

Arrowhead Nordic Ski Club COVID-19 Guidelines for Instructors

Information Specific to Instructors

Instructors – make sure you read the [Adult Program Guidelines](#) and the guidelines for JR/TA if you are a Jackrabbit or Track Attack instructor. You should also be familiar with [the Return to Training document](#).

To implement these protocols & guidelines, clubs must follow the conditions listed below:

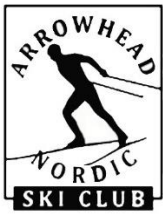
1. All program participants engaged in training and programming must be current members of their club for the 2020/2021 season
2. All clubs are encouraged to engage leaders and coaches in a group session to review the Return to Sport Protocol together. This session is intended to inform and answer specific questions before returning to various areas of our sport and to affirm a commitment to do so respectful of everyone's health and safety.
3. All coaches and leaders are encouraged to 'sign off' on the Safe Return to Sport Protocol. This can be done through Zone4 (contactless). Form elements are developed in the shareable template section of Zone4 (registration # 23961 Return to Play – ON) for clubs to use in a club specific Zone 4 registration. [Zone4 Instructions](#)

Coaching Zone: The immediate vicinity around the area where coaches engage in instruction with athletes. Examples would be: bottom of a hill, roller ski technique instructions or a section of running trail being used for intervals.

- Group size in the 'Coaching Zone' including athletes & coach(es) should be based on location constraints to ensure physical distancing at all times. Consider increasing spacing as speed increases and/or physical effort and breathing significantly increases.
- Maintain a consistent training cohort of 'Coaching Zone' athletes as much as possible
- Athletes outside of the 'Coaching Zone' also must follow provincial guidelines regarding physical distancing and not forming into groups.
- Use of a mask is not necessary in the 'Coaching Zone' unless the training location doesn't allow for physical spacing of more than 2 metres

Facilities

- Portable – maximum 12 people at one time. (1 person per 4 sq meters)
- Portable used only for instructors (specifically younger instructors who do not have cars), and emergency warm up space on Saturdays and Sunday mornings. Masks, hand sanitation and social distancing required.
- Signage posted: Mask requirements, hand sanitizing and 2M distancing
- Traffic flow arrows
- Cleaning of portable:
 - Hand sanitizer at entry/exit
 - 2x/day min – high touch areas sanitized regularly with spray bottle provided
 - Cleaning times recorded on cleaning schedule



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Other considerations:

- Set a consistent routine/procedure to ensure physical distancing at each practice
- Establish and maintain training cohorts
- Structure the training activities so that athletes are able to physical distance
- On site instructions should be brief and allow for participants to be separated by more than 2 metres
- Maintain a record of attendance at each practice/training session to assist Public Health in contact tracing if necessary
- At the discretion of the coach, identify a safe training monitor for each team practice. The safe training monitor is an additional volunteer who will monitor compliance with the requirements, and remind participants as needed.

Coaches – **All need to go over the [Return to Training Protocols](#)**

Reminders - Compliance

Set up or use your current internal communication systems to provide frequent reminders and updates. Use a variety of ways to reach your staff and volunteers, such as:

- posting notices in common areas
- emails
- virtual team meetings

Keep up with public health and workplace safety guidance for COVID-19. Share new information as soon as possible.

What will you do if there is a potential case of, or suspected exposure to, COVID-19 at your workplace?

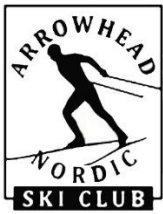
Step 1: Exclude symptomatic people from the workplace

If an instructor calls in sick, informs you of symptoms or informs you they had close contact with someone with symptoms, have them take the self-assessment. Ask the worker to follow any recommendations given by the tool, including being tested and self-isolating.

If anyone shows symptoms in the workplace, they should return home and self-isolate immediately. If they cannot leave immediately, **they should be isolated until they are able to leave**. Have a plan in place to deal with this and train supervisors on how to handle the situation.

If the person is very ill, call 911 and let the operator know that they may have COVID-19.

Ask the person to contact their doctor or Telehealth Ontario at Toll-free: 1-866-797-0000 for further directions about testing and self-isolation.



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Step 2: Contact public health

Contact your local public health unit for guidance on what to do if someone develops symptoms at your workplace or you are told one of your workers has COVID-19. Public health will provide instructions and do contact tracing if needed.

To support contact tracing, have a system in place so you can provide information about which people had close interactions with an affected worker. This could include information such as:

- dates and times of interactions
- approximate length and frequency of interactions
- full names
- contact telephone numbers
- addresses (for workers) or the name of the visitor's business

Step 3: Follow public health direction

Your local public health unit may require that:

- other workers who were exposed are notified and sent home to self-isolate, self-monitor and report any possible COVID-19 symptoms
- the workplace be shut down while the affected workplace or area and equipment are disinfected
- other public health measures are implemented

Disinfect surfaces that may have been touched by the ill person as soon as possible. Read Public Health Ontario's COVID-19 fact sheet about [cleaning and disinfection for public settings](#).

Self-isolation and return-to-work

Specific direction for each situation is provided by your local public health unit based on [provincial guidance on the management of cases and contacts of COVID-19](#). Follow the public health direction.

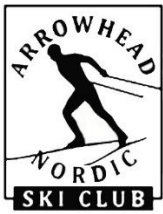
Workers should self-isolate if they either:

- have symptoms
- had close contact with an individual with symptoms or a confirmed diagnosis
- have travelled outside of Canada
- are waiting for COVID-19 test results

Close contacts may include people who have spent time less than two metres away from the infected person in the same room, workspace, or area without barriers or protective equipment and people living in the same home.

In general:

- A worker who had close contact with someone known to have COVID-19 should self-isolate for 14 days. If they do not develop symptoms, they may usually return to work and other activities 14 days after their last contact with the case.
- A worker with COVID-19 symptoms should self-isolate for at least 10 days from when the symptoms started.
 - If a worker who has symptoms receives a negative COVID-19 test result, they may usually return to work before 10 days if they do not have a fever and their symptoms are getting better.



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Some symptomatic workers may need to self-isolate for longer based on the advice of public health or their health care provider.

Step 4: Inform any workers who may have been exposed

You must let workers know if they may have been exposed in the workplace.

You should give all workers information about the date and time of the potential exposure and where it took place. Don't give out any information that might identify the infectious person.

You do not need to undertake contact tracing activities unless asked to do so by your local public health unit.

This duty to inform your workers is independent of any public health direction, although it may be fulfilled by steps taken under public health direction as part of contact tracing.

Step 5: Report to Ministry of Labour, Training and Skills Development

If you are advised that one of your workers has tested positive for COVID-19 due to exposure at the workplace, or that a claim has been filed with the Workplace Safety and Insurance Board (WSIB), **you must give notice in writing within four days to:**

- [the Ministry of Labour, Training and Skills Development](#)
- the workplace's joint health and safety committee or a health and safety representative
- the worker's trade union (if applicable)

Additionally, you must report any occupationally acquired illnesses to the WSIB within three days of receiving notification of the illness.

You do not need to determine where a case was acquired. If it's reported to you as an occupational illness, you must report the case.

<https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan>