

# **Mariners Volleyball Club**

## *Communicable Disease Prevention Guidelines*



**Approved by Mariner Volleyball Club Board of Directors July 17, 2021**



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## **Intent**

This policy was developed to help prevent and reduce the risk of communicable disease within the workplace and area of sport participation. Examples of communicable disease that may circulate in a workplace include COVID-19, norovirus, and seasonal influenza. The precautionary measures have been developed using advice and information obtained from WorkSafe BC, the BC Centre for Disease Control, the Government of British Columbia, and the Government of Canada.

The workplace and area of sport will regularly monitor and review communicable disease-related information issued by public health, including orders, guidance, notices and recommendations issued by a medical health officer or the provincial health officer.

The workplace and area of sport may adjust the measures in this plan in light of public health or WorkSafe BC guidance, especially during periods of elevated risk. If this occurs, any changes will be communicated to all Board of Directors, members & staff.

Questions and/or concerns can be directed to the Club Manager at 250-713-1433 or [info@marinersvolleyballclub.ca](mailto:info@marinersvolleyballclub.ca).



*Mariners Volleyball Club Communicable Disease Prevention Guidelines,  
Approved by MVC Board of Directors on July 17, 2021*

## **Table of Contents**

### **Guidelines**

#### **A. Employee (Coaches & Staff) Responsibilities**

1. Hand Hygiene
2. General Hygiene
3. Workspace Clean
4. Social Distancing
5. Updates to Staff
6. Self-Isolation for COVID-19
7. Developing Symptoms of COVID-19 at Work
8. COVID-19 Positive Employee
9. New COVID-19 Leave

#### **B. Mariners Volleyball Club Responsibilities**

1. Cleaning and Hygiene
2. Policies
3. Personal Protective Equipment
4. COVID-19 Response Plan

#### **C. Periods of Elevated Risk**



*Mariners Volleyball Club Communicable Disease Prevention Guidelines,  
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## **Guidelines**

Our organization will work to achieve a workplace, that follows ongoing measures identified by applicable governmental bodies and public health authorities to reduce the risk of communicable disease and additional measures for when there's an elevated risk of communicable disease.

### **A. Employee (Coaches & Staff) Responsibilities**

All employees (coaches & staff) should ensure they understand and comply with the communicable disease prevention policies and practices outlined within this policy.

#### **A.1 Hand Hygiene**

- [Wash hands](#) frequently. Wash hands for at least 20 seconds with soap and water. If soap and water aren't available, thoroughly wash hands with an alcohol-based hand sanitizer. Employees should wash hands:
  - After using the washroom;
  - After handling cash or with other materials that have come into contact with the public;
  - Before and after handling shared tools and equipment;
  - Before and after using masks or other personal protective equipment.

#### **A.2 General Hygiene**

- Cover your mouth when coughing, sneezing, and yawning by doing so into the bend of your arm, not your hand. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Use any necessary personal protective equipment as directed.

#### **A.3 Workspace Cleaning**

- Use approved products provided by Mariners Volleyball Club to clean and disinfect items such as volleyballs and other required equipment at least once daily and more often if they are visibly soiled.

#### **A.4 Social Distancing**

- Minimize time spent in personal proximity to others that is closer than two meters.
- During times of heightened risk, staff should wear masks whenever two meters of social distance cannot be maintained.



*Mariners Volleyball Club Communicable Disease Prevention Guidelines,  
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### **A.5 Updates to Staff**

- Provide updated emergency contact information to the club manager at info@marinersvolleyballclub.ca (a primary and secondary contact are required).
- Notify the club manager immediately if you meet any of the criteria in Section A.6.
- Consider whom the workplace should call if you require transportation home from work.
- Immediately notify the club manager if you rely on public transport to get to work and have no means to safely get home if you start to feel ill while at work.

### **A.6 Self-Isolation for COVID-19**

Following the orders of the provincial health officer and guidance provided by the BC Centre for Disease Control, employees may be required to self isolate. Employees with the following are not permitted to come to work until advised by the PHO that it is safe to do so:

- Anyone with COVID-19-like symptoms such as a sore throat, fever, sneezing, or coughing.
- Employees who have had close contact with a person with confirmed COVID-19 within the last 14 days.
- Employees who are waiting for their COVID-19 test results.

