



Kapuskasing Minor Hockey Association COVID-19 Response Plan

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A MESSAGE FROM THE KAPUSKASING MINOR HOCKEY ASSOCIATION

This document will take you through KMHA's safety guidelines, three specific scenarios, as well as our return to play protocols. Included in the appendix sections at the back of this document are various Public Health and locally produced documents that assist in the completion of this plan. Given the fluid nature of this situation, this document will remain LIVE as updates may be required as we roll out the process throughout the season. As recommended by our governing body, *Ontario Hockey Federation*, the Kapuskasing Minor Hockey Association has appointed a Board member whose primary role will be to oversee our health and safety protocols as Kapuskasing Minor Hockey is dedicated to the safety and well-being of it's members and community as a whole.

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ENTRY INTO/EXIT FROM THE SPORTS PALACE

- ❖ Entry to the arena will be through the front left doors (when facing arena from the street). The doors will remain locked until 15 minutes prior to the players scheduled ice time. Exit from the facility will be through the left-hand doors. Volunteers will be present to facilitate traffic flow.
- Each hockey player:
 - is permitted no more than ONE parent/guardian to attend their practice/clinic
 - must arrive to the arena full dressed in their equipment with the exception of their helmet, gloves, and skates (goal tenders are permitted to put on their chest protector and pads at the arena); including their own personal water bottle (with their name on it) already filled at home as the water filling station will be out of service. If a player decides to wear his/her helmet when entering the Sports Palace, please not, a facial mask is still required.
 - must wear a facial covering up until the moment he/she puts on his/her helmet
 - wash his/her hands with alcohol-based hand rub upon entering the facility
 - proceed to the South Side Rink/floor and select a chair to sit on (chairs will be spaced at least 6 feet apart)
 - put on his/her skates (skate guards are mandatory to protect the skaters blades), helmet (at which point the player can remove his facial covering and place it in a baggie on his chair), and his/her gloves. If the player requires assistance to tie his/her skates, the caregiver is permitted in the dressing-area while wearing a facial covering, practicing physical distancing and performing hand hygiene before exiting the South Side Rink/floor.
 - Once fully dressed, the player will remain seated and await instructions from the assigned coach.
- the hockey players' parent/guardian must:
 - wear a facial covering while in the Sports Palace
 - wash his/her hands with alcohol-based hand rub upon entering the facility
 - unless their child requires assistance with his/her skates, proceed to the spectator area upstairs
 - practice physical distancing of 2 meters while in the Sports Palace and proper cough and sneeze etiquette



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GETTING ON/OFF THE ICE

- ❖ During the Practice/Clinic:
 - Every effort will be made by the coaching staff to allow for a safe physical distance between the players (about the length of one hockey stick)
 - Drills will be “no contact” in nature
 - Players will place their water bottles on the boards in front of the players benches. No sharing of bottles or equipment is permitted.
 - *Side note: The players benches and water refill station will not be available.*

- ❖ Following the Practice/clinic:
 - At the end of the session, players will exit the ice surface the same way they entered. Parents/guardians will meet them on the South Side Rink/floor if the player requires assistance to remove his/her skates and helmet. If the player can do this independently, the parent/guardian will wait in the entrance (ensure all parents/guardians are practicing safe physical distancing and wearing their facial covering)
 - Each player will have 10 minutes to remove his/her helmet, skates and gloves and exit the facility. Exit will be through the lobby doors on the left (when you are looking at the road).



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COVID-19 RESPONSE PROTOCOLS

- ❖ Before considering attending any KMHA sanctioned event in person, participants will be encouraged to self-screen (passive screening) **BEFORE** presenting to the Sports Palace. Coaches, player's and parents/guardians must not attend the practice/clinic if they are sick, even if symptoms resemble a mild cold (*See appendix C for screening questions*). This announcement along with a list of the screening questions will be reinforced on our Facebook platform as well as the KMHA web page.
- ❖ Upon entry into the Kapuskasing Sports Palace, to participate in any KMHA sanctioned event, each participant **MUST** wear a facial covering, apply alcohol-based hand rub and engage in passive screening at the entrance (*See appendix C for screening questions*).
 - a. **SCENARIO #1: If active/passive screening yields a positive result**, both the player and the parent/guardian will **NOT** proceed to the practice/clinic; instead, will **EXIT** the building immediately and contact their health care provider or the Porcupine Health Unit to arrange for testing at a Testing Centre. If the participant has entered the building for screening, Arena staff will be notified that disinfection is required.
- ❖ See appendix D "*Sports Palace Re-opening Guidelines*" for additional Infection Prevention and Control (IPAC) safety measures to be enforced as well as details regarding safe entry to and exit from the Sports Palace.

