



Covid-19 Safety Plan

Staff Office Access

- Staff are encouraged to work at the office (subject to the restrictions below), but, in consultation with the CEO, may still work remotely if family or other personal demands require it.
 - Staff will post their in-office schedule onto the Outlook Calendar and/or on Slack by Monday at 12:00pm each week.
- Staff to plan in-person attendance appropriately, and to not exceed the Office Occupancy Limit.
 - The Office Occupancy Limit is 7.
 - If a group of staff members must meet in person they will be given priority to the Office space for that day (over visitors).
- Staff is responsible to conduct a daily health assessment and/or symptom screening before coming into the Curl BC office (the “Office”).
 - Visitors should complete the [health form](#) before entering the office.
- All staff have read and understand the Curl BC Covid-19 Safety Plan.
- All Staff have read and understand the Curl BC Illness policy for 2020-21 Season.
 - See Appendix A
- Staff will post signs indicating that staff, employees and/or contractors of Fortius, or other visitors exhibiting COVID-like symptoms will not be allowed to enter the Office on the Office door.
- As there is only one door to access the Office, only one person at a time should use the door to enter or exit the Office.
 - If there is more than one person looking to enter and exit at the same time, the person entering the Office shall allow the person to exit the Office before entering the Office.
- Hand sanitizer and/or wipes will be available to staff as they enter and/or exit the Office.
- All staff to follow any [Fortius Sport and Health procedures and protocols](#).

Office Operations

- Staff will wear a face mask at all times when moving around in the Office when two or more persons are in the Office.

- For procedures on how to wear a mask:
<https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-how-to-use-mask?lang=en>
- Staff may remove their masks while at their desks.
- Identified office pinch points include:
 - The Office entrance/exit.
 - The entrance to Scott's office and Kim's desk.
 - The printer/refrigerator/microwave area.
 - The office safe.
 - The shared photocopier with BC Athletics.
 - The walkway to the shared boardroom.
- Staff will only work at their assigned desks.
 - Staff desks are used as barriers to define each staff's working space within the Office.
 - If staff must work at another staff's desk, staff will sanitize and/or disinfect all touched surfaces after use.
- Staff will maintain 2m physical distancing in the Office at all times and/or as much as possible.
 - 2m physical distancing markers to be placed on the floor by each staff member's desk.
- Staff will wash their hands before and/or after any break.
- Staff are reminded to avoid touching their eyes, nose, and mouth while at the Office.
- Staff are reminded to cough and/or sneeze into their elbows.
- Staff meetings will be held remotely to encourage and maintain physical distancing and limiting in person attendance at the Office.
- Staff understand the Right to Refuse unsafe work and procedures are in place to respond to such concerns.

Shared Equipment

- For clarity in this safety plan, shared equipment includes the refrigerator, the printer, office safe, all other storage lockers and/or cabinets
- Only one person at a time may use shared equipment in the Office.
- Staff will sanitize door handles, and other touched surfaces, as appropriate, after accessing shared equipment.

Visitors to the Office

Consider whether an in-person visit is needed. If yes, visitors are required to complete the [visitor self assessment tool](#) before any in-person meeting with Curl BC Staff.

- Visits to the Office should be prearranged, staggered, and safety protocols should be communicated via email and/or signage posted at or on the Office door before visitors enter the Office.

- Ensure that all staff know when a visitor is scheduled to be there.
- In most circumstances, visitor meetings can be conducted outside the Office within the Fortius Building, or Outside the Fortius Building.
- If Curl BC office occupancy limit is at the maximum, in-person meetings MUST occur OUTSIDE the Office.
- The shared Curl BC/Athletics boardroom is an option for a maximum of 2 people
- Visitors must wear a face mask and/or face shield at all times when they are in the Office.
- If visitors are attending the office to pick up materials, staff will meet visitors at the Office door with their materials so that visitors do not need to enter the Office.
- Curl BC will post signage in the Office to inform everyone of the measures in place.

