces), it is cleaned/disinfected between users (e.g., with disinfecting wipes). Assign one individual to read the info on [cleaning and disinfectants](#) and to do the disinfecting.
- Shuttle vehicles can be used with proper mask/sanitization usage.
- Sanitation supplies are available as needed.
- Masks and gloves are available in case first-aid is required. Coaches have trained themselves on the [proper use of masks](#).
- Coaches should ensure adequate supervision so that rules are followed, with reminders as needed structured to follow health and safety protocols.
- For dryland time-trials or races, use individual start only, unless athletes are in a cohort. Timing chips or bibs shall not be shared, but may be used if owned by / assigned to the athlete.
- Sanitation supplies are available as needed.
- Masks and gloves are available in case first-aid is required. Coaches have trained themselves on the [proper use of masks](#).
- Coaches should ensure adequate supervision so that rules are followed, with reminders as needed.

## **Workshops/Courses Background:**

Workshops / Courses typically have between 6 and 12 adult participants.

- In addition to below, comply with above General Rules.
- Learning facilitators or course conductors are to remind all participants of the rules at the beginning of each day.
- Ensure room and tables are set-up so that physical distancing is maintained (2m).
- Assign one individual to read the info on [cleaning and disinfectants](#) and then to disinfect (e.g., using disinfecting wipes):
  - each workspace before starting.
  - all common touchpoints (e.g., door handles, light switches) at least twice per day.
- Do not share any equipment.
- Ensure there is adequate sanitizer in outhouses.
- Follow any additional facility directives.
- A record of participants is maintained.

## **Competitions**

- Under the most recent [Provincial orders](#), travel for athletic team activities is prohibited. Cross Country BC is currently working with viaSport on competition hosting guidelines. We will update this section as we learn more.

## **Outbreak Plan**

If any individual reports they are suspected or confirmed to have COVID-19 and have been at the workplace/activity place, inform the Coach and/or CCBC office. They will then execute the [Outbreak Plan](#) provided by viaSport BC (pg. 28).

## **Health Monitoring**

Participants should note that in COVID-19 they may identify as being in a vulnerable population and at high risk. Information regarding vulnerable populations will be included on the NNSC website and via direct email to all participants prior to their first session. Those identified at risk will be informed of information on the websites such as [BC Centre for Disease Control](#).

Vulnerable populations may include:

- older adults
- those with underlying medical conditions and/or compromised immune system

Self-screening must be undertaken daily prior to attending a training session. Here is a link to a [Self Assessment Tool](#).

If a participant or staff member is COVID symptomatic they should contact NNSC General Manager Jaime Frederick [jaime@nelsonnordicski.ca](mailto:jaime@nelsonnordicski.ca)

At the start of each training session, staff/coaches will verbally confirm that all participants have done such a check and are symptom-free. A daily record of this information will be kept and signed by the session coach. Public Health Authority information about screening, possible self-isolation, and quarantine requirements is available [here](#).

NNSC will store participants' attendance records for 90 days. These records include acknowledgement of self-screening and that participants are not COVID-19 symptomatic.

## **Non-Compliance**

Non-compliance will be addressed by the following 3 steps:

1. The first instance, if minor, will be addressed by the participant being required to attend an education session with the club manager or a coach prior to attending another practice. If the instance is a major infraction (deliberate refusal to comply), step 2 will apply immediately.
2. The second instance of non-compliance (or first instance if a major infraction) will result in the participant being denied access to NNSC programs and facilities for 14 days following the incident. Also, during that time the participant will be required to attend an education session with the club manager or a coach prior to resuming training. In order to return the participant must agree in writing to comply with all procedures and policies, and acknowledge that if there is another instance of noncompliance that they will be unable to participate in any NNSC programs for the 2020- 2021 season or access any NNSC facilities.
3. If the participant has another instance of non-compliance they will be immediately notified via email that they will be denied access to NNSC programs and facilities for the remainder of the 2020 season.

## **NNSC Medical Response Plan**

General Manager Jaime Frederick will communicate with any individual who self-reports COVID-19 symptoms, and with local health authorities.

