



# Return to Sport

COVID-19 Safety Plan



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## West Coast Synchro Return to Artistic Swimming

West Coast Synchro Return to Artistic Swimming Guidelines align with the national return to artistic swimming recommendations published by Canada Artistic Swimming.

The following organizations have contributed to this document:

- viaSport
- Province of BC: Provincial Health Office and Ministry of Tourism, Arts and Culture
- WorkSafe BC
- BC Recreation and Parks Association
- LifeSaving Society BC/YK
- Canada Artistic Swimming (CAS)
- BC Artistic Swimming (BCAS)

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## Club Profile

West Coast Synchro is a Masters club consisting of adult women from age 19 (minimum) to 80. All are capable swimmers – many have been swimming together for over 10 years.

The head coach is NL certified with the highest level of skills in Artistic Swimming - having competed both nationally and internationally. She directs the assistant coach who is a skilled coach with high level skills in Artistic Swimming. The relief coach is Competition Introduction (Trained) and an athlete on the team. She will assist when needed.

All coaches have completed the COVID-19 Update from the Lifesaving Society of BC/YK as required.

The team executive have all been involved in preparing the COVID-19 Return to Sport Plan and have all attended the BCAS Policy Training session as required.

In recent years, the team practices:

September through May  
Tuesday and Thursday evenings  
8-8:30pm on deck  
8:30-10pm in the pool

The Executive approved this plan on August 15, 2020 at the West Coast Synchro Annual General Meeting.

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## COVID-19 Management

The COVID-19 Risk Manager or trained Safety Support Personnel attend in-person Club training sessions to ensure the safety practices and procedures are in place at all times.

### **COVID-19 RISK MANAGER:**

West Coast Synchro has appointed a COVID-19 Risk Manager (Appendix 1) to be responsible for ensuring that the Club and our members are in compliance with health guidelines, government regulations, facility protocols, and for developing the Club's Safety, education and enforcement and plans. The COVID-19 Risk Manager will serve as the primary point of contact for club members and BCAS for all COVID-19 and return to sport matters.

**COVID-19 Risk Manager:** Jo-Anne Emery

**604-728-5230 / [wcmasterssynchro@gmail.com](mailto:wcmasterssynchro@gmail.com)**

COVID-19 Update - Sport Coach - Lifesaving Society BC/YT

COVID-19 Coach Training - Spani Pool

COVID-19 Policy Training - BC Artistic Swimming

### **SAFETY SUPPORT PERSONNEL:**

**Head Coach:**

Courtney Armstrong, NL

COVID-19 Update - National Lifeguard - LifeSaving Society BC/YK

COVID-19 Policy Training - BC Artistic Swimming

**Team Manager:**

Micki Ewert

COVID-19 Policy Training - BC Artistic Swimming

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## Facility Readiness Evaluation

### **ALDERGROVE CREDIT UNION COMMUNITY CENTRE (ACUCC) POOL FACILITY ACCESS & USE**

- There are direct entry and exit points near the deep end required for use by West Coast Synchro by providing access to an emergency exit direct to the parking lot.
- West Coast Synchro is limited to 12 members (athletes and coaches) in the pool and on deck.
- The facility will provide access to clubs only. It will remain closed to public until further notice.
- Scheduling is staggered to avoid large numbers entering and exiting at the same time.
- The facility has altered pathways/ flow for users to navigate through the facility with minimal crossover and to give direct access to the parking lot without having to move through the whole facility to arrive at our designated area.
- The facility has established hygiene and cleaning protocols that comply with Ministry of Health guidelines.
- First Aid and/or water rescues will be handling in accordance with update Life Guard COVID-19 training.

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# Risk Assessment

## **TRAINING ENVIRONMENT:**

**COVID-19 Risk Assessment for Sport result from viaSPORT online tool:** Overall risk of transmission and further spread of COVID-19 in relation to gathering for training is considered **very low**.

We have identified the areas where there may be risks, either through close physical proximity or through contaminated surfaces.

### **Situations and processes where individuals may be close to one another:**

- queuing up at the entrance
- storing gear bag
- engaging in warmup/activation exercise on deck
- swimming lengths for athletic conditioning
- in-water training of artistic swimming figures and routines
- retrieving gear bag and exiting the facility

### **Equipment that may be shared by individuals:**

- exercise mats, kick boards etc

### **Surfaces that individuals may be in contact with:**

- ladder rails

## **RESUMING OPERATIONS:**

The ACUCC has not been operating for an extended period of time during the COVID-19 pandemic. Our plan to manage risks arising from restarting our practice season include:

- Training all coaches athletes about new COVID-19 specific procedures (entry/exit, use of facility on deck and in-water, physical distancing, cleaning and hygiene).
- Training new and existing coach and athletes about modified training methods and equipment limitations.

### **Liability, Claims and Indemnity**

- Members will be required to sign a Release of Liability, Waiver of Claims and Indemnity Agreement (Appendix 2).

### **Illness Policy and Screening**

- Coaches or athletes will all be screened prior at the start of each practice (Appendix 3)
- If a coach or athlete feels ill during a practice, the Illness Policy (Appendix 4) will be followed.

West Coast Synchro will mitigate the risks with specific protocols and policies.

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# Protocols

Protocols will minimize the risks of transmission.

## **RESTRICTING ACCESS TO POOL FACILITY:**

### **Prescreening**

- Before every practice, COVID-19 screening questions (Appendix 3) will be asked before allowing entrance to the facility. During extreme weather the questions may be answered by email two hours before practice.
- Every practice will require attendance sign-in for coaches and athletes (Appendix 5) conducted by representative of West Coast Synchro. Records will be kept incase required for contact tracing.
- Individuals with COVID-19 symptoms will be NOT be allowed to enter pool facilities.
- All coaches and athletes will be required to wash their hands with soap and water or sanitizer prior to entering pool facilities.

## **LIMITING ACCESS WITHIN POOL FACILITY:**

### **Overall Access**

- Training is limited to one uninterrupted 2-hour in-person training session per day.

### **Changing Rooms**

- Showers and changing rooms will be closed by facility operators according to current BC Ministry of Health Guidelines.
- West Coast Masters will require restroom facilities.

### **Team Locker**

- Coach Courtney Armstrong will be the only person permitted to go into the team's storage locker. She will bring sound system out and return it - sanitizing behind herself.

### **Deck Space**

- There will be no deck work for warmup or land-drills. "Get in-Train-Get Out" principles will be followed: athletes will place their gear bag 2 meters apart on the deck, get in the water, practice, get out of the water, retrieve their gear and leave the facility immediately.