If you have a symptom of COVID-19 or think you might have such a symptom, do not come to work. It is critical that if you have at least one symptom of COVID-19 (fever, cough, or difficulty breathing), or even mild symptoms, you must stay home to avoid spreading illness to others. Mild symptoms may be similar to a cold or flu.

Additional actions you should take include:

- [Completing the BC Ministry of Health COVID-19 Symptom Self-Assessment Tool](#)
- Immediately isolating yourself to prevent any possible spread of COVID-19;
- Contacting your local public health authority and follow their advice;
- Notifying the workplace by calling or emailing the club manager, and
- Remaining away from work until you have been advised by your public health authority that it is safe to return, normally after a minimum of 14 days.



*Mariners Volleyball Club Communicable Disease Prevention Guidelines,  
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You need to remain away from all work-sites if you:

- Have symptoms, even if mild, associated with COVID-19;
- Have been diagnosed with COVID-19;
- Are waiting for laboratory test results after being tested for COVID-19; or
- Have been advised to self-isolate by your regional public health authority.

Employees who are self-isolating due to cold/flu symptoms and who obtain negative COVID-19 test results during their isolation period are not permitted to return to the workplace until they are symptom free. The workplace may request a doctor's note before the employee is permitted on-site at any work-site. *Note: In this circumstance, the return to work may be less than 14 days if approved by the club manager.*

Self-isolating means:

- Staying home until the regional public health authority says you are no longer at risk of spreading the virus; and
- Avoiding contact with others.

If your symptoms worsen, immediately contact your healthcare provider or public health authority and follow their instructions. If you have worsening or life-threatening symptoms, dial 9-1-1.

### **A.7 Developing Symptoms of COVID-19 at Work**

If you develop even mild symptoms of COVID-19:

- Separate yourself from others and contact your manager using a telephone or by e-mail;
  - Notify the club manager where you worked that day;
  - Disclose any interactions with fellow staff, members, or others; and
  - Disclose any equipment you used, items you handled, or surfaces you touched
- [Complete the BC Ministry of Health COVID-19 Symptom Self-Assessment Tool](#)
  - If you need help or guidance in another language, please call 8-1-1
- Follow the guidance provided after completion of the Self-Assessment Tool

If you drive yourself to work and are well enough to transport yourself, please notify your manager when you are leaving, where you are going, and once you arrive safely at your destination. If you take public transport, the club manager will contact either your designated emergency contact or the local public health authority or non-emergency services to ensure that you are safely transported to the appropriate destination.



*Mariners Volleyball Club Communicable Disease Prevention Guidelines,  
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Do not return to work until your public health authority advises it is safe to do so.

### **A.8 COVID-19 Positive Employee**

In the event that an employee tests positive for COVID-19, the employee and all coaches/staff members that have had close contact with the positive employee must:

- Follow all advice given by public health.
- Separate yourself from others. All employees are expected to adhere to the self-isolation guidelines in section A.7. Employees awaiting COVID-19 test results are not permitted to physically attend the workplace and must self-isolate.
- Contact the club manager using a telephone or by e-mail;
  - Notify your manager where you worked that day;
  - Disclose any interactions with fellow staff, customers, or others; and
  - Disclose any equipment you used, items you handled, or surfaces you touched
- [Complete the BC Ministry of Health COVID-19 Symptom Self-Assessment Tool](#)
  - If you need help or guidance in another language, please call 8-1-1
- Follow the guidance provided after completion of the Self-Assessment Tool.

### **A.9 New COVID-19 Leave**

The BC Employment Standards Act has been amended to allow an employee can take **unpaid**, job-protected leave related to COVID-19 if they're unable to work for any of the following reasons:

- They have been diagnosed with COVID-19 and are following the instructions of a medical health officer or the advice of a doctor or nurse,
- They are in quarantine or self-isolation and are acting in accordance with an [order of the provincial health officer](#), an order made under the Quarantine Act (Canada), guidelines from the BC Centre for Disease Control or guidelines from the Public Health Agency of Canada,
- Their employer has directed them not to work due to concern about their exposure to others,
- They need to provide care to their minor child or a dependent adult who is their child or former foster child for a reason related to COVID-19, including a school, daycare or similar facility closure,
- They are outside of BC and unable to return to work due to [travel or border restrictions](#).



