



NCCP

Return to In-person Learning Guidelines





PARTNERS IN COACH EDUCATION

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Preface

Glossary

CAC:	Coaching Association of Canada
CD:	Coach Developer (plural: CDs)
COPSIN:	Canadian Olympic & Paralympic Sport Institute Network
LSO:	Local Sport Organization (plural: LSOs)
NCCP:	National Coaching Certification Program
NSO:	National Sport Organization (plural: NSOs)
OTP:	Own The Podium
PTCR:	Provincial / Territorial Coaching Representative (plural: PTCRs)
PTSO:	Provincial / Territorial Sport Organization (plural: PTSOs)

Who is this document for?

The following guidelines and considerations have been created to help support the NCCP Partnership (NSOs, PTCRs) and their delivery partners (PTSOs, local sport organizations, and coach developers) in an effort to help mitigate the risk of transmission of COVID-19 and keep participants safe as NCCP returns to in-person delivery. The focus of this document is on the classroom components of NCCP training, and not the “field of play” practical components. “Field of play” refers to the sport context such as basketball court, soccer pitch, on-snow, ice-pad, pool, and more.

What is the purpose of this document?

Coaches trained and certified through the NCCP will play a significant role in the return to modified sport during this COVID-19 pandemic. As sports and provincial/territorial coaching representatives (PTCRs) modify the delivery of their content to a blended learning environment (which will include a return to in-person learning), special considerations will be required in delivery of the NCCP to implement the measures that are needed to reduce the spread of COVID-19.

These guidelines have been created as considerations and recommendations for modifying in-person NCCP delivery to align with the varied and evolving Public Health measures in place in jurisdictions across Canada. **Do not interpret these guidelines as overruling or contradicting jurisdictional Public Health guidelines or sport-specific guidelines. If the NCCP guidelines outlined in this document differ, be sure to follow your provincial-territorial or other jurisdictional Public Health (municipal, Indigenous communities, etc.) and sport-specific guidelines.**

Public Health measures may change as the pandemic evolves and new information becomes available. Therefore, **host organizations and Coach Developers (CDs) should verify with their local jurisdiction authorities before and again upon return to in-person delivery to ensure that they comply with emergency orders and requirements.**

For the remainder of this document, the terms *jurisdiction* and *jurisdictional* refer to provincial, territorial, municipal and Indigenous community jurisdictions.

The CAC continues to monitor the national COVID-19 situation through the [Public Health Agency of Canada](#) website. Sport organizations and clubs should only return to in-person delivery when appropriate jurisdictional government authorities modify restrictions to safely do so. The responsibility of understanding applicable Public Health guidelines resides with the host organizations (provincial–territorial or local sport organization). Links to all relevant federal, provincial and territorial COVID-19 Public Health sources can be found at <https://coach.ca/covid19>. The PTCRs are also available for any support in NCCP delivery in their respective jurisdiction: <https://coach.ca/provincialterritorial-coaching-representatives-ptcrs>.

The following key practices are for mitigating risk of COVID-19 transmission in activities involving groups of individuals:

- **Completing self-screening questionnaires for signs and symptoms and risk of exposure to COVID-19**
- **Maximizing physical distancing, at least 2 metres between individuals**
- **Wearing facial coverings or masks**
- **Following hand and personal hygiene practices**
- **Increasing cleaning and disinfection practices**
- **Restricting the number of participants**

These practices are referred to in further detail in this document as considerations and recommendations for host organizations and coach developers to implement. The CAC recognizes that these measures and guidelines will vary among jurisdictions, as well as stages of lifting of restrictions due to COVID-19. The responsibility of checking jurisdiction regulations lies with the host organization. You must review these guidelines with the host agency and/or facility representative to ensure that they are compliant with the requirements.

Additional resources to support this document include a printable 11” x 17” poster and the Own The Podium (OTP) Risk Assessment and Mitigation tool. These resources are available for you to download from the partner area and COVID-19 section of coach.ca. Please post the poster in the classroom as a visual reminder to participants. The OTP Risk Assessment and Mitigation Tool will primarily be used by host organizations.

For further information, visit www.coach.ca/covid19 or contact us at coach@coach.ca.

How is this document organized?