SCENARIO #2: if a child becomes ill during practice/clinic

If during the practice/clinic a child begins to exhibit symptoms of COVID-19 (*See appendix B for list of COVID-19 related symptoms*) and/or is feeling unwell, the child will be separated from other children and placed in a designated area/room until they can go home. The KMHA Board Member/volunteer will maintain a distance of 6 feet or 2 meters and put on a facial covering. Eye protection is highly recommended when interacting with a child who is coughing or sneezing. A small supply of disposable masks and eye protection can be found in the time-keepers box and in the hallway linking to two rinks. Should the symptomatic child be producing body fluids to a degree that is likely to get on the clothes or skin of the caregiver (Board member/volunteer in this case), personal protective equipment (PPE) will also available



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(disposable gown and gloves). Once properly protected, the KMHA Board Member/volunteer will guide the player off the ice to a designated room (isolation room).

- Once in the designated room, the player will:
 - o remove his/her gloves and helmet
 - o apply alcohol-based hand rub
 - o put on a disposable face mask (*KMHA to provide*)
 - o reapply alcohol-based hand rub and remove his/her skates
 - o reapply hand sanitizer then wait for further direction from the assigned caregiver
- Hygiene and respiratory etiquette should be practiced while the child is waiting to be picked-up (ie. tissues, hand sanitizer, garbage must be available in the isolation room).
- The KMHA Board Member will contact the child's parent/guardian to have him/her picked up immediately and recommend to the parents to contact their health care provider or the Porcupine Health Unit to arrange testing at a Testing Centre.
- The KMHA Board Member will notify the COVID-19 KMHA Contact of the incident and the arena staff that the isolation room requires disinfection and place any used eye protection in the secured bin in the isolation room.
- Anyone who has been in close contact with a sick child should self-monitor for the next 14 days for symptoms but can still attend practice/clinic, this includes the siblings and parents of a symptomatic child (*see return to play protocols*)

SCENARIO #3: if a child tests positive for COVID-19

If a child who has been attending KMHA events has tested positive for COVID-19:

- The Porcupine Health Unit will be notified directly from the child's health care provider and the testing lab.
- All follow-up will be handled by the Porcupine Health Unit; including contact tracing.
- the KMHA COVID-19 Contact will provide any documentation necessary to the Porcupine Health Unit for contact tracing reasons.
- All parents/guardians of the children who are in the same age group (*cohort*) will receive a letter with information regarding the contact tracing process and what steps to take next



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RETURN TO PLAY PROTOCOLS

- ❖ Before returning to play in a KMHA player who has recently **screened positive** for COVID-19:
 - Must attest to receiving a negative COVID-19 test result **AND**
 - Symptoms must be resolved for at least 24 hours

OR

 - Attest to have isolated for 14 days from the start of symptoms **AND**
 - Symptoms must be resolved for at least 24 hours

- ❖ Before returning to play in a KMHA player who has **tested positive** for COVID-19:
 - Completed 14 days of isolation from the start of symptoms
 - AND/OR whichever is longer**
 - Has been symptom-free for the last 24 hours

The individual **MUST follow the direction of the Porcupine Health Unit before returning to regular activities.**

If a child is awaiting results of a completed COVID-19 test, he/she (excluding any siblings/parents) is NOT permitted to attend any KMHA sanctioned events until the test results have been received and are negative. See above for RETURN TO PLAY protocol details.



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RESPONSIBILITIES

❖ DUTIES OF THE KMHA COVID-19 Contact:

- Be the liaison for the KMHA Board of Directors regarding all COVID-related issues
- Support the coaches with COVID-19 response plan procedures
- Follow-up with the parent to see if they have arranged for testing in the case of an ill child
- Provide the Porcupine Health Unit with any documentation required for contact tracing as needed.
- Update the response plan as needed and share the updated document with the Recreational Director, Marc Clavelle.
- Provide updates to the KMHA Board on an as needed basis.
- Ensure used eye protection has been properly sanitized and returned to the PPE location.

❖ DUTIES OF THE KMHA Board Member/Volunteer:

- Welcome players and guardians into facility, ask if they have completed their self-assessment, record attendance and screening on the attendance sheet
- Guide players and guardians when applicable to their designated area on South Rink to get ready
- Ensure the attendance records are up-to-date, these completed attendance records will be stored in a locked filing cabinet in the KMHA Administrative's office located at the Sports Palace
- Ensure Arena staff is aware that the isolation room requires disinfecting
- Provide updates to the KMHA Board on an as needed basis (*volunteers may report directly to a Board member any issues*)

❖ DUTIES OF THE ADMINISTRATIVE COORDINATOR:

- Ensure all attendance records are kept on file
- Offer additional support to coaching staff as needed.
- Oversee the whole clinic/practice process
- Report to the Board on any issues arising as needed.



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❖ DUTIES OF THE ASSIGNED COACHES:

- Ensure any child who is ill during the practice/clinic is handled appropriately according to the response plan above.
- Ensure drills are no-contact in nature
- Ensure players are practising physical distancing on and off the ice



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COMMUNICATION PLAN

- ❖ PRIOR to the initiation of the first block, KMHA will ensure that the following documents/announcements are posted to their facebook platform and website:
 - Mandatory Masking
 - Passive Screening Questions

The Administrative Coordinator will ensure that the parent volunteers and coaches are aware of the expectations and are comfortable with their assigned duties.

