



# Return to Play for Sooke Minor Hockey Association (SMHA)

**Updated: December 04, 2020**



**List of major document changes**

<b>N.</b>	<b>Date</b>	<b>Section</b>	<b>Description</b>
<b>1</b>	Sep 2, 2020	Appendix C – SMHA Waiver	Cohort 50 player maximum removed. Dressing room availability time changed from 30mins to 20mins
<b>2</b>	Sep 15, 2020	Appendix E	Visitors change room can take 8 people now First bench in bleachers will be available for seating – parents will need to wipe after use
<b>3</b>	Oct 19, 2020	Appendix B	Attendance and Screening Questionnaire has been simplified
<b>4</b>	Oct 19, 2020	Appendix E	New Appendix E – SEAPARC COVID-19 response plan
<b>5</b>	Oct 22, 2020	Individual Responsibilities	Manager, player and coach responsibilities updated
<b>6</b>	Oct 25, 2020	First Aid Kit and Safety Modifications & Appendix D	Additional information for COVID-19 symptoms, self-isolation, COVID-19, and doctors notes
<b>7</b>	Nov 4, 2020	Individual Responsibilities	Updated with new public health recommendations for everyone to wear face masks while inside common areas
<b>8</b>	Dec 4, 2020	Individual Responsibilities	Physical distancing requirement increased to 3 metres
<b>9</b>	Dec 4, 2020	RTS Activity Chart	Updated with latest viaSport activity phase chart



Introduction	7
Resources	7
Administrative Infrastructure	7
Communications Officer	7
SMHA Resources for COVID-19	7
COVID-19 Response Plan	8
Attendance Form	8
Screening	8
First Aid Kit and Safety Modifications	8
COVID-19 Team Volunteers	8
Return to Sport Activity Chart	9
Individual Responsibilities	11
Players	11
Managers	11
Coaches	12
Hockey Canada Safety Program (HCSP) Personnel	13
Officials	13
Attendance Tracker/Screeener	13
Sanitation Volunteers	14
Distancing Monitors	14
Spectators	14
Facility Protocols	15
Facility Specific Response Plan	15
Compliance	15
APPENDIX A	16
COVID-19 Response Plan	16
APPENDIX B	20
COVID-19 Attendance and Screening Questionnaire	20
APPENDIX C	26
SEAPARC-SMHA COVID-19 Safety Rules and Liability Waiver	26
APPENDIX D	30
Hockey Canada Return to Play COVID-19 positive protocol	30
SMHA Emergency Action Plan for SEAPARC	30
APPENDIX E	36
SEAPARC specific COVID-19 response plan and facility diagram	36



# Introduction

The core of this document was prepared by a joint committee representing all the minor hockey associations (MHAs) in the Capital Regional District (CRD). It was hosted by Capital Regional Female Minor Hockey Association (CRFMHA) with representation and input from adjacent local MHAs including Victoria MHA (VMHA), Victoria Racquet Club MHA (VRCMHA), Juan de Fuca MHA (JDFMHA), Sooke and District MHA (SDMHA) and Peninsula MHA (PMHA).

The purpose of this document is to ensure all participants, whether they be players, coaches, team volunteers, parents or spectators are fully informed regarding COVID-19 safety measures, protocols and individual responsibilities. As the COVID-19 situation changes this document will be updated accordingly.

## Resources

SMHA is continuously monitoring statements and guidelines from the Ministry of Health/ Provincial Health Officer, local health authorities, hockey governing bodies and provincial recreation and facility organizations, including:

[BC's Restart Plan](#)

[viaSport - Return to Sport Guidelines for BC](#)

[Hockey Canada Return to Play - Safety Guidelines](#)

[BC Hockey - Return to Hockey](#)

[BC Parks and Recreation Association - Guidelines for Restarting Operations](#)

[Recreation Facilities Association of BC - COVID-19 Resources](#)

## Administrative Infrastructure

### Communications Officer

As per the Hockey Canada COVID-19 Return to Play “Safety Guidelines”, the governing District of BC Hockey for this region, Vancouver Island Amateur Hockey Association (VIAHA), requires each MHA to designate a Communications Officer to act as a liaison between the District and the MHA. The COVID-19 Communications Officer for SMHA is:

Carrie Coleman

vp-admin@sookeminorhockey.ca

### SMHA Resources for COVID-19

SMHA has drafted several tools to be used in day to day operations during the pandemic. Links to these are found on our website (<http://sookeminorhockey.ca/>) under the “SAFETY” Tab (Select: COVID-19 Resources)

## COVID-19 Response Plan

SMHA has created a COVID-19 Response Plan with reference to which individual is responsible for each aspect of the plan. The COVID-19 Response Plan is included in APPENDIX A.

## Attendance Form

For every SMHA practice or game the Team Manager and/or Designated Attendance Tracker will complete the Attendance Form (aka Roll Call) with the names of every participant in the event, including players, team personnel and spectators. This information is mandatory and will facilitate contact tracing in the event of COVID-19 exposure. The Attendance Form is shown in APPENDIX B.

## Screening

As part of recording attendance, each participant will be required to review and truthfully answer SMHA's COVID-19 Screening Questionnaire also included as part of APPENDIX B. Participants will review the questionnaire directly with the Team Manager and/or Designated Attendance Tracker prior to entering the facility for any sanctioned activity. Any player with incomplete responses or response suspicious for possible coronavirus infection will be denied entry and subject to the Return to Play protocol. The name of any registered player subject to a Return to Play protocol will be forwarded to the Pandemic Coordinator and Director of Safety and Risk Management to ensure compliance with Return to Play protocols.

## SMHA COVID-19 Safety Rules and Liability Waiver

All participants including guardians of players, team personnel and spectators, must review and sign the SMHA COVID-19 Safety Rules and Liability Waiver in APPENDIX C.

This document must be completed and submitted to the Team Manager or Team Safety prior to participating in any SMHA event. All participants must ensure they adhere to the Safety Rules and Liability Waiver or risk disciplinary action from SMHA or expulsion from the facility by SEAPARC personnel.

## First Aid Kit and Safety Modifications

Team safety kits will be upgraded with hand sanitizer, medical face masks and examination gloves. Safety modifications include a Return to Play protocol for players who report positive symptoms on the Screening Questionnaire. The Hockey Canada Return to Play COVID-19 positive protocol as well as a flow chart to guide the potential self-isolation and requirement for doctors notes can be found in APPENDIX D. Also included in APPENDIX D is the general Emergency Action Plan for SEAPARC. This outlines emergency phone numbers, locations of facility emergency equipment, and responsibilities for team personnel in the event of an emergency.

## COVID-19 Team Volunteers

Prior to starting the season each team is required to designate an Attendance Tracker/Screeener, Sanitation Volunteer and Distancing Monitor. These volunteers must be present at each game and practice to ensure team safety and COVID-19 protocol compliance.