This document is organized into 3 sections and 1 appendix:

- **Planning stage** (before the workshop)
- **Workshop day** (during the workshop)
- **Post-workshop** (after the workshop)
- **Appendix A** (example of a self-screening questionnaire for COVID-19)

Planning stage

Planning stage: Before workshop	
Topic or item	Recommendations and considerations
<p>Review and adapt NCCP in-person delivery workshop activities</p>	<p>Adaptations</p> <p>When preparing for in-person delivery, NSOs, PTCR, COPSIN and PTSOs should look at the learning activities in the workshop and work to adapt them to mitigate risks of COVID-19 transmission. When reviewing the learning design and activities, the following guidelines should be taken into consideration for adapting in-person delivery.</p> <ul style="list-style-type: none"> • NSOs and host organizations must follow: <ul style="list-style-type: none"> ○ Jurisdictional Public Health guidelines and standards ○ Sport-specific guidelines for technical components • Adaptions to classroom activities: <ul style="list-style-type: none"> ○ Select and use activities that respect 2-metre physical distancing and avoid crowding. ○ Discourage activities that could contribute to the spread of COVID-19 in confined indoor spaces (for example: cheering or shouting, singing, sitting or standing close together, gathering, physical contact, failure to wear facial coverings when indicated, ...). ○ Do not use activities that compromise hygiene practices. ○ Avoid sharing equipment; if that is not possible, strict sanitization protocols must be implemented in between uses. ○ Refer to your jurisdictional Public Health authority for further guidance.
<p>Preparation for host organization (PTSO, PTCR, NSO)</p>	<p>Procedures</p> <ul style="list-style-type: none"> • Follow regular administrative procedures of hosting a workshop. • Refer to the following resources in considering additional details for risk mitigation: <ul style="list-style-type: none"> ○ Sport-specific or organization protocols ○ Jurisdictional Public Health policies ○ Contact your PTCR for additional assistance (https://coach.ca/provincialterritorial-coaching-representatives-ptcrs) • Other specific elements to consider include the following: <ul style="list-style-type: none"> ○ Venue selection ○ Registration and waivers ○ Screening questionnaires ○ Facial coverings ○ Workshop size (and Jurisdictional Public Health restrictions on group size) ○ Planning for breaks during workshops • Further details for each of those elements are provided below. <p>Venue selection</p> <ul style="list-style-type: none"> • In selecting venues, host agencies must follow: <ul style="list-style-type: none"> ○ Sport-specific return-to-sport guidelines and protocols ○ Jurisdictional Public Health guidelines and standards

Planning stage: Before workshop	
Topic or item	Recommendations and considerations
	<p>In addition to sport and jurisdictional Public Health standards, consider the following:</p> <ul style="list-style-type: none"> • Only use venues or facilities that the organization has control over and is able to mitigate risks (for example: having control over cleaning protocols and posting of documentation). • Use the provided OTP risk assessment tool when selecting the venue. • Follow guidelines and process of OTP risk assessment and mitigation tool. • After assessing the risk, use the OTP mitigation tool (checklist) and follow its recommendations if the risk assessment placed the venue in any of these risk categories: <ul style="list-style-type: none"> ○ Very low ○ Low ○ Moderate
	<p>Registration and waivers</p> <ul style="list-style-type: none"> • During the course registration process, CD and host organizations should clearly state the measures that are being undertaken to mitigate the risks of COVID-19 as well as the expectations that workshop participants will follow the measures that the organizers are taking to reduce the risk of spread of COVID-19. • It is advisable that the host organization have each participant sign a waiver. The waiver should state that they understand that the host organization is taking measures to mitigate the risk of COVID-19; however, the risk cannot be completely eliminated, and by participating in the course, the participants acknowledge that there is a risk of contracting COVID-19, which can lead to serious illness or death. By participating in the workshop, participants agree to follow measures to reduce the risk of COVID-19, including but not limited to, practising hand hygiene, wearing a facial covering unless they have a medical exemption (if indicated by Public Health guidance), completing a self-screening questionnaire for signs and symptoms or risk of exposure to COVID-19, and providing updated contact information in case the Public Health Unit should need to contact them if an instance of COVID-19 is identified. • Registration information should also inform participants that before and during the workshop, options are open to them to cancel. If participants screen positively on the screening questionnaire, identify that they were at risk of exposure to COVID-19 or feel that they are at risk, the participants will have the opportunity to: <ul style="list-style-type: none"> ○ Reschedule the workshop or register for a later workshop, at no extra cost ○ Join remotely through an online platform ○ Receive a full refund, if the participant screens positive for COVID-19 • During registration, the host organization should record and confidentially store the full names and contact information of participants, in case they are required by Public Health for contact

