



COVID-19 Safety Plan

Statement of Purpose

Our club is committed to providing a safe and healthy sport place for all players and staffs. Our Safety Plan will protect not only our own staffs, but also all players who enter our premises and programs. Everyone must follow the procedures outlined in this plan to prevent or reduce exposure to COVID-19.

Development of the Safety Plan

Wing's Badminton's Safety Plan has been developed in consultation with all the directors and is based on guidance published by the Provincial Health Officer ("PHO"), the BC Centre for Disease Control ("BCCDC") and WorkSafeBC's "Offices. Questions regarding the Safety Plan should be directed to the following staff:

[info@sjbc-online.com]

This is a living document and will be reviewed and revised as needed. If you have any suggestions on how we can improve our processes, please provide your suggestion to info@sjbc-online.com.

Health Hazards of COVID-19

What is COVID-19?

Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The disease caused by the new coronavirus has been named COVID-19.

Symptoms

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. They include **fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue and loss of appetite**. Other symptoms have been reported such as skin rash and gastrointestinal symptoms.

Transmission

Three primary routes of transmission are considered likely with COVID-19, all of which need to be controlled. These include **contact, droplet, and droplet transmission in the air after a cough or sneeze.**

1. Contact transmission, both direct and indirect

Direct contact involves skin-to-skin contact, for example: **shaking hands, hugging, helping with personal hygiene**, etc.

Indirect contact involves a worker touching a contaminated intermediate object such as a table, doorknob, telephone, or computer keyboard, and then touching the eyes, nose, or mouth. Contact transmission is important to consider because COVID-19 viruses may persist for minutes on hands and potentially hours on surfaces.

2. Droplet transmission

Large droplets may be generated when an infected person coughs or sneezes. Droplets travel a short distance (one to two meters) through the air and can be deposited on inanimate surfaces or in the eyes, nose, or mouth of other persons in close proximity.

3. Airborne transmission

Airborne (inhalable) particles can be generated from coughs and sneezes.

Coughs and sneezes produce both large droplets and smaller airborne particles. The smaller particles remain suspended in air for longer periods and can be inhaled. The large droplets can also evaporate quickly to form additional inhalable particles. As the distance from the person coughing or sneezing increases, the risk of infection from airborne exposure is reduced; but it can still be a concern in smaller, enclosed areas, especially where there is limited ventilation. As the number of infected people in a room increases, the risk of infection can increase.

Reducing the Risk of COVID-19 Transmission: Hierarchy of Controls

To reduce the risk of the COVID-19 spreading through droplets in the air, it is necessary to implement protocols to protect against the identified risks. Different protocols offer different levels of protection. Wherever possible, the protocol that offers the highest level of protection



should be used. Second, third, or fourth level protocols are considered if the first level isn't practicable. In some cases, more than one level of protection may be needed to deal with a risk — for example, physical distancing and masks. WorkSafeBC has described the following examples of the “hierarchy of controls”:

First level protection (elimination)

Elimination involves removing the risk of exposure entirely from the work & sport place. For example, policies and procedures can be implemented to limit the number of people in the work & sport place at any one time and to keep workers at least 2 metres (6 feet) from players, coaches and others.

Second level protection (engineering controls)

Court controls involve making physical changes in the work & sport place. For example, there would be limited 2 persons on each left & right side at the same time on each court, and proper social distance should be maintained.

Third level protection (administrative controls)

Administrative controls involve altering work practices to minimize the risk of exposure. For example, rules and guidelines may be established such as cleaning protocols, telling players not share tools, or implementing one-way doors or walkways.

Fourth level protection (PPE)

If the first three levels of protection aren't enough to control the risks, workers and clients may use personal protective equipment (PPE) such as masks. PPE should not be used as the only control measure. It should only be used in combination with other measures.

Responsibilities of Workplace Parties

Employer responsibilities

Our Club will:

Ensure that the materials (for example, masks, alcohol-based hand rubs, and washing facilities) and other resources (for example, hand sanitizer) required to implement and maintain the plan are readily available where and when they are required.