### **Barriers and Partitions**

- The Township of Langley has installed barriers and partitions within the ACUCC pool facility and in the entrance areas outside to restrict movement and access.

## **SIGNAGE:**

### **Physical Distancing**

- The Township of Langley will install physical distancing markings outside the pool facilities to identify 2 metre distancing at the exterior pool facility entry and exit areas (Appendix 6).

## **COVID-19 Information**

- The Township of Langley will install signage (Appendix 7) at pool facilities listing the symptoms of COVID-19 such as 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 as well as physical distancing reminders.

## **LIMIT NUMBERS:**

### **Overall Maintenance of Physical Distancing**

- Maintenance of physical distancing of 2 meters at all times for coaches and athletes.
- Athletes entering/exiting and walking within pool facilities will maintain 2 meters physical distancing.
- All athletes resting at the wall in the water will remain 2 metres apart.

### **Movement of Athletes to Maintain Physical Distancing**

- Practices will be scheduled 10 minutes after the previous users of the facility to avoid overlap within the pool facility and at entrance and exits.

### **Sport Specific Maintenance of Physical Distancing**

- There will be no in-water or out-of-water physical contact at any practice. Coaches will design and implement modified training techniques to ensure that practices do not involve physical contact and routines will require the athletes to remain 2 metres apart.
- Swimming lanes will be used by one athlete at a time to a maximum of maximum of 6 athletes swimming at one time with staggered start to allow appropriate physical distancing.
- West Coast Synchro COVID-19 Risk Manager will review and monitor the implementation of practice plans according to any new provincial health guidelines.

### **Limitation of the Numbers in Training Groups (Coaches and Athletes)**

- Practice schedules will be designed to meet provincial health guidelines.
- West Coast Synchro will limit training groups to to meet the BC Artistic Swimming recommended limit of 12 individuals (10 athletes plus 2 coaches) on deck during practice.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE):**

### **Masks**

- Athletes and coaches will bring a non-medical mask (contained in a ZIPLOCK bag to protect from moisture) to every practice and wear it during check-in, while entering and exiting the facility, and if being provided medical attention.
- Masks and gloves will also be available to coaches and executives (in the team locker). Gloves should only be used for first aid or if there is a need to touch an athlete and must be changed for each athlete.

### **Goggles**

- Athletes are required to wear goggles during in-water practices.

## **CLEANING AND HYGIENE:**

### **Sanitary Conditions at Pool Facilities**

- ACUCC pool facility will provide handwashing stations on site if permitted. Handwashing locations are visible and easily accessed.
- If handwashing stations are not permitted, West Coast Synchro will provide hand sanitizer.
- Athletes will shower at home and arrive at practice in their swim suit ready to enter the water. Athletes will leave the facility after practice still wearing their swim suit.
- ACUCC pool maintenance staff will clean restroom facilities with sanitizing spray before and after each use.
- ACUCC pool maintenance staff will sanitize all touch surfaces including entry/exit door handle and ladder hand rails.

### **Sanitary Conditions with Common Use Practice Equipment**

- Common use practice equipment will not be used in order to limit exposure and to simplify the cleaning process.
- Athletes will bring their own practice equipment needed and take it home with them after each practice.

## **RULES AND GUIDELINES:**

### **Facility Use**

- Coaches and athletes must queue outside the designated entrance to the facility in marked areas to maintaining physical distancing (Appendix 6).
- Coaches and athletes will answer COVID-19 questions (Appendix 3).
- COVID-19 Risk Manager or Safety Support Personnel will log attendance (Appendix 5)
- Coaches and athletes will enter facility only through designated entrance and only after attesting to having no COVID-19 symptoms and sanitizing hands.
- Coaches and athletes will follow pathway directions within facility to access areas designated for team use.
- Athletes will not share any equipment or PPE.
- Coaches will wipe down equipment after use.

### **Understand and Follow the Rules and Guidelines**

- Coaches and athletes will read and follow rules and guidelines document provided.
- Coaches and athletes will observe and obey all signage at the facility.



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## Policies

### **ILLNESS POLICY (Appendix 4):**

#### **Symptoms Upon Arrival**

Our policies ensure that members showing symptoms of COVID-19 are prohibited from entering the facility and participating in sport activities.

- Anyone who has symptoms of COVID-19 in the last 14 days – symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headaches.
- Anyone directed by Public Health to self-isolate (Appendix 3D).
- 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.

#### **Symptoms during practice**

Our policy addresses individuals who may start to feel symptoms while participating. It includes the following:

- Sick participants must report to the COVID-19 Risk Manager or Coach, even with mild symptoms.
- Sick participants will be required to wash or sanitize their hands, provided with a mask, and isolated. The participant will be instructed to go straight home.
- If the participant is severely ill (e.g., difficulty breathing, chest pain), West Coast Synchro will inform the Life Guard on duty who will call 911. West Coast Synchro will clean and disinfect any surfaces that the sick participant touched.

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## First Aid Plan

Coach Courtney Armstrong is the Charge Person for the West Coast Synchro Emergency Action Plan (Appendix 8) and has completed the COVID-19 Update Training with the LifeSaving Society BC/YK.

First Aid will be administered according to the new methods outlined by the LifeSaving Society BC/YK. Personal Protective Equipment (PPE) will include:

- injured or sick person will wear a face mask (their own or one will be provided from the First Aid Kit)
- first aid attendant will wear a face mask and gloves (available in the First Aid Kit)

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# Outbreak Plan

## **MANAGEMENT OF SYMPTOMATIC INDIVIDUALS:**

The COVID-19 Risk Manager or an individual trained and designated by the COVID-19 Risk Manager MUST implement the following procedures if an individual presents with COVID-19 symptoms while in a training environment (Appendix 9):

- Immediately remove individuals who feel unwell from further training.
- Immediately separate (isolate) individuals with COVID-19 symptoms (for example, fever, cough, or shortness of breath).
- Immediately notify the individual's emergency contact and direct them to pick up the individual at a designated location and provide Safe Transport Instructions sheet (Appendix 10).
- Immediately notify facility staff while maintaining confidentiality in accordance with privacy laws.
- Notify training group and cohort members of possible exposure to COVID-19 in the instance that an individual with symptoms of COVID-19, even if mild, attended training. (Appendix 3B).
- Report any suspected cases of COVID-19 to BCAS and the Club Executive.
- Modify, restrict, postpone, or cancel training activities due to an evolving COVID-19-related outbreak or emergency within the Club or facility.
- Ensure precautions are taken by other participants and facility visitors until the facility staff can complete a thorough cleaning of surfaces and equipment that were exposed to the 'sick' person.