Planning stage: Before workshop	
Topic or item	Recommendations and considerations
	<p>tracing.</p> <p>Self-screening questionnaires</p> <ul style="list-style-type: none"> • Self-screening questionnaires (sometimes referred to as self-attestation or self-assessment questionnaires) are a list of questions that participants will be asked to answer before they are allowed to enter the workshop. Typically, these questions assess signs and symptoms of COVID-19, travel history and potential exposure to COVID-19. However, the questions will vary by jurisdiction. Host organizations should use their local self-screening questionnaire, which can usually be downloaded from provincial-territorial government or local Public Health websites. <ul style="list-style-type: none"> ○ All coaches, CDs and any additional guests or speakers should complete self-screening before attending the workshop. ○ To encourage CDs, guests, speakers and others to be truthful on self-screening questionnaires, it is strongly recommended to clearly offer the opportunity to reschedule the workshop, be involved in a later workshop or join remotely through an online platform. ○ The host organization is responsible for providing self-screening questionnaires. ○ Self-screening questionnaires can be found on and downloaded from the jurisdictional Public Health authority websites. ○ A copy of the self-screening questionnaire should be posted on the venue door for when participants arrive. • A sample self-screening questionnaire is included as Appendix A in these NCCP Guidelines. Host organizations must either: <ul style="list-style-type: none"> ○ Use their jurisdiction's current downloadable self-screening questionnaire ○ Adapt the sample in Appendix A to ensure it conforms with their jurisdictional Public Health guidelines • For traceability, it is recommended to have a record of individuals' responses to self-screening questionnaires and their "No" attestations. These can be documented by having participants complete the self-screening questionnaires online or by answering a print copy by hand with their own pen or pencil. <p>Facial coverings or non-medical masks</p> <ul style="list-style-type: none"> • Facial coverings are made of cloth or mask material to cover the mouth and nose without gaping. • Wearing non-medical masks or cloth facial coverings is an additional personal practice that can help prevent infectious respiratory droplets (breathed by an unknowingly infected person) from coming into contact with other people. • The CD or host organization may choose to institute a course policy that all participants must wear a facial covering or mask. Local epidemiology and rate of community transmission determine whether facials coverings are needed. Therefore, host organizations should

Planning stage: Before workshop	
Topic or item	Recommendations and considerations
	<p>follow local Public Health guidance on facial coverings and mask use. If a facial covering or mask policy is implemented, participants should be advised of the policy during advance registration for the workshop.</p> <ul style="list-style-type: none"> • Note that facial coverings are mandatory in enclosed public spaces in some jurisdictions. CDs and host organizations are responsible for ensuring they comply with local requirements. • It is recommended that participants wear facial coverings, except for those participants who have a medical exemption or who are unable to remove their mask independently. • Facial coverings may be removed temporarily when it is reasonably required to do so (for example, while eating or drinking). But otherwise, facial coverings should be worn at all times in enclosed spaces and whenever physical distancing is difficult. • Participants should be asked to bring their own facial coverings however the CD should have extra available on site in the event that a participant does not have 1 or they need to be replaced. Facial coverings and masks should never be shared. • Hand hygiene should be performed before and after removing or putting facial coverings on. If masks are removed for eating or other necessary reasons, the masks should be stored in a safe place such as a plastic bag and measures should be undertaken to ensure participants do not mix up their masks or face coverings.
	<p>Workshop or cohort size (number of participants)</p> <ul style="list-style-type: none"> • Host organizations must follow jurisdictional guidelines and restrictions in determining workshop size and number of participants. • Consider the size and layout of the venue to ensure physical distancing of 2 metres can be maintained for the workshop.
	<p>Planning for arrival and workshop breaks</p> <ul style="list-style-type: none"> • In preparing for participant arrivals, work with venue to develop appropriate plans and procedures. which include, but aren't limited to: <ul style="list-style-type: none"> ○ Parking ○ Entrances and entering into the facility ○ Traffic flow inside the venue ○ Eliminate line-ups at registration (or prepare with visual markers for physical distancing) ○ Consider pre-assigning seats with identified name badges ○ Other details • Work with venue to plan and schedule breaks (washroom, lunch breaks), especially if other groups or people will be present. <ul style="list-style-type: none"> ○ Avoid communal eating or any sharing of food or drinks (advise participants to bring their own snacks, lunch, and water or coffee). ○ Plan workshop breaks with the CD, based on information from the venue.

