



COVID-19 OPERATING PROTOCOLS

BALLHAWKS CLUB OPERATING PROTOCOLS DURING COVID-19

The following document outlines the club's operating protocols and what to expect as an athlete and as a parent/guardian. The club has instituted these guidelines and procedures in order to offer a safe return to sport for your daughter/son during the COVID-19 pandemic.

Document Sections:

- A. Personal Hygiene
- B. Personal Protective Equipment
- C. Personal Items
- D. Participant Health Screening - **Pre-check In**
- E. Facility Pre-set up:
 - o Traffic Flow
 - o Demarcations of washrooms, stations etc.
 - o Sanitizing / disinfecting
- F. Participant Health Screening - **On-site Check-in**
- G. During Practice / Events
- H. Document data management – Tracking Sheets

A) Personal Hygiene

- a. Individuals must follow good appropriate personal hygiene guidelines:



Individuals should wash / sanitize hands upon entry to site/facility or training area and at completion of training.



All athletes and coaches must carry disinfectant wipes, hand sanitizer and/or pump soap in their equipment bags.



All participants must have closed containers (e.g. Ziploc bags) to allow for the safe disposal or storing of all hygienic materials (Kleenex, towels, etc.).



Discourage hand slapping, high fiving, and any other practices that do not adhere to physical distancing requirements.

- b. Individuals are asked to strive in maintaining a 2m distance as much as possible.
- c. Athletes that are sick or have been exposed to COVID-19 are to avoid participation in Chatham Ballhawk events. (Seek your team's COVID-19 representative for assistance in how to return to participation.)

B) Personal Protective Equipment

As a general rule, while attending Chatham Ballhawk events, **All Individuals** must wear a face mask/covering over the nose and mouth at all times. Exceptions are:

- a. Case-by-case activities and situations reviewed by the Board of Directors or COVID-19 Oversight sub-committee.



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C) Personal Items

- a. Personal Items should be minimized as much as possible.
- b. Athletes should be as dressed as much as possible (recognizing indoor shoes may not be practical to wear outside, for example) but all should be aware that change facilities will not be available.
- c. All participants should consider bringing enough water to avoid having to touch a tap or water fountain handle while at the venue or in cases where water filling stations may not be available.
- d. Only water is permitted for all participants within the facility. Participants referring to athletes, coaches, covid-coordinators, and covid-monitor volunteers.
- e. No sharing of items is permitted.
- f. Bringing food to practice is not recommended. If snacks are needed for health reasons, please keep them in an individual's Ziploc bag. This refers to all participants.
- g. Athletes must have their own closed containers (i.e. Ziploc bag) for disposing of used personal items such as tissues. These must be disposed of at home.

Note: Along with plenty of water, as part of the personal items to bring, athletes should consider bringing extra masks, hand sanitizer, and disinfectant wipes for washing protocols.

Note 2: In an effort to minimize the number of participants in a facility, only athletes, coaches, and the cohort covid coordinator or designated volunteer will be entering the facility. Parents/guardians will not be allowed entry. For drop-off and pick-up of athletes, parent/guardians are asked to follow physical distancing measures.

D) Coordinators / Volunteers

- a. Teams have been designated into cohorts. Each cohort has been assigned at least one COVID Coordinator and these group of coordinators are members of the COVID Oversight Committee. [Please refer to the Ballhawks Covid-19 Response Plan document.]
- b. Each COVID Coordinator has been tasked with finding volunteers to assist with applying the protocols at events to ensure we have a safe, healthy and productive event that is acceptable to all stakeholders.
- c. Volunteers, like the other Ballhawks Organization personnel, have to complete the OVA waiver and receive training before participating.
- d. Coordinators are responsible to create and set and maintain a schedule of volunteers for each of their respective cohorts.
- e. Volunteers are to work with their coordinators to apply the protocols, ask questions, and provide feedback and report concerns or non-compliance.
- f. Coaches are to work together as a team to ensure a smooth operating environment.

