



COVID MITIGATION PLAN TEMPLATE OUT OF DIVISION DRAFT

Team/Club:

Age Range of athletes travelling:

Project Dates:

Project Location:

of Athletes:

of Coaches:

Project Lead:

- **Name:**
 - **Role:**
 - **Contact Information**
-

OBJECTIVE:

The purpose of this document is to reduce the risk of contracting and/or transmitting COVID-19 while travelling, training or competing away from home and to ensure that programs have a clear plan in the event of infection or outbreak.

YOUR COVID MITIGATION PLANS SHOULD:

- Be specific to the requirements of each project
- Address all aspects of the project (travel, lodging, meals, training environments on and off hill, ski tuning, medical support, quarantine plan, PPE which are all detailed below)
- Provide links and contact information for all applicable health authorities, test centers, including information regarding restrictions and guidelines
- Assign roles and responsibilities specific to the COVID plan

KNOW AND UNDERSTAND RESTRICTIONS AND GUIDELINES:

- Read and Understand all applicable restrictions and guidelines, at home, in Ontario, in Canada, and in the district, province or nation of the host venue.
- Provide links and contact information for provincial and local Health Authorities at home and the host venue of your project
- Provide links to COVID related information regarding travel, group size, social distancing and other relevant restrictions or guidelines at home and the venue of your project

TRAVEL:

- Travel Type(s): (air, ground, vans, bus, etc.)
- Group vs individual booking
- Cargo Plan
- Describe specific mitigation measures during travel as applicable for air, ground, and daily transportation.

**LODGING:**

- Hotel or Business name and contact information
- Lodging type (hotel, condo, other)
- Mitigation Plan

MEALS:

- Type (restaurant, catered, buffet, self-prepared, etc.)
- Restaurant or business name and Contact information
- Mitigation plan

ON HILL TRAINING:

- Venue name and contact information
- Disciplines
- Restroom and warming location and plan
- Mitigation Plan

ANCILLARY TRAINING VENUES AND STUDY HALL:

- Location(s)
- Type of training/activity and mitigation plan

SKI/EQUIPMENT PREPARATION:

- Max occupancy of ski room or tuning space
- Mitigation plan (cleaning, distancing, group size, etc.)

RISK ASSESSMENT AND TRIAGE:

- Name and contact information of staff member(s) responsible for monitoring daily attestation, health and wellness of participants
- Reporting procedure and action plan in the event a participant or participants displays symptoms
- Availability of COVID testing and Location and Contact Information of Local Testing Facility
- Provide Communication plan in the event of infection or outbreak
- Contact Tracing Protocol
- Be aware of any pre existing conditions of staff and athletes, and implications in the event of contracting COVID 19

QUARANTINE PLAN:

- Provide Host Venue guidelines for testing and guidelines in the event of infection or outbreak
- Provide your quarantine plan and location in the event of infection or outbreak
- Food Delivery Plan



EMERGENCY RETURN PLAN:

- In the event of significant escalation of local, national, or international covid conditions you might need to change plan and return home immediately.
- What conditions would require an emergency return?
- Who has authority to make decisions (Project Head Coach, Program Director, Board)
- Provide Emergency return plan details in the event of infection or outbreak include:
 - How quickly can you return home?
 - How easily can transport be changed? Is there a fee to changing? Are flights under one booking?
 - Ground transportation plan
 - Communication strategy?
 - COVID considerations?

