



COVID – 19 Safety Plan – WESTSIDE RINGETTE

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

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

Westside Ringette has identified 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.
 - The arena entrances and exits, and hallways between dressing rooms are the key areas people gather when Ringette is utilizing any of our three local arenas.
 - Jim Lind entrances are Ticket Booth & Round-About.
 - RLP entrances are Front/ Main Entrance & Back/ Players Entrance. Groups will be assigned opposing doors to use for entry and exit.
 - User groups will be assigned an entrance for each ice time.
 - Facility access for participants/spectators is limited to 15 minutes prior to the ice time.
 - All Ringette Participants will be met by a Ringette designated COVID Ambassador (team manager/coach/screened volunteer) to assist with facility access and managing occupancy limits. This Ambassador will complete the mandatory health checks and further ensure sanitation and safety processes are followed.
 - Participants and parents will be exit the facility directly after the ice time is finished.
 - Only one parent will be permitted into the facility. No siblings.



- ☑ We have identified situations and processes where individuals are close to one another or members of the public.
 - Dressing rooms, benches and spectator stands are situations and processes where individuals are close to one another or members of the public.
 - Ringette players are required to come dressed in full gear, except for skates and helmets.
 - Jim Lind dressing rooms are closed – players must sit in designated marked seating locations inside lobby area.
 - RLP dressing rooms are open – players must sit in designated seating locations inside predetermined, assigned dressing room. Dressing rooms are further limited to shoe/skate changes only. No use of toilets and showers.
 - IF your player requires assistance with their skates, one helper from within the child's bubble is permitted to assist. Maintain 2 metres distance while assisting your player, then proceed immediately to the designated stands if applicable.
 - Skate guards, street shoes, and bags must be left at designated seating location as the participants take the ice. All participants must leave arena as fully dressed as possible – changing into street clothes is not permitted.
 - Spectators are allowed 1 for each participant. Spectators are required to leave the building immediately upon completion of the ice time.
 - On ice access will be regulated by coaches.
- ☑ For Ultimate Hockey Centre please refer to this link
<https://www.ultimatehockeycentre.ca/pandemic-safety-protocols/>
- ☑ We have identified the equipment that may be shared by individuals.
 - The only equipment shared will be rings and pylons on ice.
 - Absolutely NO sharing of equipment.
 - Participants and Coaches must keep gloves and equipment on at all times. No touching of rings with hands by players. Coaches must pick up rings at end of the session.
 - Players must bring their own individual, labeled, PRE-FILLED water bottle. No fountains will be accessible. Players must place water bottles on the top rail of bench.
- ☑ We have identified surfaces that people touch often.
 - Sanitization of the arena is the responsibility of the City and each arena individually.
 - Players, coaches and spectators will be required to hand wash and sanitize before and after each ice time.

STEP 2: Implement Protocols to reduce the risks

Ringette will utilize the following Return to Play Guidelines to direct activity while ensure the risks of transmissions are minimized.

- ☑ viaSport Sector Guidelines - <https://www.viasport.ca/news/covid-19-updates-sport-organizations>
- ☑ Ringette BC Return to Play Guidelines - <https://www.ringettebc.ca/the-office/covid-19-ringette-bc-resources/>



- 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 available for review at:
 - City of West Kelowna COVID Information Link: <https://www.westkelownacity.ca/en/city-hall/covid-19.aspx>
 - Ultimate Hockey Centre Safety Protocols: <https://www.ultimatehockeycentre.ca/pandemic-safety-protocols/>

First level protection (elimination): Limit the number of people and ensure physical distance and safety in any three of our arenas.

