

Return to



Please note: this document is subject to change following provincial and federal health and safety requirements.

Key City Gymnastics Club COVID-19 Club Representative:

Michelle Ricks

[michellericks@keycitygym.ca](mailto:michellericks@keycitygym.ca)

250.426.2090

## August 24, 2020 Updates (NEW)

Effective August 24, 2020, the Government of BC and viaSport announced measures to progressively loosen restrictions on the sport sector. viaSport's Return to Sport document has been updated accordingly, and is available [here](#).

The focus during this new phase is to carefully increase the number of contacts and contact intensity in sport.

New updates in this document appear highlighted in yellow. All changes that appear on this page have also been included in the document.

### Contact Tracing

For contact tracing purposes, if sport organizations are not the owner or operator of the sport facility, they must provide the facility operator with the first and last names and telephone number, or email address of all participants. Read the [Ministerial Order](#) for more details. If the sport organization is the owner or operator of the facility, it must maintain its own contact tracing records.

### Spotting

Effective August 24, 2020, spotting is now permitted in GBC member clubs.

Although physical distancing is still strongly advised, coaches are permitted to spot athletes who are learning new skills, or when spotting is required for safety.

Coaches must wear masks when spotting athletes, and coaches must also sanitize their hands between spotting different athletes. For further information, see the Physical Distancing section on page 10-11.

### Cohorts and Physical Distancing

Effective August 24, 2020, the concept of sport cohorts was introduced.

In sport, a cohort is a group of participants who primarily interact with each other over an extended period of time (i.e., a series of events).

Cohorts must not exceed 100 people.

Clubs must document who are members of every cohort. This will help contract tracing, if needed.

All guidance related to personal hygiene, cleaning protocols and symptom-screening still apply.

Cohorts must be used for activities in which it is not possible to maintain two metres physical distancing at all times. When in a cohort, while individuals do not need to maintain physical distancing during sport specific activities, minimized physical contact is still advised. All individuals who are unable to physically distance must be counted within the total cohort number including coaches, staff, volunteers, etc.).

At least two metres distancing should be maintained between all participants when outside of the field of play (e.g. dressing rooms, hallways, etc.). If physical distancing cannot be maintained masks should be worn.

Cohort sizes are different from maximum group sizes. When members of the cohort are gathering for activities, gatherings may not exceed 50 people (see PHO Order).

Coaches may be counted outside the total cohort number if they are able to maintain physical distancing at all times.

Cohorts should remain together for an extended period of time. If changing cohorts is required, an athlete must either:

maintain a minimum of 2 metres of physical distance from all sport participants for two weeks before switching into a new cohort, or;

take a two-week break between activities.

Individuals should limit the number of sport cohorts to which they belong in order to reduce the number of people they are interacting with (e.g. gymnastics, soccer, baseball, etc.).

Communication must be sent to members of cohort groups outlining behavioral expectations.

Parents, guardians, and spectators should not be included in a cohort. They must continue to maintain physical distancing at all times and are subject to maximum capacity of the facility where programming occurs.

In the context of gymnastics, the introduction of cohorts means that:

Spotting is allowed (see requirements above for the coach).

Coaches can stand next to athletes for safety (under the bar(s), next to the beam, etc.)

A small group of athletes can work at the same station.

Athletes can have stretching/conditioning partners.

Acro athletes can train hand-to-hand with their consistent partners.

However, it is important to note that two metres of physical distance must be maintained unless an activity has been deemed fundamental and it is not possible to maintain physical distancing while doing so. For example:

A group of athletes must not sit within two metres of each other when on their break or resting.

Athletes at the end of the vault, DMT runway, or starting area for tumbling must not stand close together while they wait for their turn.

Physical distancing must still be maintained when moving from one apparatus to another.

Please note: Although viaSport guidelines currently permit regional competitions, GBC's competition season is not currently underway. GBC will provide additional information later this fall, as the competition season approaches.