## **MANAGING A POSITIVE TEST OR OUTBREAK:**

An outbreak is two or more cases; a case is a single case of COVID-19. If any coach, staff, or athlete tests positive for COVID-19, the following procedures MUST be taken:

- Training for the training group or training cohort is suspended and all group members are placed in self-isolation (Appendix 11).
- Contact the Regional Health Authority to obtain further management recommendations which may include further testing and contact tracing.
- Report any confirmed cases of COVID-19 to BCAS and the Club Executive while maintaining confidentiality. Provide updates as appropriate.
- Provide relevant information to Health Authority personnel including attendance logs and any other requested information. This is essential for contact tracing.
- Any further group members who develop symptoms will be referred to the appropriate health authority or helpline for guidance on testing and appropriate management.

Group Training can resume IF:

- All group or cohort members undergo self-isolation (Appendix 11) for 14 days and no other member develops symptoms.
- All group or cohort members are cleared to return to the training group by their physician in accordance with Provincial guidelines.

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## Coach Training

West Coast Synchro will implement an in-person walk through of the Return to Sport Plan with our coaching staff prior to returning to sport. This operational activity includes practice set up procedures, attendance and entry procedures, movement of athletes to and from the pool facilities, washroom procedures and cleaning of hard surface procedures.

Scheduling of this training may be done in partnership with the Township of Langley since access to the pool facilities is required.

Head Coach Courtney Armstrong has completed COVID-19 Update Training - LifeSaving Society BC/YK and attended the COVID-19 Policy Training conducted by BC Artistic Swimming.

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## Training Plan

- Training is limited to one uninterrupted 2-hour in-person session per practice day.

### **PERSONAL ZONES:**

- There will be three designated “personal zones” for each athlete that provide them with a minimum of 2 meters per person radius of space:
  1. on deck for placing their gear bag, for removing outerwear and for preparing to depart.
  2. on the wall for rest and water breaks while in the water.
  3. in the water for skills training.

### **SKILLS TRAINING**

- Athletes will remain in their designated personal zones in the water and on the wall.
- A coach (or athlete) will not touch any athlete to correct body position.
- Athletes will use their own practice equipment as needed.

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## Communication Plans and Orientation

To ensure that everyone knows how to keep themselves safe while participating:

- Coaches and team executive will attend a training and orientation session at ACUCC pool prior to the start of the practice season.
- Coaches have been trained on monitoring participants to ensure policies and procedures are being followed.
- Athletes will attend an orientation session during the first 15 minutes of their first practice.

Prior to start of training season:

- All members will receive the policies for staying home when sick.
- All members will be informed of the occupancy limits and effective hygiene practices required by the facility.
- All members will be informed of restrictions from participating, including those with symptoms.

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## Monitor and Update Plan

As the training season progresses, if West Coast Synchro identifies a new area of concern we will take steps to update our COVID-19 Return to Sport Plan.

- Regular communication between West Coast Synchro executives, coaches and athletes will assist in implementing, monitoring and adjusting the Return to Sport Plan (Appendix 12). Members will be required to sign a Participation Agreement (Appendix 13).
- Coaches will implement and monitor the return to sport plan during the practices. During the initial start up of practices, executives may assist and advise on implementation.

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## APPENDICES

## Appendix 1: COVID-19 Management Role Descriptions

### **COVID-19 RISK MANAGER RESPONSIBILITIES:**

The COVID-19 Risk Manager is the lead for the COVID-19 portfolio. The COVID-19 Risk Manager will attend the Club's in-person training sessions to ensure the safety practices and procedures are in place at all times.

The role of the COVID-19 Risk Manager includes, but is not limited to:

#### **Communications**

- Serving as the Club's point of contact for all COVID-19 related matters.
- Staying up to date on all COVID-19 related information being provided by various organizations (public health, provincial and municipal governments, venues etc.) by monitoring provincial and local government websites for daily updates or changes to health guidelines.
- Responding to COVID-19 concerns. All participants should know who this person is and how to contact them.
- Leading and managing all internal communications (athletes, parents, club coaches, board of directors).
- Leading and managing all external communications (facility, BCAS, public health, government officials, general public).

#### **Wellness Screening/Management**

- Collecting Daily Wellness Screening Questionnaires and oversight of designated and trained Safety Support Personnel.
- Being the primary contact for participants to self-report COVID-19 symptoms or exposure.
- Administering and collecting signed participant waivers.
- Maintaining accurate logs of all athletes and coaches that have attended each training session.
- Notifying participants of possible exposure to COVID-19 in the instance that an individual with symptoms of COVID-19, even if mild, attended training. (This is why you need a detailed attendance log – Appendix 10).
- Report any suspected or confirmed cases of COVID-19 to BCAS, the Club Executive and the Regional Health Authority while maintaining confidentiality.
- Providing relevant information to Health Authority personnel including attendance logs, and any other requested information.
- Modifying, restricting, postponing, or cancelling training activities due to an evolving COVID-19-related outbreak or emergency within the club or facility.
- Establishing procedures for safely transporting anyone sick to their home or to a healthcare provider (Appendix 12).

## **COVID-19 RISK MANAGER and/or TRAINED SAFETY SUPPORT PERSONNEL RESPONSIBILITIES:**

### **Daily Wellness Screening**

- Administering Daily Wellness Screening Questionnaires (Appendix 5) with all participants, including checking their body temperature prior to individuals entering the training environment.
- Taking attendance of all athletes and coaches at each training session (Appendix 10).

### **Safety Protocols**

- Ensuring participants practice good hygiene:
  - Wash hands often and/or use alcohol-based hand sanitizer before and after touching hard surfaces.
  - Avoid touching their faces.
  - Cough or sneeze into elbow or tissue and wash any body part that may have been in contact with droplets before returning to activity.
- Ensuring all participants remain physically distant – 2 metres apart – at all times.
- Ensuring coaches use appropriate Personal Protective Equipment (PPE).
- Ensuring there is no or limited use of shared equipment and/or that all shared equipment is thoroughly cleaned between uses.
- Ensuring all participants and personnel comply with facility standards and requirements.