REQUIRED INDIVIDUAL PPE:

- Required personal PPE for all participants (athletes, coaches, staff)

List of TEAM Medical Equipment

	Available	Product	Quantity
N95 Masks (for emergency)			
Non-medical masks			
Non-Contact Thermometer			
First Aid Kit			
Trash bags			
Disinfectant (concentrated liquid for cleaning surfaces)			
Rags, mops			
Disposable rubber gloves			
Hand sanitizer / wipes			
Anti-Microbial Spray			



OTHER REQUIRED DOCUMENTS AND EDUCATION:

- Signed COVID Participant Agreement for each participant – **Appendix A**
- Endorsement Letter from Club or Program Board of Directors – **Appendix B**
- Please provide a letter/email from local authorities or venue confirming you can enter the Country/Province/Territory for training/competition
- Daily COVID Attestation completed for athletes and coaches – **Appendix C** is an example
 - Provide Format
 - Describe Method (App, On line, paper form, etc.)
- Confirmation of COVID Mitigation Training Session for coaches and athletes – details date and content of training
- Completed AOA Camp Logistics Template – **Appendix D**
- Summary of the project objective, athlete preparation and LTAD alignment background

OTHER CONSIDERATIONS

- Plan to record a daily log from departure to return on the daily travel, stops and interactions including times of athletes and coaches – example **Appendix E**
- Request all athlete and coaches to record and keep track of their movements and contacts outside of their bubble 7 days prior to departure on the project – example **Appendix F Contact Pre-tracing**
- All coaches and athletes to install Canada COVID application on phone and install destination country application as well
- ACA Out of country Sanction requests will also need to be approved by ACA and can take up to 2 weeks – please [click here](#) for ACA's template
- If a Certificate of Insurance is required by your club or the host venue, please [click here](#) for ACA's template

ASSESSMENT

- Club must be a member in good standing
- All listed athletes must be registered with AOA and have applicable SAIP coverage for out of country projects
- All listed coaches must be registered with CSC and fully licenced
- Criteria for assessment:
 - Project is shown to be in alignment with the LTAD
 - Confirmation of athlete preparation for the project is outlined
 - Project is in alignment with current government restrictions and regulations in regard to COVID-19
 - Mitigation plan is complete, due diligence is shown and thorough based on the information provided by AOA



TIMELINES

For out of division projects

Step 1: Complete and submit a COVID Mitigation Plan and Appendix B & D to AOA

Step 2: AOA to accept/decline application within 5 days of submission

For out of province in county projects

Step 1: Complete and submit a COVID Mitigation Plan and Appendix B & D to AOA

Step 2: AOA to accept/decline application within 7 days of submission

For out of country projects

Step 1: Complete and submit a COVID Mitigation Plan and Appendix B & D to AOA as well as the [ACA Out of country Sanction Request](#) and [Request for Certificate of Insurance](#) if a certificate is needed

Step 2: AOA to accept/decline application within 7 days of submission

Step 3: AOA to submit documentation to ACA and ACA to accept/decline application within 2 weeks

All submissions and questions should go to rskinner@alpineontario.ca. AOA Competition Director will review the submitted AOA COVID Mitigation Plan upon submission for completion. The plan will then be reviewed and assessed by the AOA High Performance Director, Competition Director and Executive Director with consultation from AOA Board of Directors and CSA/ACA.



**APPENDIX A
SPORT PARTICIPANT COVID-19 AGREEMENT**

Application - all athletes, coaches, members, volunteers, participants, and family members of participants while in attendance at club activities (“Participants”)

All members of the club agree to abide by the following points when entering club facilities and/or participating in club activities under the COVID-19 Response Plan and Return to Sport Protocol:

- I agree to daily symptom screening checks and will let club coaches know if I have experienced any symptoms in the last 14 days.
- I agree to stay home if feeling sick and remain home for 14 days if experiencing COVID-19 symptoms and/or provide documentation that supports a negative COVID-19 test paired with no symptoms for 24 hours.
- I agree to sanitize my hands upon entering and exiting any training facility, with soap or sanitizer.
- I agree to sanitize the equipment I use during my practice with approved cleaning products provided by the club (shared and personal equipment).
- I agree to follow social distancing protocols by staying at least 2m away from others.
- I agree to not share any equipment during practice times.
- I agree to abide by all the club COVID-19 Policies and Guidelines.
- I understand that if I do not abide by the aforementioned policies/guidelines, I may be asked to leave the club for up to 14 days to help protect myself and others around me.
- I acknowledge that continued abuse of the policies and/or guidelines may result in the temporary suspension of my club membership.
- I acknowledge that there are risks associated with entering club facilities and/or participating in club activities, and that the measures taken by the club and participants, including those set out above and under the COVID-19 Response Plan and Return to Sport Protocols, will not entirely eliminate those risks.

