



BC Athletics’ Return to In-Person Coach Education Guidelines

Adapted from [NCCP Return to In-Person Guidelines](#), and
[BC Athletics’ Return to Training Addendum](#)

This document is subject to change in alignment with the evolving recommendations from the Public Health Authority on COVID 19 safety procedures in the province of BC.

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The following document outlines guidelines put in place during BC Athletics in-person coach education course in an effort to mitigate the risk of transmission of COVID-19 and keep all participants safe during the course.

1. Pre-Course: Registration

- 1.1. Participants should register with their contact information before arriving at the course.
- 1.2. Courses can accommodate up to a maximum of 10 people including participants and instructor(s). This may be lowered if the venue cannot accommodate 3 meter physical distancing. For the time being, participants must be from the same club to keep the cohort small,
- 1.3. The Return to In Person Coach Education Guidelines for Participants will be made available to course participants during the registration process. This will outline a summary of the measures undertaken to mitigate the risks of COVID-19 as well as the expectations that participants will follow to reduce these risks.
- 1.4. Each participant will sign the appropriate waiver listed below stating that they understand the expectations that they should follow during the course to reduce the risk of COVID-19 transmission and while BCA is taking measures to mitigate the risk of COVID-19 the risk cannot be completely eliminated, and by participating in the course, the participants acknowledge that there is a risk of contracting COVID-19, which can lead to serious illness or death.
 - [Informed Consent and Assumption of Risk Agreement \(for those under the Age of the Majority\)](#)
 - Or [Release of Liability, Waiver of Claims and Indemnity Agreement \(for those Over the Age of the Majority\)](#)
- 1.5. Participants will be informed of the cancellation policy upon registering for the course (see 2.4)

2. Screening

- 2.1. BCA will conduct a self-screening questionnaire for signs and symptoms or risk of exposure to COVID-19 as well verify updated contact information in case the Public Health Unit should need to contact them if an instance of COVID-19 is identified.
- 2.2. Participants should complete the [BC COVID-19 Self-Assessment Tool](#) prior to attending the course and sign the [COVID-19 Questionnaire, Attestation and Participant Agreement](#)
- 2.3. Screening as well as contact information will also be collected each day of the course from all individuals present that day (both participants and learning facilitators). The facilitator will ask participants if they respond to yes to any of

the questions on the screening sheet and then record this information from BCA's record. They will also verify participants' contact information. The screening questionnaire will be posted on the venue door. Participants should notify the LF if their symptoms change throughout the day.

- 2.4. Should a participant answer 'yes' to any of the self-screening questions prior to starting the course, they will be given a full refund to the course. Should symptoms develop, or answer 'yes' to any of the self-screening questions, during the course, they will be given the opportunity to take the modules they have missed at another time.
- 2.5. Participants should notify the host after the course if they become ill, experience COVID-19 symptoms, or if they find out that someone with whom they have been in contact with prior to the workshop has been tested positive for COVID-19
- 2.6. LF's should complete the self-screening questionnaire a day before arriving at the course, as well as each day that they are at the course. Should they answer 'yes' to any of the questions prior to, or during the course, they should contact BCA immediately. In the event that the LF is not able to deliver the course, another LF will be sent in if available. If another LF is not available, the course, or remaining modules, will be rescheduled.
- 2.7. A back-up LF should be available, where possible, in case the current LF is ill or does not feel comfortable delivering the workshop.

3. Cleaning, Masks and Sanitization

- 3.1. Handsanitizer, with a minimum of 60% alcohol content, will be made available to participants and LF's during the course. The LF will be provided with sanitizer to bring to the course, or will be reimbursed by BCA to purchase hand sanitizer to bring.
- 3.2. Participants will be asked to sanitize their hands frequently, especially when entering or leaving the room, before and after handling masks, and between sharing equipment, if applicable.
- 3.3. High touch surfaces should be sanitized often with disinfectants. This includes surfaces such as door handles, light switches, and table tops.
- 3.4. All individuals must wear facial coverings or masks at all times during the course except when eating or drinking, unless they have a medical exemption as indicated by Public Health guidance. Facial coverings are made of cloth or mask material to cover the mouth and nose without gaping. Participants should bring their own facial coverings to the course.