The original version of this Return to Sport document (without revisions effective August 24, 2020) was approved by the Key City Gymnastics Club Board of Directors on June 18, 2020.

Revisions were approved by the Key City Gymnastics Club Board of Directors on August 28, 2020.

## PRINCIPLES

The following five principles from BC's Restart Plan have been used to guide this document:

Personal Hygiene	Stay Home If Sick	Environmental Hygiene	Safe Social Interactions	Physical Modifications
<ul style="list-style-type: none"> <li>*Frequent handwashing</li> <li>*Cough into your sleeve</li> <li>*Wear a non-medical mask</li> <li>*No handshaking</li> </ul>	<ul style="list-style-type: none"> <li>*Routine daily screening</li> <li>*Anyone with any symptoms must stay away from others</li> <li>*Returning travelers must self-isolate</li> </ul>	<ul style="list-style-type: none"> <li>*More frequent cleaning</li> <li>*Enhance surface sanitation in high-touch areas</li> <li>*Touch-less technology</li> </ul>	<ul style="list-style-type: none"> <li>*Meet with small numbers of people</li> <li>*Maintain distance between you and others</li> <li>*Size of room: the bigger the better</li> <li>*Outdoor over indoor</li> </ul>	<ul style="list-style-type: none"> <li>*Spacing within rooms or in transit</li> <li>*Room design</li> <li>*Plexiglass barriers</li> <li>*Movement of people within spaces</li> </ul>

## STEPS TO RETURN TO THE GYM

### Step 1: Starting Activities (to begin when clubs are prepared to safely open)

Low-risk activities can occur with the following requirements:

Ability to maintain physical distancing

Adherence to occupancy limit

Minimal sharing of equipment

Heightened cleaning protocols

The focus is on the development of physical abilities and basics. Spotting is prohibited

Training groups for Step 1 are comprised of more experienced athletes.

Small class size ratios of 6:1 and reduced training time of 1 – 3 hours will be scheduled.

A program summary for Step 1 is posted in the entrance of the facility.

### Step 2: Expanding Activities (to begin when clubs can safely progress beyond Step 1)

A gradual decrease of restrictions can occur with the following public health recommendations in place:

Ability to maintain physical distancing

Adherence to occupancy limit

Minimal sharing of equipment

Heightened cleaning protocols

The focus is on the development of physical abilities and basics. Spotting is prohibited.

Training groups for Step 2 will include less experienced gymnasts.

Larger class size ratios of 8:1 and increased training times of 1 – 4 hours will be scheduled

A program summary for Step 2 will be posted in the entrance of the facility.

### Step 3: Progressively Loosen – Effective August 24, 2020

Ability to maintain physical distancing (see Physical Distancing section on pages 10-11 that addresses cohorts and spotting requirements).

Adherence to occupancy limit.

Minimal sharing of equipment.

Heightened cleaning protocols.

Focus on expanding programming to include regular training and competition preparation.

Expand classes to younger, less experienced participants.

Increase ratio (see Section 3.4 of [GBC's Coaching Education Operations Manual](#)) and training time for each group.

In-club and regional competitions can occur, if viaSport/GBC requirements are followed (more information will be provided to GBC member clubs as our competition season approaches).

### Step 4: The New Normal

To be determined at a later date, according to the [Government of BC regulations](#).

## KEY CITY GYMNASTICS CLUB SAFETY PLAN REQUIREMENTS

### Facility Access

To access Key City Gymnastics Club please complete the following steps:

To Drop-off Your Athlete at Key City Gymnastics Club:

Please follow the round-about to the backdoor entrance located at the rear of our facility.

Parents will remain in the vehicle, with their child until a Key City staff member indicates that it is the child's turn to enter the building.

Drop-off Access if Taking Part in a Class and Needing Parking:

Please follow the round-about to the marked parking located at the side of our facility.

Please line up outside the back door of the facility, maintaining a physical distance of 2m between yourself and others by standing on the marking provided.

To Access our Office:

Please go to the front entrance, ring the doorbell, and wait on the marking provided, maintaining a physical distance of 2m between yourself and others.