- ☐ Select, implement, and document the appropriate site-specific control measures.
- ☐ Ensure that staffs and players are educated and trained to an acceptable level of competency.
- ☐ Ensure that staffs and players use appropriate personal protective equipment (PPE) — for

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example, hand sanitizer if required.

- ☐ Ensure that limits 2 persons on each court and maintain a safe social distance when guiding training.
- ☐ Conduct a periodic review of the plan's effectiveness. This includes a review of the available control technologies to ensure that these are selected and used when practical.
- ☐ Maintain records of training and inspections.
- ☐ Ensure that a copy of this Safety Plan is available to staffs and players.

Supervisor responsibilities

Our supervisors will:

- ☐ Ensure that staffs and players are adequately instructed on the controls for the hazards at the location.
- ☐ Ensure that staffs and players use personal protective equipment as required.
- ☐ Direct work in a manner that eliminates or minimizes the risk to staffs and players.

Staffs and Players responsibilities

Staffs and players will:

- ☐ Know the hazards of the work & sport place.
- ☐ Follow established work procedures as directed by the employer or supervisor.
- ☐ Use any required PPE as instructed.
- ☐ Report any unsafe conditions or acts.
- ☐ Know how and when to report exposure incidents.

Facility Safety Protocols

The following facility safety protocols are organized into:

A. general safety protocols.

B. Facility activity-related safety protocols that are specific to our workplace and are intended to ensure the safety of all staffs and players by minimizing the risk of COVID-19 transmission as they carry out their routine daily activities.

General Safety Protocols

Wear masks

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All user groups while in the building during transitions to/from courts **MUST WEAR MASKS**.

All athletes and coaches **MUST WEAR MASKS** during training time.

If anyone is exempt from wearing a mask we ask that information be provided ahead of time. Additional follow up may occur from our staff to confirm details and if exempt we would then put their name, contact information and training times on our exemption list.

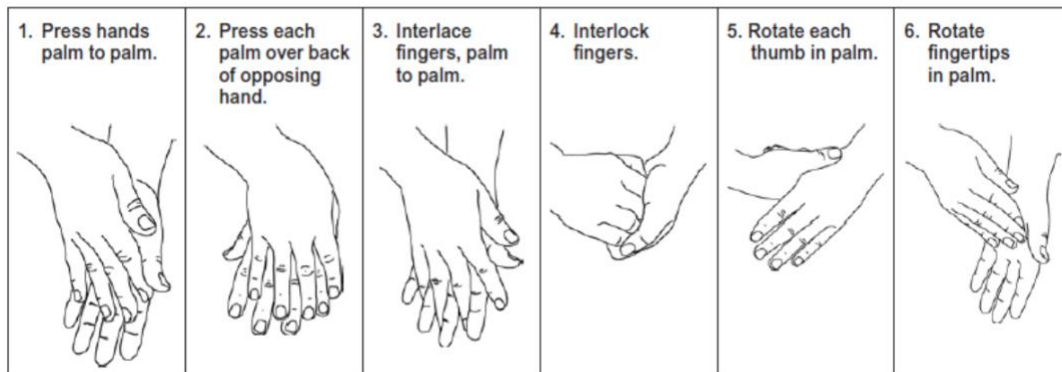
Hand washing

Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body — particularly the eyes, nose, and mouth — or to other surfaces that are touched. Each hand wash time suggest 20 seconds.

Wash your hands immediately

- ☐ Before leaving a work area or a sport area
- ☐ Before eating, drinking, smoking, handling contact lenses, or applying makeup
- ☐ Every time a new course training is about to start

Hand washing procedure



Use soap and warm running water. (It doesn't have to be hot to do the job.) If water is unavailable, use a waterless hand cleanser that has at least 60% alcohol. Follow the manufacturer's instructions on how to use the cleanser. Alcohol-based hand cleanser dispensers and wipes are located at various locations throughout the Firm.

