\*Adapted from [Government of Ontario: Develop Your Workplace Safety Plan](https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan)\*

**Having a COVID-19 Safety Plan implemented and posted is a requirement for all organizations operating during the COVID-19 pandemic in Ontario, no matter what zone the region you are training in is in. Also consider where you participants (coaches and athletes) are coming from (ie. different regions could be in different levels of restrictions).**

This safety plan should also be distributed to all participants within your sporting organization, including athletes, parents, coaches, and any other support staff. Public health officials and facilities may request to see your COVID-19 Safety Plan at any time. Field Hockey Ontario is not responsible for approving any club COVID-19 safety plans.

Use this template to document how your organization will keep participants (athletes, coaches, and other staff) safe at your training sessions during the COVID-19 pandemic. [How to develop your COVID-19 safety plan: A guide for Ontario workplaces](https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan) explains what you should think about and gives examples to help you come up with your plan. We have also included some sport-specific considerations. The Club Risk Assessment & Mitigation Checklist Tool can also help with sport-specific details, and can be included as part of your COVID-19 Safety Plan (attached as a separate document). Field Hockey Ontario has developed several [COVID-19 resources](https://www.fieldhockeyontario.com/covid-19resources) to help clubs address COVID-19 considerations.

Provide as much information in response to each question as possible. This will help participants and their families to know exactly what to do and what to expect.

The final page will help you create a snapshot version of your plan to post in the workplace. This can act as a reference for participants and let others who come into your training environment know what you are doing to help keep everyone in your workplace safe.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required. Refer to the Ontario government’s [COVID-19 website](https://covid-19.ontario.ca) for up-to-date information.

## Organization Details

|  |  |
| --- | --- |
| *Club/Organization Name:* |  |
| *Facility/Location:* |  |
| *Local Public Health Unit(s) & Contact Information:* |  |
| *Participant Details (numbers, roles):* |  |
| *Developed By:* |  |
| *Date Completed:* |  |
| *Date Distributed to Participants:* |  |
| *Revision Date:* |  |

## How Will [Club/Organization Name] Ensure All Participants Know How & Are Able to Keep Themselves Safe from Exposure to COVID-19?

|  |  |
| --- | --- |
| *What guidance will be provided to participants?* |  |
| *How will information be shared/communicated?* |  |
| *How frequently will information be shared?* |  |
| *How will [Club/Organization Name] update themselves on new COVID-19 guidance?* |  |

## Participant Screening

|  |  |
| --- | --- |
| *Who will be subject to screening?* |  |
| *What screening tools/methods will be used?* |  |
| *Where will screening take place?* |  |
| *When will screening take place?* |  |
| *How often will participants be screened?* |  |
| *Who will be completing the screening?* |  |
| *How will screening results be maintained?* |  |
| *Will be screening results be available to public health authorities should the need for contact tracing arise?* |  |
| *Have participants been educated on the screening process?* |  |
| *Will spectators be permitted at your event(s)? How will spectator screening be done?* |  |

## Controlling the Risk of Transmission in the [Club/Organization] Training Environment

|  |  |
| --- | --- |
| *Physical Distancing* |  |
| *Participant Interactions* |  |
| *Face Masks* |  |
| *Other Personal Protective Equipment (PPE)* |  |
| *Group Sizes & Cohorts* |  |
| *Hand Hygiene Strategies* |  |
| *Facility Access* |  |
| *Cleaning & Disinfection of Equipment & Facilities* |  |
| *Equipment Considerations* |  |
| *First Aid Considerations* |  |
| *Permitted Activities* |  |
| *Prohibited Activities* |  |

## COVID-19 Response in the Event of Potential Case or Suspected Exposure to COVID-19 in the Training Environment

|  |  |
| --- | --- |
| *Local Public Health Unit(s) & Contact Information* |  |
| *When will local public health unit be contacted?* |  |
| *Isolation Protocol (in the event a participant develops COVID-19 symptoms while at the training environment)* |  |
| *Positive COVID-19 Case Protocol (in the event a participant presented with a positive COVID-19 test and attended the training environment in the past 14 days)* |  |
| *Contact Tracing Protocol (in the event a participant or the club/facility is part of contact-tracing initiative)* |  |
| *Return-to-Train Protocol (once an individual has been cleared by public health/healthcare provider to resume activities):* |  |

## Other Risks/Considerations/Strategies

|  |  |
| --- | --- |
| *How often will this safety plan be re-evaluated and updated?* |  |
| *How will this safety plan change if the training environment region moves into a higher-level of closure?* |  |
| *If spectators are permitted into the training environment, how will their safety be ensured?* |  |
| *Use this space to include any other considerations or aspects of your safety plan.* |  |

