

COVID-19 safety plan

Four Point Basketball

www.fourpointbasketball.com

September 1, 2021

The COVID-19 pandemic is an evolving situation. Please refer to the Ontario government's [COVID-19 website](#) for up-to-date information.

Ensure all employees know how and are able to keep themselves safe from exposure to COVID-19.

Actions:

- Ensure our procedures and protocols are up to date by a daily review of Ministry of Health guidance.
- Train new employees on COVID-19 procedures and protocols.
- Offer refresher training to employees every 2 months, as as needed.
- Work with facility operator(s) to ensure signage is posted to remind employees of daily screening, physical distancing, hand hygiene, cleaning and disinfecting and capacity limits.
- Provide information to employees on vaccination.

Screening for COVID-19.

Actions:

Employees and volunteers:

- Must complete and pass daily active COVID-19 screening prior to starting program
- Encourage employees to self-monitor for symptoms
- Ensure employees know what to do if they start to experience symptoms while at work

Essential visitors and program participants:

- Must complete and pass daily active COVID-19 screening prior to starting program
- Encourage participants to self-monitor for symptoms
- Ensure participants know what to do if they start to experience symptoms during the program
- QR code and signage posted on entrance door for easy access to online screening tool

Screening results – next steps:

- If a person **passes all screening questions**, they:
 - are permitted to attend the program at that time
 - must continue to follow all public health and workplace control measures, including masking, maintaining physical distance and hand hygiene
 - should continue to self-monitor and follow the reporting procedure if they develop symptoms
- If a person **does not pass the screening questions**, they:
 - are NOT permitted to attend the program at that time
 - must self-isolate immediately
 - are to seek further testing or medical advice (for example, contact their health care provider or Telehealth Ontario ([1-866-797-0000](tel:1-866-797-0000)) for instructions on next steps)
 - must follow all directions they are given by public health officials

Controlling the risk of transmission.

Actions:

Maximize physical distancing and separation:

- Work with facility operator(s) to:
 - Reconfigure facility furniture (e.g., remove furniture, space chairs and seating 2 meters apart) to minimize congregation of people and support physical distancing
 - Post signage reminding employees and program participants to maintain physical distance
 - Comply with provincial capacity limits (i.e., 50% facility capacity)
 - Repurpose surrounding outdoor space (e.g., eating breaks, outdoor training)
- Restrict program attendees to employees and participants; spectators and parents are not permitted to watch
- Stagger eating breaks among employees and program participants
- Reduce program size to align with provincial guidance and ensure facility capacity limits are maintained

Masking and PPE:

- All employees, volunteers and program participants are required to wear a mask while indoors
- Program participants may only remove their mask when engaging in moderate-to-vigorous physical activity
- Program lead will have extra masks available, if needed
- PPE will be used when required and appropriate (e.g., in the event an employee or program participant feels unwell)
- Work with facility operator(s) to post signage reminding employees and program participants of mask requirement and how to properly wear a mask

Maximize ventilation and air flow:

- Weather permitting and depending upon the facility, doors and/or windows will be open in facility to maximize ventilation and air flow
- Fans will only be used when necessary for temperature control, and will be used safely
- Outdoor space will be used when possible

Cleaning and disinfection to reduce transmission from surfaces and objects:

- Work with facility operator(s) to:
 - Identify commonly touched surfaces and commonly used areas in the facility have been identified, and a schedule is put in place
 - Clean and disinfect high touch surfaces at least twice a day
- Regularly [clean and disinfect](#) any shared equipment, including between users

Support good hand and respiratory hygiene:

- Work with facility operator(s) to post signage reminding employees and program participants to wash hands, use proper cough and sneeze etiquette and avoid touching eyes, nose or mouth
- Operate programs in facilities that provide access to soap and water and alcohol-based hand sanitizer
- Ensure that employees and program participants can clean their hands frequently and whenever needed
- Require all employees and program participants have properly cleaned their hands before starting the program, and after contact with objects and surfaces others may have touched

Vaccination:

- All employees are required to be fully vaccinated
- As of **September 22, 2021**, program participants and employees entering an indoor facility must be fully vaccinated (two doses plus 14 days) and provide their proof of vaccination along with photo ID, such as driver's license or health card, to enter the facility
 - Children who are 11 years of age and younger (i.e., born in 2010 and later) and unable to be vaccinated are exempt from these requirements
 - Individuals who cannot receive the vaccine due to medical exemptions will be permitted entry with a doctor's note until recognized medical exemptions can be integrated as part of a digital vaccine certificate
- Ensure program participants and employees are aware of how to obtain proof of vaccination (i.e., a paper or PDF vaccine receipt that includes all relevant information to prove that they are fully vaccinated from the [provincial booking portal](#), or by calling the Provincial Vaccine Booking Line at 1-833-943-3900)

Process for potential case, or suspected exposure to COVID-19

Step 1 – Exclude symptomatic employee or program participant from the program:

- If an employee calls in sick, informs they have symptoms or informs they have had close contact with someone with symptoms:
 - Employee will [take the self-assessment](#) and follow any recommendations
- If anyone shows symptoms during a program, they should:
 - Return home and self-isolate immediately
 - If they cannot leave immediately, they will wait in the designated isolation room (operate programs in facilities that have a designated isolation room)

Step 2 – Contact public health:

- Contact York Region Public Health @ 1-877-464-9675 and/or report to York Region Public Health via the [online reporting form](#).
- Develop and implement a system to provide information about which people had close interactions with an affected employee or program participant
- Contact records will include name, date and time; retained for a period of at least a month.

Step 3 – Follow public health direction:

- Follow the direction provided by York Region Public Health; this *may* include:
 - Notifying other employees and/or program participants to self-isolate, self-monitor and report COVID-19 symptoms
 - Within the rented facility:
 - On-site inspection by public health
 - Temporary shutdown of the facility
- Disinfect surfaces that may have been touched by the ill person as soon as possible.

Step 4 – Inform other employees or program participants who may have been exposed:

- Inform employees and program participants that they may have been exposed
- Provide employees and program participants information about the date and time of the potential exposure and where it took place. Will not provide any information that might identify the infectious person.

Step 5 – Report to MLTSD and WSIB:

- Pending confirmation of an employee testing positive due to an exposure at the facility, or that a claim has been filed with the Workplace Safety and Insurance Board (WSIB), provide notice in writing within four days to:
 - [The Ministry of Labour, Training and Skills Development](#)
 - The workplace's joint health and safety committee or health and safety representative
- [Report any occupationally acquired illnesses to the WSIB](#) within three days of receiving notification of the illness.

Important resources.

- **York Region Public Health:**
 - [Preventing COVID-19 in the workplace](#)
 - [Staying safe at school](#) (includes day camp)
- **Ontario Ministry of Health:**
 - [COVID-19 and workplace health and safety](#)
 - [Roadmap to Reopen:](#)
 - [Facilities for sports and recreational fitness activities](#)
 - [COVID-19 Safety Guidelines for Day Camps](#)
 - [O. Reg. 364/20](#)
- **Ontario Basketball Association:**
 - [Return to Play](#)