E) Participant Health Screening - Pre-check In

- a. Prior to coming to the facility, participants will be required to complete the on-line pre-screening and submit thru the Ballhawks weblink. (*more info/link to come*).
- b. This must be completed between 2 & 8 hours before each event and confirmed by the club as notification will be immediate. This is necessary to be both current and allow time for team leaders and the club to process.
- c. If you have not completed the pre-check in online, you may do so at the event, but after other participants have signed in. Please stay outside and social distance. Make yourself visible to the volunteer, and then they can screen you away from others (likely outside) and have you sign in when they have the opportunity.



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F) Facility Site Coordination and Pre-Setup

Prior to any session and allowance of any admittance of athletes, the COVID cohort volunteer are to ensure the facility is prepared for activities:

1. Traffic Flow Demarcation – In/Out posted signs for doors.
2. Signage for washrooms and first aid area that will be used in the event a player needs to be isolated.
3. Preventing access to locker/change rooms (based on government protocols) except in case that the washroom/first aid access is located in the locker/change room facility. (Ballhawks will endeavor to ensure that this is not required and guide traffic to a different washroom)
4. Sanitization for athletes and coaches – a station to be set-up just inside the entrance to facility. If there is the ability to have a separate exit door, a second sanitization station set-up upon leaving the facility.
5. Sanitization (or wiping down) for high touch areas such as exit/entry doors, washroom(s), equipment room doors/surfaces that may be contacted during retrieval and return by athletes.
6. Coaches will ensure balls, ball cart & other equipment brought in is disinfected upon arrival.
7. Sanitization of School Equipment – any facility the club utilizes cannot guarantee that volleyball nets, poles, antennae, protectors or benches are sanitized. Therefore both before and after any setting up, adjusting or taking down of this equipment participants involved must sanitize. This helps address transmission to or from the equipment.
8. Social Distancing off Court - 2 metre “virtual lockers” for number of players are demarked in the facility. Use of the cones / discs (visual cues) is required. If applicable, as many doors propped open to minimize contact points as athletes enter.
9. Check-in Administration - Cohort coordinator/volunteer to have check-in desk/table set-up and able to administer health screening check-in and document on the tracking sheet.
10. Access Permission Check (if applicable/requested) with facility rep, if present, that all is prepared before starting to allow athletes to enter the facility.
11. Special Facility Notes:
 - a. Chatham Christian School
 - i. Maintains a Custodian for the club’s events and the front door will be unlocked before and after.
 - ii. An emergency/health room is located to the north of the main entrance for isolating participants that may become unwell during a session.
 - iii. The emergency/health room is where the club’s table, PPE, consumables and First Aid Kit are stored between events.
 - iv. There is a water filling station in the hall to the north of the main entrance that can be used if necessary. Participants are not allowed beyond this point.
 - v. Entrance is set up through one set of doors and exit through another for minimizing contact overlap.
 - vi. The custodian maintains spray bottles of cleaner for sanitizing the balls, bleachers etc. (much appreciated!) At the end of practices, the Custodian will clean rags and replenish. Please leave in a neat condition. The rest of the supplies are in the club’s kits.
 - vii. Equipment Room – located in the south east corner of the gym, laminated pictures are located inside on the wall for how the school expects equipment to be stored. All participants are to minimize contacting any other equipment/items as much as possible.
 - viii. Washroom Access – ONLY the two located between the main front entrance and the gym.



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- ix. Any shortages of supplies should be communicated to your Cohort's Coordinator and/or JJ Davis (519)386-4389 ensure we do not run out of supplies.
- b. Eben-Ezer Christian School
 - i. This site is not staffed most of the time while the Ballhawks will be using the facility.
 - ii. Mary-Theresa Hiltz (519)365-7404 and Susan Dieleman (519)355-6979 have keys to access the facility for early practices.
 - iii. Early session volunteers – DO NOT LOCK UP the building, equipment or custodial rooms as the late session personnel will need access and do not have keys.
 - iv. The Custodial Supply room located to the north of the entrance houses the club's supplies (typically on the shelf) with exception of the table which is placed against the wall, around the corner from the entrance under the coat rack.
 - v. Washroom Access – ONLY the 2 washrooms in the front foyer are available for use.
 - vi. Equipment Room – located in the North West corner of the gym.
 - vii. Rags – at the end of practice, place all dirty rags in the provided bag. Susan Dieleman is ensuring that they are being cleaned.
 - viii. Any shortages of supplies should be communicated to your Cohort's Coordinator and/or JJ Davis (519)386-4389 ensure we do not run out of supplies.

