

Emergency Response Plan

COVID -19 Emergency Response Plan

Plan Overview for the West Ottawa Soccer Club (WOSC)

Organization and Structure of the Plan

The main body of this COVID-19 Emergency Response Plan (ERP) is organized in three sections, which outline the key roles and responsibilities of WOSC in each of the three (3) pandemic phases;

Phase 1 - *Pre-Pandemic Phase*:

This is the critical stage for COVID-19 pandemic preparedness. The pre- pandemic phase is NOW, and planning efforts need to focus on Club education of the membership (i.e., volunteers, staff, coaches, parents, players, match officials) on Ontario Soccer and Canada Soccer's Return to Play Plan and Protocols. Please note that WOSC Return to Play Protocols comply with the Province of Ontario emergency orders and health authority directives. West Ottawa Soccer Club is the only client at the Wesley Clover soccer facility and has complete control of the area, including the entry/exit gates. As a result, Wesley Clover Parks has transferred the responsibility of an ERP exclusively to WOSC for the soccer facilities.

Phase 2 - *Positive Test Phase*:

Confirmation of a COVID-19 positive test within WOSC will declare when it is time to activate our COVID-19 Action Plan. During this phase, the key goals will be to prevent further infections within WOSC and minimize program disruption. This phase remains active until the infected party has been isolated and under the control of professional health authorities and there is no further threat to the health and safety of WOSC's participants.

Phase 3 - *Post-Pandemic Phase*:

The post-pandemic period begins when the Provincial Health Officer declares that the COVID-19 pandemic is over. The primary focus of work at this time is to restore normal services, deactivate pandemic response activities, review the impact, and use the lessons learned to guide future emergency response planning.

1. *Pre-Pandemic Activities*

WOSC Planning and Coordination

- a. WOSC has developed and implemented a COVID-19 Emergency Response Plan (ERP). This ERP has been developed by the Board of Directors and the General Manager as well as in coordination with the Chief Operating Officer

(COO) of Wesley Clover Parks, Tony Dunn. **Person Responsible** - ERP Lead for Wesley Clover Parks, Colin Arsenault.

- b. WOSC has created a specific COVID-19 ERP to add to its existing Emergency Action Plan which has been in place since 2015 when the Park opened. **Person Responsible** - ERP Lead for Wesley Clover Parks, Colin Arsenault.
- c. WOSC has Completed Canada Soccer/Ontario Soccer's Risk Assessment On-line. **Person Responsible** - ERP Lead for Wesley Clover Parks, Colin Arsenault as well as WOSC General Manager, Brian Mason
- d. WOSC has incorporated Canada Soccer/Ontario Soccer's Return to Play protocols. **Person Responsible** - ERP Lead for Wesley Clover Parks, Colin Arsenault.
- e. WOSC has Educated all internal organizational leaders of ERP Procedures manual. **Person Responsible** - ERP Lead for Wesley Clover Parks, Colin Arsenault.
- f. WOSC has a written communication plan flowchart if a positive test for COVID-19 occurs within WOSC. **Person Responsible** - ERP Lead for Wesley Clover Parks, Colin Arsenault.
- g. WOSC has verified Ontario Soccer, Province of Ontario and local Municipal government permissions for Return to Play implementation following Ontario Return to Soccer protocols of implementation. **Person Responsible** - ERP Lead for Wesley Clover Parks, Colin Arsenault.
- h. If someone does not feel well, use the self-assessment tool found [here](#).
- i. **Staff, volunteer, participant or any family member(Team Member) Quarantine Requirements.**
 - Any Team Member who travelled outside of Canada within the last 14 days is not permitted to participate in any WOSC activities or be present at any WOSC facility.
 - Any Team Member who has travelled outside of Canada within the last 14 days must quarantine and self- isolate.
 - Any Team Member who has been instructed by public health authorities to self-isolate.

2. Positive Test Phase

Confirmation of a COVID-19 positive test within WOSC

Communication System

-Consistent with Federal and Provincial/Territorial privacy regulations, acts, laws, etc. coaches, staff, officials, and families of players will self-report to the single point of contact (SPOC), also known as the "ERP Lead" if:

- 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 flowchart at the end of this section.

Advise Sick Individuals to Stay Home

- Sick coaches, staff members, officials, or players will not return until they are well enough based on Public Health Agency of Canada and Provincial Health Authority guidelines.

If a Team Member tests positive for COVID-19

- The Team Member will not be permitted to return to any WOSC activity until they are completely recovered from COVID-19 and provide the Club with a doctor's note confirming the same.
- Any Team Member who has been in close contact with an infected Team Member will also be removed from all Activity for at least 14 days to ensure the infection does not spread further.

If a Team Member has been tested and is waiting for the results of a COVID-19 Test

- As with any confirmed case, the Team Member will be unable to participate in any activity until test results are received and a negative result is confirmed.
- Other Team Members who may have been exposed will be informed and removed from the WOSC activities for at least 14 days or until the diagnosis of COVID-19 is ruled out by health authorities.

Isolate and/or Transport Those Who are Sick at WOSC Activities

-WOSC will ensure that coaches, staff, officials, players, and families know that sick individuals should not attend a WOSC 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.

If a Team Member is feeling sick with COVID-19 symptoms, regardless of severity (i.e., even mild symptoms).

- They must remain at home.
- They should consider contacting Public Health Ottawa at 613-580-6744 or [here](#).
- They will be sent home immediately and unable to return until the symptoms clear completely.
- No Team Member may participate in any WOSC activity if they are symptomatic.

-Team Members 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 will 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.

WOSC has established procedures for safely transporting anyone who is sick to their home or to a healthcare facility. WOSC has 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, relate COVID-19 concerns.

Clean and Disinfect Areas

WOSC will 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.

Notify Local Health Officials and Close Contacts

In accordance with Federal, Provincial and Territorial privacy and confidentiality laws and regulations, the SPOC will 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.

The SPOC will 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 will continue to self-monitor for symptoms.

The SPOC must notify the Provincial Association of any cases of COVID-19. A weekly reporting system should be instituted for SPOC to advise the Provincial 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.

Person Responsible - ERP Lead for Wesley Clover Parks, Colin Arsenault.

3. Post-Pandemic Phase

Action and Communications

- a. Confirm Provincial Health Officer has declared the COVID-19 pandemic is over.
Person Responsible - ERP Lead for Wesley Clover Parks, Colin Arsenault.
- b. Send official written notice to WOSC (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).**
Person Responsible - WOSC President
- c. Conduct a full review of WOSC COVID-19 Return to Play Implementation Plan as well as The WOSC COVID-19 Emergency Response Plan. Include a list of recommendations for improvements. **Person Responsible** - ERP Lead for Wesley Clover Parks, Colin Arsenault.
- d. Update WOSC's Emergency Response Plan for future use and have approved.
Person Responsible - ERP Lead for Wesley Clover Parks, Colin Arsenault as well as WOSC General Manager and WCP COO, Tony Dunn .

COVID-19 EMERGENCY RESPONSE PLAN (ERP) Communications Flow Chart

