**Return to Rugby in BC – Safety Plan**

This Plan is based on, and accepts, the BC Rugby Return to Rugby Plan and the BC Government’s Restart Plan (2021). The [ClubName] also acknowledges that any decision to allow access to a Member Organization or training facility is subject to the local, municipal, provincial and federal public health regulations in force at that point in time. These public health regulations take precedence over any Member Organization’s regulations and local access. The Plan also accepts as key principles that:

* The health and safety of members, participants, coaches, officials, administrators, volunteers, spectators, families, and the broader community is the number one priority.
* All members, participants, coaches, officials, administrators, volunteers, spectators, families, and the broader community need to be engaged and briefed on this plan.
* In-person activities cannot resume until [ClubName] has our Plans sanctioned by BC Rugby.
* Facilities are assessed and appropriate plans are developed to accommodate upgraded hygiene protocols, physical distancing, and other measures to mitigate the risk of transmission of COVID-19.
* [ClubName] has considered and is prepared for any localized outbreak at our facilities, within our membership or in our local community.

**Responsibilities under this Plan**

[ClubName] retains the overall responsibility for the effective management and implementation of the safe rugby activities under this Plan. The [Board/Committee] of [ClubName] is responsible for:

* Approving the Plan and overseeing the implementation of all elements in this Plan; and
* Revising the Plan as required, ensuring it reflects up to date information from Rugby Canada and BC Rugby as well as the relevant government and health officials.

The [Board/Committee] has appointed the following individual as the [ClubName] COVID-19 Safety Coordinator(s) to execute delivery of this Plan and to act as the point of contact for information relating to this Plan:

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| Name | [insert full name or names of all appointed Safety Coordinators] | | |
| Contact Email | [insert email address of all appointed Safety Coordinators] | Contact Number | [insert phone number of all appointed Safety Coordinators] |

**Rules of Engagement for All Members**

[ClubName] expects all members, participants, coaches, officials, administrators, and volunteers to:

* Comply with the health directions of government and public health authorities as issued from time to time, including to practice government recommended proper hygiene before, during and after all rugby in-person activities.
* Understand and act in accordance with this Plan as amended from time to time.
* Comply with any precautionary measures implemented by [ClubName], including being asked to return home if reasonably considered to be showing symptoms of COVID-19.
* Act with honesty and integrity regarding the state of their personal health and any potential symptoms.
* Complete the registration process, acknowledging the updated participant agreement and waiver, *prior* to attending any in-person rugby activities.
* Honestly complete the COVID Attestation *prior* to attending every in-person rugby activity you plan on attending.