## Return to Sport Activity Chart

Safety guidelines are now available via the links in the Resource section. These resources are meant to provide an introduction on how to prepare Minor Hockey Associations or Leagues for a safe return to hockey. The Safety Protocols produced by Hockey Canada are the first of many resources to be released, with additional guidelines in the following areas of focus: Customer Engagement, Regulations, Officiating, Coaching, Seasonal Structure, Delivery Model, Registration, Events, High Performance Hockey, National Teams and Marketing & Communications. Next step(s) for BC Hockey members should be focused upon reviewing and applying these resources to their own association or league return to hockey plan that best prepares their particular participants and complies to expectations.

viaSport has developed the Return to Sport Guidelines, which have been reviewed by cross-ministry officials within government and WorkSafe BC for use by provincial sport organizations (PSOs) as they finalize and implement sport-specific plans. viaSport is supporting sport organizations with advice and guidance as they navigate their return to activities. Table 1 shows the viaSport phased approach for return to sport in a safe and controlled transitioning to a new normal. British Columbia is in Phase 2 of the Restart Plan and as of December 3 sport has moved to the “Transition Measures” Phase.

Due to the differences among sport in the amount and intensity of contact, the viaSport has outlined how Phase guidelines apply across different sport types. While viaSport has outlined the opportunity for introduction of certain activities, sport organizations should still follow the guidelines of their Provincial Sport Organizations, continue to assess risk and look to slowly phase-in activities. Not all sports will move at the same speed due to variances in the ability to access facilities, the ability and resources to implement safety protocols and additional considerations related to participant groups, especially those that are considered vulnerable populations.

# SPORT ACTIVITY CHART

PHO Orders supersede the guidance in this chart

This chart outlines the types of activities that can be considered in the various return phases

	Strictest Controls Phase 1	Transition Measures Phase 2	Progressively Loosen Phase 3	New Normal (Future date TBC)
<b>Restrictions in Place</b>	<ul style="list-style-type: none"> <li>Maintain Physical Distance (2m)</li> <li>No non-essential travel</li> </ul>	<ul style="list-style-type: none"> <li>Maintain Physical Distance (3m)</li> <li>No non-essential travel</li> <li>No group gatherings over 50 people</li> </ul>	<ul style="list-style-type: none"> <li>Refer to PHO and local health authorities</li> </ul>	<ul style="list-style-type: none"> <li>Refer to PHO and local health authorities</li> </ul>
<b>Enhanced Protocols</b>	<ul style="list-style-type: none"> <li>Increased hand hygiene</li> </ul>	<ul style="list-style-type: none"> <li>Increased hand hygiene</li> <li>Symptom Screening in place</li> </ul>	<ul style="list-style-type: none"> <li>Increased personal hygiene, cleaning protocols and symptom screening</li> </ul>	<ul style="list-style-type: none"> <li>Increased hand hygiene</li> </ul>
<b>Facility</b>	<ul style="list-style-type: none"> <li>Outdoor or within home</li> <li>Facilities and playgrounds closed</li> </ul>	<ul style="list-style-type: none"> <li>Outdoor is safest</li> <li>Indoor facilities slowly re-opening</li> </ul>	<ul style="list-style-type: none"> <li>Participants should maintain physical distance while not on field of play</li> </ul>	<ul style="list-style-type: none"> <li>Outdoor/Indoor</li> </ul>
<b>Participants</b>	<ul style="list-style-type: none"> <li>Individual activities</li> </ul>	<ul style="list-style-type: none"> <li>Small Groups</li> <li>No spectators</li> </ul>	<ul style="list-style-type: none"> <li>Groups sizes increase based on sport type (i.e. level of contact).</li> <li>Participants and spectators must adhere to 50 people max per event public health guidance</li> </ul>	<ul style="list-style-type: none"> <li>Large groups allowed</li> <li>No restrictions on spectators</li> </ul>
<b>Non-contact Activities</b>	<ul style="list-style-type: none"> <li>Low risk outdoor activities can occur (biking, running, etc.).</li> <li>Virtual activities</li> </ul>	<ul style="list-style-type: none"> <li>Fundamental movement skills</li> <li>Modified training activities, drills</li> </ul>	<ul style="list-style-type: none"> <li>Where feasible, limit contact (i.e. coming within two metres) in training and sport activities</li> </ul>	<ul style="list-style-type: none"> <li>No restrictions on activity type</li> </ul>
<b>Contact Activities</b>	<ul style="list-style-type: none"> <li>Should not occur</li> </ul>	<ul style="list-style-type: none"> <li>Should not occur</li> <li>Contact sports should look for non-contact alternatives to training</li> </ul>	<ul style="list-style-type: none"> <li>Cohort model introduced for sports that cannot maintain 2m physical distancing.</li> </ul>	<ul style="list-style-type: none"> <li>No restrictions on activity type</li> </ul>
<b>Competition*</b>	<ul style="list-style-type: none"> <li>Should not occur</li> </ul>	<ul style="list-style-type: none"> <li>In club play or modified games may slowly be introduced</li> </ul>	<ul style="list-style-type: none"> <li>Competition slowly introduced.</li> <li>Regional competition for sports in cohorts.</li> </ul>	<ul style="list-style-type: none"> <li>Provincial competitions and larger scale events may return</li> </ul>
<b>Equipment</b>	<ul style="list-style-type: none"> <li>No shared equipment</li> </ul>	<ul style="list-style-type: none"> <li>Minimal shared equipment</li> <li>Disinfect any shared equipment before, during and after use</li> </ul>	<ul style="list-style-type: none"> <li>Enhanced cleaning protocols in place</li> </ul>	<ul style="list-style-type: none"> <li>Shared equipment</li> </ul>
<b>Travel</b>	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>Limited</li> </ul>	<ul style="list-style-type: none"> <li>Unlimited</li> </ul>

\*Introduction of competitive activities should be in alignment with sport-specific guidelines.

# Individual Responsibilities

Members of our organization and volunteers can be grouped according to their individual responsibilities. However, the following recommendations apply to all individuals regardless of their role:

- Anyone displaying **ANY** symptoms of illness or who is in close contact with another who does, **MUST** stay home.
- Practice good hand washing/disinfecting practice before and after any event
- Practice physical distancing with a goal of 3 m separation between individuals
- Ride sharing for any reason is strongly discouraged.
- *“Be kind; Be calm; Be safe” - Dr. Bonnie Henry*

## Players

General expectations of all SMHA players - In addition to the Phase-specific details in Table 1, it is the expectation that players:

- Carry a personal bottle of hand sanitizer in their equipment bag.
- Bring a personal water bottle to every event that is filled at home, clearly labelled and not to be shared with other players.
- Wear a face mask:
  - While indoors at any hockey facility and in the dressing room all times with the exception of playing surface and immediately before and after ice times;
  - When 3 m PD cannot be consistently maintained
- Meet with the Team Manager and/or Designated Attendance Tracker to complete the Screening Questionnaire and be logged on the Attendance List before entering the facility - **without exception.**
- Refrain from sharing equipment with any other player.
- Clean and wash equipment frequently.
- Wear hockey gloves continuously from inside the dressing room, throughout the ice session and until return to the dressing room. It is recommended, but not required, to wear a thin glove underneath the hockey gloves.

