



Cambridge Youth Soccer Emergency Response Plan

PRE- PANDEMIC ACTIVITIES	RESPONSIBILITY
Planning and Coordination	
a. Determine COVID-19 Emergency Response Plan (ERP) lead For soccer organization	General Manager
b. Create Emergency Response Plan for COVID-19 or add to Existing ERP and include a section on pandemic influenza	General Manager
c. Complete the Canada Soccer/Ontario Soccer Risk Assessment On-line	General Manager
d. Incorporate Canada Soccer/Ontario Soccer’s Return to Play protocols.	General Manager
e. Educate all internal organizational leaders of ERP Procedures Manual.	General Manager
f. Written communication plan flowchart if a positive test for COVID-19 in the soccer organization.	General Manager
g. Verify Ontario Soccer, Province of Ontario and/or local Municipal government permissions for Return to Play implementation following Ontario Soccer Return to Play protocols of implementation.	General Manager

POSITIVE TEST PHASE	RESPONSIBILITY
Confirmation of a COVID-19 positive test within your soccer organization	
Communication System	
Consistent with Federal and Provincial/Territorial privacy regulations, acts, laws, etc. coaches, staff, officials, and families of players should self-report to the single point of contact (SPOC), also known as the “ERP Lead” if:	
<ul style="list-style-type: none"> a. they have symptoms of COVID-19, or b. a positive test for COVID-19 is recorded, or c. were exposed to someone with COVID-19 within the last 14 days. Note: See ERP Communications Flow Chart and end of this section.	
Advise Sick Individuals to Stay Home	General Manager
Sick coaches, staff members, officials, or players should not return until they are well enough based on Public Health Agency of Canada and Provincial Health Authority guidelines.	
Isolate and/or Transport Those Who are Sick at Club/Academy Activities	General Manager
Make sure that coaches, staff, officials, players, and families know that sick individuals should not attend a Club or Academy activity, and that they should	

notify officials if they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.

Coaches, staff, officials, and players with COVID-19 symptoms (i.e., fever, cough, shortness of breath) at any club activity must be immediately separated and isolated. Individuals who are sick should go home or to a healthcare facility, depending on how severe their symptoms are, contact their Family Physician, and follow [Health Agency guidance for caring for oneself](#) and others who are sick. Individuals who have had close contact with a person who has symptoms should be separated and sent home as well. If symptoms develop, individuals and families should follow Health Agency guidelines for caring for oneself and others who are sick.

Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. That means having parent contact information readily available; parents within a safe, socially distanced but easily accessible waiting area; or if you are calling an ambulance or bringing someone to the hospital. If calling an ambulance, please alert them that the person may have COVID- 19.

Clean and Disinfect Areas

General Manager

Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting them (for outdoor areas, this includes surfaces or shared objects in the area). Ensure safe and correct use and storage of cleaning and disinfection products, including storing them securely away from children.

Cleaning Recommendations:

Washroom and Change Rooms

Wet mopping of floors and shower floors/walls with 30:1 bleach solution. Thorough cleaning of all fixtures, toilets, countertops, dispensers, doors, handles with approved sanitizing solution minimum two times per day or when visibly soiled. Fogging of entire space using approved sanitizing solution is optional.

Office Space

Wiping down of desktops, door handles, dispensers, countertops, storage, phones/handsets, photocopiers with approved sanitizing solution minimum two times per day or when visibly soiled.

Wet mop hard floor with 30:1 bleach solution.

Fogging of office space minimum of two occasions, six hours apart prior to staff return is optional.

Field/Clubhouse

Wet mopping of hard floors with 30:1 bleach solution.

Thorough cleaning of all fixtures, dispensers, water fountains, door handles, fire extinguishers, vending machines, emergency devices, benches, time clocks minimum two times per day, when visibly soiled, and in between each rental group.

Fogging of all open spaces minimum of two occasions, six hours apart prior to re-opening of facility is optional.

Notify Local Health Officials and Close Contacts

General Manager

In accordance with Federal, Provincial and Territorial privacy and confidentiality laws and regulations, the SPOC should notify local health officials, Provincial or Territorial Associations, club staff, officials, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with applicable laws and regulations. SPOC should work with local health officials to develop a reporting system (e.g., letter) to notify health officials and close contacts (logs and/or contact tracing information) of cases of COVID- 19.

The Provincial and Territorial Health agencies and their Contact Tracing procedures will be responsible for advising those who have had close contact with a person diagnosed with

COVID-19 and determine whether someone should stay home and self monitor for symptoms. Members of the Club/Academy should continue to self-monitor for symptoms. The SPOC must notify the Provincial or Territorial Association of any cases of COVID-19. A weekly reporting system should be instituted for SPOC to advise the Provincial or Territorial Association of any cases of COVID 19, suspected cases, and where athletes or staff have been refused admittance to any training session. Even if there are no suspected cases, a 'nil' report should be required.

POST-PANDEMIC PHASE	RESPONSIBILITY
Action and Communications	
a. Confirm Provincial Health Officer has declared the COVID-19 pandemic is over.	General Manager
b. Send official written notice to your membership (i.e. volunteers, staff, coaches, parents, players, match officials) that the pandemic is officially over, the province's state of emergency order has been lifted and soccer activities can resume its full operations. Note: During this phase, there may be specific sport protocols to follow from Canada Soccer/Ontario Soccer and/or the Provincial health authorities (i.e., implementation of Infection Control Policies and Procedures).	Club President
c. Conduct a full review of your COVID-19 Return to Play Implementation Plan as well as your COVID-19 Emergency Response Plan. Include a list of recommendations for improvements.	General Manager
d. Update your soccer organizations Emergency Response Plan for future use and have approved.	General Manager and Board of Directors

Emergency Response Plan Checklist

Risk Assessment

Is Social Distancing still a requirement by the local Public Health Authorities?