Planning stage: Before workshop	
Topic or item	Recommendations and considerations
Coach Developer selection and communication	<ul style="list-style-type: none"> • Ensure and confirm comfort levels of CDs in returning to facilitate in an in-person environment. • Determine number of CDs required based on jurisdictional Public Health and sport-specific protocols for group sizes. • Have CDs complete self-screening questionnaires the day before and the day of workshop. • Have back-up CDs in place in case an assigned CD becomes ill or does not feel comfortable delivering the workshop. • Communicate with CD prior to workshop to provide details for workshop, including but not limited to: <ul style="list-style-type: none"> ○ Venue and risks associated with venue ○ Arrival plans and procedures at venue ○ Workshop breaks plan ○ Number of participants ○ Required equipment and products (for example: sanitizer, sanitization wipes, ...) ○ Ensure CDs are familiar with Public Health guidelines, based on their province-territory and local jurisdictions ○ Discuss and provide strategies to handle: <ul style="list-style-type: none"> – a participant refusing to do on-the-spot self-screening – a situation with identified risks – instances where violations of guidelines happen ○ To increase the chance of participants being truthful on screening questionnaires, it is strongly recommended to clearly offer the participants their options before and during the workshop, including the opportunity to: <ul style="list-style-type: none"> – reschedule the workshop or register for a later workshop, at no extra cost – join remotely through an online platform – receive a full refund, if the participant screens positively ○ Have CDs communicate the expectations for the course during the registration process. When registering, all participants should be informed that to participate in the workshop they must agree to comply with COVID-19 measures implemented by the host organization and CD, for everyone's safety. ○ Determine if the CD requires assistance when participants arrive, to check them in and manage self-screening questionnaires. ○ Ensure that the CD respects each individual's right to privacy. <p>Service Level Agreements (SLAs), contracts and liability for CDs</p> <ul style="list-style-type: none"> • Follow jurisdictional guidelines in developing or revising SLAs with CDs. • Organizations should check with their insurance company about CD liability and insurance specific to COVID-19 transmission and illness. • Revise or edit any SLAs and contracts where necessary with CDs (including out-of-country policies).

Planning stage: Before workshop	
Topic or item	Recommendations and considerations
Coach Developer kit and equipment	<ul style="list-style-type: none"> • In addition to regular equipment and materials for the workshop: <ul style="list-style-type: none"> ○ Supplies for cleaning, disinfection and hand hygiene: <ul style="list-style-type: none"> – Multiple bottles of alcohol-based hand sanitizer with a minimum 60% alcohol concentration – Sanitization wipes or disinfectant spray (see section below for link to the list of approved disinfection materials) ○ Mask for personal use and back-up masks for participants in the workshop ○ NCCP posters ○ CD self-screening questionnaires, based on jurisdiction and sport-specific guidelines ○ Personal food, drink, ... ○ Personal equipment for sport-specific and in-class activities • Do not bring equipment that will be shared or that could compromise sanitization.
Communication to participants	<p>Topics to provide details on</p> <ul style="list-style-type: none"> • Expectations for participants to follow, based on jurisdiction • Participant self-screening questionnaires (see below) <ul style="list-style-type: none"> ○ Provide details on policy for participants who cannot attend (due to answering yes to self-screening or if they feel at risk) • Equipment required • No sharing of food or drink (and requirement to bring own food, drink, water bottle, ...) • Workshop location • Required equipment and gear (see below) • Arrival procedures: <ul style="list-style-type: none"> ○ Parking ○ Entering venue ○ Flow of traffic in venue • No sharing of any equipment, materials or workspaces <p>Participant self-screening questionnaires</p> <ul style="list-style-type: none"> • Provide self-screening questionnaires to participants in advance of the course. • Participants and the CD should be advised that they must not attend if their answer is “Yes” to any of the screening questions or if they have any reason to believe they may have been exposed to COVID-19. • Inform participants they will be asked the self-screening questions again upon arrival. • To help prevent participants from falsely claiming “No” on self-screening questionnaires, it is strongly recommended to clearly offer options and to state to participants, both before and during the workshop, that they have the opportunity to: <ul style="list-style-type: none"> ○ Reschedule the workshop or register for a later workshop, at no extra cost