- Ringette players, coaches, parents and volunteers will complete health checks prior to attending ringette.
- Ringette will complete contact lists at each session to facilitate tracing should it be required.
- There is a maximum of 20 participants plus up to 2 coaches permitted on the ice surface.
- Social distancing of at least 2 meters between players must be adhered to at all times.
- Drills must be designed with provincial guidelines in place.
- Refer to:
 - <https://www.westkelownacity.ca/en/city-hall/covid-19.aspx>
 - <https://www.ultimatehockeycentre.ca/pandemic-safety-protocols/>
 - <https://www.ringettebc.ca/the-office/covid-19-ringette-bc-resources/>

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:

- <https://www.westkelownacity.ca/en/city-hall/covid-19.aspx>
- <https://www.ultimatehockeycentre.ca/pandemic-safety-protocols/>
- <https://www.ringettebc.ca/the-office/covid-19-ringette-bc-resources/>

Second level protection (engineering): Barriers and partitions

This section may only 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.

- <https://www.westkelownacity.ca/en/city-hall/covid-19.aspx>
- <https://www.ultimatehockeycentre.ca/pandemic-safety-protocols/>



Third level protection (administrative): Rules and guidelines

- We have identified rules and guidelines for how participants, coaches, volunteers, spectators should conduct themselves.
 - Ringette Participants and Parents will maintain social distancing of 2 meters at all times and will sanitize hands upon entering and exiting the facility
 - Participants and Parents will not enter the facility any earlier than 15 minutes prior to the ice time
 - Participants and Parents will exit the facility immediately after the ice time has finished
 - Only one Parent will be permitted into the facility-No Siblings
 - Ringette Parents will abide by the maximum spectator allowances in the arenas as per the information provided on each website, or via links in this document.
 - Ringette Coaches will all participate in a return to play orientation offered by Ringette BC prior to starting their coaching position
 - All Ringette participants, coaches, parents and volunteers will complete all required waivers prior to participation
- We have clearly communicated these rules and guidelines through a combination of training, electronic communication and signage

Measures in place

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

- See the Ringette BC Return to Play Guidelines: <https://www.ringettebc.ca/the-office/covid-19-ringette-bc-resources/>
- Refer to the specific safety plans and protocols:
 - <https://www.westkelownacity.ca/en/city-hall/covid-19.aspx>
 - <https://www.ultimatehockeycentre.ca/pandemic-safety-protocols/>

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 (if 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?



- At this time masks are not required, however Westside Ringette Association is ordering and will be providing masks to each player and coach.
- We are prepared to adjust should this change.

Reduce the risk of surface transmission through effective cleaning and hygiene practices

- We have reviewed the information on cleaning and disinfecting surfaces.
- Our sport facility has enough handwashing stations on site for our participants. Handwashing locations are visible and easily accessed.
- We have communicated good hygiene practices to participants, coaches, volunteers, etc. We have implemented cleaning protocols for all common areas and surfaces. This will be achieved by following the criteria laid out by the City of West Kelowna, Jim Lind, Royal LePage and Ultimate Hockey Centre.
 - Arriving no earlier than 15 minutes prior, and leaving immediately after each ice session allows the facilities to follow their cleaning protocol.
- Workers who are cleaning have adequate training and materials – provided by each individual arena.
- We have removed unnecessary tools and equipment to simplify the cleaning process
- We will be providing coaches and players with hand sanitizer to use when hand washing is not available.

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.

- Facility cleaning and handwashing stations will be provided by the City of West Kelowna (JL and RLP) and Ultimate Hockey Centre.

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.
 - Ringette players are required to complete health checks prior to participating in each ice time
 - Ringette players, coaches, parents and volunteers are required to sanitize hands upon entering the facility
- We have posted signage indicating who is restricted from participating, including visitors and workers with symptoms.
- Coaches or safety volunteers have been trained on monitoring participants to ensure policies and procedures are being followed.

Step 5: Monitor and update your plans as necessary

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

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- Individuals know who to go to with health and safety concerns.
 - Ringette has a designated Safety Officer.
- 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.

Organization Information:

Club – Association Name: Westside Ringette Association

COVID – 19 Safety Plan was approved on: September 4, 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.