## General Guidelines for Participants of [Club/Organization Name] Programming

* Follow all government rules and guidance (federal, provincial, municipal, local & provincial public health units).
* Do not come to training if you are feeling sick. Anyone showing or experiencing signs and/or symptoms of COVID-19 will not be permitted to train or access the training environment.
  + All participants must be screened before being permitted to enter the training venue.
* If possible, arrive at training on your own, using private transportation (personal car, bike, walk)
  + If possible, avoid carpooling, public transit, taxis, and rideshares.
  + If you are unable to drive yourself, please have only 1 parent/guardian/family member that lives with you drive you to the venue. They will not be permitted into the participant-only zones (past the screening checkpoint) and must respect physical distancing at all times while on venue.
* Arrive shortly before training, ready to train.
  + Try to prepare yourself for training at home (training attire, washroom, equipment prep and check).
  + “Hanging out” will not be permitted. You will be asked to remain in your car until the screening area is ready to accept participants. Once you have passed the screening, you will be directed to a waiting area with proper physical distancing measures outside the field, until it is your turn to be permitted on the field.
  + Follow all signs and directions for field entry, exit, and access.
  + A minimum of 2-metre distance must be maintained at all times between all participants (athletes, coaches, support staff). Respect all ground markers that have been laid out to delineate 2-metre physical distancing.
  + Exceptions: depending on what level of restriction the training environment’s region is in, athletes may be permitted to come within 2-metres of each other only when directly engaged in a training drill/activity (only if in Green/Yellow/Orange level of restriction).
* Do not touch the ball with your hands. Use your stick or feet to retrieve balls.
* All participants are to practice proper hand hygiene:
  + Frequent hand-washing (minimum of 20 seconds),
  + Use hand sanitizer (containing at least 60% alcohol content) when hand-washing is not possible,
  + Avoid touching your face,
  + Hands must be disinfected before and after training, before and after touching your mouthguard, after touching any shared equipment, during all water-breaks, any time you leave and return to the participant-only zone(s).
  + All participants are to practice proper respiratory etiquette:
    - Sneezing into your shoulder/elbow,
    - Coughing into your shoulder/elbow,
    - No spitting/clearing of throat (unless into a tissue/napkin that is properly disposed of in a secure container and proper hand hygiene performed after),
    - Avoid clearing of nasal passages (unless into a tissue/napkin that is properly disposed of in a secure container and proper hand hygiene performed after),
    - Washing yours hands/using hand sanitizer after a respiratory incident (sneeze/cough/nose-blowing)
    - Avoid physical contact celebrations. Refrain from handshakes, hugs, and high-fives. Instead, utilize stick-taps to show your excitement and sportsmanship.
    - Avoid removing/adjusting your mouthguard unless you are in your designated “storage space”. Use hand-sanitizer before and after touching your mouthguard
      * Do not store your mouthguard in your sock, sports bra, pocket, or anywhere else on your body. It must be in your mouth during training activities.
      * Store your mouthguard in a closed container when you are not using it
      * Wash your mouthguard (according to manufacturer instructions and guidelines) upon returning home after training.
      * Bring and use your own equipment (stick, glove[s], mouthguard, shin pads, mouthguard, PC mask, goalkeeping kit, training shirts, etc.).
        + Ensure your personal equipment is in good-working condition and is cleaned and disinfected (according to manufacturer instructions and guidelines) after every training session.
        + Avoid sharing equipment.
        + Do not share towels, clothing, and other personal items. It is recommended that athletes bring their own pinnies/change-of-colour shirts for drills in which different “teams” need to be delineated.
        + Do not share water bottles. Bring your own water bottle from home and be prepared to have extra water on hand. Depending on the venue, there may not be a way to refill water bottles (i.e. water fountains out of order/closed, indoor facilities remain closed).

Label your water bottle and be aware of where it is. Keep it in your designated storage space, rather than in a group of water bottles.

Organizations may need to have extra plastic water bottles on hand for individuals that may need more water.

Participants will be responsible for refilling their own water bottles (i.e. support staff/team manager/non-household member spectator will not be permitted to refill water bottles)

Do not use team water bottles or keep water bottles in a group.

* Return home directly after training. Do not linger at the venue.
  + Cool-down can be completed while maintaining physical distancing. Focus on the task at hand rather than using this as a time to chat and debrief.
  + Team meetings, gatherings, and debriefs should be completed via virtual means.
  + “Get in, train, get out”
* Participants should continue self-monitoring for symptoms, practice physical distancing, and follow public health guidelines when off-site.