Specific expectations of U7, U9 and U11 players:

- It is strongly recommended to arrive at facility fully dressed to avoid dressing room congestion and to maintain PD
- Assistance from Guardian with tying skates should be done in the designated areas as permitted by the facility.

## Managers

General expectations of Managers - In addition to the Phase-specific details in Table 1, it is the expectation of SMHA Managers that they:

- Are familiar with all aspects of this document for administrative purposes
- Arrive at team events a minimum of 5 minutes prior to scheduled arrival time for the team in order to ensure all team members arriving for the event are compliant with SMHA protocols.

- Wear a face mask:
  - While indoors at any hockey facility (with the exception of the playing surface);
  - When 3 m PD cannot be consistently maintained;
  - During interaction with players, families, other volunteers and facility staff
- With input from team Coaches and HCSP, ensure a Facility Response Plan is developed for each event and available to Facility staff if required.
- Work closely with HCSP Personnel to ensure the team is compliant with the current standard for COVID-19
- Monitor the SMHA website regularly for updates regarding safety protocols
- Communicate with the SMHA Director of Safety and Risk Management and/or designated VIAHA Communications Officer (above).
- Have a face mask available in case standard 3 m PD cannot be maintained in any facility.
- Ensure team only plays with other teams in designated cohort and adhere to a two week isolation period if moving to another cohort.
- Clearly communicate/coordinate the following during game play:
  - Before games
    - Contact tracing for home and visiting teams is responsibility of home team;
    - Home team is to arrive 30 minutes prior to ice slot;
    - Visitor team is to arrive 25 minutes prior to ice slot;
    - Any dry land training or warm-ups must be completed outside and prior to entering facility;
  - After games
    - Home team has 20 minutes to vacate dressing room;
    - Visitor team has 15 minutes to vacate dressing room;
  - Everyone must wear masks in dressing room at all times;
  - All bench staff, time keepers and score keepers must wear masks at all times;
  - Communicate/monitor/educate/enforce the rules here within for visiting teams.

## Coaches

General expectations of Coaches - In addition to the Phase-specific details in Table 1, it is the expectation of SMHA Coaches that they:

- Provide Dressing Room supervision (or designate) to ensure PD standards are met in the Dressing Room.
- Wear a face mask:
  - While indoors at any hockey facility (with the exception of the playing surface);
  - When 3 m PD cannot be consistently maintained
- Establish practice plans that are compliant with the current recommendation for PD.
- Refrain from sharing whistles, water bottles or use players' water bottles.
- Provide input to the Team Manager as necessary to ensure a Facility Response Plan is developed for each event.
- Conduct all dry land training or warm-ups outside and prior to entering facility.
- Sanitize and clean home and visitor dressing rooms immediately after teams have vacated.

## Hockey Canada Safety Program (HCSP) Personnel

**SMHA recommends there are 2-3 trained and certified HCSP per team. A certified Team Safety MUST be present before a team can practice or play.**

General expectations of HCSP - In addition to the Phase-specific details in the Table 1, it is the expectation of SMHA that the HCSP:

- Carry a personal bottle of hand sanitizer
- Wear a face mask:
  - While indoors at any hockey facility (with the exception of the playing surface);
  - When 3 m PD cannot be consistently maintained
  - During interaction with players, families, other volunteers and facility staff.
- Provide input to the Team Manager to ensure a Facility Response Plan is developed for each event.
- Have a face mask available in case standard 3 m PD cannot be maintained in any facility.
- Attend to on-ice injuries with the coach - both must wear masks and gloves. All teams will be provided with a first aid kit, gloves and masks. Whoever is dealing with injuries needs to be wearing gloves and a mask.
- Follows enhanced safety and first aid/assessment protocols when attending to an injured player (See APPENDIX D)

## Officials

General expectations of Officials - In addition to the Phase-specific details in Table 1, it is the expectation of Officials for SMHA games that they:

- Carry a personal bottle of hand sanitizer in their equipment bag.
- Bring a personal water bottle to every event that is filled at home and not to be shared with others.
- Minimize time in the Dressing Room to prevent crowding, possibly requiring equipment to be applied before arriving to the arena and/or putting on skates in the lobby.
- Not share their whistle.
- Avoid contact with players except when necessary for safety purposes during the games, during which time such contact must be minimized as much as possible.
- Wear a face mask:
  - While indoors at any hockey facility (with the exception of the playing surface);
  - When 3 m PD cannot be consistently maintained
  - During interaction with players, families, other volunteers and facility staff.

## Attendance Tracker/Screeener

General expectations of Attendance Tracker/Screeener - In addition to the Phase-specific details in Table 1, it is the expectation of SMHA Attendance Tracker/Screeener that they:

- Mark down who is at the rink and ask the four health questionnaire questions. All players, coaches, managers and spectators must check in as they arrive.
- Record first name, last name and phone number of all attending using the COVID-19 Attendance and Screening Questionnaire in APPENDIX B

- Immediately update the Team Manager if anyone has answered YES to any of the screening questions and proceed with the appropriate protocols.
- Wear a face mask:
  - While indoors at any hockey facility (with the exception of the playing surface);
  - When 3 m PD cannot be consistently maintained
  - During interaction with players, families, other volunteers and facility staff.

## Sanitation Volunteers

General expectations of Sanitation Volunteers - In addition to the Phase-specific details in Table 1, it is the expectation of SMHA Sanitation Volunteers that they:

- Sanitize shared equipment, high touch points, etc.
- Ensure any other shared equipment is regularly sanitized and that high touch surfaces are wiped down before the team takes the ice. SEAPARC will provide cleaning supplies in specific locations for our use.
- Wear a face mask:
  - While indoors at any hockey facility (with the exception of the playing surface);
  - When 3 m PD cannot be consistently maintained
  - During interaction with players, families, other volunteers and facility staff.

## Distancing Monitors

General expectations of Distancing Monitors - In addition to the Phase-specific details in Table 1, it is the expectation of SMHA Distancing Monitors that they:

- Ensure everyone at your rink is keeping appropriate social distancing when possible.
- Keeps an eye on spectators to ensure physical distancing guidelines are being observed and reminds people when necessary.
- Wear a face mask:
  - While indoors at any hockey facility (with the exception of the playing surface);
  - When 3 m PD cannot be consistently maintained;
  - During interaction with players, families, other volunteers and facility staff.

## Spectators

General expectations of Spectators - In addition to the Phase-specific details in Table 1, it is the expectation of SMHA Spectators that they:

- Remain compliant with facility recommendations and requirements at all times.
- Consider free platforms for streaming games using readily available technology in order to minimize attendance at events without limiting the size of the audience (e.g. UStream; Livestream).
- Carry a personal bottle of hand sanitizer in case facility supply is unavailable.
- Wear a face mask:
  - While indoors at any hockey facility (with the exception of the playing surface);
  - When 3 m PD cannot be consistently maintained

# APPENDIX A

## COVID-19 Response Plan





**SMHA Covid-19 Response Plan**

**General**

This plan will act as a living document and therefore as directives change from provincial and federal governments and governing bodies for MHA so will the plan. This plan is to mitigate the impact from Covid-19 with specific measures.