Note: 15 minutes will be allotted before and after events to allow for facility preparation. All Participants must stay outside, maintaining physical distancing measures, and not enter the facility until a "go-ahead" is signaled by that session's on-site COVID monitors that the facility is set up.

G) Participant Health Screening - On-site Check-in

- a. Reminder that at all times entering a facility, all members are to wear a mask.
- b. Reminder that athletes must arrive dressed and minimize the amount of personal items they bring into the facility.
- c. Athletes will look to ensure physical distancing for placing their personal items and maintain 2m spacing with other people while off court.
- d. Upon arrival, each participant will be asked to hand sanitize and confirm their health screening status and contact information via completing the check in form.

Note: Please note this Tracking Sheet includes all the individuals that are in the facility - the coaches, the on-site cohort coordinator(s), and the athletes.

H) During Practice / Event (current)**

**** Note:** Current refers to Stage 3 communities for indoor volleyball RTP protocols based on OVA Return to Play protocols v2.0. In the event of a change in status, this document will be revised as such and re-issued to the Ballhawks Club membership.

- a. **PPE Reminder:**
 - o At all times, all participants (coaches, athletes, and volunteers) will wear a mask/face covering.
- b. **Sanitizing**
 - o Volleyballs: will be assigned to each team/training cohort and not shared with other groups. If 2 courts or being used, if a ball from another court comes over, participants should use their feet to kick it back.
 - o Volleyballs will be cleaned, minimum, every hour.



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- All participants (athletes and coaches) are required to hand wash / sanitize, at minimum, every 30 minutes.

c. Physical Distancing

- As a general rule, athletes and coaches are required to maintain a physical distance of at least 2m from any other athletes and coaches when not engaged in on-court volleyball activities.
 1. **This includes:** Off court, athletes must respect physical distancing guidelines within all parts of the site/facility by staying at least 2m apart at all times.
 2. **This includes:** On court, during instruction, warm-up & cooldown, athletes and coaches are to maintain >2m physical distancing.
 3. **Exception:** On court and *when engaged in volleyball activities*, although athletes are asked to maximize spacing as activities allow.

d. Physical Contact:

- Coaches should limit their contact with the ball. Athletes should introduce the volleyball into the drill, whenever possible. i.e. hitting or serving volleyballs. If handling the ball, coaches should use hand sanitizer when they move between different individuals or groups.
- When an athlete is engaged in on-court activities, incidental brief physical contact is allowed.
- Athletes are not permitted to deliberately physically contact each other on the court and deliberate contact must be avoided at all times including no high-fives, handshakes, body slaps, no celebratory huddles, etc.
- At all times, effort must be made to minimize incidental physical contact. (ie-off-court, stay in virtual lockers)
- Each full court will be limited to maximum 14 on-court active athletes

e. End of Session

- Scheduling will be done to ensure staggered time between each session to allow for requisite cleaning and sanitizing of equipment/facility between different cohorts and the coordinator/volunteers also have had time to submit paperwork. This is also to allow the entire first session participants to exit the facility and the next group to enter.
- Training/team cohorts need to be mindful to leave the facility as quick as possible, within a maximum of 15 minutes.
- As parents/guardians must remain outside of the facility, the Covid cohort coordinator or volunteers will manage the exit of the athletes.

I) Document Data Management – Tracking Sheets

- a. Participant Health Screening – Pre-check in [*to be updated at a later date*]
 - i. Sample Form – see printed onsite forms. Potentially will be updated at the Committee's discretion to meet the needs various stakeholders.
 - ii. Record Keeping – this will be tracked via a google sheet and monitored by the coordinators and their designates.
- b. Participant Health Screening – On-site Check-in & Tracking Sheet
 - i. Cohorts have been pre-determined. Names can be removed for practices if not attending or left unsigned. Participant additions are not allowed without approval of the COVID Oversight Committee or Ballhawk Governance approval.
 - ii. It is recommended that players not attending practice notify their coaches and their team's respective COVID coordinator.