### **Managing Symptomatic or “Sick” Participants**

- Immediately removing participants who feel unwell from further training.
- Immediately separating (isolating) coaches or swimmers with COVID-19 symptoms (for example, fever, cough, or shortness of breath).
- Immediately notifying facility staff while maintaining confidentiality in accordance with privacy laws.
- Ensuring precautions are taken by other participants and facility visitors until the facility staff can complete a thorough cleaning of surfaces and equipment that were exposed to the ‘sick’ person.

# Appendix 2: Release of Liability, Waiver of Claims and Indemnity

(Adapted from Ontario Artistic Swimming and approved by DLA Piper)

**WARNING! Please read carefully.** By signing this document, you will waive certain legal rights, including the right to sue.

## RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT

1. This is a binding legal agreement. Clarify any questions or concerns before signing. As a participant in the sport of artistic swimming and the spectating, orientation, instruction, activities, competitions, programs, and services of British Columbia Artistic Swimming and West Coast Synchro (collectively the “Activities”), the undersigned acknowledges and agrees to the terms outlined in this document.

### Disclaimer

2. British Columbia Artistic Swimming, West Coast Synchro, and their respective Directors, Officers, committee members, members, employees, coaches, trainers, therapists, volunteers, officials, participants, agents, sponsors, owners/operators of the facilities in which the Activities take place, and representatives (collectively the “Organization”) are not responsible for any injury, personal injury, damage, property damage, expense, loss of income, or loss of any kind suffered by a Participant during, or as a result of, the Activities, caused in any manner whatsoever including but not limited to, the negligence of the Organization.

I have read and agree to be bound by paragraphs 1 and 2.

### Description and Acknowledgement of Risks

3. I understand and acknowledge that
- a. The Activities have foreseeable and unforeseeable inherent risks, hazards and dangers that no amount of care, caution, or expertise can eliminate, including without limitation, the potential for serious bodily injury, permanent disability, paralysis and loss of life;
  - b. The Organization may offer or promote online programming (such as webinars, remote conferences, workshops and online training), which may require remote or independent training outside of a sport-specific facility owned, leased, operated or otherwise controlled by the Organization (“Remote Training”), and which may have different foreseeable and unforeseeable risks than in-person programming;
  - c. The Organization has a difficult task to ensure safety and it is not infallible. The Organization may be unaware of the fitness or abilities of any individual participant, may misjudge weather or environmental conditions, may give incomplete warnings or instructions, and the equipment being used might malfunction; and
  - d. The novel coronavirus, SARS-CoV-2, which causes the disease COVID-19 (collectively “COVID-19”), has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious. The Organization has put in place preventative measures to reduce the spread of COVID-19; however, the Organization cannot guarantee that any participants will not become infected with COVID-19. Further, participating in the Activities, including any Remote Training, could increase the risk of contracting COVID-19.



4. I am participating in the Activities including any Remote Training, voluntarily. In consideration of the Organization allowing this participation, I hereby acknowledge that I am aware of the risks, dangers and hazards associated with or related to the Activities and Remote Training. The risks, dangers and hazards include, but are not limited to:
- a) Contracting COVID-19 or any other contagious disease or illness;
  - b) Privacy breaches, hacking, technology malfunction or damage;
  - c) Executing strenuous and demanding physical techniques;
  - d) Dryland training including weights, Pilates, running, dance, bands, circus school and massage;
  - e) Vigorous physical exertion, strenuous cardiovascular workouts and rapid movements;
  - f) Exerting and stretching various muscle groups;
  - g) Dehydration and exhaustion;
  - h) Physical contact with other participants including spotters whose role is to enhance safety and learning;
  - i) Failure to act safely or within the participant's own ability or designated areas;
  - j) Tripping hazards, loud noises, and colliding with the pool, pool bottom, walls, stands, equipment, or with other participants;
  - k) Entering the water by either diving or jumping;
  - l) Artistic swimming techniques including boosts and lifts;
  - m) Extended time underwater;
  - n) Spending extended times in chlorinated water which may lead to bacterial infections or rashes;
  - o) The failure to properly use any piece of equipment or from the mechanical failure of any piece of equipment;
  - p) Serious injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of the body or to general health and well-being, including permanent or temporary disability, or death;
  - q) Abrasions, sprains, strains, fractures, or dislocations;
  - r) Concussion or other head injuries, including but not limited to, closed head injury or blunt head trauma, damage to teeth or dental work, hearing damage or ocular damage
  - s) Spinal cord injuries which may result in permanent paralysis;
  - t) Negligence of other persons, including other spectators, participants, or employees;
  - u) Travel to and from competitive events and associated non-competitive events, which are an integral part of the Activities; and
  - v) Negligence on the part of the Organization, including failure by the Organization to take reasonable steps to safeguard or protect participants from the risks, dangers and hazards associated with participation in the Activities or Remote Training.

I have read and agree to be bound by paragraphs 3 and 4.

## Terms

5. In consideration of the Organization allowing me to participate in the Activities, including any Remote Training, I agree:
  - a) That when I practice(s) or train(s) pursuant to a Remote Training activity, I am responsible for the Remote Training environment, including the surroundings and the location and equipment;
  - b) That my mental and physical condition is appropriate to participate in the Activities, including any Remote Training, and I assume all risks related to my mental and physical condition;
  - c) To comply with the rules and regulations for participation in the Activities;
  - d) To comply with the rules of the facility or equipment;
  - e) That if I observe an unusual significant hazard or risk, I will remove myself from participation and bring my observations to the attention a representative of the Organization immediately;
  - f) The risks associated with the Activities and Remote Training are increased when I am impaired, and I will not participate if impaired in any way;
  - g) That it is my sole responsibility to assess whether any Activities, including Remote Training, are too difficult for me. By commencing an Activity, I acknowledge and accept the suitability and conditions of the Activity;
  - h) That COVID-19 is contagious in nature and I may be exposed to, or infected by, COVID-19 and such exposure may result in personal injury, illness, permanent disability, or death; and
  - i) That I am responsible for my choice of safety or protective equipment and the secure fitting of that equipment.

