



## **Return to Operation Template**

### **Purpose**

To provide user groups, organizations, businesses and service clubs who utilize Town of Saugeen Shores facilities as their home base with a template and instructions to prepare and submit their respective 'Return to Operation' Plan. Town approval prior to commencing operation in any Town facility is required.

### **Background**

The Town of Saugeen Shores has developed a series of guidelines that offer direction for re-opening. If your organization is interested in reviewing these guidelines, please contact the staff member listed in section 10.

Our community is fortunate to benefit from many volunteer driven community organizations, sport organizations and service clubs who provide social and recreational options for our residents. As part of the Town's re-opening plan community organizations who utilize Town facilities as their home base will be required to provide a **Return to Operation Plan (Plan)** for the Town's review and approval. This will be reviewed and approved by the Director, Community Services (or designate) in consultation with appropriate parties.

This template has been developed as a resource and guide for the details you should include in your Plan. Town staff are available as a resource to assist your organization as you develop your Plan. Your respective Provincial or National organizations may have provided you with guideline documents that should be used as a resource when developing your Plan.

Other helpful resources may include but are not limited to:

- **Ontario Government** | <https://www.ontario.ca/page/covid-19-response-framework-keeping-ontario-safe-and-open>
- **Grey Bruce Public Health** | <https://www.publichealthgreybruce.on.ca/COVID-19>
- **Provincial Health Services Authority (PHSA)** | <http://www.phsa.ca/>
- **Ontario Recreation Facilities Association** | <https://www.orfa.com/>
- **Parks and Recreation Ontario** | <https://www.prontario.org>

As our facility re-opening plans progress, we will communicate with you regarding Provincial, Public Health or Municipal directives that may impact you.

### What is required?

The following is to be provided to the Town of Saugeen Shores for approval prior to your organization commencing operation in any Town facility.

1. **Return to Operation Plan** (using this template)
  - a. Complete the applicable sections below respective to your operation. Simply add information to the 'Our Organization's Plan'. It would be helpful if you provide a page reference if using information from your respective Provincial or National organization documents. **Note:** Included examples are provided for the purposes of demonstrating the detail we're looking for.
2. **Resources or documents** provided by your **Provincial or National** organizations that you are using or adopting as Guidelines.

**Any questions? Please contact:**

#### Manager, Recreation

Lisa Billing | [lisa.billing@saugeenshores.ca](mailto:lisa.billing@saugeenshores.ca)

## Return to Operation Plan

Anticipated date for return to operation: ~~\_\_\_\_\_ May 6, 2021 \_\_\_\_\_~~ **June 11, 2021**

Organization Name	Saugeen Shores Minor Baseball Association
Contact Name	Laura Kranenburg
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Phone	519-386-6587

### Section 1: Physical Distancing

Outline or detail the directives your organization is going to implement to ensure participants maintain physical distancing during your program, meetings or events.

For example: spectator capacity reduced to 50%, no spectators, temporary floor markings and signage, assigned seating, etc.

**Our organization's Plan is as follows** (bullet points are fine):

Physical distancing will be accomplished as per the 'Implementation of Safe Physical Distance' of baseball ontario's protocol (pg 6). Highlights include:

- Maintain minimum of 3m distances during all physical activities between players and coaches. Coaches must remind players to observe distancing when they see non-compliance.
- No physical contact or incidental contact is permitted in Provincial Stage 1 Re-opening
- 3m physical distancing is also required between adults living in different households while at any facility (Diamond or batting cage)
- use of players benches will be adjusted to ensure safe physical distance and space outside of the dugout will be used for players also.
- Plan to use one way access into diamond and one access off the diamond to avoid potential congestion points at gates.
- In Stage 1, practices and games are not allowed as defined below, but training in groups of 10 is allowed.

6. For greater certainty, team sports must not be practised or played at the facility, with the exception of training sessions for members of a sports team that do not include games or scrimmage games.

## **Section 2: Cleaning and Sanitization**

Outline or detail the directives your organization is going to implement to ensure cleaning and sanitization requirements are met during your program, meetings or events.

For example: no shared equipment between players or teams, only designated team personnel will sanitize high touch points regularly during play, etc.