Deliveries

- Deliveries of packages are made to the front desk of the Fortius reception and a note is placed about it in our mail box. Deliveries that cannot be left at reception should be made at the Office door. Staff will be alerted to a delivery by a knock on the Office door.
- If a delivery person must enter the Office, the delivery person will wear a face mask and/or face shield at all times that the delivery person is in the office.
- Staff will wear a face mask and/or face shield when taking outgoing deliveries to the shipping room.

Transportation

- Non-essential transportation or business travel for Curl BC purposes should be limited and on an exceptional basis only.
- If travelling for Curl BC purposes, staff will take all necessary precautions to practice and maintain physical distancing, and to observe and practice any other precautions in place at the other location(s).

If staff are travelling in the same vehicle, staff may wear a face mask and/or face shield for the time in which they are travelling in the same vehicle.

APPENDIX A

Curl BC Illness Policy for 2020-21 Season

In this policy “Team Member” includes an employee, contractor, volunteer, visitor, coach, umpire, participant or parent/spectator. These measures will be used for all Curl BC business including but not limited to regional and provincial events, camps, courses, clinics, business of curling seminars, and meetings.

1. Assessment

- a. Team members must complete the daily health assessment before they enter any facility conducting Curl BC business.
- b. Inform an individual in a position of authority (Curl BC Staff, Curl BC Contractor or Official) IMMEDIATELY if, you feel any symptoms of Covid-19.
 - i. Symptoms include fever, chills, cough, shortness of breath, sore throat, painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue, loss of appetite, nausea or diarrhea.
 - ii. See BCCDC website for a full list of symptoms: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>
- c. If Team Members are unsure please have then use the BC Covid-19 self-assessment tool: <https://bc.thrive.health/covid19/en>
- d. Individuals in a position of authority 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.
 - i. A Team Member will be REMOVED from the field of play and host facility if a person in authority notices they are continuously displaying symptoms of Covid-19.

2. If a Team Member is feeling sick with Covid-19 Symptoms

- a. If before a Curl BC event:
 - i. They should remain at home and contact Health Link BC at 8-1-1
 - ii. No Team Member may participate in any Curl BC activity if they are displaying Covid-19 symptoms before or during a Curl BC event.
 - iii. The Team Member will NOT be allowed to enter the host facility.
- b. If they feel sick and/or are showing symptoms while within the Curl BC Office, sport environment, or host facility:
 - i. A person in authority may remove them immediately. The Team Member will be sent home and/or to their current accommodations.
 - ii. The Team Member will be asked to self-isolate and monitor their symptoms for a 24 hour period.
- c. The Team Member will re-assess their symptoms after the 24-hour period.
 - i. If symptoms have subsided after the 24-hour period they will be allowed to continue to participate in the event.

- ii. If any symptoms continue they will be removed for another 24-hour period for self-monitoring.
 - iii. If the symptoms worsen over the 24-hour period the Team Member is required to call 8-1-1 and follow the guidance of health officials.
 - d. If the Team Member is a coach and/or a player the entire team will have to monitor for any signs of symptoms.
 - i. If any additional Team Member displays any symptoms they will be asked to self-isolate and monitor their symptoms for a 24 hour period and follow the steps in 2ci-iii.
 - ii. In the event the coach of a youth team must self-isolate for a 24-hour period:
 - 1. The team will be allowed to use their Substitute coach (if pre-registered with Curl BC).
 - 2. The team will be allowed to activate their team chaperone, if a substitute coach is not available.
 - 3. If the team does not have a substitute coach or chaperone available Curl BC will assign a designated chaperone or volunteer to manage the team.
 - e. In the event more than 2 players of a team have to self-isolate for a 24 hour period all games during that time will be forfeit.
- 3. If a Team Member tests positive for Covid-19
 - a. The Team Member will follow the direction of health officials.
 - i. If before a Curl BC event, the individual will notify Curl BC immediately in order to:
 - 1. Secure a replacement for the position of the employee, contactor, volunteer, coach, player, or umpire.
 - ii. If during a Curl BC event the Team Member will NOT be allowed to participate for the remainder of the event.
 - b. Curl BC will follow the direction of the health officials.
 - i. If more than 2 teams have Team Members test positive for Covid-19 during a Curl BC event the remainder of the event will be cancelled immediately.
- 4. Team Members will 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.