Cough/sneeze etiquette

Staffs and players are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes the following components:

- ☐ Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- ☐ Use tissues to contain secretions and dispose of them promptly in a waste container.
- ☐ Turn your head away from others when coughing or sneezing.
- ☐ Wash hands regularly.

Physical distancing

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Social distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak.

To appropriately meet social distance requirements, staffs and players should keep a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible.

If there is down time included in programming all participants must maintain physical distancing or 3M for those playing and 2M when not active.

Other physical distancing measures that should also be followed include:

- ☐ Avoiding crowded places and cancel gatherings (e.g., in-person meetings, assemblies).
- ☐ Avoiding common greetings, such as handshakes.
- ☐ Limiting contact with people at higher risk (e.g., those in poor health).
- ☐ No sharing of foods or drinks.

Additional physical distancing protocols are outlined below under the heading "Facility Specific Safety Protocols".

Use of masks

A mask is a protective barrier that is worn on the face, covers at least the nose and mouth, and is used to contain large droplets generated during coughing and sneezing by the person using the mask. Masks help minimize the spread of potentially infected material from the wearer to other people.



Staffs and players may choose to wear their own masks if they wish. But the most important mechanisms at this time for protection from COVID-19 is social distancing, frequent hand hygiene, avoiding touching one's face and cough etiquette.

No Spectators

The only people on court should be playing or coaching. Program schedules should be created and implemented to minimize any “down time” in between training/playing.

What to do if you have COVID-19 symptoms

a. Developing Symptoms

If a staff, coach or player develops symptoms of COVID-19 recognized by the BC Centre of Disease Control **while at the sport place or office**, they must immediately don a mask, notify the Manager and return home.

If a staff, coach or player develops symptoms **after having been at work or after training**, they must immediately notify the Manager and remain at home.

Manager will interview the staff, coach or player to determine what interactions, if any, they may have had with others in the place, where in the workplace they had been working or training and what place items, tools or equipment they used or had contact with when at work or training (e.g. racket, net, door handles, computers, phones, etc.). The staff, coach or player will be advised that those employees, coaches and other players will be told they may have been exposed, but the name of the staff or player will not be disclosed unless absolutely necessary.

If applicable, the Manager will notify those other employees, coaches and players identified by the reporting staff and coach or player that they may have had an exposure to COVID-19 and that they should contact 8-1-1 for medical advice. The reporting staff, coach or player will be advised when these conversations have taken place and will be told what information was provided. Disclosures should be minimized to information necessary to address risk.

The Facility will ensure that the reporting staff's/coaches' workspace or players' sport place, other places in the area they may have attended, and any other place items, tools or equipment they used or had contact with when at work/training are promptly cleaned and disinfected.

b. Contacting Public Health for Testing

Staff/Coach or player who develop symptoms of COVID-19 recognized by the BC Center for

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Disease Control must immediately contact public health or their physician for advice on being tested.

If advised to submit to a test, Staff/Coach or player must do so and report their situation to the Manager.

c. Self-Isolation at Home

If the staff/coach or player is tested, they must self-isolate at home until the results of the test are known. If the test results come back negative, the staff/coach or player must seek medical advice on when they may return to the Office or sport place.

If a test is either not available or not recommended, the staff/coach or player must self-isolate at home for 14 days from the onset of symptoms, and until their symptoms are completely resolved. Self-isolating individuals should call public health (8-1-1) or their personal physician for medical advice and for advice on when they are fit to safely return to work or training.

Staff/coach or players who live in the same household as a person with confirmed or clinical COVID-19 symptoms who is self-isolating must self-isolate and not return to work or training until cleared to do so by the public health officials (8-1-1).

Staff/coach or players returning to British Columbia from outside Canada must self-isolate and monitor for symptoms for 14 days after their return. Returning travelers who develop COVID-19 symptoms during the period of self-isolation are required to self-isolate for a further period of 14 days after the onset of symptoms, or until symptoms resolve, whichever is later.

