



Comox Valley Ringette Association  
Incorporated under BC Society Act #S-54856  
P.O. Box 3252, Courtenay, BC, V9N 5N4  
comoxvalleyringette.com

## Comox Valley Ringette COVID-19 Safety Plan

September 2, 2020





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## Distribution

Title	Review/Approval
President	Approved
Vice-President	Approved
Treasurer	Approved
Secretary	Approved
Registrar	Approved
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Coaches	Approved
Member at Large	Pending



## Table of Contents

1. INTRODUCTION .....	4
2. RISKS AREAS AND MITIGATION .....	6
3. PROTOCOLS .....	7
4. LEVEL 1 - ELIMINATION .....	7
5. GROUP LIMITS .....	7
6. LEVEL 2 - FACILITY PROCEDURES .....	8
7. LEVEL 3 - RULES AND GUIDELINES.....	9
8. LEVEL 4 - PROTECTION AND CLEANING.....	9
9. POLICIES .....	10
10. COMMUNICATIONS.....	10
11. TRAINING .....	10
12. APPENDIX A – Comox Valley Sports Centre Traffic Flow.....	11
13. APPENDIX B – Glacier Gardens Traffic Flow .....	12
14. APPENDIX C – Completed Ringette BC COVID19 SAFETY PLAN TEMPLATE.....	13

## Table of Figures

Table 1 - Five Principles for Every Situation .....	4
Table 2 - Risk Identification.....	6
Table 3 -Basic COVID-19 Protection .....	7



## 1. INTRODUCTION

All Ringette Member Associations including Leagues and Club-Associations must have a COVID -19 Safety Plan in place to return to play. Comox Valle 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 document<sup>1</sup>.

Table 1 - Five Principles for Every Situation

Personal Hygiene	Stay Home if Sick	Environmental Hygiene	Safe Social Interactions	Physical Modifications
Frequent handwashing	Routine daily screening	More frequent cleaning	Meet in small groups	Spacing within rooms or transit
Cough into sleeve	If symptomatic, stay away from others	Enhance surface sanitation in high touch areas	Maintain distance with other people	Room design
Adults and Participants wear a nonmedical mask when not socially distancing	Returning travellers must self-isolate	Touch less technology	Size of room: the bigger the better	Plexiglass barriers
No handshaking			Outdoor over indoor	Movement of people within spaces

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



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The Association has worked with Ringette BC and the City of Courtenay and the Comox Valley Regional District to create a Ringette Safety Plan to make sure that a safe environment is provided for players, coaches, parents, and volunteers. The Association will designate a COVID-19 SAFETY OFFICER and TEAM who will be responsible for communication and coordination of the safety plan's details per Ringette BC's Return to Ringette Guidelines<sup>2</sup>. The Safety Officer will also ensure that Ringette BC's COVID-19 Response to an Outbreak<sup>3</sup> is carried out in coordination with the Comox Valley 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 Comox Valley Sports Centre and Glacier Gardens Arena. 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 Comox Valley 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 Return to Ringette document can be found at: <https://www.ringettebc.ca/the-office/covid-19-ringette-bc-resources/>

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

<sup>3</sup> [https://www.ringettebc.ca/wp-content/uploads/2020/07/COVID-19-Response-to-an-OutbreakInformation\\_Return-to-Ringette-Guidelines-v-12.pdf](https://www.ringettebc.ca/wp-content/uploads/2020/07/COVID-19-Response-to-an-OutbreakInformation_Return-to-Ringette-Guidelines-v-12.pdf)

## 2. Risks Areas & 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 2 – Risk Identification

Risk Area	Risk Mitigation
Entrances & Exits	Facility modification (one-way flow)
Hallways & Corridors	Facility modification (one-way flow)
Food & Beverage Areas	Closed until further notice
Lobby Washrooms	Social distancing, environmental hygiene
Change Rooms (incl showers & washrooms)	Closed until further notice
Team Benches	Social Distancing, restricted numbers
Ice Surface	No Spitting, Social Distancing
Meeting Rooms	Closed until further notice
Skate tie up Area	Social Distancing, environmental hygiene
Arrival for practice	Physical modification (one-way flow)
Leave from practice	Physical modification (one-way flow)
Spectator seating and area	Closed until further notice
Water Bottles	Fill at home, labelled and no sharing
Ringette Rings	Sanitized after use
Pylons	Sanitized after use
Pinnies	Not being used
Ringette Sticks	Assigned or personal use. No sharing
Goalie equipment	Assigned one player, sanitized after use
Door handles	Sanitized after use
Benches	Sanitized after use

### 3. Protocols

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

Table 3 - Basic COVID-19 Protection



### 4. Level 1 – Elimination

Personal Equipment: 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 the Comox Valley Sports Centre and Glacier Gardens Arena. A maximum number of 16 players per age group will

be accepted into the 2020/20 Comox Valley Ringette Association program. Age groups will be divided into separate pods of 8 to 10 participants, as necessary.