## *Mariners Volleyball Club Communicable Disease Prevention Guidelines,*

The COVID-19 leave is retroactive to January 27, 2020, the date that the first presumptive COVID-19 case was confirmed in British Columbia. During this public health emergency, employees can take this job-protected leave for the reasons above as long as they need it, without putting their job at risk. Once it is no longer needed, this leave will be removed from the Employment Standards Act.

### **B. Mariners Volleyball Club Responsibilities**

To ensure that Mariners Volleyball Club continues to provide a healthy and safe workplace, the following measures will be followed on an ongoing basis. In addition, MVC will continue to stay updated on guidelines and information provided from WorkSafe BC, the BC Centre for Disease Control, the Government of British Columbia, and the Government of Canada.

MVC will regularly monitor and review communicable disease-related information issued by public health, including orders, guidance, notices and recommendations issued by a medical health officer or the provincial health officer:

- The Club Manager and Board of Directors, will be responsible for monitoring and reviewing all communicable disease-related information or alerts issued by public health or Worksafe BC.
- The Club Manager will be responsible for monitoring and sharing any guidance issued by viaSport BC or the Sport Ministry regarding communicable diseases and sport.

#### **B.1 Cleaning and Hygiene**

- Implement and follow cleaning guidelines:
  - Clean and disinfect all high-traffic areas and frequently touched areas (such as door handles, fridge handles, printers, photocopiers, and contact points) once per day. Cleaning will be increased to twice daily during times of heightened risk and as advised by public health.
  - Provide cleaning wipes that are at least 70% alcohol to ensure proper disinfection, or use other approved disinfectant sprays and solutions in common areas and workspaces for employees to clean workspaces.





*Mariners Volleyball Club Communicable Disease Prevention Guidelines,  
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## **B.2 Policies**

- Use the risk-informed decision-making guidelines for workplaces and businesses during periods of increased communicable disease transmission to help develop policies and procedures.
- MVC will investigate all health and safety concerns according to WorkSafe BC guidelines.
- Evaluate the workplace for areas where people have frequent contact with each other and shared spaces and objects to look at measures to reduce contact during times of heightened risk.
- Communicate with staff about the measures we are taking to prevent the spread of communicable disease.

## **B.3 Personal Protective Equipment**

The following personal protective equipment is available and provided based on the following situations:

- Gloves and masks for coaches/employees who are in direct contact with an ill person or a contaminated object or environment. Hands must be washed before putting on gloves and immediately after removing gloves. While wearing gloves, employees must refrain from touching their face. Gloves should be frequently removed and immediately disposed of to limit contact transfer. All staff in direct contact with an ill person are required to wear a mask.
- Gloves should be safely removed by adhering to the [WorkSafe BC Glove Removal Procedure](#).
- Masks must be put on and removed by adhering to the [WorkSafe BC Guidelines for Disposable Respirators](#).
- Gloves and masks will be provided to cleaning staff.
- The employer will provide face masks for all coaches/employees.
  - As stated by the PHO, masks are recommended at all times for employees who are not fully vaccinated (*fully vaccinated is defined as 14 days after receiving dose 2*).

## **B.4 COVID-19 Response Plan**

In the event that an employee develops symptoms while at work (section A.8) or an employee that has been at work within the past 14 days tests positive for COVID-19, the COVID-19 Response Plan below will be activated.

The Club Manager and Club President will be made aware of the situation and the following steps will be taken:

- Health authorities will be contacted and will provide further instructions.



*Mariners Volleyball Club Communicable Disease Prevention Guidelines,  
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- Any areas that the probable case was in contact with will be immediately cleaned by someone wearing appropriate personal protective equipment.
- Any and all activities in the facility or vicinity of exposure will cease immediately until cleared by health authorities or other government bodies.
- Information will be gathered from the probable case and other staff or participants that may be affected.
- MVC will gather contact information for all members that may have come into contact with the exposed staff member or other probable case.
- This contact information will be shared with health authorities upon request.
- If an outbreak of COVID-19 or any other communicable disease occurs within the workplace, all public health and Worksafe BC guidance will be followed.

### **C. Periods of Elevated Risk**

There may be periods of elevated risk for communicable diseases, as determined by public health. During these periods:

- The employer will follow all information and guidance issued by public health and Worksafe BC about the risk and how we can reduce it.
- Additional measures will be added into those outlined in this plan, including increased cleaning, personal hygiene, and any other steps recommended by public health. Additional measures will depend on the type of disease and the methods of transmission.
- All employees and staff will be expected to comply with any additional measures put in place.