Staff/coaches or players who are self-isolating should stay in regular contact with the Manager regarding the ongoing status of their condition.

d. Sick Leave

Our current policy is that staffs who are unable to work due to illness are provided with paid sick leave. Lengthy sick leaves are dealt with on a case-by-case basis.

e. Returning to Work/Training After Self-Isolation

Staffs/Coaches or players who are self-isolating are not to return to work until

1. they are cleared to do so by public health officials (8-1-1)

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2. they have notified the Manager that they have received the required clearance, and
 3. the facility has approved their return to work or training

Mental well-being during COVID-19

Some staffs/coaches or players may be affected by the anxiety and uncertainty created by the COVID-19 outbreak. It's important to remember that mental health is just as important as physical health, and to take measures to support mental well-being.

The BCCDC and WorkSafeBC have also posted links to resources that can assist with maintaining mental health in the workplace during this time. The links can be found here:

- ☐ [BC Centre for Disease Control: Mental well-being during COVID-19](#)
- ☐ [WorkSafe BC: Protecting mental health](#)

Facility Specific Safety Protocols

Limits on Number of Staffs in the Office

The Facility will limit the number of people who are attending of the office at any given time in accordance with public health guidance.

- ☐ Each offices has limits 2 staffs at the same time.

Building Access/Elevator Use

Staff/Coaches or players are required to comply with policies and procedures for the safe use of the office elevators which include the following requirements:

- ☐ All persons using elevators must wear a mask that covers their mouth and nose.
- ☐ Comply with tape or other markings on the ground and any other directions that may be given by to indicate where persons should stand while lining up to enter the elevator so as to ensure social distancing and ensure adequate space is provided for those exiting the elevator.
- ☐ Use hand sanitizer made available by before entering the elevator.
- ☐ Comply with 3 persons occupancy limits on elevators.

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Office/Training Area Access

- ☐ Wash or use hand sanitizer your hands before entering the office or training area.
- ☐ Signage is posted at all entrances restricting access to those who are exhibiting symptoms of COVID-19.

Facility Operation and Logistics

Movement Around the Facility

- ☐ Hallways will be one-directional, where possible. Some walkways will not be used. Wayfinding signs will be posted.
- ☐ Please keep moving in the hallways to avoid blocking the way for others.
- ☐ Keep a physical distance of two metres when speaking to others and do not congregate where others may need to pass by. Communicate by telephone, email, MS Teams or other electronic means if space does not permit physical distancing.
- ☐ Persons using the staircase for travel between floors must ensure that they are maintaining the required 2 metres physical distancing while on the staircase and should wash their hands or use hand sanitizer before and after travel between floors.

Shared Equipment

- ☐ Non-essential equipment and supplies will be removed from communal spaces.
- ☐ Badminton rackets and shuttlecocks cannot be used for sharing. All players must use their own items.
- ☐ Shared equipment such as printers, copiers, fax machines must be disinfected after each use.
- ☐ Hands must be washed or sanitized after using shared items.
- ☐ Signs will be posted to remind everyone of procedures for using and cleaning equipment.

Cleaning

- ☐ There will be increased cleaning of high touch surfaces throughout the day.

Washrooms

- ☐ Will posted requirements for washrooms which include physical distancing and wearing a mask.
- ☐ In order to ensure physical distancing, the maximum number of people at a time is two (2).

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with the following guidelines:

Service Room Use

- ☐ Maximum of two people in the room at a time.
- ☐ Upon entering, please wash your hands.
- ☐ After you have finished, wipe down surfaces you touched with disinfectant or soapy water using paper towel and then wash your hands again before leaving.
- ☐ In order to limit opportunities for transmission through shared cutlery and dishes, we strongly encourage everyone to bring their own water bottle, coffee mug, eating dish and cutlery for use at the office and to take it home to be cleaned each day.
- ☐ Please eat lunch outside or at your desk.