Planning stage: Before workshop	
Topic or item	Recommendations and considerations
	<ul style="list-style-type: none"> ○ Join remotely through an online platform ○ Receive a full refund, if the participant screens positive for COVID-19
	<p>Recommended equipment required for participants</p> <ul style="list-style-type: none"> ● Personal “learning kit”: <ul style="list-style-type: none"> ○ Minimum 60% alcohol-based hand sanitizer ○ Mask as required by jurisdictional guidelines ○ Personal laptop, tablet or other electronic devices to access and save workshop content. Paper copies of workshop content will not be provided ○ Water bottle, snacks and lunch ○ Pencils or pens ● Sport-specific equipment ● Other items based on jurisdictional guidelines

Workshop day

Workshop day	
Topic or item	Recommendations and considerations
Preparation	<p>Set up</p> <ul style="list-style-type: none"> • Arrive 1 hour early. • In addition to regular preparation prior to a workshop: <ul style="list-style-type: none"> ○ Set up multiple hand hygiene (hand sanitizer) stations around the room and in washrooms. If there are no washrooms, note that any sink with soap and water is a hand hygiene station. ○ Arrange the room to accommodate and ensure 2-metres distance between participants. ○ Create designated routes for participants to get to and from classroom. ○ Gain approval from the venue representative for posting necessary information. Post the following: <ul style="list-style-type: none"> – NCCP COVID-19 signs – Signs at entrance reminding participants about physical distancing requirements – Self-assessment questionnaire ○ Ensure garbage disposal is available for participants to use, following jurisdictional standards.
Arrival of participants	<ul style="list-style-type: none"> • As participants arrive: <ul style="list-style-type: none"> ○ Conduct self-screening questionnaires with participants upon arrival (this could include temperature screening without recording any personal information, if feasible.) ○ Have all participants perform hand hygiene at a sanitization station at entrance. ○ Note: CDs may want an assistant from the host organization to manage the self-screening questionnaires. • Remind participants to greet each other using non-physical gestures, for example, by waving or nodding. • Ensure 2-metre distancing while: <ul style="list-style-type: none"> ○ Participants wait to come into room ○ Participants greet each other and network
Physical distancing	<ul style="list-style-type: none"> • Restrict or manage the flow of people in common areas, including hallways, entrances and foyers (for example: manage entry and exit procedures). For narrow hallways or aisles, wherever possible encourage unidirectional travel by placing indicators like arrows on the ground. • Ensure participants respect 2-metre distancing during all workshop activities, including for their “learning space.”
Sport-specific activities	<ul style="list-style-type: none"> • Follow protocols to mitigate sport-specific risks.

Workshop day	
Topic or item	Recommendations and considerations
Transition between activities and venues or facilities	<ul style="list-style-type: none"> • Be aware of risks, when moving or transitioning between the classroom and a facility. • Ensure that everyone respects jurisdictional guidelines on physical distancing and the limits to the number of people gathered together. For example, moving from a classroom to an outdoor or indoor venue for sport-specific activities, travelling between venues (avoid vehicle-sharing), ...
Hand and personal hygiene and sanitization	<ul style="list-style-type: none"> • Hand hygiene refers to washing hands with soap and water or with alcohol-based sanitizer. Participants should be reminded to wash their hands often, with soap and water for at least 20 seconds. Alcohol-based hand sanitizers should be used when soap and water are not available. • Ensure that there are multiple hand sanitizing stations in the classroom, using a minimum 60% concentration, alcohol-based hand sanitizer. For a list of approved hand sanitizers, visit: https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/hand-sanitizer.html • Encourage personal hygiene practices, including proper coughing and sneezing etiquette. • Frequently sanitize all high-touch surfaces, using an approved disinfectant. For a list of approved disinfectants, please visit: https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html <ul style="list-style-type: none"> ○ High-touch surfaces are anything that multiple people touch often, such as door handles, elevator buttons, tabletops, light switches, ... ○ High-touch surfaces should be sanitized regularly throughout the day and sanitized more thoroughly between sessions of the workshop. ○ If a surface is visibly soiled, remove visible dirt first by cleaning the surface (with soap and water, friction or cloth) before disinfecting it. • Consider posting signs in the classroom or venue to promote handwashing (https://www.canada.ca/en/public-health/services/publications/diseases-conditions/reduce-spread-covid-19-wash-your-hands.html). • Avoid having individuals share any equipment such as laptops, tablets, sport equipment, food and drink, utensils, markers, pens, pencils, ... • Where equipment sharing cannot be avoided, the equipment should be sanitized with an approved disinfectant. Be sure to follow the instructions on the disinfectant's label including contact time (amount of time that the surface must remain wet with disinfectant in order to kill virus and germs). If equipment cannot be sanitized, then it should not be shared (for example: soft surfaces). • Increasing ventilation (that is, by opening doors and windows) may help to reduce transmission, though evidence is limited as to its effectiveness, and therefore should not compromise safety. Room fans