Will training be held on multiple fields?

Is community spread still a concern in the municipality?

Will training include a significant number of participants (athletes or coaches) at higher risk of severe COVID-19 disease (e.g., people over 65 years of age or people with underlying health conditions)?

Will training include drills that are considered at higher risk of spread for COVID-19 (eg, contact, close proximity)?

Will the event be held indoors?

Understanding of the overview of the current COVID-19 situation by the Club / Event organizers

Have the relevant organizers and responsible staff been informed about the latest available guidance on the COVID-19 outbreak (official web resources available from Government of

Canada and local public health authorities)? And are the organizers and staff concerned committed to following the available guidance?

Are organizers aware of global and local daily situation reports as provided by local public health authorities?

Do the organizers and responsible staff understand the risks and transmission routes of COVID-19, the steps that attendees can take to limit spread, the recognized best practices (including respiratory etiquette, hand hygiene, physical distancing, etc.), and any travel restrictions in place?

Emergency preparedness and response plans

Has a club medical response plan for COVID-19 been developed?

Personal protective equipment (e.g. masks, gloves, gowns) for onsite medical personnel where deployed?

Hand sanitizer and alcohol rubs/gels, tissues, frequently replaced soap canisters and closed bins for safe disposal of hygienic materials (e.g. tissues, towels, sanitary products) in washrooms and changing rooms?

Hand sanitizers and alcohol rubs for all entrances and throughout the venue?

Is there a procedure for athletes or staff to clearly identify whom to contact and how to do so if they or other participants feel unwell?

Is there a protocol in the Province or Municipality to report suspected cases and request testing and epidemiological investigations?

Are first-aid services or other medical services in-place and equipped to support patients with respiratory symptoms?

Are there any designated medical facilities that manage patients with COVID-19 infection in the Province or Municipality?

Are there transportation services with trained medical professionals available to transport critically ill patients with severe acute respiratory infections to a hospital, if necessary?

Has a cleaning schedule been developed to ensure the venue is clean and hygienic – wiping surfaces and any equipment regularly with disinfectant is strongly recommended (before, during and after training and between each group attending the venue)?

Are there established screening measures, including temperature checks in place for participants at the point of entry or drop-off, in venue, on-site medical facilities (first-aid points)?

Does the medical response plan include protocols for organizers to notify all participants of possible exposure to COVID-19 if the organizers are made aware of any suspected or confirmed cases that attended training?

Stakeholder and partner coordination

Is there an established mechanism for collaboration and coordination between the health sectors and the Provincial and Territorial Member Association.

Are there agreed, clear and easily understood processes in place for reporting to external multi-sectoral stakeholders (Including public health and sport governing bodies) and disseminating risk communication messages ?

Is the facility/venue managed by the local municipal authority?

Governance

Is there a decision-making authority/body and an agreed procedure to modify, restrict, postpone or cancel club and/or training events related to the evolving COVID-19 outbreak?

Have the club and facility organizers and staff undergone training and exercises on personal safety procedures and emergency mitigation measures (including those specifically listed in this checklist)?

Risk communication

Is there a risk communication strategy for the club and/or facility in regard to COVID-19?

Is there a designated person(s) to lead media activities and tasked with managing all external communications with Provincial and Municipal government officials, the general public, and the media?

Has there been monitoring of local media and social media established for rumours or negativity to be able to counter them early?

Public health awareness of COVID-19

Has public health advice on clinical features of COVID-19, preventive measures, especially respiratory etiquette, hand hygiene practices, and physical distancing, been shared with all staff involved in the club and facilities, athletes, officials, and personnel of all relevant stakeholders?

Has information on the at-risk populations been provided to all staff involved in the club and facilities, athletes, officials, and others so they may make an informed decision on their attendance based on their personal risks?

Has advice included information on the meaning of the following measures: quarantine, self-isolation and self-monitoring?

Specific mitigation measures

Have formal communications been established with local Public Health Authorities regarding plans to resume activities?

Will there be daily health checks of club and facility staff, athletes, and officials?

Will the athletes be separated from other groups, such as officials, facility and club support staff, to limit transmission?

Are there measures in place to eliminate the sharing of equipment, water bottles, towels, etc.?

Will athletes be given closed containers to allow for the safe disposal or storing of all hygienic materials (e.g. tissues, towels, etc.)?

Will the training only be open to athletes and officials?

Will all designated seating and/or spectator areas be closed?

Are all specific Provincial, Territorial, Municipal Health Authority requirements being met?

Has the training schedule been adapted to meet social distancing requirements?

Does the facility/venue require a permit from the local authorities?

Will only one team/age group participate at any one session?

Is there a plan to monitor the number of participants in the venue/facility where restrictions for gatherings are in place locally?

Have return to train health checks been performed on all athletes to ensure underlying co-morbidities, medications, allergies, etc. are documented?

Cambridge Youth Soccer COVID 19 EMERGENCY RESPONSE PLAY (ERP) COMMUNICATIONS FLOW CHART