Clients and Visitors

Client Meetings to be Limited

- ☐ Clients and other visitors should only attend the office/training area under exceptional circumstances and only with the prior approval of the Firm. Other means of communication (telephone, email, Skype, Zoom, meeting off-site) should be used wherever possible.

Clients/Visitors to be Pre-Arranged

- ☐ Staff must pre-arrange for visitors to come into the office/training area.
- ☐ **NO PARENTS/SPECTATORS** will be allowed into the building for programs. Coaches must meet their own program participants/athletes outside or at designated check-in locations and escort them to the Court.
- ☐ After the training, coaches must escort the players to meet their parents/spectators outside or at designated check-in locations.
- ☐ To pick-up/drop off parents of the junior players must **WEAR MASKS** and keep a social distance of more than 2M from other players and coaches.

Deliveries

- ☐ Reception will place mail and other packages for courier pick-up on a separate table adjacent to, but 2 metres away from, the reception desk to ensure that social distancing is maintained during the pick-up process.
- ☐ The staffs will disinfect any surfaces touched by the delivery/pickup employee after departure and then carry out proper hand hygiene.

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Facility COVID-19 Training

All staffs/coaches will attend a virtual training session on this COVID Safety Plan. Training will be refreshed regularly.

Record Keeping

Facility will keep relevant records such as records of attendance at the office, remote work, symptom free confirmations, reported symptoms, self-isolation, sick leave etc. Privacy obligations will be respected concerning this information.

Annual Review

This Safety Plan will be reviewed regularly and at least annually.

Published: Oct 4, 2020

Updated: May 15, 2021

Appendix A :

Office Attendance and Symptom-free Confirmation – Contact Tracing Form

I, _____(name) confirm that:

1. I am not experiencing the following symptoms:

- Fever
- Chills
- Cough
- Shortness of breath
- Sore throat and painful swallowing
- Stuffy or runny nose
- Loss of sense of smell
- Headache
- Muscle aches
- Fatigue
- Loss of appetite

2. I have not returned from travel outside Canada within the last fourteen days.

- YES
- NO

3. I have not been directed to quarantine or self-isolate by a public health official.

- YES
- NO

If you cannot confirm the above information you must not attend the office and should contact Manager (info@sjbc-online.com) to discuss next steps.

_____ (Signature) _____ (Phone Number)

_____ (Date)



Appendix B: Standard Email to Players

Health and Safety Measures for Your at Wing's Badminton

Wing's Badminton is committed to the health and safety of our players. We have implemented safety measures in accordance with guidelines set out by WorkSafeBC and public health authorities.

Please take note of all our safety protocols:

- ☐ Please complete this form (**Appendix A**) before you come to our facility for your training and email it to [info@sjbc-online.com] confirm you are symptom-free and not under quarantine.
- ☐ Wearing a mask will be required in order to enter the building.
- ☐ Every time before you start your training, our staff will measure your body temperature. You will be asked to confirm you are symptom free or self-identify if you are experiencing any symptoms. We have gloves and masks readily available.
- ☐ Hand sanitizer will be provided at reception and we encourage you to use it upon arrival. We also encourage you to clean your hands frequently.
- ☐ Please maintain social distancing (minimum of 6 feet) at all times. Every court will limit 2 persons at same time on it.
- ☐ Please bring your own water, coffee or beverages – unfortunately we will not be providing beverage service.
- ☐ Should you develop symptoms in the 14 days after your visit, please advise our staff contact.
- ☐ Wing's Badminton has adopted safety measures in order to minimize the risk of transmission of COVID-19 but eliminating all risk of transmission is not possible.

If you are feeling unwell or experiencing any symptoms such as fever, chills, cough, sore throat, shortness of breath or other cold or flu-like symptoms, please stay home and advise our staffs contact.

This program is located at Richmond Olympic Oval (6111 River Rd, Richmond BC). Whenever you are not on court, you **MUST WEAR A MASK**. This document will be submitted to Badminton BC also to Oval.

Thank you.