



## **COVID-19 EMERGENCY RESPONSE ACTION PLAN**

A specific COVID-19 Response Action Plan will need to be developed. This will serve as a mandatory risk management tool to allow for the proper environmental assessment and care of your participants on and off the field of play who may have been tested positive for COVID-19.

During the current pandemic, the luxury of time to respond as soccer leaders is not available. Management of a breach within your soccer organization must be dealt with quickly and efficiently if you have a clearly defined COVID-19 Emergency Response Plan.

Whenever it is practical or appropriate, the emergency response plan should be prepared in alignment with local health authorities and other trained health care personnel associated within your organization. As part of the plan, assign key roles to people within the organization.

Included below for your reference are key components of a recommended COVID-19 Emergency Response Plan. The underlining objective of your plan should someone test positive within your soccer organization is to ensure that the virus does not spread any further and that the infected person(s) is removed and receive immediate care from health professionals.

One key leader should be identified who oversees and leads the emergency action plan and has thorough knowledge of the protocols that need to be enacted. The charge should also be someone with direct access to your organization's leadership group (i.e., Board of Directors, Executive Director) to ensure top-down management of the plan. Secondly, it is imperative that records of plan execution and management is maintained on file. This ensures factual record keeping should reporting be required.

### **Plan Overview**

#### **Organization and Structure of the Plan**

The main body of this COVID-19 Emergency Response Plan is organized in three sections, which outline the key roles and responsibilities of your soccer organization in each of the three (3) pandemic phases;

1. **Pandemic Operational Phase:** This is the critical stage for COVID-19 pandemic preparedness. The Pandemic Operational Phase is NOW, and planning efforts need to focus on Club/Academy education of the membership (i.e., volunteers, staff, coaches, parents, players, match officials) on Alberta Soccer's and Canada Soccer's Return to Play Plan and Protocols. Please note that the Return to Play Protocols comply with the Government of Alberta and Alberta Health Services Standards. In addition, coordination with facilities (especially if third-party) should be included as they may have additional plans & procedures in place.
2. **Positive Test Phase:** Confirmation of a COVID-19 positive test within your soccer organization will declare when it is time to activate your COVID-19 Emergency Action Plan. During this phase, the key goals will be to prevent further infections within your organization and minimize program disruption. This phase remains active until the infected party has been isolated and under the control of professional health authorities and there is no further threat to the health and safety of your soccer organization's participants.

3. Post-pandemic Phase: The post-pandemic period begins when Alberta Health Services declares that the COVID-19 pandemic is over. The primary focus of work at this time is to restore normal services, deactivate pandemic response activities, review the impact, and use the lessons learned to guide future emergency response planning.

### Pandemic Operational Phase:

1.	Pandemic Operational Activities	Responsibility
	<p><b>Planning and Coordination</b></p> <ul style="list-style-type: none"> <li>A. Determine COVID-19 Emergency Response Plan (ERP) lead for your soccer organization.</li> <li>B. Create Emergency Response Plan for COVID-19 or add to existing ERP and include a section on pandemic influenza.</li> <li>C. Complete Canada Soccer Risk Assessment On-line.</li> <li>D. Incorporate Canada Soccer &amp; Alberta Soccer's Return to Play protocols.</li> <li>E. Educate all internal organizational leaders of ERP Procedures Manual.</li> <li>F. Written communication plan flowchart if a positive test for COVID-19 in the soccer organization.</li> <li>G. Verify Albert Soccer, Government of Alberta and/or local Municipal government permissions for Return to Play implementation following Alberta Soccer Return to Play protocols of implementation.</li> </ul>	<ul style="list-style-type: none"> <li><b>A. Board of Directors or Owner/Operator</b></li> <li><b>B. ERP Lead (Specific to Health if applicable)</b></li> </ul>
2.	Positive Test Phase	Responsibility
	<p>Confirmation of a COVID-19 positive test within your soccer organization</p> <p>Communication System</p> <ul style="list-style-type: none"> <li>A. Consistent with Federal and Provincial/Territorial privacy regulations, acts, laws, etc. coaches, staff, officials, and families of players should self-report to the single point of contact the ERP Lead if:</li> <li>B. they have symptoms of COVID-19, or</li> <li>C. a positive test for COVID-19 is recorded, or</li> <li>D. were exposed to someone with COVID-19 within the last 14 days.</li> </ul> <p>Note: See ERP Communications Flow Chart and end of this section.</p> <p><b>Advise Sick Individuals to Stay Home</b> 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.</p> <p><b>Isolate and/or Transport Those Who are Sick at Club/Academy Activities</b> 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</p>	<p><b>ERP Lead &amp; ERP Committee</b></p>

symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case. Notification of the above is subject to Federal, Provincial and Territorial privacy and confidentiality laws and regulations.

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.

### **Notify Local Health Officials and Close Contacts**

The ERP Lead 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 ERP Lead 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.

The Provincial 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 ERP Lead must keep weekly records of positive cases, suspected cases, and where athletes or staff have been refused admittance to any training session. It must be available to Alberta Soccer if requested.

	<p><b>Clean and Disinfect Areas</b></p> <p>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.</p>	
<b>3.</b>	<b>Post-pandemic Phase</b>	<b>Responsibility</b>
	<p><b>Action and Communications</b></p> <ul style="list-style-type: none"> <li>A. Confirm Provincial Health Officer has declared the COVID-19 pandemic is over.</li> <li>B. Send official written notice to your 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/Alberta Soccer and/or the Provincial health authorities (i.e., implementation of Infection Control Policies and Procedures).</li> <li>C. Conduct a full review of your COVID-19 Return to Play Implementation Plan as well as your COVID-19 Emergency Response Plan. Include a list of recommendations for improvements.</li> <li>D. Update your soccer organizations Emergency Response Plan for future use and have approved.</li> </ul>	<p><b>A. ERP Lead in conjunction with Board of Directors or Owner/Operator</b></p>