**Section 1 - Preparation**

| **TOPIC** | **DETAILS** |
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| Approvals | As restrictions ease, are there any new or updated approvals required from stakeholders.  Must obtain the following approvals:   * Provincial Union to sanction activities * Provincial Govt allowing resumption of community sport * [Local government/venue owner] permitting access to facility * [Board/Committee] approval * Insurance arrangements confirmed |
| Education | As required, the President and the appointed Safety Coordinator have completed [World Rugby’s COVID-19 Return to Play Awareness for Administrators](https://playerwelfare.worldrugby.org/?documentid=module&module=38).  Additionally, [enter in any other roles or persons that you wish to complete] have completed [World Rugby’s COVID-19 Return to Play Awareness for Coaches & Players](https://playerwelfare.worldrugby.org/?documentid=module&module=37). |
| Risk Assessment | As of June 15, 2021, the risk of community transmission of COVID-19 has reduced dramatically due to 74.4% of those aged 12 years and older in BC have received their first dose of a COVID-19 vaccine, as well as the number active cases has dropped significantly to stand at 1,496. However, new cases are being reported daily across all five BC Health Regions evidencing that the virus remains active in our communities.  As stated on bccdc.ca, even though COVID-19 can survive for hours or days on different surfaces, infection from contact with contaminated surfaces appears to be rare. Regardless, [ClubName] will implement enhanced cleaning practices of its rugby equipment as detailed in this plan, [enter any other cleaning responsibilities you have of washrooms or other high-touch areas].  As stated on bccdc.ca, the most common type of spread is through contact with the respiratory droplets of an infected person. Since a key strategy to reduce transmission is to meet with others outdoors, all in-person rugby activities will be exclusively held outdoors until further notice. |
| Rules of Engagement | The following Rules are to be adopted by all Member Organizations:   * Registered: all individuals attending an in-person rugby activity or facility must be registered through the Sportlomo registration database. * Attendance Records: all individuals attending an in-person activity or facility must have their attendance recorded through the Sportlomo registration database, within 36 hours from the start of the activity. * Attestation of all Participants: as supplied by BC Rugby, all participants must complete the online participant attestations prior to every in-person session until further notice. * Symptoms? Stay at Home: any individual answering ‘yes’ to any of the [BC COVID-19 Self-Assessment Tool](https://bc.thrive.health/covid19/en) questions, is instructed to self-isolate and is prohibited from attending any in-person rugby activity or facility for 10 days or until they are tested for COVID-19 and have provided notice of their negative result. * Application of Health Orders: [ClubName], and the coaches or therapists delivering/supporting the delivery of an in-person rugby activity on behalf of BC Rugby or [ClubName], reserve the right to ask any participant exhibiting COVID-19 symptoms or having failed to complete the daily attestation to follow public health orders and return home. * Personal Hygiene: all individuals are to practice government recommended proper hygiene before, during and after all rugby in-person activities. * No shared drinks, supplements, or food: until all Government restrictions are lifted, no sharing or service of water bottles, drinks, supplements, or food is permitted. * No changerooms: until all Government restrictions are lifted, use of changerooms is to be restricted to use of washroom facilities only. All participants should arrive and leave in the attire required to participate in the rugby activities.   [Please add any additional Rules that your Club wishes to ask Members to abide by] |
| Registration & Tracking | The following process is to be adopted by BC Rugby and all Member Organizations:  STEP 1: Registration   * All participants must be registered under the most relevant category. This includes all coaches, team managers/administrators, therapists, and volunteer helpers. * If any contact training is taking place, players must be registered under a ‘contact’ player category.   STEP 2: Team Sheet Panels for training   * All participants will be set-up in their relevant team sheet panels prior to the first session taking place. * At each training session, all attendees will be recorded as attending via Sportlomo team sheet panels.   STEP 3: Team Sheets for Matches   * Only matches or tournaments sanctioned by BC Rugby are permitted, and these matches will appear in the Sportlomo League Management system * Prior to any sanctioned match or tournament, all intended participants will be recorded on the team sheet * If there are any NEW participants not originally recorded on the team sheet, the Club will have update the team sheet in Sportlomo within 24hrs of the completed match. * It is important that the team sheet captures all that were in attendance for each match. |
| Emergency action plan | Emergency Action Plans are required for each venue that. |
| COVID Response Plan | The following process is to be adopted by BC Rugby and all Member Organizations for the following situations:  **Protocol for Persistent or Worsening Symptoms of COVID-19**  If any individual who has attended in-person rugby activities within the last 14 days is experiencing persistent or worsening symptoms of COVID-19, the following steps must be taken:   * The unwell person is to immediately notify their [Club Name] COVID Safety Coordinator – [Insert name] or BC Rugby’s COVID-19 Manager- Marga Sison. The [Club Name] COVID Safety Coordinator – [Insert name] is to immediately inform BC Rugby’s COVID-19 Manager- Marga Sison who shall inform Rugby Canada’s COVID-19 Manager. * The unwell person is required to follow all medical and government instruction on managing their worsening or persistent COVID symptoms. * All individuals recorded as attending the same in-person rugby activities within the last 14 days are contacted by BC Rugby’s COVID-19 Manager- Marga Sison and instructed to self-monitor. Any notification to those individuals must avoid identifying the individual who is/was experiencing symptoms.   **Protocol for Positive COVID-19 Test**  If any individual who has attended in-person rugby activities within the last four weeks tests positive for COVID-19, the following steps must be taken:   * The infected person is to immediately notify their [Club Name] COVID Safety Coordinator – [Insert name] or BC Rugby’s COVID-19 Manager – Marga Sison. The [Club Name] COVID Safety Coordinator – [Insert name] is to immediately inform BC Rugby’s COVID-19 Manager-Marga Sison who shall inform Rugby Canada’s COVID-19 Manager. * The infected person is required to follow all medical and government instruction on managing their diagnosis. The infected person may only return to rugby activities once cleared as noncontagious by provincial or local public health authorities and has provided to BC Rugby written confirmation from a medical doctor of the same. * All in-person rugby activities that the infected person has attended in the last four weeks are immediately suspended for a minimum of two weeks. * All individuals recorded as attending the same in-person rugby activities are contacted by BC Rugby or [Club Name] COVID Safety Coordinator – [Insert name], informed of their close contact with an infected person and instructed to self-isolate in line with medical and government instruction. Any notification to those individuals must avoid identifying the individual who was diagnosed. * BC Rugby’s COVID Manger-Marga Sison shall notify the Provincial/Regional Health Authority as regulated and relay any instructions to the Member Organization and Rugby Canada. * Rugby Canada’s COVID Safety Contact shall assemble an Emergency Management Team, in line with Rugby Canada’s COVID Emergency Response Plan.   **COVID Emergency Response Plan**  BC Rugby and all Member Organizations are to adopt and follow this collaborative, coordinated response plan in the event of one or more rugby participants testing positive for COVID.  In that event, the Rugby Canada COVID Contact will assemble an Emergency Management Team to coordinate a diligent response.   * + 1. **Emergency Management Team Composition & Responsibilities**   The Emergency Management Team (EMT) shall be responsible for gathering and verifying the facts, determining the level of the emergency, leading communications to all stakeholders, including media, and determining a recovery process. The EMT shall consist of the following representatives:   * Paul Hunter – Rugby Canada COVID Safety contact * Jamie Levchuk – Managing Director, Communications (Rugby Canada) * Billy Longland – Chief Medical Officer (Rugby Canada) * Allen Vansen – CEO (Rugby Canada) * BC Rugby COVID Safety Manager – Marga Sison ([covidsafety@bcrugby.com](mailto:covidsafety@bcrugby.com)) * BC Rugby CEO – Annabel Kehoe or designate * [Club Name] COVID Safety Coordinator – [Insert name] (insert email)   + 1. **Determining Level of Emergency**   The EMT will classify the emergency, based on as many verified facts as possible, as an issue, an incident, or a crisis. For any of the categories below, a situation report should be prepared by the Club COVID Safety Coordinator(s), [Insert name], to ensure facts are understood including:   * Complete description of the situation (who, what, where, how, and who has been contacted/involved) * Additional individuals/groups affected (if any) * Severity/impact at time of reporting * Current local priorities/actions   + - 1. **Issue Level**   Event: Positive COVID test of one participant  Characterisation: Generally, does not have serious implications. Single individual impacted.  Media Involvement: Limited or None  Actions:   * First point of contact assesses facts; escalates to Club Safety Coordinator, [Insert name] * Appropriate local actions and communications undertaken * BC Rugby COVID Safety Manager advised of issue ([covidsafety@bcrugby.com](mailto:covidsafety@bcrugby.com)) * Situation logged and monitored   + - 1. **Incident Level**   Event: COVID outbreak within Club or region (two or more connected participants)  Characterization: Moderate to serious implications. Multiple individuals impacted.  Media Involvement: Limited but could escalate  Actions:   * BC Rugby COVID Safety Manager is advised of escalation ([covidsafety@bcrugby.com](mailto:covidsafety@bcrugby.com)) * Rugby Canada COVID contact is notified – EMT is convened asap * Media stand by statement is crafted if necessary (i.e. we are assessing the facts and will advise on situation as soon as possible) * EMT works through duties * Provincial Health Authority is advised as required   + - 1. **Crisis Level**   Event: Continued COVID outbreak within Club or region / Participant experiencing life-threatening illness or loss of life due to COVID  Characterization: Life-threatening implications to one or more individuals.  Media Involvement: situation has been picked up and/or request for comment has been made  Actions:   1. EMT re-convenes to assess additional facts 2. EMT works through duties 3. Spokesperson identified 4. Message development   **If Contacted by Media**  Any questions from the media must be deferred to the EMT and Managing Director, Communications who will designate an appropriate spokesperson. The principal reason for nominating spokespeople is to make sure all questions are dealt with promptly, thoroughly, and courteously. COVID Safety Coordinators and Club Leaders are not responsible for answering questions. |