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- iii. Volunteers working that session are to add their name, phone number, and confirm passed screening after they self-administer the pre-screening questions.
- iv. Tracking Sheet Form – a complete form is found in Appendix C of the Ballhawks Covid Response Plan. Below is a snapshot.



Session Participation and Health Screening Tracking

All athletes/coaches are expected to be screened prior to each participation in club and volleyball school activities.

The expectation is that a tracking sheet must exist for each on-court session to facilitate contact tracing in the event of a COVID-19 exposure.

Session Location	Court	Date	Time

	Name of each individual included in this session. Please list all coaches, athletes, and volunteers.	Participant's Phone Number	Health Screening Passed (Yes/No)	Participant Initial
1				
2				
3				

- v. Process/Procedure – Cohort Covid Coordinators/Volunteers will have pre-populated tracking sheets provided. The COVID volunteer/coordinator will ensure tracking sheets are completed and initialed for each participant (including coaches and the cohort coordinator) and email a copy (pdf or picture is sufficient) to the ChathamBallhawkTracking@gmail.com address. Alison has created folders by date and will act as the primary contact for PHU. Also having access to these reports in order to provide back-up will be JJ and Clancy.
- c. Facility Sheets – forms have been created for each school, meeting their requirements, to ensure they stay satisfied with how we are maintaining a clean healthy environment.
 - i. Eben-Ezer Christian School – completed forms have to be emailed to the ChathamBallhawkTracking@gmail.com
 - ii. Chatham Christian School – completed forms have to be emailed at the same time to ChathamBallhawkTracking@gmail.com; angelavk@chathamchristian.ca; kenvanminnen@chathamchristian.ca
- d. Health Incidents during a session – to ensure proper reporting and documenting if a participant is not feeling well / showing symptoms from Covid-19.
 - i. Complete the required sections on the Facility Sheet.
 - ii. Coaches may be required to complete additional forms and email Alison Reid and/or Ballhawk Governance depending on direction from Ballhawk Governance.



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J) COVID Oversight Committee / Coordinators

Name			Team/Cohort
Alison Reid (Committee Chairperson)	alisonmreid@hotmail.com	519-358-2300	U17B/18B, U14B/U15B
J.J. Davis	jj.davis@kruger.com	519-386-4389	U17G/U18G, U16B
Susan Dieleman	Susan.dieleman@gmail.com	519-355-6979	U13G, U14G
Kelly Piatkowski	kelpia4@gmail.com	519-350-1005	U15G, U16G,
Bev Warriner	beverlyf08@yahoo.com	519-355-6823	
Mary-Theresa Hiltz	Mt.hiltz@outlook.com	519-365-7404	
Justin Markovic	Justin.markovic@hotmail.com	519-551-1110	
Clancy O'Hara (Club President)	cdjohara@gmail.com chathamballhawks@gmail.com	519-784-3795	



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APPENDIX A: COVID-19 Education

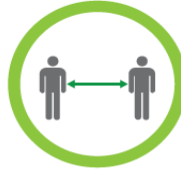
Per OVA, each Club must ensure that staff, coaches, athletes, parents, members and volunteers receive education on new safety and hygiene protocols within the club as well as Government approved information on ways to limit the spread of COVID-19 including:



Respiratory etiquette



Hand hygiene



Physical distancing



Use of Personal Protective Equipment (e.g. face masks, gloves)

Please find below useful links for all members' review and continuing reference on the best practices and resources. These will also be available on the COVID-19 page on the club's website.

Ontario Public Health Public Resources:

<https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus/public-resources>

Ministry of Health – Ontario: COVID-19 Reference Document for Symptoms:

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf

The following resources are also available on the Ontario Public Health website. Please ensure you are using the most up-to-date version of these tools by consulting the address above.