- 3.5. Participants are asked to bring their own mask and the host will be asked to provide backup in case a participant did not bring their own mask or needs a replacement.
- 3.6. Participants will be asked to bring their own personal “learning kit” which consist of hand sanitizer, mask, personal lap top and/or workshop material (see 3.7), pens or pencils, water bottle, snacks, and lunch. Items of their personal learning kit should not be shared with other participants.
- 3.7. Paper copy workshop manuals will not be provided at the course. Participants will be provided with online access. They have the options of:
 - Bring a laptop or tablet to access the pdf manual
 - Print the manual, or required pages, themselves
 - Purchase a manual from BCA to be sent to their homes prior to the course. An option to purchase, as well as costs, will be included during the registration.
- 3.8. All individuals must respect 3 metre physical distancing at all times. This includes, no high fives or handshakes. Participants can wave, nod, or create their own group symbol for high fives!
- 3.9. Avoid sharing equipment when possible. This can be done by one or more of the following:
 - Participants each have their own piece of equipment if available - either supplied by the club, or participants can bring their own
 - In cases where there is not enough equipment, participants can partner to share equipment.
 - Equipment must be sanitized prior to sharing with their partner or other individuals.
 - Participants must maintain 2 metre physical distancing
 - Rather than alternating turns, participants should complete all their turns at once before switching (i.e., if they are to take 3 throws each, each participant should take their 3 throws consecutively before switching).

4. Classroom Set-Up

- 4.1. Visual markers should be placed at a distance of 2 meters apart outside the doorway of the course indicating where participants should line up to enter the room.
- 4.2. A copy of the self-screening questionnaire should be made visible to participants before they enter the room. I.e., on the door, or on a desk/table.
- 4.3. Handsanitizer should also be made available before entering the room, and throughout the classroom.

- 4.4. The LF should welcome participants before the doorway of the course, at a distance of 2 meters away,
 - to ask if participants have answered “yes” to any of the self-screening questionnaire are “yes”. The results should be recorded and returned to BCA
 - check if the participants have a mask, and distribute masks as needed
 - remind participants to where a mask at all times
 - provide gloves if participants wish to use them.
- 4.5. The LF should be 2 meters away from participants when welcoming them to the course. Participants should collect their own mask and gloves if needed. For example, the LF can set up a table at the doorway of the course for participants to collect their items and read the self-screening questionnaire. The LF can remain 2 metres behind the table to ask the self-screening questions. The LF will be given a clipboard to record on instead of the table.
- 4.6. The NCCP Poster with course safety guidelines should be posted at the doorway of the course and around the room
- 4.7. Allocate specific routes for entry and exit of the classroom, as well as to and from various venues.
- 4.8. Desk and/or tables should be set up to allow for 2 metres distance between participants, as well as room to walk to and from their desk.
- 4.9. Participants should stay in their assigned seating throughout the course.
- 4.10. Group work should only be conducted where groups are able to physical distance. This may mean limiting the group size, working from the same desk or table.
- 4.11. Allow for adequate break times for participants to go to the washroom.
- 4.12. Avoid activities that could contribute to the spread of COVID-19 in confined spaces (i.e., cheering, shouting, singing, sitting or standing close together, physical contact)
- 4.13. The LF should provide an overview of the guidelines at the start of each day of the course.

5. **Track and Field Specific Guidelines**

The practical portion of the BCA courses should follow BCA’s Return to Training Addendum including, but not limited to the below:

5.1. **Equipment:**

- All equipment must be sanitized before and after each use; alternatively, a single participant can complete all their turns at once

before switching, with sanitization occurring at the end of their turn.

- Equipment should be shared by the least amount of people as possible, with ideally, no sharing occurring. If sharing does occur, all equipment must be sanitized before and after each use as indicated in
- Participants must sanitize their hands before using any shared equipment (i.e. starting blocks, throwing implements, relay batons, long jump rakes, pole vault poles, high jump bars, tarps, etc.)

5.2. Track: To facilitate physical distancing, keep one lane open between each participant (i.e. use lanes 1, 3, 5, 7).

5.3. Horizontal Jumps (Long & Triple Jump)

- It is important to know there is currently no known method to ensure sand pits are properly sanitized. To help mitigate risk, the sand pit should be raked after each participant jumps.
- If possible, a single individual should be responsible for raking the sand to reduce sharing of the rake.

5.4. Vertical Jumps (High Jump & Pole Vault). Mats must be covered by a large tarp that must be fully sanitized after each participant jumps: alternatively, a single participant can complete all their turns at once before switching, with sanitization occurring at the end of their turn.