**Section 2 – Facility Operations**

Using the guidance provided in BC Rugby’s Return to Rugby plan, identify what steps you will take to effectively reduce or eliminate the risk of COVID-19 transmission.

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| **TOPIC** | **DETAILS** |
| Limiting Use & Cleaning Protocols | Until further notice, each rugby field is limited to a maximum of 50 people. This includes all participants – players, coaches, and volunteers. Participants will only be participating in rugby activities outdoors.  [add any details about access & cleaning protocols for washroom facilities and any other high-touch areas that are restricted (e.g. water fountain) or require enhanced cleaning (e.g. water tap)] |
| Access & Flow | Identify how physical distancing and event gathering maximums will be communicated and maintained throughout the facility, as well as on arrival and departure.  Clubs to detail specifics. Should cover:   * Entry and exit procedures * If applicable, flow map * Limiting any modes of transport if appropriate (e.g. carpooling) * Instructions for accessing parking lots, bike rack etc. |
| Spectators | Until further notice, each sporting venue is limited to a maximum of 50 spectators. This is in addition to a maximum of 50 participants. Physical distancing between households must be facilitated and attendance of all spectators recorded (including two points of contact, e.g. email address, cell number). This information will be held securely by BC Rugby for no longer than 30 days.  [REMINDER: Please contact BC Rugby be supplied with a QR check-in code to provide your spectators to track attendance in compliance with privacy laws.]  The Club is responsible for facilitating spectator ‘check-in’ where each individual or head of household completes the attendance record and the Club is responsible for adherence and management of capacity restrictions and physical distancing requirements. If inviting spectators, designated spectator areas, including where spectators will be required to check-in, must be clearly marked on the Club’s site map.  Identify how physical distancing and event gathering maximums will be communicated and maintained throughout the facility, including washrooms, as well as on arrival and departure. |
| Identify Other Users | As restrictions ease, access may be extended to new user groups or other areas of the facility may now be operating (e.g. multi-sport facilities).  Clubs to detail specifics. Should cover:   * Areas that may be open to other users or the public * Impact on managing capacity limits and/or cleanliness, including parking & the sport facility * Implement control measures or provide clear communications to all users |