A Key City staff member will greet you and escort you inside.

#### Pick-up Entrance:

All participants will exit the building at the front entrance and must not congregate in groups when they get picked up. To facilitate this, we have placed markings outside the exit doors.

Parents/guardians will be instructed to drop off and pick up their children on time without coming into the gym.

Parents/guardians will be instructed to tell their children to follow instructions of all Key City staff when entering and exiting the facility.

Prior to entering the facility, all individuals must fill out the Daily Screening Checklist - daily checklists will be kept on file.

Key City staff will be collecting hard copies at the entrance or

It is preferable that electronic copies be completed and submitted online at [programming@keycitygym.ca](mailto:programming@keycitygym.ca) prior to arriving at class

When classes are completed, all individuals must leave promptly. Parents will be reminded to pick up their children on time.

Parents will ensure that their children arrive dressed appropriately for class. We have closed our change rooms until further notice.

Members will be asked to register and pay for all programming through our website, which can be found here: [keycitygymnastics.ca](http://keycitygymnastics.ca). If the website is not accessible for members, they can call Melanee Sandberg at 250.426.2090 or email her at [programming@keycitygym.ca](mailto:programming@keycitygym.ca)

Prior to participating in any programming, all participants, parents/guardians, and club personnel must complete required GBC forms.

#### Tips:

Create a separate facility entrance and exit, if possible.

Choose doors with an automatic function or prop doors to reduce contact with door handles.

Request that only one parent/guardian accompanies their child inside the facility. Use contactless or online methods of registration and payment, if possible.

#### Facility Operations

Key City Gymnastics Club maximum occupancy (during Steps 1 and 2) is: 49

\*[Signs indicating these occupancy limits](#) are posted clearly in each space.

Maximum Occupancy for the breezeway is: 1

Maximum Occupancy for the upstairs gym is: 8

Maximum Occupancy for each of the upstairs washrooms is: 1

Maximum Occupancy for the lobby is: 2

Maximum Occupancy for the viewing area is: 3

\*Please note this area is not open to the public

Maximum Occupancy for the upstairs office is: 2

Maximum Occupancy for the large office downstairs is: 3

Maximum Occupancy for each of the change rooms is: 2

Maximum Occupancy for the downstairs washroom is: 1

Maximum Occupancy for the main gym is: 37

Maximum Occupancy for the downstairs dance room: 4

Maximum Occupancy for the kitchen: 5

Maximum Occupancy for the small office downstairs: 1

We have marked pathways inside the gym using cones, arrows, and large signage.

Shared items (e.g., iPads) that can be disinfected between users are permitted. Avoid bringing unnecessary shared items to the gym.

Unusable areas of the gym have closed until further notice.

Participants will be required to have their own chalk in a container/bag large (large zip-lock freezer bag) enough to fit their hands.

We have indicated, with tape, what seats are unusable in the spectator area until further notice.

The foam pit has been reconfigured with a covering and mats so the space can be used as a landing zone from: vault, bars, and trampoline.

## Cleaning

Key City Gymnastics Club Cleaning and Sanitation Protocols:

Our cleaning products have been approved by Health Canada to disinfect for Sars-Cov-2, the virus that causes COVID-19.

We have implemented a cleaning log that is kept in the kitchen. A template of our log is available online: [www.keycitygym.ca](http://www.keycitygym.ca).

We will clean the entrance, exit, gym lobby, and other high touch-point areas (e.g. washroom counters, doorknobs, handrails, guest seating, kitchen/break areas, etc.) will be cleaned a minimum of 3 times a day.

Washrooms will be disinfected a minimum of 3 times a day.

Gymnastics equipment will be disinfected between each user. If not possible, equipment will be disinfected after each class and/or rotation during until further notice.

Equipment that cannot be cleaned (cloth-like surfaces, foam pits, etc.) will not be used until an appropriate cleaning process has been identified.