Workshop day	
Topic or item	Recommendations and considerations
	<p>are not an adequate alternative, because fans can propel droplets in contaminated air.</p> <ul style="list-style-type: none"> • Sport equipment: <ul style="list-style-type: none"> ○ Follow sport-specific guidelines for sanitizing any sport equipment used.
Breaks	<ul style="list-style-type: none"> • Ensure everyone performs hand hygiene during and after any breaks. • Breaks: <ul style="list-style-type: none"> ○ Remind workshop attendees of expectations post-return from any breaks and lunches. ○ Ensure physical distancing of at least 2 metres. ○ Allow adequate time for washroom breaks and encourage staggered use of washrooms to minimize number of people in the washroom at a time. ○ Follow any venue protocols. ○ Hand hygiene should be performed before and after washroom breaks. • Lunch and snacks: <ul style="list-style-type: none"> ○ Hand sanitizer or hand washing stations should be available in eating facilities. ○ Remind participants to perform hand hygiene before and after eating. • Participants should maintain a 2-metre distance during breaks for eating. This is particularly important because masks must be removed when eating. • Eat only in designated eating areas: <ul style="list-style-type: none"> ○ Where possible, outdoor eating facilities are generally lower risk. ○ For indoor eating facilities, if the designated eating areas are not large enough to allow 2-metre distancing, it may be necessary to divide the group and limit the number of participants in the eating facility at a time. • Follow local jurisdictional guidelines for eating safely during COVID-19. • When possible, participants should provide their own food, drinks, snacks, ... • Do not allow participants to share their own food and do not provide communal food (for example: buffet-style platters, bowls of snacks). • If food is provided, it should be individually boxed or individually packaged meals. One at a time, individuals should collect their meal while respecting a 2-metre distance. • Meal packages should not be touched by multiple people. If distribution is required, 1 individual should be designated to hand out meal packages. That individual must wear a mask and perform hand hygiene before handling meal packages. • Ensure safe disposal (for example: garbage, recycling) practices, based on local standards.

Workshop day	
Topic or item	Recommendations and considerations
Participant experiences symptoms during workshop	<ul style="list-style-type: none"> • Remind participants at the beginning of the course that they may leave the workshop without penalty, if they feel unwell, feel that they have developed symptoms listed on the screening questionnaire by local Public Health, feel that they have been exposed to COVID-19 or feel at risk. See earlier wording under self-screening questionnaires. • As usual, if an individual is severely ill such as experiencing breathing difficulties, loss of consciousness or otherwise, call an ambulance or have the individual seek medical care as appropriate. Additionally, in keeping with routine practices, appropriate personal protective equipment (PPE) should be worn when caring for anyone requiring assistance, please refer to jurisdictional guidance on providing first aid or assistance during the pandemic. • Follow jurisdictional Public Health guidelines. • Ask the participant to: <ul style="list-style-type: none"> ○ Leave for home ○ Complete online self-screening questionnaire at home ○ Use applicable Public Health authority to determine whether to get tested and what steps, if any, to take ○ Report back regarding positive or negative COVID-19 test • Ask all participants to wear masks or face coverings. • Advise all participants to: <ul style="list-style-type: none"> ○ Wash clothing as soon as they get home ○ Monitor themselves for symptoms ○ Follow jurisdictional Public Health guidance (for example: quarantine or self-isolate at home for 14 days) • Advise all participants that you will communicate with them (see contact tracing and post-workshop information below). • Ensure the classroom or area is cleaned and disinfected after workshop ends.
Contact tracing and managing positive COVID-19 test results, exposure or symptoms	<ul style="list-style-type: none"> • CD must collect and maintain accurate records of attendees, including contact information (this information should be collected or updated at the workshop). Records should include a complete list of all the individuals who attended each session of the workshop, including their full names and contact information. • Host organization must keep an accurate record of attendees and their contact information readily available. That information should be immediately entered and recorded into the Locker or other database, and stored in a confidential way including either password protection and encryption or print copies should be kept secured in a locked area. • Follow jurisdictional Health Guidelines for timelines to destroy data collected in the appropriate way. • Encourage participants to notify the CD or host organization after the workshop, if any of the following happen: <ul style="list-style-type: none"> ○ They become ill ○ They experience COVID-19 symptoms ○ They find out that someone with whom they have been in contact prior to the workshop has tested positive for COVID-19