**Pandemic Response Team**

Pandemic Coordinator	Carrie Coleman
Back-up Coordinator	Duncan Havens
Response Team Members	Managers, Coaches, Team safety persons, designated volunteers

**Pandemic coordinators will:-** Be the main point of contact for all pandemic issues- Respond to requests from third parties- Monitor pandemic directives by provincial governing authorities- Maintain communication with pandemic team

**Communication:**

Communication Timing	Communication Category	Method of Communication
Prior to Event	Symptomatic Member	Call/Text Pandemic Coordinator and back-up coordinator
Orientation	Review of response plan	Response Team verbal orientation, no sharing of forms or pens
Start of Event	Precautionary Visitor/Member	Response Team members will complete with members/visitors, ensuring social distancing is maintained and without sharing pens/forms
	Any changes to Response Plan	Response Team
	Preventative Measures (social distancing, disinfecting, cleaning methods, hand washing)	Response Team verbally
	Location of cleaning supplies, handwashing stations and PPE	Individual Team 1st Aid kits
	Entering -, exiting venue, playing area, dressing rooms, max occupancy	Response Team- Provided facility COVID plan

**Postings/Awareness:**

Postings that will convey prevention, cleaning, social distancing, and identification of early onset of symptoms. Postings must be easily accessible and visible.

**Event Specific Control Measures**

Item Description	Hazards Associated	Control Methods
Communication of Information to all members/visitors	Communication of incorrect information	All verbal and written information to members/visitors is aligned with the pandemic plan
Organizing of Events	Possible contamination	Ensure precautionary assessment is completed for each member and visitor Mandate members/visitors who believe they may have been infected and/or are unfit to attend to stay home
Sign in/Head count	Possible contamination, number of attendees exceeds allowed limit	Team Manager to ensure head count and document, no sharing of forms or pen Head count set out by government, governing body, venue and association to remain below count
Dressing rooms	Possible contamination	Site specific- follow facility guidelines All rooms, benches and high traffic areas to be disinfected by safety personnel in absence of facility staff
Fit to attend	Possible virus transfer	Any member that is ill must contact pandemic coordinators Precautionary assessment to be completed each time before any event
During event	Possible virus transfer	Maintain social distancing of 2m and follow any plan outlined by government, governing body, association and venue
Personal Hygiene Protocol	Possible virus transfer	Communication and posting proper hand washing techniques for 20 seconds
Cleaning of Equipment	Possible virus transfer	Each Player or Guardian- players equipment is not shared Shared gear will be disinfected by Coach prior before passed to next player (goalie gear)
Close contact	Possible virus transfer	Coaches, team staff, safety personnel must wear mask and gloves (ie: tending to a injury)
First aid	Possible virus transfer	PPE located in first aid kit (masks/gloves/wipes...)
Evacuation	Possible virus transfer, safety of members, environmental hazards	Predetermined plan for each venue, coordination between teams and venue. In charge person identified for each event.



## APPENDIX B

### COVID-19 Attendance and Screening Questionnaire



## SMHA Attendance Tracking and Health Questionnaire

**This area must be completed by the Attendance Tracker for this activity (all fields are mandatory)**

Full Name		Phone Number	
Email		Date of Activity	
Location/Arena		Time of Activity	
Type of Activity	Practice Game Meeting	Comments	

Please collect the following information from EVERY participant/spectator at this activity. This information is critical should an outbreak occur around the time of the activity. It is important that the BC Health Authority has access to this information quickly so that all persons in Attendance can be contacted

### COVID-19 Questions

- Q1. Are you exhibiting any symptoms of COVID-19?  
 Q2. Has any member of your household exhibited any symptoms of COVID-19 within the last 14 days?  
 Q3. Have you or any other member of your household arrived from outside British Columbia in the last 14 days?  
 Q4. Have you been in close contact with anyone who has been confirmed to have COVID-19 in the last 14 days?

### COVID-19 Key Symptoms (from BC CDC)

Fever, chills, cough or worsening chronic cough, shortness of breath, loss of sense of smell or taste, diarrhea, nausea or vomiting

**If someone answers "YES" to one of the questions included under 'Key Symptoms of Illness' (excluding fever), they should stay home for 24 hours from when the symptom started. If the symptom improves, they may return to play when you feel well enough. If the symptom persists or worsens, seek a health assessment.**

**If someone answers "YES" to two or more of the questions included under 'Symptoms of Illness' or you have a fever, seek a health assessment. A health assessment includes calling 8-1-1, or a primary care provider like a physician or nurse practitioner. If a health assessment is required, they should not return to play until COVID-19 has been excluded and their symptoms have improved.**

<b>1</b>	Name:			Phone number:			
	Q1.	Yes	No		Q2.	Yes	No
	Q2.	Yes	No		Q4.	Yes	No

<b>2</b>	Name:			Phone number:			
	Q1.	Yes	No		Q2.	Yes	No
	Q2.	Yes	No		Q4.	Yes	No

<b>3</b>	Name:			Phone number:			
	Q1.	Yes	No		Q2.	Yes	No
	Q2.	Yes	No		Q4.	Yes	No