## Release of Liability and Disclaimer

6. In consideration of the Organization allowing me to participate, I agree:
  - a) That the sole responsibility for my safety remains with me;
  - b) To ASSUME all risks arising out of, associated with or related to the participation;
  - c) That I am not relying on any oral or written statements made by the Organization or its agents, whether in a brochure or advertisement or in individual conversations, to agree to participate in the Activities;
  - d) To WAIVE any and all claims that I may have now or in the future against the Organization;
  - e) To freely ACCEPT AND FULLY ASSUME all such risks and possibility of personal injury, death, property damage, expense and related loss, including loss of income, resulting from my participation in the Activities;
  - f) To FOREVER RELEASE AND INDEMNIFY the Organization from any and all liability for any and all claims, demands, actions, damages (including direct, indirect, special and/or consequential), losses, actions, judgments, and costs (including legal fees) (collectively, the "Claims") which I have or may have in the future, that might arise out of, result from, or relate to my participation in the Activities, even though such Claims may have been caused by any manner whatsoever, including but not limited to, the negligence, gross negligence, negligent rescue, omissions, carelessness, breach of contract and/or breach of any statutory duty of care of the Organization;

- g) To FOREVER RELEASE AND INDEMNIFY the Organization from any action related to exposure to or infection by COVID-19 as a result of, or from, any action, omission or negligence of myself or others, including but not limited to the Organization;
- h) That the Organization is not responsible or liable for any damage to my vehicle, property, or equipment that may occur as a result of the Activities;
- i) That negligence includes failure on the part of the Organization to take reasonable steps to safeguard or protect me from the risks, dangers and hazards associated with the Activities; and
- j) This release, waiver and indemnity is intended to be as broad and inclusive as is permitted by law of the Province of British Columbia and if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

**Jurisdiction**

- 7. I agree that in the event that I file a lawsuit against the Organization, I will do so solely in the Province of British Columbia and further agree that the substantive law of the Province of British Columbia will apply without regard to conflict of law rules.

I have read and agree to be bound by paragraphs 5-7.

**Acknowledgement**

- 8. I acknowledge that I have read and understand this agreement, that I have executed this agreement voluntarily, and that this agreement is to be binding upon myself, my heirs, spouse, children, parents, guardians, next of kin, executors, administrators and legal or personal representatives. I further acknowledge by signing this agreement I have waived my right to maintain a lawsuit against the Organization on the basis of any claims from which I have released herein.

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Participant Name (Please PRINT)

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Signature

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Date (dd/mm/yy)

# Appendix 3: Health Monitoring Questionnaire and Attestation

A separate Daily Health Monitoring Questionnaire and Attestation must be completed by each athlete and by any parent or guardian attending with an athlete prior to each training session or event and prior to entering the training environment.

## HEALTH MONITORING QUESTIONNAIRE

Name of Athlete: \_\_\_\_\_

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1. Does the activity participant have any of the following symptoms relative to their normal personal baseline?		<b>CIRCLE ONE</b>
	Fever (38°C or higher)	YES NO
	Cough (new, worsening, continuous, or barking)	YES NO
	Shortness of Breath / Difficulty Breathing	YES NO
	Sore Throat	YES NO
	Chills	YES NO
	Painful or Difficulty Swallowing	YES NO
	Runny Nose / Nasal Congestion	YES NO
	Feeling unwell / Extreme Fatigue	YES NO
	Nausea	YES NO
	Vomiting / Diarrhea	YES NO
	Unexplained Loss of Appetite	YES NO
	Loss of Sense of Taste or Smell	YES NO
	Muscle / Joint Pain	YES NO
	Headache	YES NO
	Conjunctivitis (Pink Eye)	YES NO

---

If you answered "YES" to two or more of the symptoms, DO NOT enter the training environment.

If you answered "YES" to any of fever, diarrhea, OR vomiting, DO NOT enter the training environment.

Go home immediately and use the BC COVID-19 Self-Assessment Tool or contact Health Link at 8-1-1, or your primary care provider to determine if further assessment and/or COVID-19 testing is recommended.

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2. Have you, or has anyone in your household, travelled outside of Canada in the last 14 days?	YES	NO
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3. Have you, or has anyone in your household, travelled in the last 14 days, to a location identified by the Provincial Health Office or Government of BC as currently experiencing a community COVID-19 outbreak?	YES	NO
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- 
4. Have you, or has anyone in your household, within the last 14 days, had close contact, resided with, or cared for someone without protection who is ill with a cough and/or fever? YES NO
- 
5. Have you, or anyone in your household, within the last 14 days, had close contact, resided with, or cared for someone without protection who has or is suspected to have COVID-19? YES NO
- 
6. Have you been notified by a public health authority or healthcare provider that you, or anyone in your household, may have been exposed to COVID-19 and/or that you should self-isolate? YES NO
- 
7. Have you been diagnosed with a suspected or confirmed case of COVID-19 and are you still experiencing symptoms? YES NO
- 
8. Have you been diagnosed with a suspected or confirmed case of COVID-19 and has it been less than 14 days since the later of your diagnosis or the ending of your symptoms, if any? YES NO
- 

If you answered "NO" to questions 2-8, you may enter the training environment after completing the following **ATTESTATION**:

I, \_\_\_\_\_, agree that:

- while participating in any training session, event, or when attending the training facility, I will, to the best of my ability, follow the laws, recommended guidelines, and protocols issued by the Government of BC in respect of COVID-19, including practicing physical distancing;
- while participating in any training session, event, or when attending the training facility, I will follow the guidelines and protocols mandated by West Coast Synchro (the "Organization"), in respect of COVID-19;
- while participating in any training session, event, or when attending the training facility, in the event that I experience any symptoms of illness such as fever, cough, difficulty breathing, shortness of breath, or malaise, I will immediately:
  - inform a representative of the Organization; and
  - depart from the event or facility;
- if I have ever been diagnosed with a suspected or confirmed case of COVID-19, I will provide the Organization with written confirmation that I am noncontagious by a medical doctor before I participate in or attend any training session or event or enter the training environment; and my answers to the questions in the Health Monitoring Questionnaire are true.

---

Participant Name (Please PRINT)

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Signature

---

Date (dd/mm/yy)

# Appendix 4: Illness Policy

Adapted from viaSport's BC Return to Sport Guidelines

## WEST COAST SYNCHRO ILLNESS POLICY

### Definitions:

"Individual" refers to and includes an employee, coach, volunteer, athlete, participant, or parent/spectator.

"Training environment" refers to any in-person group training activities or events that take place either indoors or outdoors.

#### 1. Disclosure

Inform an individual in a position of authority (e.g. coach, team manager, COVID-19 Risk Manager) immediately if you feel any symptoms of COVID-19 such as fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuff or runny nose, loss of sense of smell, headache, muscle aches, fatigues, and/or loss of appetite.