**Section 3 – Rugby Operations**

Using your completed Risk Assessment, and the guidance provided in the BC Rugby Return to Rugby Plan, identify what steps you’ll take to effectively reduce or eliminate the risk of COVID-19 transmission in the delivery of in-person rugby activities.

| **TOPIC** | **PROGRAM #1** | **PROGRAM #2** |
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| Rugby Team/Program | #1 – Name of the team/program  *Eg. Senior Women’s Program* | #2 – Name of the team/program (if applicable) |
| Player Groups & Managing Adherence to Restrictions | [Coach ‘A’] will be responsible for verifying that all participants have successfully passed the attestation in Sportlomo prior to commencing the session.  All participants will be directed to ‘check-in’ and have their attendance recorded in Sportlomo. This will be the responsibility of [Coach ‘A’/the COVID Safety Coordinator]  Each field is limited to a maximum of 50 ppl. Team sheet panels will be used to limit attendees to this restriction.  For all programs involving minors, a minimum of two adults must be present at all times. These are: |  |
| Designate Coach & First Aid Responder | Identify who will be responsible for safely delivering the session.  Club to detail specifics. Should consider:   * Minimum qualifications of coach/official to deliver * Designate first aid responder * Communication of COVID-19 updated Emergency Action Plan   Identify who will be responsible for safely delivering the session.  Club to detail specifics. Should consider:   * Minimum qualifications of coach/official to deliver * Designate first aid responder * Communication of COVID-19 updated Emergency Action Plan |  |
| NON-CONTACT PROGRAMMING | Identify steps to make breaches of physical distancing as safe as possible.  Club to detail specifics. Should cover:   * Clearly outline what type of activities will be delivered to which players, making clear how the COVID-19 risks associated with non-contact rugby and low-contact rugby are being reduced * Field maps * Personal hygiene required of participants before & after session |  |
| RETURN TO CONTACT TRAINING | The World Rugby ‘[Competition Ready Guidelines’](https://resources.world.rugby/worldrugby/document/2021/05/05/9afc79bf-f9c2-472e-8c5b-a40f838c793b/210422-RTP-guidelines.pdf) will be followed, commencing no later than [enter date of first training session] and will be completed by [enter date of when it’s intended most players will have attended 10 training sessions or 5 weeks of training sessions] | The World Rugby ‘[Competition Ready Guidelines](https://resources.world.rugby/worldrugby/document/2021/05/05/9afc79bf-f9c2-472e-8c5b-a40f838c793b/210422-RTP-guidelines.pdf)’ will be followed, commencing no later than [enter date of first training session] and will be completed by [enter date of when it’s intended most players will have attended 10 training sessions or 5 weeks of training sessions] |
| CONTACT TRAINING | Identify steps to make breaches of physical distancing as safe as possible and reduce the risk of COVID-19 transmission.  Club to detail specifics. Should cover:   * Identify what game variation, including team sizes permitted * Clearly outline the in-house league/tournament schedule * Clearly outline how team rosters will be managed to track player engagements and demonstrate cohort compliance |  |
| MATCHES & TOURNAMENTS | Only BC Rugby sanctioned matches and tournaments, including exhibition matches, are permitted. Sanctioned matches appear in the fixtures schedule posted at bcrugby.com.  Prior to game day, all team participants will be required to successful complete the daily attestation.  Attendance will be tracked through the Sportlomo team sheets on the league management platform. All team participants must be captured in the team sheet.  As much as possible, participants will be encouraged to travel to away matches with their own household only.  Physical distancing will be facilitated for all team participants not on the field of play. Identify how both team benches will be positioned around the field of play (i.e. opposite sidelines or spaced on one sideline).  Identify how physical distancing will be facilitated before and after home matches for both teams.  We acknowledge that, until further notice, in-person social activities will not be covered under Rugby Canada’s National Insurance Policy. |  |
| Equipment Use & Cleaning | * Limit individuals responsible for set-up and pack-up of equipment * Cleaning procedure for used equipment before & after session * Make clear what, if any, is restricted equipment or limited use |  |