



Officials Group Training – COVID-19 Protocols

General Guidelines (Outdoor Officials Training Session)

Note that these orders can and do change. Refer to the [CURRENT ORDERS](#) on the BC Athletics web page before finalizing the design of any instruction session.

- All participants must pre-register for the training session and sign required waivers, releases etc. Notices or registration forms should include a link to this document.
- All participants must be BCA/AC Members
- All participants are required to check-in at session with a health and safety officer:
 - Symptom Screening. Conduct symptom screenings for all participants by having them answer a wellness questionnaire or complete a self-assessment on their wellness and any COVID-19 symptoms.
 - Provide contact information for contact tracing.
 - Read illness BCA Policy that outlines procedures for participants that may be experiencing symptoms.
- Health & Safety
 - Maintain physical distance of 3m from other participants at all times.
 - Participants should wear gloves at all times when handling shared equipment or using shared facilities at the site.
 - Participants must wear face masks at all times.
 - Hand washing or sanitizing stations should be provided at training site.
 - Participants should bring portable chair, clipboard and PPE (mask and gloves, pack of disinfectant wipes, hand sanitizer), measuring tapes, or other personal equipment requested by the instructor.
 - No food or drink will be provided. Participants may bring food and drink for individual consumption. A break in training will be provided every two hours)
- Stay within current limits on total participants as specified by the facility owner.
- Officials Training groups will typically be 5 or less, including an Instructor. Multiple Training groups may work simultaneously in a facility, if the current overall limits for the stadium, and each individual area is respected.
- Instructors should not provide printed handouts. If handouts are required, the instructor should send them to the participants digitally, and ask them to print and bring with them.

Before the Training Session

Instructor Responsibilities

- Ensure that your session complies with guidelines in the [BC Athletics Return to Training Addendum](#).
- design layout of training, including all activities, to ensure physical distancing guidelines are met.
- Contact BC Athletics staff to verify that the venue meets standards for setting up a safe training environment.
- Check-in instructors and participants as described above. Find a check-in document [here](#).
- Ensure that any equipment or high touch surfaces (tables) have been sanitized prior to use by participants.
- Ensure that any shared equipment or surfaces are sanitized during the session if used.
- Review training event venue(s) and mark with flagging, cones etc. to avoid coming close to other users of the venue or stadium.
- Brief participants on use of PPE, maintenance of physical distancing throughout all phases of the event.

Participant Responsibilities

- Bring individual PPE kit and required equipment to session (see above)
- Print and bring any material require by the instructor
- Check-in and complete required forms

During the Training Session

Instructor Responsibilities

- communicate with any other users of the venue during the session, in order to maintain appropriate distance and avoid conflict or over-crowding of the facility
- move flagging or cones as required when moving to another location in the venue.

Participant Responsibilities

- remain seated (at marked 3m intervals) for “group” activities.
- maintain a 3m distance from others when doing an individual activity.
- maintain a 3m distance from others when moving to another location in the venue.

After the Training Session

- Instructor collects registration (check-in forms) and returns to BC Athletics staff after the session.
- All equipment used by participants must be sanitized and safely stored before the instructor(s) leaves the venue.