#### 2. Assessment

- a. Individuals must conduct self-assessments on an ongoing basis and prior to joining or participating in any training environment to consider if they are experiencing any symptoms or signs of COVID-19. If individuals are unsure, they are directed to administer the BC COVID-19 Self-Assessment Tool.
- b. The Club's COVID-19 Risk Manager or individual appointed and trained by the COVID-19 Risk Manager will complete a Daily Wellness Check with all participants, including checking their body temperature prior to individuals entering the training environment.
- c. The COVID-19 Risk Manager, safety support personnel, team manager, and coaches will visually monitor athletes and other participants to assess any early warning signs as to the status of their health and to touch base on how they are regarding their personal safety throughout the training event.

#### 3. If an individual is feeling sick with COVID-19 symptoms

- a. They should remain at home and contact Health Link BC at 8-1-1.
- b. If they feel sick and/or are showing symptoms during training activities, they should be sent home immediately and direct them to contact 8-1-1 or a doctor for further guidance.
- c. No individual may join or participate in a training activity, event, or training environment for 14 days or until they have negative test results if they are symptomatic.

#### 4. If an individual tests positive for COVID-19

- a. The individual will not be permitted to return to training or any artistic swimming activities until they are free of the COVID-19 virus.
- b. Any individual who is in the same training group or has participated in a training activity or event with the infected individual will also be removed from the training environment for at least 14 days to ensure the infection does not spread further.
- c. Close off, clean and disinfect any surfaces that could have potentially been infected/touched by the infected individual.

5. If an individual has been tested and is waiting for COVID-19 test results
  - a. As with the confirmed case, the individual must be removed from the training environment.
  - b. Public Health agencies/authorities advise that any person who has even mild symptoms to stay home and call their Regional Health Authority.
  - c. Other individuals who may have been exposed will be informed and removed from the training environment for at least 14 days or until the diagnosis of COVID-19 is ruled out by health authorities.
  - d. Close off, clean and disinfect any surfaces that could have potentially been infected/touched by the infected individual.
6. If an individual has been in contact with someone who is confirmed to have COVID-19
  - a. Individuals must advise the COVID-19 Risk Manager, coach, or manager if they reasonably believe they have been exposed to COVID-19.
  - b. Once the contact is confirmed, the individual will be removed from the training environment for at least 14 days or as otherwise directed by public health authorities. Individuals who may have come in close contact with the individual will also be removed from the training environment for at least 14 days.
  - c. Close off, clean and disinfect any surfaces that could have potentially been infected/touched by the infected individual.
7. Conditions Requiring Quarantine or Self-Isolation
  - a. An individual who has travelled outside of Canada or the province within the last 14 days is not permitted to enter the training environment and must quarantine and self-isolate.
  - b. An individual with any 2 symptoms of COVID-19 is not permitted to enter any part of the training environment and must quarantine and self-isolate. An individual with any one of fever, vomiting or diarrhea is not permitted to enter any part of the training environment.
  - c. An individual from a household with someone showing symptoms of COVID-19 is not permitted to enter any part of the training environment and must quarantine and self-isolate.
  - d. An individual who is in quarantine or self-isolating as a result of contact with an infected person or in families who are self-isolating, is not permitted to enter any part of the training environment.

West Coast Synchro reserves the right to revise these policies if the advice from BC Health and/or BC Artistic Swimming changes.

# Appendix 5: Attendance Log

## WEST COAST SYNCHRO ATTENDANCE LOG

All athletes and coaches must be included in this log. The log can be electronic or completed on site by a responsible adult, but all the requested information must be included for each individual.

The information collected in this document is being collected to assist in the management of the COVID-19 pandemic. This information will be kept in a safe and secure location and will be provided to the Regional Health Authority if it is requested for contact tracing. This log must be made available to BC Artistic Swimming upon request.

Under Privacy Regulations, you have the right to access and correct any information that is held about you.

Date of training: \_\_\_\_\_ Attendance taken by: \_\_\_\_\_

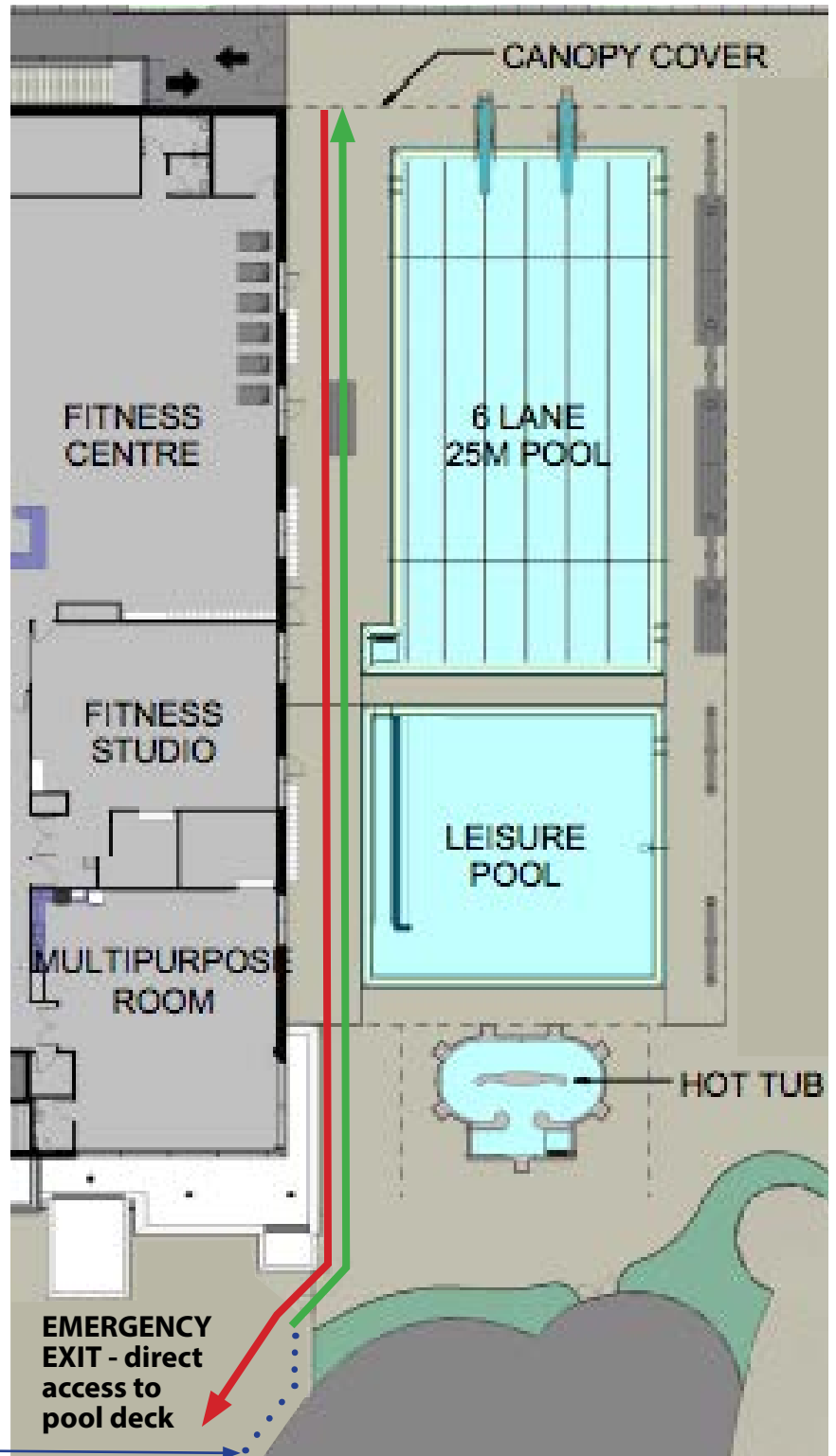
PERSONAL INFORMATION			DATE		
Name	Phone	Email	Daily Health Monitoring	Time In	Time Out