**Our organization's Plan is as follows** (bullet points are fine):

Cleaning and sanitization will be accomplished as per 'cleaning/sanitization' section on page 6, 'venues' section on page 7 and Equipment section on page 7 and 8. Highlights include:

- Hand sanitizer and disinfectant to be present at all activities
- All cleaning shall be done by adults wearing masks and gloves. This cleaning is the responsibility of the coach running practice. A checklist will be provided and coach must sign the cleaning schedule when complete
- There must be 30 minutes between events to allow the team involved in prior event to sanitize equipment and high frequency touch points (outlined in Appendix F of the Town's plan) before use by next team or user group.
- Baseballs are to be sanitized after each team's use

### **Section 3: Public Health Directives**

Describe how your organization is going to implement to ensure Public Health directives during your program, meetings or events.

For example: participants must wash or sanitize their hands upon arrival and before leaving, no post-game handshakes, etc.

**Our organization's Plan is as follows** (bullet points are fine):

Public Health directives will be met as per 'numbers' section on page 4. 'Establishment of Hygiene Standards' section on page 6 and 'Participants' section on page 8 of Baseball Ontario's protocol. Highlights include:

- Hands to be sanitized and arrival/departure and every 30 minutes otherwise.
- Attendance of all participants and guardians will be tracked using the Baseball Ontario OnDeck attendance tracker. Attendance will be entered into the ONDECK app (or by paper and pen and maintained for minimum one month) once each Coach, participant and caregiver has passed the active COVID-19 screening protocol as defined by the Chief Medical Officer of Health <https://covid-19.ontario.ca/screening/customer/>

If a Coach, participant or Caregiver should fail the screening they will be asked to return to their home and follow up with Public Health.

SSMBA will have a dedicated person on each team that will be entering the screening information for their team. This attendance/screening tracker is filed in a database by Baseball Ontario and data can be retrieved by Baseball Ontario in the event of a positive covid case that could affect a team.

- No sharing of water bottles, food or other drinks.
- No handshakes, fist bumps, high fives etc.

### **Section 4: Return to Operations Specific to your Organization**

Describe how your organization is going to implement specific to your respective Provincial and/or National Return to Play Guidelines. Use this section to provide the specific details of how **your organization** is going to implement the guidelines or requirements outlined by your Provincial or National governing body.

For example: processes for registration, screening or tracking participants, plan for participants exiting and entering the facility, cleaning schedule and sanitization protocols and schedule, schedule of play, etc.

**Our organization's Plan is as follows** (bullet points are fine):

- Registration will take place on the SSMBA website only.
- Screening/Diagnosed with COVID-19/Return from COVID-19 will be handled as per Baseball Ontario's protocol (page 5)
- Active screening will be conducted at all SSMBA sanctioned events through the ONDECK app or by paper and pen and maintained for minimum one month as noted above.
- Players will be instructed to arrive no earlier than 15 minutes prior to start of practice or 30 minutes prior to game to allow prior event to leave the premises and for proper sanitization and for people from one group to leave before the next group arrives.
- 30 minutes before a game is necessary in order to conduct proper warm ups to prevent injury. When this timing might conflict with another team using the facility, the arriving team must find another suitable location to begin their warmups (behind the center field fence, nearby open field) in order to not congest the playing area. Games will not occur until Stage 2.
- Events will be scheduled with 30 minutes between events in order to provide enough time to properly sanitize equipment and high frequency touch points and to allow the diamonds to empty before the next group arrives.
- Benches and dugouts will be used by a small number of participants/Coach and only when proper distancing can be maintained
- First Aid shall be deferred to parents where possible. If not possible, coach shall don a mask and gloves prior to providing first Aid

During Stage 1, groups of 10 will train apart from any other group on the field. No intermingling will be allowed as per the Stage 1 provincial guidelines. Players will spread out to achieve minimum 3m distance. As most of our teams have between 11-13 players on them it will be easy to separate players into groups and maintain distancing on a baseball diamond. Each group will run through a series of warm ups and drills separate from the other group.

### **Section 5: Proposed Signage**

Describe any proposed signage that your organization will be posting.

For example: participant sign-in, screening process signage, COVID-19 code of conduct, etc.

**Our organization's Plan is as follows** (bullet points are fine):

In discussion with the Town it has been decided that the Town will be signing the playing fields, benches etc. and SSMBA has agreed to communicate the rules/protocol with its players and parents.

SSMBA will post signage on the batting cage stating a reminder of proper physical distancing guidelines.