Topic	Tool
Hand Hygiene	https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-hand-hygiene.pdf?la=en
Physical Distancing	https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-guide-physical-distancing.pdf?la=en
How to Self-Monitor	https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-self-monitor.pdf?la=en
When and How to Wear a Mask	https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-how-to-wear-mask.pdf?la=en
How to Self-Isolate	https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-how-to-self-isolate.pdf?la=en
Ontario COVID-19 Online Self-assessment Tool	https://covid-19.ontario.ca/self-assessment/



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APPENDIX B: Background information from OVA guidelines

All indoor volleyball activities must adhere to all federal, provincial, and municipal laws, regulations, by-laws and orders as they may exist from time to time. This includes but is not limited to compliance with:

- Physical distancing measures
- Health and safety regulations
- Size of permitted gatherings
- Team sport regulations
- Volleyball Canada rules, policies and procedures
- OVA rules, policies and procedures
- All Safe Sport policies and procedures
- Applicable occupational health and safety requirements

These Return to Play/Training Protocols (Protocols) are OVA's rules and policies intended to enable a safe return to the sport. These Protocols are based on current Ontario statutes and regulations, current public health requirements and directives, and OVA's desire to make our sport safe for all. These Protocols may be updated at any time; please be sure that you are referring to the most recent Version which will be posted from time to time on Ontario Volleyball's website at www.ontariovolleyball.org.

The Ballhawks will be informing members of any change in status by Public Health.

If STAGE 3 Community per Public Health

Consistent with current provincial law, athletes can train and include game play at an indoor facility as long as they are adhering to the following restrictions:

- Gathering size of **50** (maximum)
- Training can include scrimmages, game play and limited duration competition sessions are allowed.
- It is recommended that training and game play sessions are no longer than 120 minutes. When training and playing volleyball, 2 metres physical distancing is not required, but deliberate physical contact is not allowed and must be avoided at all times. I.e. no high-fives, no celebratory huddles, etc.
- Up to 6 active participants per side on the court for training and game play played on 9 Metre x 18 Metre courts (9m x 9m side)
 - Physical distancing (2 metres) must be maintained when off of the court.
 - At all times, effort must be made to minimize incidental physical contact.

Key sources of Ontario law:

- O. Reg. 364/20: Rules for Areas in Stage 3
<https://www.ontario.ca/laws/regulation/200364>

If STAGE 2 Community per Public Health

Consistent with current provincial law, athletes can train at an indoor facility as long as they are adhering to the following restrictions:

- Gathering size of **10** (maximum)
- Training only (no competition, game play or scrimmages)
- Physical distancing (**2 metres**) must always be maintained

Key sources of Ontario law:



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- Reg. 52/20 regarding Organized Public Events, Certain Gatherings
<https://www.ontario.ca/laws/regulation/200052>
- Reg. 263/20 regarding Stage 2 Closures

<https://www.ontario.ca/laws/regulation/200263>

Limitations on Size of Groups

All training and game play sessions must follow current Ontario Provincial and local public health as well as facility/permit guidelines with respect to the size of gatherings.

PHASE 2 & 3

Subject to facility/permit guidelines, the club/coach/organizer cannot gather more than a total of 50 people for training including coaches, staff, and participants.

PHASE 1

Subject to facility/permit guidelines, the club/coach/organizer cannot gather more than a total of 10 people for training including coaches, staff, and participants.

PROGRAMMING

Clubs and training groups shall limit programs as follows:

PHASE 2 & 3: INDOOR TEAM SPORTS -TRAINING AND GAME PLAY

- Scrimmages, game play and limited duration competition sessions are allowed.
- Frequent breaks must be taken for participants to clean and sanitize their hands, guideline every 30 minutes.
- It is recommended that training and game play sessions are no longer than 120 minutes. When training and playing volleyball, 2 metres physical distancing is not required, but deliberate physical contact is not allowed and must be avoided at all times. I.e. no high-fives, no celebratory huddles, etc.
- Up to 6 active participants per side on the court for training and game play played on 9 Metre x 18 Metre courts (9m x 9m side)
 - A libero may switch in and out per regular volleyball rules, but the libero must respect physical distancing when off the court
 - Therefore 14 athletes can be active in the training/ game play session
 - Physical distancing must be maintained when off of the court.
 - At all times, effort must be made to minimize incidental physical contact.
 - Any inactive participants (i.e. coaches, athletes on the bench) must wear a mask.
 - Applies to competitive and recreational volleyball activities/training and game play.

