**CRISIS RESPONSE TO COVID-19**

If an exposure occurs, your first contact should be your local health authority. They may in fact contact you once the positive case(s) has been discovered before you know about them. They will carry out contact tracing.

Once you know about a confirmed case of Covid-19, regardless of whether you have been able to speak with health authorities (as they may be very busy and unable to return your call straight away) you will want to take action to avoid further exposures by an appropriate response and communication with your club members to give them an update.

***NOTE: The benchmark period of time that transmission is thought to typically occur over is a minimum of 15 minutes. So if someone has been in your facility for longer than 15 minutes who is then confirmed as being positive, especially if they were not wearing a mask, this will require more action. Many variables will guide your response to the case, should it occur. Your local health authority is the best group to guide you. However, if you are unable to reach them, please feel free to reach out to Curl BC for guidance.***

The following crisis response communication plan is a template for how to communicate if there is an exposure. Only use the media statement in consultation with the health authority. PLEASE ENSURE YOU TAILOR IT TO YOUR CLUB’S SPECIFIC SITUATION.

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| **What’s the crisis?** | Outbreak at a club – **information to members.** (PLEASE NOTE MEMBERS MAY SHARE THIS WITH MEDIA OR ON SOCIAL MEDIA OR MAY THEMSELVES BE MEDIA SO PLEASE DON’T REVEAL PRIVATE INFORMATION LIKE WHO IS SICK OR INFORMATION THAT YOU DON’T WANT IN THE PUBLIC EYE). | Outbreak at a club – **information for media.**  This column can form part of your media response statement in case you are contacted by the media. It is okay to tell the media that you will send them a statement in writing. Please only send them the words in this column that you have adapted to your specific situation. Speak with a public health official at your local health authority before releasing a statement. |
| **A factual statement about the issues: what, when, where, extent of the damages, current state of containment/response.** | An exposure has occurred at our curling club on XX date. The curling club temporarily shut down for cleaning from XX to XX (INSERT OTHER MEASURES TAKEN TO CONTAIN SPREAD). | An exposure has occurred at our curling club on XX date. The curling club temporarily shut down for cleaning from XX to XX (INSERT OTHER MEASURES TAKEN TO CONTAIN SPREAD). |
| **An empathetic statement about the impact of the event and how you are responding to support those affected.**  **(This could become the “quote” from the President).** | We are all hoping for the swift recovery of the curlers affected. | We are all hoping for the swift recovery of the curlers affected. |
| **A statement about your values and how you are following crisis protocols.** | INSERT A STATEMENT ABOUT YOUR VALUES – this might be found in your mission, vision and values document if your board has this. Relate your values to how you are responding.  For example, “We act like a family and we are working to keep our curling family safe” | INSERT A STATEMENT ABOUT YOUR VALUES – this might be found in your mission, vision and values document if your board has this. Relate your values to how you are responding.  For example, “We act like a family and we are working to keep our curling family safe” |
| **A statement about cooperative efforts to determine the cause and severity of the issue/event.** | We have worked in collaboration with X Health Authority and Curl BC to determine the best course of action to respond to the exposure. | We have worked in collaboration with X Health Authority and Curl BC to determine the best course of action to respond to the exposure. |
| **A statement about the actions to ensure the issue/event is contained and when people can expect further updates. Take the opportunity to thank public health/law enforcement and other groups responding.** | We continue to assess this incident as low risk to anyone who was not in the lounge on XX date.  ***OR***  We continue to assess this incident as low risk to other leagues and have taken/are taking steps to manage the possible exposure within xx league:  •  All XXX league games are cancelled. The earliest resumption of play is XXX (This could be 2 weeks after the positive case was at the club where spread occurred or adjusted if exposed people returned to club before the positive case was known. Your health authority will advise you).  •  Any individual who curled in the XX league is not permitted to play in any other leagues at our club until XXX. They are also asked not to play at any other curling clubs.  We want to thank those from the XXX Health Authority for their helpful guidance.  We do not expect to issue an additional update, but f the situation changes, we will update our members as soon as we have information to share.  We are all in this together, so we remind curlers to not only be vigilant and follow the rules of the curling club, but to also follow the guidance of public health authorities in your personal life. This means not attending social gatherings beyond your immediate family and your safe 6 and mask wearing in public spaces like grocery stores and doctor’s offices. Together we can reflatten the curve and keep our curling community and the wider community safe. (This could be adjusted for the most recent advice) | We want to thank those from the XXX Health Authority for their helpful guidance.  We continue to assess this incident as low risk to anyone who has not already been contacted and asked to self-isolate.  If the situation changes, we will update our members as soon as we have information to share. |