Workshop day	
Topic or item	Recommendations and considerations
	<ul style="list-style-type: none"> • State that confidentiality will be respected. • Individual health privacy must be respected. While the CD or host may request that individuals notify them of a positive test result, but cannot mandate that participants notify them. • If individuals do not wish to share information or you are unsure of how to handle a situation, contact your local Public Health Unit for advice on how to proceed (for example: if an individual leaves the workshop feeling ill, but is not willing to provide further information).

Post-workshop

Post-workshop	
Topic or item	Recommendations and considerations
<p>Contact tracing and managing positive COVID-19 test results, exposure or symptoms</p>	<ul style="list-style-type: none"> • CD or host organization immediately enters and records the following information into the Locker or another database: <ul style="list-style-type: none"> ○ Event details (name, date, venue, ...) ○ Names of all attendees ○ Contact information for all attendees • CDs should also immediately contact their local Public Health Unit upon receiving information that a participant or attendee (including individuals at the venue of the workshop) has done any of the following: <ul style="list-style-type: none"> ○ Developed symptoms of COVID-19 ○ Tested positively for COVID-19 before, during or after the workshop ○ Found out that someone with whom they were in contact prior to the workshop has tested positive for COVID-19 • CDs will work with the Public Health Unit to supply the list of attendees and contact information. • CD and host organization will then follow guidance from their Public Health Unit on how to proceed. This might include contacting participants of the workshop or the Public Health Unit may contact participants. The CD should follow the instructions of the Public Health Unit to make sure that everything is done appropriately. CD immediately notifies host organization of attendees following event.

Appendix A: Sample self-screening questionnaire for coronavirus (COVID-19)

In light of the recent novel coronavirus (COVID-19) global pandemic, please review and ask yourself the following key questions **before** attending the workshop:

1. Are you exhibiting any symptoms of COVID-19 illness, such as a fever, cough, sore throat, headache, muscle aches, fatigue, runny nose, joint aches, nausea, diarrhea, stomach pain or loss of taste or smell?

Yes No

2. Do you have a fever?

Yes No

3. Do you have difficulty breathing or any respiratory issues?

Yes No

4. Have you exhibited any of the above symptoms within the last 14 days?

Yes No

5. Have you been in close or casual contact with someone who is either currently exhibiting any of the above symptoms or has exhibited any of the above symptoms in the past 14 days?

Yes No

6. In the past 14 days, have you been in close or casual contact with someone who has a laboratory confirmed or a presumptive COVID-19 diagnosis?

Yes No

7. Have you returned from travel outside of Canada in the past 14 days?

Yes No

8. In the past 14 days, have you been in close or casual contact with someone who has recently returned from travel outside of Canada?

Yes No

If you answered "Yes" to any of these questions, please DO NOT ATTEND THE WORKSHOP and contact **[insert host organization name]** to advise that you cannot attend.

Notice of risk

Even if [insert host organization name] has a screening process to help detect infections when there are symptoms, this screening process will not detect individuals who do not have any symptoms at the time of screening.

Attestation

By attending the workshop [include details (name of workshop, organization, date)], you are attesting that you have not answered "Yes" to any of the questions above on the day of the workshop and that you acknowledge that [insert host organization name]'s screening process cannot detect asymptomatic individuals.

Name: _____

Signature: _____

Date: _____