4	Name:			Phone number:			
	Q1.	Yes	No		Q2.	Yes	No
	Q2.	Yes	No		Q4.	Yes	No

5	Name:			Phone number:			
	Q1.	Yes	No		Q2.	Yes	No
	Q2.	Yes	No		Q4.	Yes	No

6	Name:			Phone number:			
	Q1.	Yes	No		Q2.	Yes	No
	Q2.	Yes	No		Q4.	Yes	No

7	Name:			Phone number:			
	Q1.	Yes	No		Q2.	Yes	No
	Q2.	Yes	No		Q4.	Yes	No

8	Name:			Phone number:			
	Q1.	Yes	No		Q2.	Yes	No
	Q2.	Yes	No		Q4.	Yes	No

9	Name:			Phone number:			
	Q1.	Yes	No		Q2.	Yes	No
	Q2.	Yes	No		Q4.	Yes	No

10	Name:			Phone number:			
	Q1.	Yes	No		Q2.	Yes	No
	Q2.	Yes	No		Q4.	Yes	No

11	Name:			Phone number:			
	Q1.	Yes	No		Q2.	Yes	No
	Q2.	Yes	No		Q4.	Yes	No

12	Name:			Phone number:			
	Q1.	Yes	No		Q2.	Yes	No
	Q2.	Yes	No		Q4.	Yes	No

13	Name:			Phone number:			
	Q1.	Yes	No		Q2.	Yes	No
	Q2.	Yes	No		Q4.	Yes	No

14	Name:			Phone number:			
	Q1.	Yes	No		Q2.	Yes	No
	Q2.	Yes	No		Q4.	Yes	No

15	Name:			Phone number:			
	Q1.	Yes	No		Q2.	Yes	No
	Q2.	Yes	No		Q4.	Yes	No

16	Name:			Phone number:			
	Q1.	Yes	No		Q2.	Yes	No
	Q2.	Yes	No		Q4.	Yes	No

17	Name:			Phone number:			
	Q1.	Yes	No		Q2.	Yes	No
	Q2.	Yes	No		Q4.	Yes	No

18	Name:			Phone number:			
	Q1.	Yes	No		Q2.	Yes	No
	Q2.	Yes	No		Q4.	Yes	No

19	Name:			Phone number:			
	Q1.	Yes	No		Q2.	Yes	No
	Q2.	Yes	No		Q4.	Yes	No

20	Name:			Phone number:			
	Q1.	Yes	No		Q2.	Yes	No
	Q2.	Yes	No		Q4.	Yes	No

21	Name:			Phone number:			
	Q1.	Yes	No		Q2.	Yes	No
	Q2.	Yes	No		Q4.	Yes	No

22	Name:			Phone number:			
	Q1.	Yes	No		Q2.	Yes	No
	Q2.	Yes	No		Q4.	Yes	No

23	Name:			Phone number:			
	Q1.	Yes	No		Q2.	Yes	No
	Q2.	Yes	No		Q4.	Yes	No





## APPENDIX C

SEAPARC-SMHA COVID-19 Safety Rules and Liability Waiver



# COVID-19 Addendum to Facility Use Agreement/License

**PLEASE READ CAREFULLY!**

The Capital Regional District (CRD), responding to direction from the provincial government through the Restart Plan for BC, is cautiously reopening recreation facilities for public use. Recreation centre staff are working diligently to revise programs and services to follow provincial health guidelines, keeping public and staff health and safety a priority. This Facility Use Agreement Addendum outlines measures which all user groups and individual participants are required to follow to ensure compliance with provincial regulatory requirements and recommendations with the goal of protecting all facility users.

As the applicant, you are required to read and confirm that you understand site-specific COVID-19 requirements and recommendations. You are also required to create a COVID-19 response plan, submit at time of registration and circulate the contents to the participants who will be attending your event to ensure that each participant act in accordance with the COVID-19 site-specific requirements. The plan should include the following key points (which is not to be considered exhaustive):

- Participants should not attend the facility if they are not feeling well. Those that feel sick should stay home;
- Participants shall be restricted to the maximum room occupancy based on a pandemic assessment and social distancing requirements and shall not exceed 50 attendees under any circumstances;
- Participants should be asked to wash hands (or use sanitizing gel) before and after facility use;
- Participants should be encouraged to maintain a 2m social distance from each other;
- Use of masks should be encouraged where appropriate;
- Participants should cough or sneeze into their arm rather than their hands;
- While every effort has been made to address foreseeable pandemic safety concerns, **the risk remains that transmission of COVID-19 could occur despite CRD staff efforts. It is the undersigned responsibility to make participants aware of this potential risk.**
- **Note: The 3<sup>rd</sup> Party User Group Insurance will not respond to COVID-19 related losses.**

It is vital that any person who believes that they, or their child, may have become ill within 14 days of visiting our facilities report this immediately to us by contacting 250-656-7271 and seek appropriate medical attention by first calling 8-1-1. We will only share personal information for the purposes of contact tracing with Provincial Health staff and only if the need arises. To attend our facilities, all persons taking part in your activities must consent to same.

For more information regarding the risks associated with COVID-19, please review the BC CDC guidelines for recreation facilities: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/community-settings/recreation-facilities>.

I have read and understand the risks and requirements as set out above and agree to make all participants aware of same.

\_\_\_\_\_  
Name (Please print clearly)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Personal information contained on this form is subject to and protected by the "Freedom of Information and Protection of Privacy Act" and will only be used and disclosed for the purpose of reporting a health concern to the Provincial Health Authority. Enquiries about the collection, use or disclosure of information on this form can be directed to the Manager, FOI and Privacy (250) 360-5673



## SMHA COVID-19 Safety Rules and Liability Waiver

1. No person may enter the SEAPARC arena if they have cold or flu symptoms, if they have recently been in contact with anyone suspected to have COVID-19, or if they have travelled outside of the province in the past 14 days.
2. Users are expected to keep a 2 meter distance between themselves and others outside of their household.
3. Users are expected to wash their hands with soap or sanitizer upon entering SEAPARC arena and after.
4. There is a maximum of 20 skaters and 4 coaches on the ice at all times during practices.
5. Cohort game skaters/coach allowances will not be exceeded, during Phase 3 cohorts may contain up to four teams, this is subject to change as the COVID situation evolves.
6. Entry to the facility will be restricted to participants and one parent or guardian. All parents and guardians must sit or stand in designated viewing areas only and adhere to local signage and exercise physical distancing measures. Absolutely no siblings.
7. Groups will alternate using visitor dressing rooms and home dressing rooms. Each side has a capacity of 20 people.
8. The dressing room washroom and shower facilities will not be available. The Arena Lobby washrooms will be available.
9. Users are expected to follow locally generated signage.
10. It is expected that players emerge from their dressing room in full gear until they return to their dressing room at the end of their session.
11. No parents will be allowed in the dressing rooms, if your player requires assistance getting their gear on, this should be done prior to arrival. If players require help with skates, coaches will help with minimal contact.
12. Dressing rooms will only be available 20 minutes before bookings and 15 minutes after bookings.
13. Prior to bookings, skaters must remain in their dressing room until the previous skaters have left the ice and went into their own dressing rooms.
14. Parents/participants in the parking lot and outside the SEAPARC facility are expected to adhere to social distancing guidelines at all times.
15. All participants must have their own water and water bottle. The water bottle fill station will be available in the arena lobby. Absolutely, no sharing!
16. By signing this, you acknowledge that you have reviewed all of the SMHA documents and will comply with the COVID-19 protocols.

**Those not adhering to these protocols risk closure of the facility and will be asked to leave the premises. SMHA will not tolerate repeat offenders and further disciplinary measures may take place.**

Parent/Guardian Name (Printed):

Parent/Guardian Signature:

Date:

Player's Name:

## APPENDIX D

Hockey Canada Return to Play COVID-19 positive protocol

SMHA Emergency Action Plan for SEAPARC



SECTION 8

# Positive COVID-19 Test in Hockey Environment

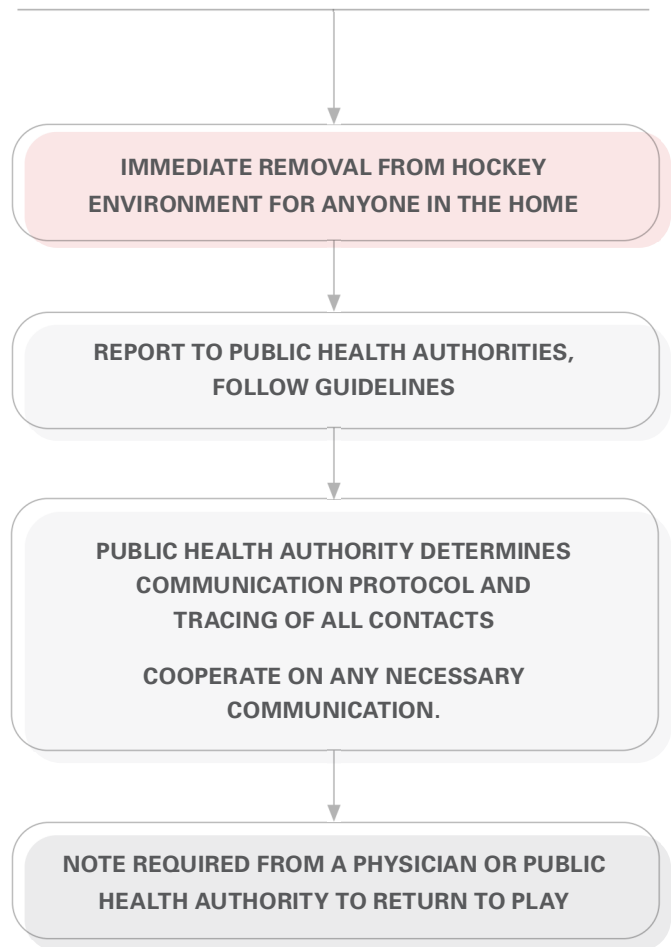
**Important!**

If a sick participant (or their parent/guardian if the participant is a minor) elects to inform a team/hockey association/Member that they have been diagnosed with COVID-19, the individual informed shall seek the sick participant/their parent's/guardian's consent to contact public health authorities in order to obtain advice on communication with other potentially impacted participants. The sick participant (or their parent/guardian if the participant is a minor) should be asked to advise Public Health of this consent.

Explain the communication that will take place and **NEVER** disclose the sick person's name.

PARTICIPANT  
**TESTS POSITIVE FOR COVID-19**  
 AND CONTACTS THEIR PHYSICIAN

**FOLLOW PUBLIC HEALTH GUIDELINES**

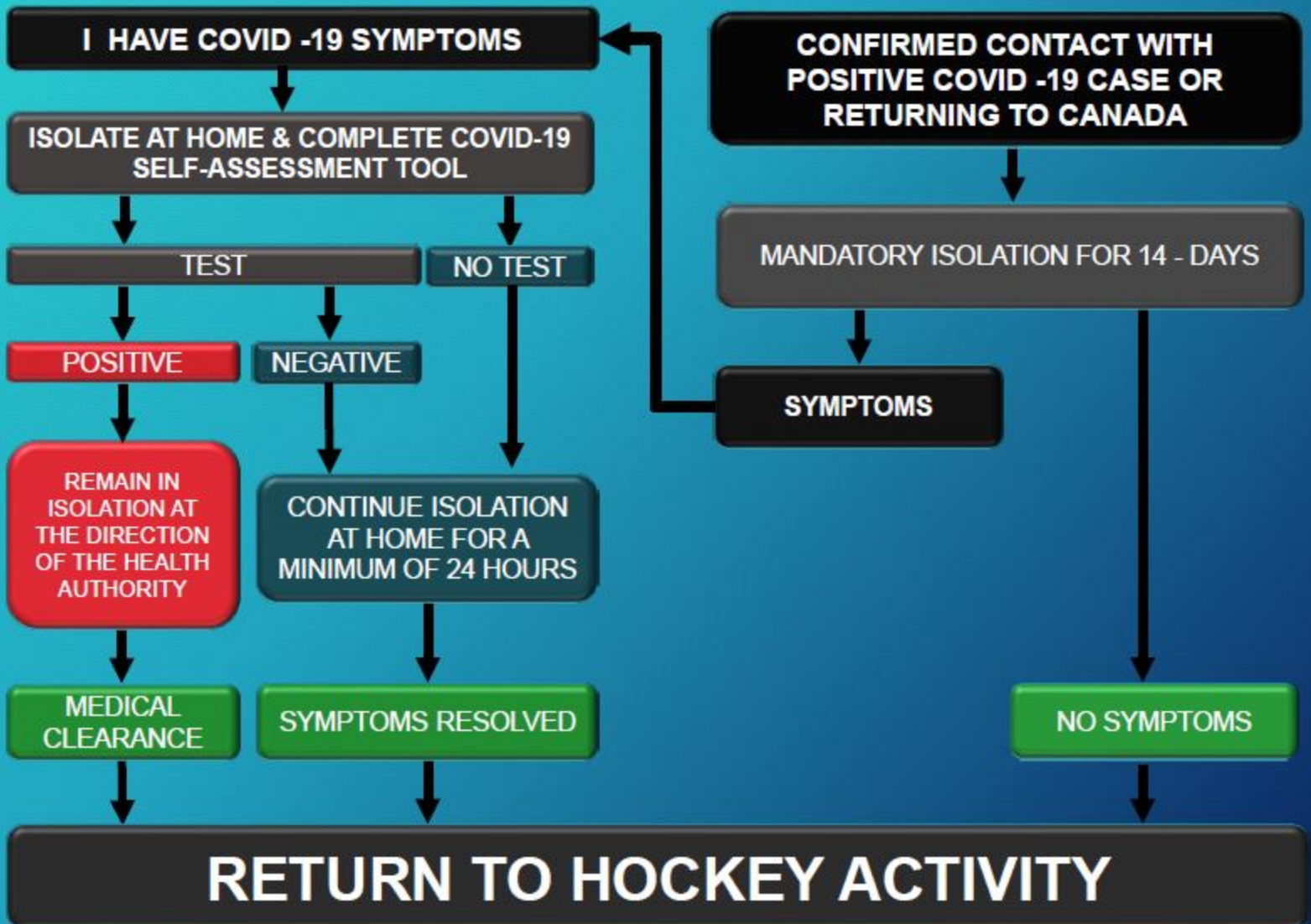


In Canada, the management of public health crises is a matter involving close coordination between all levels of government. There is therefore a variety of public and private sector privacy legislation at the federal, provincial and territorial levels that govern the collection, use and disclosure of personal information. There are provincial and territorial privacy authorities that oversee compliance with the [privacy legislation](#) at the federal, provincial and territorial levels that govern the collection, use and disclosure of personal information. There are provincial and territorial privacy authorities that oversee compliance with the privacy legislation in their respective jurisdictions, and some have [published their own statements](#) relevant to the matter of COVID-19.

**COVID-19 Self-Assessment Tool**  
<https://bc.thrive.health/>



- COVID-19 Symptoms
- ✓ Fever
  - ✓ Chills
  - ✓ Cough (chronic cough)
  - ✓ Shortness of Breath
  - ✓ Loss of smell or taste
  - ✓ Diarrhea
  - ✓ Nausea / Vomiting



**RETURN TO HOCKEY ACTIVITY**





## SAFETY REQUIRES TEAMWORK AN EMERGENCY ACTION PLAN FOR HOCKEY



The coach, manager and safety person should initiate a meeting at the beginning of the season to ensure they have the volunteers required for their Emergency Action Plan.