Communal gym tools (e.g. iPads, computers, music systems, copiers, and telephones) will be cleaned or sanitized between each user.

Once classes are over for the day and all athletes have left, all surfaces that were contacted will be sanitized (mats, floors, counters, washrooms, light switches, etc.).

The gym will be disinfected using Vital Oxide and a Vital Clean Cobalt Fogger - <https://www.vitalclean.ca/>.

All of the above cleaning processes will be completed in addition to regular cleaning during daily operations.

## Communicate

Key City Gymnastics Club will inform members of the new protocols (See Appendix 3) before their first visit to the gym, to foster confidence in the staff's commitment to keep everyone safe. This will include information on club:

Screening protocols

Illness Policy (Appendix 1)

Personal hygiene requirements

Physical distancing requirements outside and inside the facility

Cleaning protocols

Programming changes (e.g. limitations on number of people permitted inside of the facility at once, policies regarding spotting, etc.)

Any parent concerns, questions, and communication will be addressed via email or telephone:

Garry Ricks

[headcoach@keycitygym.ca](mailto:headcoach@keycitygym.ca)

250.426.2090

Key City Gymnastics Club will post various resources and posters provided by the BC Centre for Disease Control (CDC), WorkSafeBC and GBC on our website, facility entrance, and in prominent places throughout the gym. We have appointed:

Michelle Ricks

[michellericks@keycitygym.ca](mailto:michellericks@keycitygym.ca)

250.426.2090



as a single point of contact to address all COVID-19-related communications, compliance, and coordination in the gym.

PLEASE NOTE: Insurance claims related to the transmission of COVID-19 will not be covered by GBC's insurance policies. Prior to participating in any programming, all participants, parents/guardians, and club personnel must complete required GBC forms.

PLEASE NOTE: The Province of BC ([news.gov.bc.ca](https://news.gov.bc.ca)) has announced extending liability protection to not-for-profit amateur sport organizations for damages resulting from exposure to COVID-19 - [Ministerial Order No. 183](#) (the "Order") Protecting Sport Organizations from COVID-19 Related Liabilities.

### Staff Training

Formal and ongoing staff training at Key City Gymnastics Club will be provided to staff to address the COVID-19 Safety Plan and programming modifications.

Staff have created printed information, social media posts, photos, and videos to show participants what to expect at the gym.

Staff should contact their supervisor if have questions or concerns as they return to their roles.

### Screening

Key City Gymnastics Club requires that prior to entering the facility, all individuals must complete and submit the Daily Screening Checklist (Appendix 1) provided on-line at [www.keycitygym.ca](http://www.keycitygym.ca) or in person at the Key City Gymnastics' Daily Screening checkpoint.

Individuals must stay home if they are unwell or if someone in their household is sick, even if the symptoms are mild. They must also stay home if they have knowingly been exposed to someone who is sick (Refer to Illness Policy – Appendix 2).

Individuals must not enter the facility or participate in any activity if they have, or someone from their household has, failed to follow BC Orders and Guidelines while visiting neighboring provinces.

Individuals must not enter the facility or participate in any activity if they have, or someone from their household has, travelled outside of Canada in the last 14 days.

### Personal Hygiene

Key City Gymnastics Club will provide handwashing and/or sanitizing stations at our front and back entrances, our offices, our upstairs gym, the kitchen, at each event/station in our big gym and in all washrooms.

Key City Gymnastics Club has determined that a hand sanitizing/hand washing video will be implemented, hand sanitizing/hand washing instructions will be posted and a staff member will be

stationed at the entrance prior to each class to ensure the athlete's hands are sanitized before they enter the gym.

Handwashing or sanitizing will be required at a minimum of 6 times (upon entering and exiting the facility, after using the washroom, between apparatus changes, after engaging in high sweat activities).

All participants should arrive dressed for their class and only bring what they need in a marked plastic bin with a lid (e.g. chalk, grips, full water bottle, hand sanitizer, yoga mat, socks, gloves, tape, etc.).