## Required Safety & Public Health Measures for Sports & Recreation (from Ontario Re-Opening Framework)

|  |  |
| --- | --- |
| **Green/Prevent** | * Maintain 2 metres physical distancing, unless engaged in a sport * Capacity limits per venue, where physical distancing can be maintained:   + 50 people indoors or 100 people outdoors in classes   + 50 people indoors in area with weights or exercise equipment   + 50 spectators indoors or 100 outdoors * Capacity limits apply on a per-room basis if operating in compliance with a plan approved by the Office of the Chief Medical Officer of Health * Team or individual sports must be modified to avoid physical contact; 50 people per league * Exemptions for high performance athletes and parasports * Limit volume of music to be low enough that a normal conversation is possible; measures to prevent shouting by both instructors and members of the public * Face coverings required except when exercising or playing sports * Patron screening (passive) * A safety plan is required to be prepared and made available upon request |
| **Yellow/Protect** | * Maintain 2 metres physical distancing, unless engaged in a sport * Increase spacing between patrons to 3 metres for areas of a sport or recreational facility where there are weights or exercise equipment and in exercise and fitness classes * Capacity limits per venue, where physical distancing can be maintained:   + 50 people in indoor classes, however each indoor fitness or exercise class can only have a maximum of 10 people and must take place in a separate room or   + 100 people in outdoor classes, however each outdoor fitness or exercise class can only have a maximum of 25 people   + 50 people indoors in areas with weights or exercise equipment   + 50 spectators indoors or 100 outdoors * Patron screening (passive) * Capacity limits apply on a per-room basis if operating in compliance with a plan approved by the Office of the Chief Medical Officer of Health ([Guidance for Facilities for Sport and Recreational Fitness Activities During COVID-19covid 19](https://www.ontario.ca/page/guidance-facilities-sports-and-recreational-fitness-activities-during-covid-19)) * Team or individual sports must be modified to avoid physical contact with an exemption for high performance athletes, including parasport athletes, and professional leagues; maximum 50 people per league * Exemptions for high performance athletes and parasports * Limit volume of music to be low enough that a normal conversation is possible; measures to prevent shouting by both instructors and members of the public * Face coverings required except when exercising or playing sports * Require contact information for all members of the public that enter the facility * Require reservation for entry; one reservation for teams * A [safety plan](https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan) is required to be prepared and made available upon request |
| **Orange/Restrict** | * Maintain 2 metres physical distancing, unless engaged in a sport * Increase spacing between patrons to 3 metres in areas where there are weights or exercise equipment and in exercise and fitness classes * Capacity limits, where physical distancing can be maintained:   + Maximum of 50 people total in indoor areas with weights and exercise machines and all indoor classes, however each indoor fitness or exercise class can only have a maximum of 10 people and must take place in a separate room, or   + 100 people in outdoor classes, however each outdoor fitness or exercise class can only have a maximum of 25 people   + No spectators permitted, however each person under 18 may be accompanied by one parent or guardian * Screening of patrons is required, in accordance with [instructions issued by the Office of the Chief Medical Officer of Health](https://covid-19.ontario.ca/screening/customer/) * Team or individual sports must be modified to avoid physical contact; 50 people per league * Exemptions for high performance athletes and parasports * Patrons may only be in the facility for 90 minutes except if engaging in a sport * Limit volume of music to be low enough that a normal conversation is possible; measures to prevent shouting by both instructors and members of the public * Face coverings required except when exercising or playing sports * Require contact information for all members of the public that enter the facility * Require reservation for entry; one reservation for teams * A [safety plan](https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan) is required to be prepared and made available upon request |
| **Red/Control** | * Maintain 2 metres physical distancing at all times * Increase spacing between patrons to 3 metres in areas where there are weights or exercise equipment and in exercise and fitness classes * Capacity limits, where physical distancing can be maintained   + 10 people in indoor areas with weights and exercise machines   + 10 people in all indoor classes or   + 25 people in outdoor classes   + No spectators permitted, however each person under 18 may be accompanied by one parent or guardian * Team sports must not be practiced or played except for training (no games or scrimmage) * Activities that are likely to result in individuals coming within 2 metres of each other are not permitted; no contact permitted for team or individual sports * Exemptions for high performance athletes and parasport * Patrons may only be in the facility for 90 minutes except if engaging in a sport * Limit volume of music to be low enough that a normal conversation is possible; measures to prevent shouting by both instructors and members of the public * Face coverings required except when exercising * Require contact information for all members of the public that enter the facility * Require reservation for entry; one reservation for teams * Screening of patrons is required, in accordance with [instructions issued by the Office of the Chief Medical Officer of Health](https://covid-19.ontario.ca/screening/customer/) * A [safety plan](https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan) is required to be prepared and made available upon request  Additional advice for Red–Control  * Trips outside of the home should only be for essential reasons (work, school, groceries/pharmacy, health care, assisting vulnerable individuals or exercise and physical activity) * Families should not visit any other household or allow visitors in their homes – people who live alone can gather with one household * Everyone should avoid social gatherings |
| **Grey/Lockdown** | * Facilities for indoor or outdoor sports and recreational fitness activities are closed except for:   + The sole use of high performance athletes including parasport athletes, and specified professional leagues (for example, NHL, CFL, MLS, NBA)   + Specified purposes (for example, day camps, child care) * Outdoor recreational amenities (for example, ice rinks, ski hills, snow trails) open with restrictions (for example, no team sports) * Community centres and multi-purpose facilities (for example, YMCA) allowed to be open for permitted activities (for example, child care services, day camps, social services)  Additional advice and measures for Grey–Lockdown  * Trips outside of the home should only be for essential reasons (work, school, groceries/pharmacy, health care, assisting vulnerable individuals or exercise and physical activity) * No indoor organized public events and social gatherings are permitted, except with members of the same household – people who live alone can gather with one household |