### Equipment Locations

SEE ATTACHED MAP

### Arena Information

Arena/Facility Name: SEAPARC

Address: 2168 Philips Road

Telephone Number: (250) 642-8000

### Emergency Telephone Numbers

Emergency: 911

Ambulance: 911

Fire Dept: 911

Hospital: (250) 727-4212

Police: 911

General: COVID Comm. Officer

## Roles

### Safety Person / Charge Person

- Initially takes control of the situation.
- Instructs player to lay still and bystanders, such as other players, not to move player.
- Do not move the athlete.
- Assess injury status of player, decide if an ambulance/medical care is required.
- If the injury is serious and warrants immediate attention that you are not qualified to provide, make your pre-determined signal to your call person, control person and your pre-determined first aid/medical person.

### Call Person

- Makes call when emergency assistance required (tests their cell phone in the facility to ensure it will work).
- Know location of alternate phones in the facility being played in. Have change or a phone card if necessary.
- Ideally at all games and practices and not involved on the bench.
- Has a list of emergency phone numbers in the area of the facility.
- Has a diagram displaying specific directions and best route to the arena facility.

### Control Person

- Pre-determine the location of the AED and other emergency equipment in the facility.
- Retrieving the AED and/or first aid kit and bringing to the injured player if requested.
- Seek highly-trained medical personnel in the facility if requested by the Charge Person.
- Ensure teammates, other participants and spectators are not in the way of the charge person.
- Advise opponents, on-ice officials, arena staff and parents of the steps being taken.
- Ensure the quickest and best route for the ambulance crew to the ice surface is clear and accessible.
- Meet the ambulance on its arrival and direct EMS to the injured player.

## IMPORTANT REMINDERS

The game official continues to assume the role of being in charge of the overall environment.

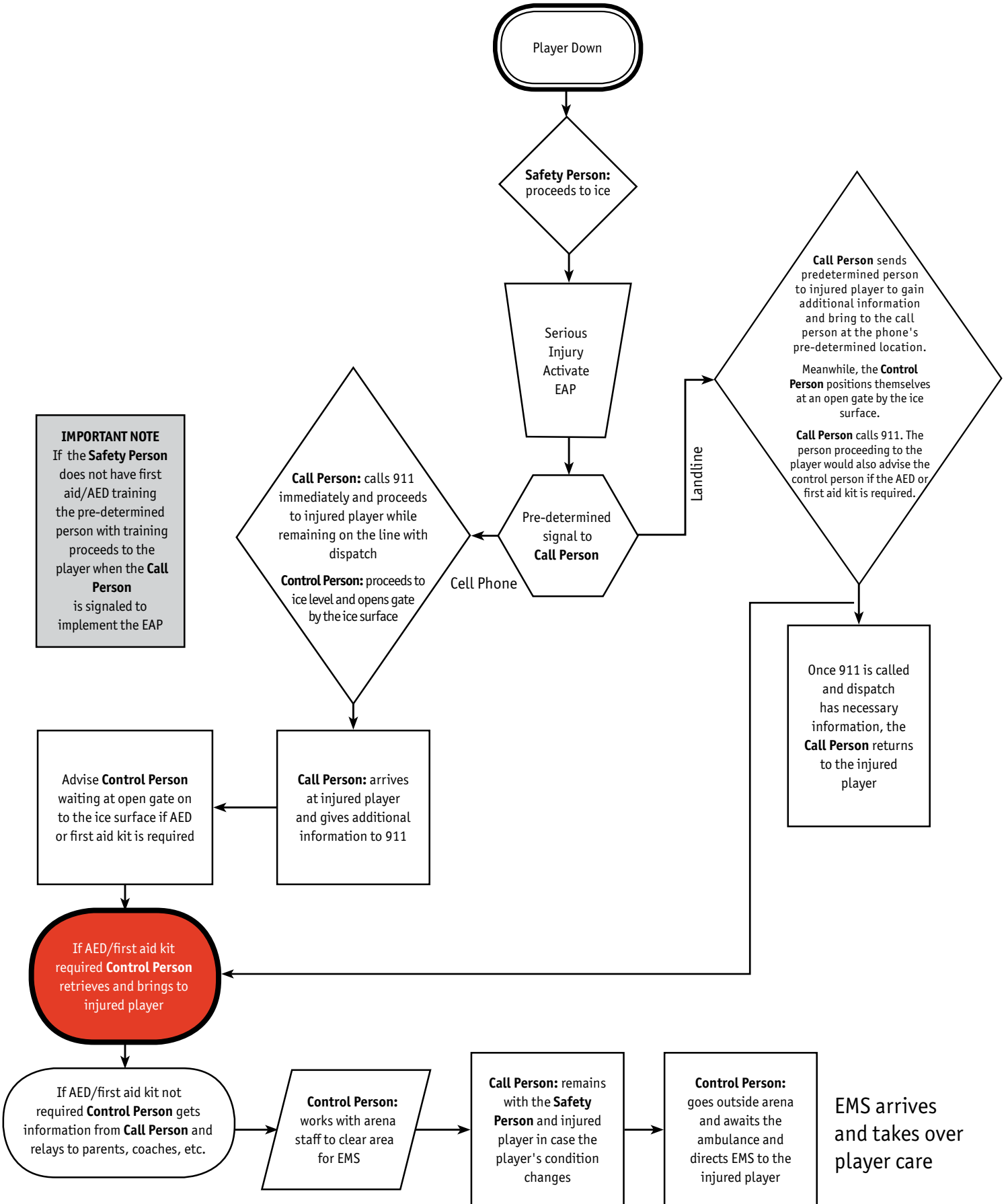
It is important for officials to note that if the safety person makes the signal for assistance that there may be a number of pre-determined people who will respond and will require access to the ice.

