



## **Return-To-Play Protocol**

DraftV2

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Developed in collaboration by members of the Archery Club, Archery Club professional and RA Management.

# RA Archery Return To Play Protocol

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## Purpose

The Return to Play Protocol document was developed in collaboration with the Archery Club professional and RA management to support the return to archery while reducing the risk of transmission among participants. It describes the measures that the RA and the Archery Club will implement to ensure the health and safety of its members through the application of provincial and local health authority's restrictions, integration of RA and Archery Canada and Archery Ontario guidelines and/or policies.

## Background

The Archery professional and RA management have worked in partnership to develop these protocols to reduce the risks and substitute new ways of operating. The Return to Play Protocol has been adapted from resources formulated by Archery Canada and Archery Ontario and is compliant to provincial and municipal public health authorities. Information provided from Archery Canada is of a broad perspective in dealing with COVID-19, click here to read Archery Canada's "COVID-19 Return to Sport for Archery Clubs".

This Return to Play Protocol outlines what archers can expect when returning to play; describes the increased safety protocols that will be applied, play changes and members responsibilities before after and during play. The Archery Club professional and RA management team is committed to evolving this document as new information or updated guidance is provided.

Archery does not require direct person-to-person contact. Physical distancing is the ultimate benchmark for considerations of what sorts of organized archery activities can occur within the spacing of the archery range. Every archer will go through a learning curve, especially at the beginning of the season. Patience and good-will will have to be exercised by everyone. The collective goal remains to ensure the health and safety of all members and staff, and the viability of archery at the RA.

## Safety Measures:

- 1) Authorities: The RA Archery Club will respect and follow all relevant measures issued by provincial and municipal public health authorities and RA. The Head Archery Professional will be responsible to oversee archery activities to ensure health and safety measures are followed.
- 2) Personal Protective Equipment: Masks \* will be worn by all archers and staff on their arrival at the RA and throughout the RA complex, including washrooms, hallways, stairs and in the archery range. In Step 3 (Framework for Re-Opening Ontario), masks must continue to be worn while shooting. Participants should refrain from touching their eyes, nose, mouth and face while participating. \* *Ottawa Public Health states that a face shield or visor is not a substitute for wearing a face mask as it does not filter respiratory droplets.*

- 3) Handwashing: To facilitate handwashing, the RA will continue to provide access to soap and paper towels in washrooms. In addition, hand sanitizing dispensers are installed and maintained by the RA in prominent locations throughout the general facility and archery area, including at entrances/exits and in the range. Members will be expected to use the sanitizing dispensers upon entering the RA building and before and after participating in any activities.
- 4) Prevention: All participants will be instructed to not enter facility if they are experiencing symptoms or if they may have been exposed to COVID-19. Upon entering the RA facility self-assessment screening tools will be prominently displayed for participants to review prior to commencement of any activity.
- 5) Notification of a COVID-19 diagnosis: Any archer who receives a COVID-19 diagnosis and has participated in a RA activity within the previous 14 days shall notify the RA immediately. RA management will quickly notify Ottawa Public Health who is primarily responsible for contact tracing and in consultation with Ottawa Public Health take all necessary actions including communication with others who may need to take additional precautions.
- 6) Compliance: All players must sign and submit to the RA a completed Acknowledgement, Assumption of Risks, Waiver and Release of Claims – COVID-19 form (see Appendix A) prior to beginning their archery season.
- 7) Contact Tracing: Membership desk scan reports will provide information to support public health contact tracing efforts in the event that there is a potential exposure. Archers must adhere to the program times for which they are registered and scan their Membership cards at the Member Service desk upon arriving. Individuals with booked range time must check-in at the Members Service desk before access will be granted to the range.
- 8) Signage: The RA has installed signs that outline the risk of COVID19 and practices that should be undertaken to mitigate risk. Directional and social distancing signage will also be present to help individuals keep a safe distance during their visit. This signage will be found throughout the building, entrance of the Archery range. All handouts and loose papers will no longer be available until COVID restrictions subside.
- 9) Building Safety and Cleanliness: The RA will undertake a full building clean prior to the start-up of the season. High-touch areas, including toilets and sinks, door handles, railings and lounge chairs, will be cleaned on a frequent basis. All fabric chairs/ couches have been removed from the range and will be replaced with seating that can be cleaned and maintain physical distancing.
- 10) Water: Water fountains will not be available and archers will be required to bring their own, properly identified, containers of water.
- 11) Change rooms and lockers: To minimize extra sanitization requirements and to reduce areas where physical distancing is more difficult, access to the change rooms and lockers will not be allowed.

- 12) Range Booking: As a plan to ensure a maximum of 3 archers in the range at any time, a range booking system that sets out specified activity durations will be introduced. Range bookings will only be available when there is an RSO on site or if you have completed the RSO training.
- 13) Socials/Tournaments: Due to reduced capacity and risk of infection transmission socials or tournaments have been paused until further notice.