Participant Signature:

Date: _____ Signature: _____

Parent / Guardian Signature (If participant is a minor):

Date: _____ Signature: _____



APPENDIX B
Board of Directors ENDORSEMENT LETTER TEMPLATE

Date

Alpine Ontario Alpin
39A Stewart Road
Collingwood, Ontario
L9Y 4M7

To Alpine Ontario Alpin:

_____ Club _____, Board of Directors are in support of _____ Project Lead's _____ application to travel for ski race project to _____ Location _____ from _____ Date _____.

The Board of Directors have read, understand and agree/approve where applicable, the following:

- Applicable government restrictions and regulations related to COVID 19
- Project's COVID Mitigation Plan and supporting documents, and the club's ability and commitment to executing the plan
- Ensuring all coaches on the project are [fully licensed](#) and have satisfied all club and education requirements prior to departure
- Commitment that all athletes are physically prepared to be on-snow (ie. fitness testing, physical conditioning during spring/summer)

We look forward to AOA's response in regard to our club's application to travel outside of our home division for the betterment of our athlete's development in line with the LTAD.

Sincerely,

Name

Club

Board of Directors

Cc: Club Program Director, Project Lead, General Manager



APPENDIX C

AOA Daily COVID ATTESTATION

(Completed daily **PRIOR TO ANY** AOA sanctioned activity)

1. Do you knowingly have COVID-19?
 - Yes
 - No
2. Do you have symptoms consistent with COVID-19?
 - Cough, sore throat, muscle aches, severe exhaustion/weakness or difficulty breathing?
 - Yes
 - No
3. Do you feel sick or have flu-like symptoms including a fever?
 - Yes
 - No
4. Have you been tested for COVID-19, quarantined by the local/provincial health authority or advised to self-quarantine?
 - Yes
 - No
5. Have you knowingly been in close contact with any person who has a confirmed case of COVID-19 or has been advised to self-quarantine?
 - Yes
 - No
6. Have you knowingly had exposure to someone with the flu in the past 14 days?
 - Yes
 - No
7. Have you failed to follow government recommended guidelines in respect of COVID-19, including practising physical distancing?
 - Yes
 - No

Travel Information (remove this section if you are participating in a out of country project):

8. Have you travelled outside of Canada in the last 14 days?
 - Yes
 - No
9. Have you frequented a COVID-19 high risk area in the province during the last 14 days?
 - Yes
 - No
10. Do you reside with or have come into close contact with anyone who has travelled outside of Canada in the last 14 days?
 - Yes
 - No



If you answered YES to any of the above questions, you are not permitted to enter, participate or undertake operations in the workplace OR participate in any AOA sanctioned events (including, but not limited to AOA led dryland, AOA permitted travel, on-snow or off-snow activities scheduled by AOA) until a negative COVID-19 test is provided.

By adding my signature below, I agree this is a legal declaration to follow the laws, recommended guidelines and protocols issued by the government of the province in respect to COVID-19, including practising physical distancing and will do so to the best of my ability whilst participating in Alpine Ontario's sanctioned events.

I hereby attest that the information provided above is to my knowledge, accurate and complete.

Type your signature: _____

Date/ Time of Signature: _____

Participation Status

- Participation permitted
- Participation not permitted



APPENDIX D AOA PROJECT LOGISTICS TEMPLATE – [CLICK HERE](#)

APPENDIX E AOA CAMP CONTRACT TRACING - DAILY LOG – [CLICK HERE](#)



**APPENDIX F
CONTACT PRE-TRACING**

Team member	Movement/Activity last 14 days	Contacts	COVID Test Date / Status	Risk level
				Add lines as needed