



# Ottawa T.F.C

2075 Trim Road, Orleans Ontario, K4A 3R2  
Tel: 613-573-7627 www.ottawatfc.com



## **OTTAWA TFC EMERGENCY RESPONSE PLAN TO COVID-19**

### **Roles and Responsibilities**

**Health and Safety Officer** - Ottawa TFC's single point of contact for the Emergency Response Plan is the Health and Safety Officer (HSO). The HSO is the lead for all steps in this plan unless otherwise noted. All inquiries and suspected cases should be reported to the HSO.

**President**- The President is responsible for all communications, both internal and external to the Club.

**General Manager**- The General Manager is sole authority to modify, restrict, postpone or cancel club and/or training events. The General Manager may confer these authorities to the Technical Director, at any time.

### **STEP 1 Self-report to the Ottawa TFC Health and Safety Officer (HSO)**

Contact the HSO if you have:

- symptoms of COVID-19 or
- positive test for COVID-19 is recorded or
- were exposed to someone with COVID-19 within the last 14 days

Implement the illness protocol and advise individuals to:

- self-isolate
- monitor symptoms daily, report respiratory illness and not return to activity for at least 10 days following the onset of fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue and loss of appetite.
- use COVID-19 self-assessment tool <https://covid-19.ontario.ca/self-assessment/> to help determine if further assessment or resting for COVID-19 is needed.

### **CONFIRMED POSITIVE TEST**

#### **STEP 2 Sick individuals are to stay home**

Sick coaches, staff members, officials or players should not return until they are well enough based on Public Health Agency of Canada and Provincial



Health Authority guidelines.

### **STEP 3 Isolate and/or transport those who are sick at club activities**

Make sure that coaches, staff, officials, players, and families know that sick individuals should not attend a Club or Academy activity, and that they should notify officials if they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.

Coaches, staff, officials, and players with COVID-19 symptoms (i.e., fever, cough, shortness of breath) at any club activity must be immediately separated and isolated. Individuals who are sick should go home or to a healthcare facility, depending on how severe their symptoms are, contact their Family Physician, and follow [Health Agency guidance for caring for oneself](#) and others who are sick.

Individuals who have had close contact with a person who has symptoms should be separated and sent home as well. If symptoms develop, individuals and families should follow Health Agency guidelines for caring for oneself and others who are sick.

Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. That means having parent contact information readily available; parents within a safe, socially distanced but easily accessible waiting area; or if you are calling an ambulance or bringing someone to the hospital. If calling an ambulance, please alert them that the person may have COVID-19.

### **STEP 4 Clean and Disinfect areas**

Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting them (for outdoor areas, this includes surfaces or shared objects in the area).

Ensure safe and correct use and storage of cleaning and disinfection products, including storing them securely away from children.

### **STEP 5 Notify Local Health Officials and [Close Contacts](#)**

In accordance with Federal, Provincial and Territorial privacy and confidentiality laws and regulations, the HSO should notify local health officials, Provincial or Territorial Associations, club staff, officials, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with applicable laws and regulations.

The HSO should work with local health officials to develop a reporting system (e.g., letter) to notify health officials and close contacts (logs and/or contact tracing information) of cases of COVID-19. Ottawa TFC will keep all records of



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waivers, medical assessment forms, as well as attendance of all participants participating on the fields or venues.

The Provincial and Territorial Health agencies and their Contact Tracing procedures will be responsible for advising those who have had close contact with a person diagnosed with COVID-19 and determine whether someone should stay home and self-monitor for symptoms. Members of the Club/Academy should continue to self-monitor for symptoms.

The HSO must notify the Provincial or Territorial Association of any cases of COVID-19. A weekly reporting system should be instituted for HSO to advise the Provincial or Territorial Association of any cases of COVID 19, suspected cases, and where athletes or staff have been refused admittance to any training session. Even if there are no suspected cases, a 'nil' report should be required.

## **POST-PANDEMIC PHASE**

### **STEP 6: Confirm Provincial Health Officer has declared the COVID-19 pandemic is over.**

The HSO will communicate with external health organizations to verify that the pandemic is over.

### **STEP 7: Inform membership pandemic is over**

The President will send an official notice to the membership (i.e., volunteers, staff, coaches, parents, players, match officials) that the pandemic is officially over, the province's state of emergency order has been lifted and soccer activities can resume its full operations. **Note: During this phase, there may be specific sport protocols to follow from Canada Soccer/Ontario Soccer and/or the Provincial health authorities (i.e., implementation of Infection Control Policies and Procedures**

### **STEP 8: Conduct a review of the Process**

Conduct a full review of our COVID-19 Return to Play Implementation Plan as well as our COVID-19 Emergency Response Plan. Include a list of recommendations for improvements.

### **STEP 9: Update our Emergency Response Plan**

Implement any recommendations for improvement and have it approved.