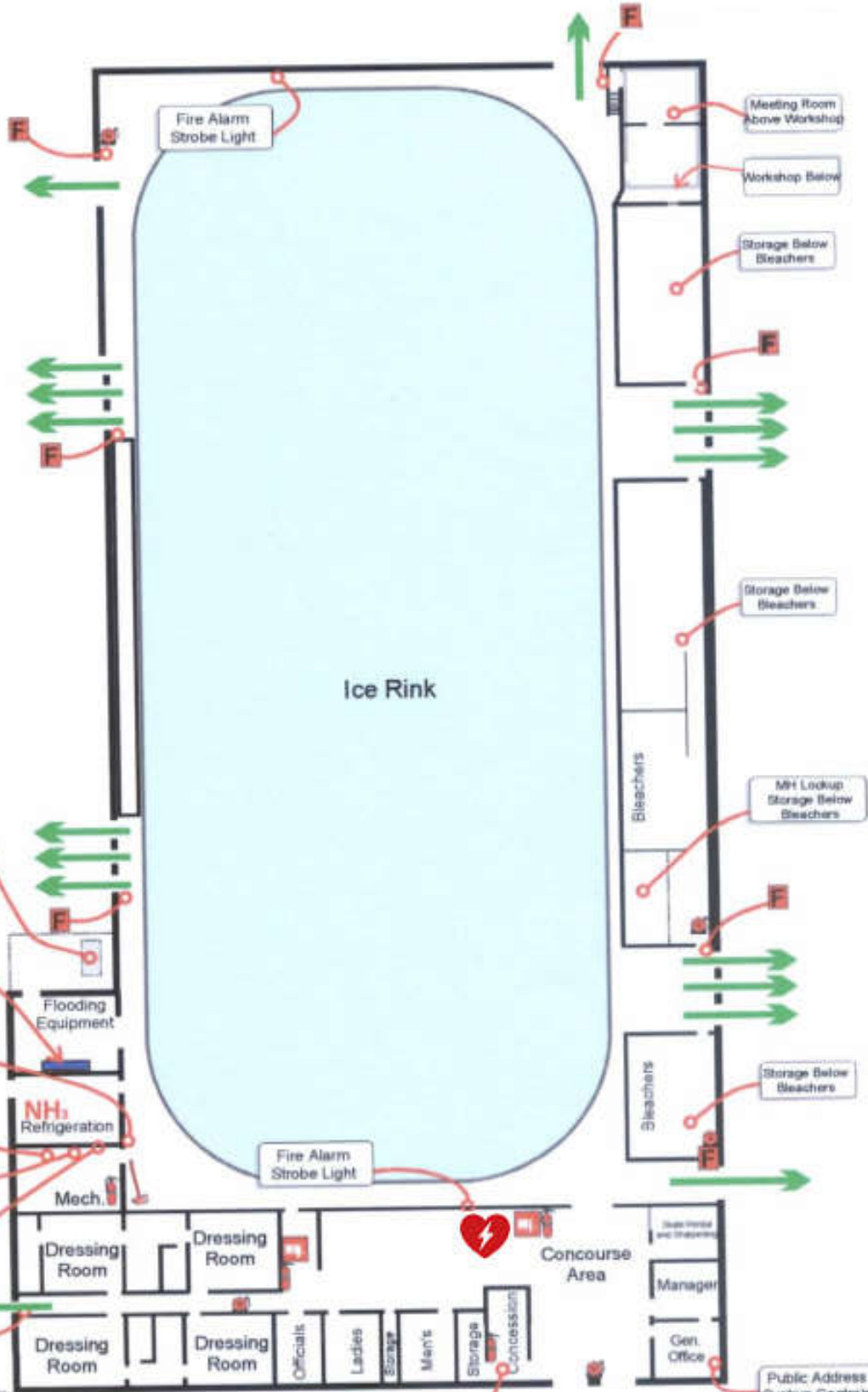
Once the ambulance is called, the officials should send both teams to their dressing rooms.

*See flow chart on reverse*



# Emergency Action Plan Flow Chart





**LEGEND**

-  Fire Extinguisher
-  Fire Alarm Pull Station
-  Fire Alarm Bell
-  Fire Hose
-  Exit Route
-  Public Access AED

**SEAPARC**  
2168 Philip Road  
Arena Building



## APPENDIX E

SEAPARC specific COVID-19 response plan and facility diagram





## COVID-19 SEAPARC Arena Use Protocols

- A maximum of 20 skaters on the ice with proper physical distancing. If a youth group, a ratio of 6 to 1 ratio of adults to youth is recommended.
- Maximum capacity of the arena, including spectators is 50. Exceptions may be approved through submitted COVID safety plans.
- 2 dressing rooms available per user group with a third available for mixed gender groups upon request. Maximum change room space to maintain physical distance:
  - 2 Home Arena dressing rooms 1/2= 10 people
  - 2 Visitor Arena dressing rooms 1/2= 8 people
  - 1 Visitor Arena dressing rooms 3= 7 people
  - 1 Visitor Arena dressing rooms 4 = 7 people
- Dressing Room keys will not be used
- Arrival at the arena should not be more than 20 minutes prior and 15 mins after ice time. (Cohort exception below)
- Enter the arena facility through the main arena lobby doors. Exit the arena facility through the main arena lobby doors (please see the attached map).
- Player bench capacity is 5 per bench (marked spaces)
- Shower facilities are not available.
- Each user group is responsible for recording first name, last name and phone or email for each person/family entering the arena facility during their booking and providing this contact information to SEAPARC
- An off-ice representative is required for each user group to ensure protocols are followed and contact tracing information is collected
- Users must follow viaSport Phase 2 guidelines on the ice, unless part of the cohort model (below). All ice activities must include safely- spaced activities, focused on skill development and may not include hockey games or activities that include contact between individuals.

### Cohorts

As per phase 3 of the [viaSport Return to Sport Plan](#) protocols are now in place for those following a cohort model. In order to follow these protocol, you must have included cohort protocols in your COVID safety plan submitted to SEAPARC Leisure Complex which follow the guidelines of viaSport Return to Sport plan.

- **Ice surface:** More than 20 skaters permitted, as long as in the same cohort, as individuals are not required to maintain physical distancing during sport specific activities while on the ice. Physical contact and activities in close proximity are permitted within a cohort, as outlined by [viaSport](#) but must be included in the ice users required safety plan. Each participant must only have one cohort per sport (i.e. a hockey player may not play on multiple teams in the region). Minimized physical contact is still advised.
- **Player benches:** Benches and penalty boxes are considered part of the field of play. Individuals in the same cohort are able to sit less than 2m apart and will not need to wear masks or have a physical divider between them. Coaches and/or trainers who are not able to maintain physical distance, must wear masks on the benches, as well as in areas where distance cannot be maintained.
- **Dressing rooms/off-ice:** Physical distancing should still be maintained when outside of the field of play (dressing rooms, hallways, staging areas, etc.). Masks are required in these spaces if physical distancing cannot be maintained. Dressing room capacities indicate the maximum number of individuals in a dressing room to maintain physical distancing. If more individuals are in the dressing room, masks should be worn.
  - Arrival at the arena for cohorts should not be more than 30 minutes prior and 20 mins after ice time. Users are required to coordinate home and away team arrivals and departures.



## COVID-19 SEAPARC Arena Use Protocols

### Spectators:

- Spectators are not permitted at this time, unless they are among the hockey group of 50. Note that this is a province-wide municipality decision based on present feasibility, with considerations of capacity, staffing, worker safety, physically distanced and separate access/egress, separate washrooms from the hockey group of 50, among other considerations.
- Any spectators are responsible to physical distance 2 metres with others.
- No congregating or socializing in the arena lobby. If you are dropping off and watching, please enter the arena and find a space to observe. If you are not staying to watch, please do not enter the arena facility
- Parents should arrange to meet players outside the facility after ice sessions as the lobby is not available.

### SEAPARC will provide:

- Signage at entrances to screen for wellness
- Signage in facility, including dressing room doors: wash your hands, keep your distance, protect your face, and limit groups
- Hand sanitizer station in the lobby
- Touchless water bottle filler available in arena lobby
- Enhanced cleaning of touch surfaces in main arena lobby, Arena and washrooms (3 times daily)
- Cleaning of dressing room touch surfaces between user groups ie. After SMH and after SD 62



# SEAPARC COVID RINK ACCESS