## 6. Level 2 – Facility Procedures

Facility operators have COVID-19 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 measures 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 August 30, the maximum ice occupancy at the Comox Valley Sport Centre and Glacier Garden Arenas will be 16 players + 2 coaches at one time. Note, the safety officer will not be included 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 (at the time of this safety plan spectators are not permitted at the Comox Valley Sports Centre and Glacier Garden Arenas).
7. Dressing rooms will be closed in in these Arenas until further notice. Participants will be advised and directed to arrive at the facility in the appropriate gear and equipment for their activity at the arena. Where possible skates should be put on before entering the arena with skate guards to protect the blades.
8. Coaches and participants must socially distance at all times on and off the ice maintaining 6 feet/2 metres apart. The only exception will be in the event that first aid is required. Competitive drills, games, and scrimmages where social distancing measures cannot be maintained are not authorized at this time due to the contact nature of the sport. Contact activities are those in which participants come into physical contact with each other (e.g. – body checking, tackling, etc.). Non-contact activities are those in which participants do not come into physical contact and the rules allow them to maintain physical distancing of 2m. There may be occasional instances where participants come closer than 2m, but these occurrences should be brief (i.e. – one individual runs past another) and during the current phase of the province’s Restart Plan should be avoided wherever possible.
9. Note as we progress through the graduated Return to Ringette more activities will be authorized.
10. Participants in programs at Comox Valley 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.



11. General cleaning of the arena lobby and common areas will occur every 2 – 4 hours and built into arena schedule between every user group.
12. Absolutely no spitting is allowed, on or off the ice.
13. Coaches will remind participants of the safety guidelines at the start of each session.
14. The arena lobby washrooms will be available.

## 7. Level 3 – Rules and Guidelines

All PARTICIPANTS must confirm their attendance to an event with their coach a minimum of 48 hours prior 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 Comox Valley Sports Centre and Glacier Garden's arenas return operations progresses.

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 Form<sup>4</sup>. must be completed and sent to the Comox Valley Ringette Registrar after every event. Players, coaches, and volunteers must socially distance on and off the ice.

## 8. Level 4 – Protection and Cleaning

1. The facility operator should have 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. Coaches, team managers, and coordinators will have hand sanitizers and spray bottles with sanitizing solution to use as necessary when on ice and benches.
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 will not be used at this time but may be used when games are authorized.

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



## 9. Policies

Daily Pre-Training Health Check Prior to each session, all participants are required to complete a COVID-19 self-assessment to determine and report ability to participate in that day's session.

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 Comox Valley Ringette Return to Play Participant Waivers<sup>5</sup>.

In the event of an illness the Ringette BC Illness policy shall be followed<sup>6</sup>. 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 Comox Valley Sports Centre and Glacier Garden Arenas' safety officers will brief the Association's Safety Office with an orientation to the safety plans in place for the facility.