- ❖ This document (KMHA COVID-19 Response Plan) will be uploaded to the KMHA website page as well as our Facebook platform for members to refer to throughout the season
- ❖ Should the association need to discontinue activities at any time, announcements will be made on our website: <https://www.kapminorhockey.ca/> and our Facebook platform: <https://www.facebook.com/KapuskasingMinorHockeyAssociation>
- ❖ For the first week of the block, a KMHA Board Member will be present during each cohort entry/exit to ensure that these processes remain in effect and to mentor and support the parent volunteers they are partnered with



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OTHER IMPORTANT POINTS

- ❖ Should a child test positive for COVID-19, KMHA will work with Public Health to ensure all children who may have been exposed are contacted in a timely manner.
- ❖ NO CONGREGATING AT THE DOOR, signage will be posted with regards to keeping the doorway clear and practicing safe physical distancing upon entering and exiting the Sports Palace.
- ❖ The chairs utilized by the players to get ready for their scheduled practice/clinic will be disinfected between each group using this guidance document:
<https://www.porcupinehu.on.ca/en/your-health/infectious-diseases/novel-coronavirus/covid-business-and-workplace/cleaning-and-disinfection-for-public-settings.pdf>
- ❖ Coaches will ensure that the players do not congregate at the ice entrance while waiting for the ice resurfacing to be completed.
- ❖ Each player will be encouraged to bring a plastic bag/container to store their face mask in while on the ice
- ❖ KMHA will adhere to the Ontario Hockey Federation Return-to-Play governing guidelines: <https://www.ohf.on.ca/risk-management/return-to-hockey-covid-19-response> and work with local partners to streamline the process for a safe return to hockey
- ❖ While on ice players will practice physical distancing which is about one hockey stick away from each other at all times.
- ❖ Practice drills must meet physical distancing guidelines, no contact drills allowed.
- ❖ If parents/guardians wish to remain in the arena they will have access to the mezzanine through the lobby stairway only. They will not be able to leave and enter at will as the doors will be locked. Standing and seating areas will be indicated, and physical distancing rules must be respected. The canteen will not be open at this time.
- ❖ Lockers, dressing rooms and showers will not be available.
- ❖ Any water bottles, towels left will be discarded at the end of the day.
- ❖ Any tissues, wipes etc. should be discarded immediately and proper hand sanitizing practiced
- ❖ Absolutely no spitting allowed anywhere in the facility including on the ice surface.
- ❖ Only South side and lower North side washrooms will be available to the public and participants.
- ❖ All other areas not mentioned will be closed to the public.



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- ❖ No gathering or loitering in parking areas or public areas before, during or after your activity.
- ❖ These guidelines will be reviewed and updated as government regulations and public health guidelines are updated.
- ❖ KMHA will not be having their routine raffle-ticket fundraiser as the Board could not ensure all members would be able to practice safe social distancing while selling their tickets
- ❖ KMHA will proceed with “blocks” of ice time, initially a 6-week block and moving forward with 4-week blocks. Registration rates are based on annual registration rates split into quarters. All registration will take place on-line. This plan may change as the season continues.



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Updates made to this Response Plan

2020.09.17:

- While a symptomatic child is prohibited from attending practice/clinic (see above protocols for more information), this does not include the child's siblings and parents/guardians, provided they do not have symptoms and have not travelled to an area where the COVID-19 case count is high (Ottawa, Toronto etc). If they do become symptomatic, they are to follow the guidelines listed in this plan and contact their health care provider, Testing Centre or the Porcupine Health unit to arrange for testing. This is inline with the most current school program guidelines.
- If players choose to wear their helmets to their practice/clinic, they still **MUST** wear a facial covering.



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APPENDIX A

The following documents may be used to ensure transparency in safety guidelines as they pertain to COVID-19.

- Passive Screening for Visitors upon Entry into the building
 - Mandatory mask poster
 - STOP, Clean Your Hands poster
 - How-to Hand rub
 - How-to Hand wash
 - Wait for Doorway to be Clear
 - Physical Distancing Poster
 - How to don (put on) PPE
 - How to doff (remove) PPE
 - How to self-monitor
 - How to self-isolate



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APPENDIX B

- COVID-19 Symptom List



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APPENDIX C

- KMHA Practice/Clinic Attendance Record
- KMHA COVID-19 Response Plan Reference Guide
- KMHA COVID-19 Reference Poster for Isolation Room
 - KMHA Active Screening Questions
 - “Room Requires Disinfection” door hanger
- KMHA Confirmed Case of COVID-19 parent/guardian letter



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APPENDIX D

- Sports Palace Re-opening Guidelines