## Appendix 6: Athlete Flow Diagrams

### ACUCC Pool Athlete Flow: (Green Line Entry / Red Line Exit)

1. Athletes arrive at pool and queue up outdoors along the dots which mark 2 metres physical distance.
2. Each athlete is asked the COVID-19 screening questions (before every practice).
3. Athletes enter through the emergency door one at a time (2m distancing).
4. Athletes proceed to designated gear area (2m distancing), placing gear bags 2 metres apart, then removing street wear, putting on swim cap and goggles.
5. Athletes proceed to pool deck (2m distancing) at their designated lane/area and enter the pool.
6. At end of practice, athletes exit pool one person at a time using the ladder (2m distancing), collect gear bags (2m distancing) and depart immediately through the emergency exit (2m distancing).



## Appendix 7: Signage Samples



# NOTICE



**PLEASE KEEP A  
PHYSICAL DISTANCE OF  
2 METRES BETWEEN  
YOURSELF AND OTHERS**

# NOTICE

## PREVENT THE SPREAD OF COVID-19

**PLEASE DO NOT ENTER THIS RECREATION FACILITY IF YOU**

**Have any of the  
following symptoms:**

- Fever
- Chills
- Cough
- Shortness of breath
- Muscle aches or headache
- Sore throat

**Have travelled  
outside of  
Canada within  
the last 14 days**

**Have been in  
close contact with  
a person who has  
tested positive for  
COVID-19**

Non-compliance will result in closure

Township of  
Langley



Est. 1873



Wash your hands



Cover your mouth and nose  
when coughing or sneezing



Avoid others who  
are unwell



Stay home when  
you are sick

## Appendix 8: Emergency Action Plan

# EMERGENCY ACTION PLAN

**FIRST AID KIT, masks & protective gloves located on sound system cart**

### EMERGENCY PHONE NUMBERS:

<b>EMERGENCY</b>	<b>EMS / emergency medical services</b>	<b>9-1-1</b>
Head Coach	Courtney Armstrong	<b>604-715-4399</b>
Manager	Micki Ewert	<b>604-240-7505</b>

### CHARGE PERSON:

**Courtney Armstrong, NL**

- secure area to clear risk of further harm
- protect yourself from COVID-19 exposure or contact with blood and/or other bodily fluids by wearing a mask and gloves
- provide a mask to injured/sick person
- Lifeguard on duty will attend to injured/sick person
- obtain the medical profile of injured/sick person to provide to EMS upon arrival
- fill in **Accident Report**

### CALL PERSON:

**Micki Ewert, Team Manager**

- **alert lifeguard immediately**
- ACUCC will initiate their emergency protocol and will: **CALL emergency / 9-1-1**; and provide necessary information to dispatch (facility, nature of injury, any first-aid that has been done)
- wait for ambulance to arrive at north east door (shallow end of pool) then provide directions to location of injured person
- call **emergency contact** for injured person

### FACILITY ADDRESS:

**Aldergrove Credit Union  
Community Centre Pool**  
27032 Fraser Highway  
Langley, BC V4W 3P6  
Phone: **604-857-4299**

### NEAREST HOSPITAL:

**Langley Memorial Hospital**  
22051 Fraser Hwy  
Langley City, BC V3A 4H4  
Phone: **604-514-6000**

### EVACUATION:

In the case of emergency requiring evacuation, follow COVID-19 exit procedures maintaining 2 meters distancing:

- exit the pool one at a time
- get gear bag
- put on face mask
- exit the building using emergency exit at deep end of the pool
- meet in the parking lot at designated area and take attendance
- report to facility evacuation contact to inform them everyone has exited the facility

## Appendix 9: Individual with Suspected COVID-19

(Adapted from The World Health Organization: Infection prevention during transfer and transport of patients with suspected COVID-19 requiring hospital care)

### **PROCEDURE FOR MANAGING SUSPECTED CASE OF COVID-19:**

The following recommendations will support the development of, or updates to, the Club's Emergency Action Plan (EAP) (Appendix 3E) in relation to the safe transport of individuals with suspected COVID-19.

- Follow facility protocols for managing suspected cases of COVID-19, including procedures and locations for isolating individuals with symptoms or suspected COVID-19.
- Ensure emergency contact information is available for quick reference if needed.
- The person conducting Daily Wellness Assessments must wear appropriate Personal Protective Equipment (PPE).

### **Upon recognizing that an individual is suspected to have COVID-19 or is experiencing symptoms of COVID-19:**

- DO NOT transport the individual who is experiencing symptoms or is suspected to have COVID-19 in your personal vehicle or in the vehicle of anyone from outside their family.
- Immediately ISOLATE the individual who is experiencing symptoms or is suspected of having COVID-19 and provide them with PPE (mask and gloves).
- If the individual is having difficulty breathing or chest pain, **CALL 9-1-1** and activate the EAP as appropriate.
- CALL the individual's emergency contact to have them pick up the individual immediately at a designated exit point.
- Provide PPE (mask and gloves) to the emergency contact upon arrival (place it somewhere for them to retrieve as they could also have COVID-19) and provide a printed instruction sheet Safe Transport of Individual with Suspected COVID-19 (Appendix 3F).
- Clean all surfaces touched by the individual or notify facility staff of the need to do so. Keep the potentially infected area clear of other individuals until the thorough cleaning is complete.