Sharing of personal items including (but not limited to) food and beverages (e.g. water bottles) is forbidden.

Use of masks is permitted at each person's discretion, however for safety reasons athletes cannot be required to wear masks during activities. Masks must be worn in any situation where physical distancing of 2 meters may not be possible. We suggest wearing masks upon entering and exiting the gym.

## Cohorts and Physical Distancing

### Spotting:

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However, it is important to note that two metres of physical distance must be maintained unless an activity has been deemed fundamental and it is not possible to maintain physical distancing while doing so. For example:

A group of athletes must not sit within two metres of each other when on their break or resting

Athletes at the end of the vault, DMT runway, or starting area for tumbling must not stand close together while they wait for their turn.

Physical distancing must still be maintained when moving from one apparatus to another.

#### Suggestions:

Use personal yoga mats on beam, single skills on floor, etc., and ask athletes to clean their mats daily, and after training sessions.

Use outdoor space for conditioning and other safe activities assuming physical distancing requirements and cleaning requirements can be maintained.

#### Scheduling of Activities

Key City Gymnastics Club will adhere to the [Rule of Two at all times](#). This means that no one-on-one training (without another coach present) will take place.

Training groups should remain consistent for seasonal programming periods (including cohorts).

In order to meet provincial health officer requirements, groups sizes and scheduling are being adjusted.

Drop-in classes are cancelled until further notice.

Detailed attendance and membership tracking will be taken and kept on file.

#### Suggestions:

Set an appropriate time for participant arrival, prior to scheduled activities.

Stagger classes so group arrivals and departures do not overlap, and run fewer classes at a time.

Schedule longer breaks between classes to allow for cleaning, as well as participant arrival and departure.

Eliminate athlete breaks during practices to prevent participants from congregating.

#### Injury Protocol

##### Requirements

If an injury occurs and physical distancing measures must be broken, all persons attending to the injured individual will put on a mask and gloves.

Key City Gymnastics Club will have personal protective equipment (PPE) on hand (gloves, masks), stored separately from first-aid kits in case of emergency.

Key City Gymnastics Club will maintain a well-stocked first aid kit in case of emergency.

#### Illness Policy

Key City Gymnastics Club Illness Policy is provided in Appendix 2.

Key City Gymnastics Club is committed to the following process in the event of a COVID-19 Outbreak:

Early detection of symptoms will facilitate the immediate implementation of effective control measures. In addition, the early detection and immediate implementation of enhanced cleaning measures are two of the most important factors in limiting the size and length of an outbreak. An “outbreak” is two or more cases; a “case” is a single case of COVID-19.

- If a case or outbreak is reported:  
Michelle Ricks  
[michellericks@keycitygym.ca](mailto:michellericks@keycitygym.ca)  
250.426.2090  
will postpone or cancel any or all club activities.
- If staff (including volunteers will be the main point of contact for all parties. Michelle has the authority to modify, restrict,) or a participant reports they are suspected or confirmed to have COVID-19 and have been at the workplace/activity place,  
Michelle Ricks  
[michellericks@keycitygym.ca](mailto:michellericks@keycitygym.ca)  
250.426.2090  
will implement enhanced cleaning measures to reduce risk of transmission.

Michelle may communicate with the facility operator to notify the facility right away.

Michelle will implement the illness policy (see Appendix 2) and advise individuals to: self-isolate monitor their symptoms daily, report respiratory illness and not to return to activity for at least 10 days following the onset of 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.

Individuals can use the COVID-19 self-assessment tool at BC COVID-19 Self-Assessment Tool to help determine if further assessment or testing for COVID-19 is needed.

Individuals can contact 8-1-1 if further health advice is required and 9-1-1 if it is an emergency.

Individuals can learn more about how to manage their illness [here](#).

In the event of a suspected case or outbreak of influenza-like-illness, Michelle will immediately report and discuss the suspected outbreak with the Medical Health Officer (or delegate) at your local health authority. Implement your Illness Policy and your enhanced measures.