Jaime will also facilitate all internal communications regarding a suspected or confirmed COVID-19 case. If there is a suspected or confirmed case of COVID-19 at the club, Jaime will:

- Immediately report and discuss the suspected outbreak with the Medical Health Officer (or delegate) at the health authority.
- Cooperate with local health authorities if contacted by a medical health officer in the course of contact tracing.
- Immediately close the club and implement enhanced cleaning measures prior to re-opening.
- Implement the Club's illness policy (see Appendix A) and advise individuals to:
  - Self-isolate
  - monitor their symptoms daily, report respiratory illness and not to return to activity for at least 10 days
  - 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.
  - Individuals can contact 8-1-1 if further health advice is required and 9-1-1 if it is an emergency.

If there is a suspected or confirmed case of COVID-19 at the club, we will also:

- Review sign-in sheets where contact details for all participants and staff have been created, including emergency contacts. This list will enable prompt communication should any emergency require connecting with staff and participants.
- Immediately communicate with all club participants and staff to advise of the situation.
- Communicate the club closure and cleaning procedures that will be completed prior to the club re-opening.
- Communicate the importance of daily self-screening for all participants and staff.
- Ensure that all participants and staff are able to readily communicate with Club personnel.

## **Communication Approvals and Publishing**

NNSC's COVID-19 Safety Plan will be posted on our website and updated as required.

## **APPENDIX A – ILLNESS POLICY** (updated, from viaSport's updated [Guidelines](#))

In this policy, "Team member" includes an employee, contractor, volunteer, participant, or parent/spectator.

1. Inform an individual in a position of authority (coach, team manager, program coordinator) 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, loss of appetite, nausea or diarrhea.

See BCCDC website for a full list of symptoms:

<http://www.bccdc.ca/healthinfo/diseasesconditions/covid-19/about-covid-19/symptoms>

## 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. If Team Members are unsure please have them use the BC COVID-19 self-assessment tool <https://bc.thrive.health/covid19/en>.
- c. Managers/coaches may 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.

## 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 within the sport environment, they should be sent home immediately and contact 8-1-1 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. Follow the direction of health officials.

## 5. Quarantine or Self-Isolate if:

- a. You have travelled outside of Canada within the last 14 days.
- b. You have come into close contact with someone who has tested positive for COVID-19.
- c. You have been advised to do so by health officials.

## **APPENDIX B – COHORT DETAILS** (from viaSport's [Guidelines](#))

Sport Cohorts Purpose: Establishing cohorts will limit the number of people that everyone will come into contact with, reducing the risk of transmission and ensuring quicker contact tracing by health authorities if an outbreak occurs. A cohort is a group of participants who primarily interact with each other within the sport environment over an extended period of time (e.g., series of events).

In this phase:

- All guidance related to personal hygiene, cleaning protocols and symptom screening still apply.
- Cohorts should be used for activities in which it is not possible to maintain two metres physical distancing at all times. When in a cohort, while individuals do not need to maintain physical distancing during sport-specific activities, minimized physical contact is still advised.
- At least two metres distancing should be maintained between all participants when outside of the field of play (e.g., dressing rooms, hallways, team benches, staging areas, etc.). If physical distancing cannot be maintained masks should be worn.
- Cohorts should be made up of individuals/teams of similar age or skill level.
- Each cohort can be comprised of multiple teams in order to form a mini-league. With the use of cohorts, game play can resume between teams within the cohort.
- Cohorts should not exceed the number outlined in Appendix H of the Guidelines. [100 for cross country skiing.]
- Cohort sizes are different from maximum group sizes. When members of the cohort are gathering for games or activities, gatherings may not exceed 50 people (see PHO Order).
- Coaches may be counted outside the total cohort number if they are able to maintain physical distancing at all times.
- Keep players together in designated cohorts and make sure that cohorts avoid mixing with each other as much as possible.
- Cohorts should remain together for an extended period of time. If looking to change cohorts, implement a two-week break between activities.
- Individuals should limit the number of sport cohorts to which they belong in order to reduce the number of people they are interacting with.
- Where officials (if being used) are unable to physically distance, an official(s) should be assigned to a specific cohort and avoid having them interact with multiple cohorts.
- Parents and spectators are not included in the cohort limits. They should always continue to maintain physical distancing and are subject to maximum capacity of the facility where play is occurring.