## Appendix 10: Safe Transport Instructions

Printed handout available in the Emergency Action Plan binder

### **SAFE TRANSPORT OF INDIVIDUAL WITH SUSPECTED COVID-19**

YOU MUST WEAR APPROPRIATE PPE (MASK AND GLOVES) UPON ARRIVAL AT FACILITY.

#### **Follow these directions when transporting an individual with suspected COVID-19:**

- All parties should wear a mask and perform proper hand hygiene during transport.
- Encourage the patient to avoid creating touch points in the vehicle.
- Create as much separation in the vehicle as possible between the individual and others.
- Open all windows for ventilation.
- Turn off air conditioning or other electric ventilation to prevent the possible aerosolized particles from circulating in the air vents.
- Return home directly.

#### **Follow these directions upon arrival at home:**

- Encourage the patient to avoid creating touch points in the home.
- Contact **Health Link BC at 8-1-1** for further instruction or to use the **BC COVID-19 Self-Assessment Tool** to determine if further interventions, assessment or testing are required.
- Clean all surfaces in and out of the vehicle (e.g., door, door handles, buttons, seat belt, etc.) and communication equipment (e.g., cell phone, tablet, or computer) used by the individual.

**SEEK MEDICAL ATTENTION if symptoms worsen.**

# Appendix 11: Quarantine vs Isolation

## Quarantine (Self-isolate)

Quarantine for 14 days if you have no symptoms and any of the following apply:

- you are returning from travel outside of Canada (mandatory quarantine)
- you had close contact with someone who has or is suspected to have COVID-19
- you have been told by the health authority that you may have been exposed and need to quarantine

## Isolation

You must isolate if any of the following apply:

- you have been diagnosed with COVID-19, or are waiting to hear the results of a lab test for COVID-19
- you have symptoms of COVID-19, even if mild
- you have been in contact with a suspected, probable, or confirmed case of COVID-19
- you have been told by public health that you may have been exposed to COVID-19
- you have returned from travel outside Canada with symptoms of COVID-19 (mandatory)

## Home Isolation Recommendations

- Notify your doctor or local health department by phone, as testing may be indicated
- Remain at home except to get urgent medical care. Do not go to work, school, the pool, or public places
- Cancel non urgent appointments
- Do not use public transport
- Monitor your symptoms and seek medical attention if you are having difficulty breathing, are unable to drink fluids, or if your illness is significantly worsening
- Wear a face masks when around others, particularly when physical distancing cannot be maintained
- Separate from household members, at least 2 metres at all times
- Do not have visitors
- Stay in a well-ventilated room (open windows) and use your own bathroom if possible
- Sanitize common use surfaces frequently
- If close contacts are vulnerable in terms of their health, consider alternative accommodations
- Avoid sharing household items
- Maintain excellent hand hygiene

## Appendix 12: Initial Communication to Members

### Dear West Coast Synchro 2020-2021 Members,

British Columbia public health authorities have developed guidelines to lift some restrictions on gathering in a responsible way, and have been working with viaSport and the Province of British Columbia to understand the recommendations our Chief Provincial Health Officer and how they best apply within our sport.

West Coast Synchro has developed a Return to Sport Plan for our sports in order to ensure:

1. health and safety of all individuals is a priority,
2. activities are in alignment with provincial health recommendations,
3. modifications to activities are in place in order to reduce the risks to each sport organization and its participants, and
4. our sports are united and aligned on a plan to reopen throughout the province.

While we do hope things will return to normal in the not too distant future, currently this Return to Sport Plan will be the guide until we are advised otherwise by public health authorities.

If you choose to participate, you must follow these rules:

1. If you don't feel well or are displaying symptoms of COVID-19, you must stay home.
2. If you have traveled outside of Canada, you are not permitted at the facility until you have self isolated for a minimum of 14 days.
3. If you live in a household with someone who has COVID-19 or is showing symptoms of COVID19, please stay home.
4. Shower at home prior to practice.
5. Arrive at practice with your swimsuit on.
6. Goggles must be worn in the water.
7. Wash your hands before participating.
8. Bring your own equipment including deck shoes, towel, water bottle, protective mask in a waterproof plastic bag, and hand sanitizer.
9. Comply with physical distancing measures at all time.
10. Avoid physical contact with others, including shaking hands, high fives, etc.
11. Arrive on time and leave the pool or practice area as quickly as possible after you finish.

Our Return to Sport Plan is based on current public health guidance. While we are all doing our best to minimize the risk of exposure to COVID-19, while the virus circulates in our communities it is impossible to completely eliminate the risk. Each participant must make their own decision as to whether it is in their best interest to resume participation at this time. You must take into account your own circumstances and make the decision that is right for you.

Should you choose to continue your membership in the 2020-2021 program, we require your full cooperation with our Return to Sport Plan.

Sincerely,

**Sarah Fandrich**

President, West Coast Synchro

# Appendix 13: Participation Agreement

## WEST COAST SYNCHRO PARTICIPATION AGREEMENT

West Coast Synchro will require all participating members to agree to abide by the following points when entering Township of Langley facilities and/or participating in West Coast Synchro activities under the COVID-19 Response plan and Return To Sport Protocol:

1. I agree to symptom screening checks, and will let West Coast Synchro know if I have experienced any of the symptoms in the last 14 days.
2. I agree to stay home if feeling sick, and remain home for 14 days if experiencing COVID-19 symptoms.
3. I agree to sanitize my hands upon entering and exiting the pool facility, with soap or sanitizer.
4. I agree to sanitize the equipment I use throughout my practice with approved cleaning products provided by the club (shared and personal equipment).
5. I agree to continue to follow social distancing protocols of staying at least 2m away from others.
6. I agree to not share any equipment during practice times.
7. I agree to abide by all of West Coast Synchro COVID-19 Policies and Guidelines.
8. I understand that if I do not abide by the aforementioned policies/guidelines, that I may be asked to leave the club for up to 14 days to help protect myself and others around me.
9. I acknowledge that continued abuse of the policies and/or guidelines may result in the cancellation of my membership without refund.
10. I acknowledge that there are risks associated with entering Township of Langley pool facilities and/or participating in West Coast Synchro activities, and that the measures taken by West Coast Synchro and participants, including those set out above and under the COVID-19 Response Plan and Return to Sport Protocols, will not entirely eliminate those risks.

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Participant Name (Please PRINT)

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Signature

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Date (dd/mm/yy)