PHASE 1: INDOOR TEAM SPORT - TRAINING ONLY

- Training groups **only**.
- Scrimmages, game play and competition are **not allowed**.
- It is recommended that training sessions are **no longer than 60 minutes**.
- Applies to competitive and recreational volleyball activities/training.

Note: Facility rules and protocols may have further restrictions and requirements that must be adhered to.



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Physical Distancing

Athletes should follow the guidelines below in resuming training:

PHASE 2 & 3

- Athletes are not permitted to deliberately physically contact each other on the court
- Athletes may breach physical distancing barriers while on-court in training or in game play situations, however, must maintain physical distancing when off of the court.
- Off the court, athletes must respect physical distancing guidelines within all parts of the site/facility by staying at least 2m apart at all times.
- All off-court warm-ups and training should comply with current physical distancing requirements.
- Utilize visual cues (i.e. placing pylons, skipping ropes) to remind participants of 2m spacing.
- Limit each 9m x 18m court to 14 active athletes.
- Ensure ample space between each court to respect physical distancing and to keep volleyballs from co-mingling with other training groups (e.g. set up nets on every other court).
- Establish volleyball specific physical distancing protocols including the elimination of handshakes, high fives, huddles and participants switching sides.

PHASE 1

- Athletes are not permitted to contact each other on the court
- Athletes must respect physical distancing guidelines within all parts of the site/facility by staying at least 2-metres apart at all times.
- All warm-ups, on-court and off-court training should comply with current physical distancing requirements.
- Utilize visual cues (i.e. placing pylons, skipping ropes) to remind participants of 2m spacing.
- Limit each full court to 4 athletes and one coach.
- Ensure ample space between each court to respect physical distancing and to keep volleyballs from comingling with other training groups (e.g. set up nets on every other court).
- Establish volleyball specific physical distancing protocol including the elimination of handshakes, high fives, huddles and participants switching sides.

Other General notes:

Ensure ample space between each court to respect physical distancing and to keep volleyballs from comingling with other training groups (e.g. set up nets on every other court).

Multiple Facilities

As per protocols, coaching and training at multiple locations is strongly discouraged and the Ballhawks will be managing schedules to avoid this occurring on the same day. On the chance there is a need/instance that this will be required, the club must be informed and individuals will be required to:

- Use new face mask at each location
- Ensure coach has Session Participation and Health Screening Tracking Template and Daily Health Screening Questionnaire for each facility visited in the same day

Outdoor Volleyball – Stage 3



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Personal Protective Equipment

Coaches: Recommended to wear a non-medical face mask while coaching and during off court activity.

Athletes: Not required to wear a non-medical face mask while training. Recommended to bring face masks to wear during off court activity.

Physical Distancing and Physical Contact

Coaches, and athletes must remain at least 2m apart from each other

Athletes are required to maintain a physical distance of at least 2m from any other athletes and coaches during the session, when not engaged in on-court activities.

When an athlete is engaged in on-court volleyball activities, 2-metres physical distancing and incidental brief physical contact is allowed.

Limitations on size of training

Follow current Ontario Provincial guidelines regarding gathering restrictions. Subject to facility/permit guidelines, the club/coach/organizer cannot gather more than a total of 100 people for training including coaches, staff and participants.

Phase 2: Outdoor Team Sport Programming

- It is recommended that training sessions are no longer than 120 minutes. Scrimmages, game play and limited duration competition sessions are allowed.
- At all times, effort must be made to minimize incidental physical contact.
- Frequent breaks must be taken for participants to clean and sanitize their hands, guideline every 30 minutes.