If Key City Gymnastics Club is contacted by a medical health officer in the course of contact tracing, all individuals associated with the club must cooperate with local health authorities.

Key City Gymnastics Club will post the following posters in visible spaces at our facility:

[Hand-washing poster](#)

[Physical distancing](#)

[Entry check for visitors](#)

[Occupancy limit poster](#)

[Cover coughs and sneezes](#)

[Got Symptoms?](#)

[Germy Handed!](#)

[Welcome Home!](#)

[Strike A Pose](#)

This document is based on Gymnastics BC's Return to Sport Plan, which is available [here](#). Further, our club is staying current with all requirements provided Provincial Health Offices, Regional Health Authorities, WorkSafeBC, and Gymnastics BC.

Key City will communicate the health and safety measures being taken within our facilities/operations in writing to all appropriate individuals, including members, staff, and volunteers.

## APPENDIX 1: KEY CITY GYMNASTICS DAILY SCREENING CHECKLIST

This checklist may be updated as the situation progresses over the next weeks and months.

Today's Date	
Activity Start Time	
Participant Name	
Activity/Group	

Do you have any of the symptoms below? Please indicate with a yes or no.

SYMPTOM	YES or NO
Fever (greater than 38.0) and/or chills	
Coughing	
Sneezing	
Sore throat and/or painful swallowing	
Stuffy and/or runny nose	
Fatigue related to illness*	
Loss of appetite	
Shortness of breath	
Loss of sense of smell	
Headache	
Muscle aches related to illness*	

ANSWER YES OR NO TO THE FOLLOWING QUESTIONS	YES or NO
Have you, or has anyone in your household travelled outside of Canada in the last 14 days?	
Did you, or anyone in your household fail to follow BC Orders and Guidelines when travelling to neighboring provinces in the last 14 days?	
Have you or has anyone in your household been in contact in the last 14 days with someone who is being investigated or has a confirmed case of COVID-19?*	
Are you currently being investigated as a suspect case of COVID-19?	
Have you tested positive for COVID-19 within the last 10 days?	

\* Note: Fatigue and muscle aches may be expected as athletes return to sport. All participants, parents/guardians of minors, and club personnel must determine the difference between this and symptoms of illness.

\*\*Note: If you have answered yes to this question, further information may be required. Please refer to the 2020/08/07 amendment to the Key City Gymnastics Club-COVID-19 Safety Plan on Page #8: SCREENING, under Bullet #1 - Daily Screening Checklist. This is available on the Key City Gymnastics Club website or can be requested by contacting [programming@keycitygym.ca](mailto:programming@keycitygym.ca).

## APPENDIX 2: KEY CITY GYMNASTICS CLUB ILLNESS POLICY

In this policy, "Team member" includes an employee, contractor, volunteer, participant or parent/spectator.

1. **Inform an individual in a position of authority (coach, team manager, program coordinator) immediately if, you feel any 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, loss of appetite, nausea or diarrhea.

See BCCDC website for a full list of symptoms: <http://www.bccdc.ca/health-info/diseasesconditions/covid-19/about-covid-19/symptoms>

### 2. Assessment

- a. Team members must review the self-assessment signage located throughout the facility each morning before their shift/practice/activity to attest that they are not feeling any of the COVID 19 symptoms.
- b. If Team Members are unsure please have them use the BC COVID-19 self-assessment tool <https://bc.thrive.health/covid19/en>.
- c. Managers/coaches may visually monitor team members 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 workday/practice/activity.

### 3. If a Team Member 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 while within the sport environment, they should be sent home immediately and contact 8-1-1 for further guidance.
- c. No Team Member may participate in a practice/activity if they are symptomatic.

### 4. If a Team Member tests positive for COVID-19

- a. Follow the direction of health officials.

### 5. Quarantine or Self-Isolate if:

- a. You have travelled outside of Canada within the last 14 days.
- b. You have come into close contact with someone who has tested positive for COVID-19.
- c. You have been advised to do so by health officials.