### **Section 6: Personal Protective Equipment (PPE)**

Describe what PPE is going to be used by your organization for their operation and when will it be used.

For example: masks will be used by coaches or players, first aid kits equipped with face shield, gown and mask for emergency response

**Our organization's Plan for PPE is as follows** (bullet points are fine):

- PPE (masks and gloves) will be provided to coaches for use during sanitizing equipment/common touch areas
- Masks are not required on the field, but are recommended for players and coaches
- Masks are to be worn off the field while still actively engaged in practice or game (e.g. while on offense on the bench or in the dugout) Refer to page 6 of Protocol
- Coaches on the field must wear face mask/face covering when they approach a player, coach or umpire.
- SSMBA will communicate to parents via email that participants and spectators are required to wear a mask when arriving at the sports field, for check-in, etc. Spectators can remove their mask once they're seated appropriately distanced in the spectator areas.

### **Section 7: Response Planning**

Describe how will you respond to an exposure or suspected exposure to COVID-19 within your group?

For example: tracking participants, contacting Public Health, pre-screening, etc.

**Our organization's Plan is:**

All participants will use the OnDeck App through Baseball Ontario to record attendance. This information is available to Public Health in the case of a positive COVID-19 case associated with one of our participants.

- Protocols will follow the protocol on page 5
- Any participant, volunteer or spectator diagnosed with COVID-19 or who has been in contact with any person having COVID-19 in the previous 14 days MUST not attend any game, practice, meeting or other in-person activity and MUST notify their local public health authority.
- SSMBA will work with Grey Bruce Public Health on any COVID-19 related exposures or diagnosis
- Any participant, volunteer or spectator diagnosed with COVID-19 must be cleared by appropriate medical authorities prior to attending any in-person baseball activity. Evidence of the clearance needs to be provided to SSMBA prior to attending activities.

**Section 8: Additional Resources**

Please provide a copy of any Return to Play/Sport/Operation guideline documents provided by your respective Provincial or National organizations.

**The following document(s) are attached** (bullet points are fine):

**Baseball Ontario RTP**  
**PWSA RTP**

**Section 9: Other**

Provide any other directives or information that your organization will implement to mitigate COVID-19 transmission that doesn't fit in the previous sections

Coaches who are running sessions will sanitize common touch points and all shared equipment prior to leaving.

Participants will be limited to one caregiver as per 'Numbers' section of Baseball Ontario's protocol (page 4) during Stage 1. Spectators are not permitted during Stage 1.

- Spectators will be encouraged to bring their own chairs which will be distanced along the outside fences to ensure appropriate distance
- Each player will have their own glove, bat, helmet and batting gloves in order to minimize shared equipment
- Sharing of equipment shall be avoided wherever possible. If equipment (e.g catcher's gear) must be shared it must be sanitized between use.
- SSMBA will be emailing the RTP document to all parents with an additional 'summary' page prior to the beginning of the season. Copies will also be in every Coaches bag for quick reference.
- SSMBA will be hosting a coaches meeting to review and outline the RTP protocol and the coaches responsibilities. The protocol will be emailed to each coach prior to the meeting and physical copies will be made available.

**Section 10: Insurance and sign-off**

Insurance	Confirm that your organization's insurance package includes coverage for COVID-19  <div style="display: flex; justify-content: space-around;"> <span style="background-color: yellow;">Yes</span> <span>No</span> </div>
Date Submitted	Original submission: May 27, 2021 Updated by President: June 9, 2021
Signature	

By signing this document you agree and acknowledge that your Organization will follow your Return to Operation plan as described and that you further agree to implement any actions deemed required by the Town following a review of the plan.



**Section 11: FOR OFFICE USE ONLY**

Acceptable plan:	<b>Yes</b>	No
Reviewed by:	Lisa Billing	
Date:	June 10, 2021	
Actions needed for plan to be accepted.	<p>Plan has been updated based on the feedback and comments from original submission.</p> <p>Further updates may be needed once regulations for Step 2 of Ontario's reopening roadmap are released. Tentative starting date for Step 2 is July 2, 2021.</p> <p>Staff are waiting on confirmation from Grey Bruce Public Health that more than 1 group of 10 are permitted to use a ball diamond at one time. Only 1 group per diamond will be permitted until clarification is received.</p>	
Insurance confirmation	<b>Yes</b>	No
Public Health approval	Yes	No <b>Not applicable</b>