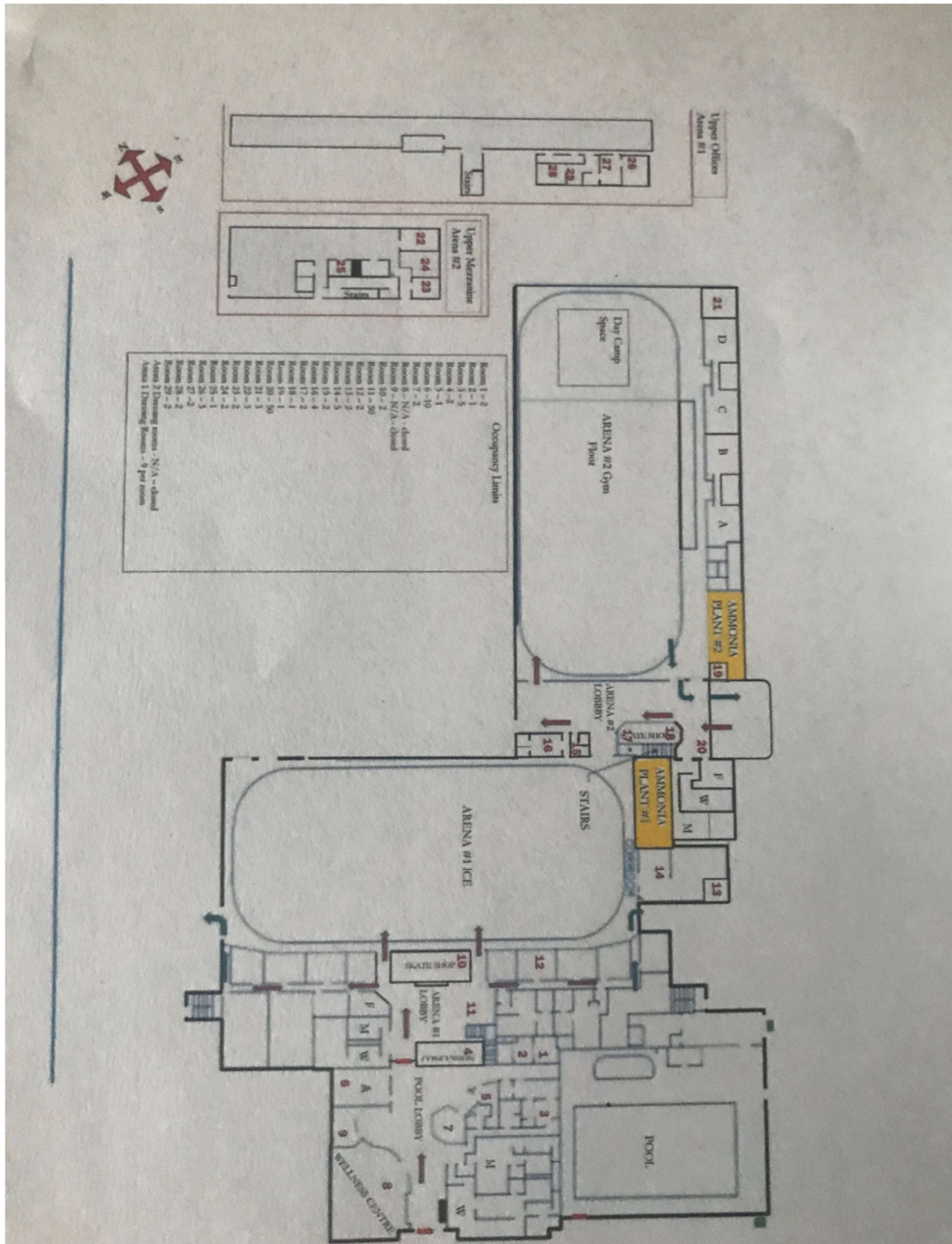
Briefing sessions will then be hosted by the Association to assist local members with understanding the Ringette BC Guidelines and the COVID-19 Safety Plan.

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.

<sup>5</sup> <https://www.ringettebc.ca/wp-content/uploads/2020/07/Participant-Agreement-Fillable-form.pdf>

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

## 12. APPENDIX A – COMOX VALLEY SPORTS CENTRE ARENA TRAFFIC FLOW





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### 13. APPENDIX B – GLACIER GARDENS ARENA TRAFFIC FLOW

**\*\*When made available\*\***



## 14. APPENDIX C – COMPLETED RINGETTE BC COVID-19 SAFETY PLAN TEMPLATE

### 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 do not 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](http://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) CVRA COVID-19 Safety Plan \_\_\_\_\_

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Second level protection (engineering): Barriers and partitions

This section Apply to facility owners and operators

We have installed barriers where Participants cannot 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) CVRA COVID-19 Safety Plan \_\_\_\_\_

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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) CVRA COVID-19 Safety Plan \_\_\_\_\_

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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.\_\_\_\_\_

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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) CVRA COVID-19 Safety Plan \_\_\_\_\_

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### 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 is not 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: Comox Valley Ringette Association

COVID – 19 Safety Plan was approved on: September 2, 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 healthcare, educational, financial, and criminal or employment history. Visit <https://www.oipc.bc.ca/about/legislation/> for more information.