### **Getting Ready to shoot:**

- 1) Range Booking: Outside of organized group archery programs, archers are now required to book range time online or at/through the Member Service desk. Though the booking time is for 1 hour archers are required to exit the range at 50 mins to allow the safe exiting and entering of the new group. At this time, archers may book range time consecutively. There is a minimum age requirement of 12 years of age to book the range. Younger archers are welcome but must be accompanied by an adult 18+.
- 2) Dressed Ready to Play: All archers should arrive at the club not more than 10-15 minutes prior to their game dressed ready to participate (other than indoor shoes) with their own equipment (exception Archery Level 1, 2 lessons). Change rooms and locker areas are closed at this time. Players will bring their bags into the range and store them on the sides.

### **Shooting:**

- 1) Entering the Range: Range access will be limited to 3 members at a time (6 participants in lessons) plus a maximum of 2 staff/volunteers. Everyone entering the range must first check in at the East membership desk to confirm their registration to a program or to confirm their range booking.
- 2) Equipment: Equipment will be provided for Archery level 1 and 2 courses. This equipment will be sanitized before and after each lesson and/or any training sessions when the equipment is used. All other times, archers are required to bring their own equipment.
- 3) Scoring: Archers are to score only their own targets and avoid double scoring or other interactions at the target. Archers will pull their own arrows after scoring. Where possible, avoid touching the butt/shared target faces; disinfect hands after each interaction on a shared butt. Where possible, use scoring apps instead of physical score cards.
- 4) After Shooting: Only archers on the same line will go and retrieve their arrows. When finished shooting on a target, the target face and butt must be sprayed with disinfectant. Use disinfectant to wipe down any surface that you have touched or placed your equipment on. Leave immediately so others can access the range.
- 5) During Lessons: Coaches will ensure that there is sufficient room behind the line for the coach to travel between archers while still keeping their distance. Bow racks and tables will be kept behind the transition line to allow enough room for coaching.

### **Programming and Private Lessons:**

- 1) In addition to all of the previously listed measures;
- 2) Archery Professionals/Coaches will wear masks during training sessions and ensure physical distancing is maintained by all.
- 3) Due to limited capacity, we can only allow archers and coaching staff in the range. Parents or guardians are not able to spectate as it reduces the numbers we can accommodate in programming.
- 4) Lesson maximums have been reduced to 6 to ensure there is physical distancing between archers.
- 5) Removal from an activity: Any archer who is exhibiting or feeling any recognized symptoms of COVID-19 must withdraw from the training session immediately. In addition, if a Coach considers that a participant may be exhibiting symptoms of COVID-19, the Coach will require immediate isolation of the symptomatic participant from others, including arrangement for safe travel home.
- 6) Congregation: At the conclusion of the program participants are not able to congregate or socialize. They will be asked to leave the archery area as soon as the lesson is complete.
- 7) Use of the Seating Area: To ensure that the occupancy of the range does not exceed allocated capacity set by provincial public health authorities, to maintain the safety of archers and to minimize sanitization requirements, the seating area is strictly for archers in the “active” program – waiting their turn/changing into indoor shoes.

### **Member Education and Communication:**

Information sessions regarding this protocol and its application will be offered to RA Archery Club members at the beginning of the season by Club Professional.

The Return to Play Protocol will be posted on the RA Archery Club website and in badminton area and communicated to RA Archery Club members electronically.

### **Safety measures and Protocol Enforcement:**

Many of us are willing and able to come back to our passion this fall, provided that safety measures are put in place. This protocol describes the measures that the RA and the RA Archery Club will implement to ensure the health and safety of its members and staff.

BUT, it will only work if we all do our share. We are a community – an archery community - and as a community we must all work together in learning and implementing this new way of training. More importantly, we must support each other, be patient with each other, and give each other the benefit of the doubt. If we all practice safe archery, we will remain healthy, enjoy our sport and have fun.

In signing the Acknowledgement, Assumption of Risks, Waiver and Release of Claims – COVID-19 form in Appendix A of this document, RA Archery members agree to abide by this protocol. Inappropriate actions that threatened the health of players or RA staff, or threatened the entire Archery club will not be tolerated. If required, disciplinary measures, including expulsion from the club, will be taken.

## **Appendix – A**

### **RA Archery Club**

#### **Acknowledgement, Assumption of Risks, Waiver and Release of Claims – Coronavirus (COVID-19)**

##### **ADULT (18 years & older)**

All RA Archery Club members and visitors must submit to the RA a completed Acknowledgement, Assumption of Risks, Waiver and Release of Claims – Coronavirus (COVID-19) form prior to undertaking the activity. PLEASE READ CAREFULLY. By agreeing to these terms you will waive certain legal rights, including the right to sue or claim compensation.

If you have any questions, please direct your inquiry to Member Services, RA Centre, 2451 Riverside Drive, Ottawa, ON, K1H 7X7 or contact us at [info@racentre.com](mailto:info@racentre.com).

##### **CLIENT ACKNOWLEDGEMENT**

The safety and wellbeing of our RA Community has and continues to be our top priority. In order to provide our members, guests, partners, volunteers and staff with a safe, effective and enjoyable environment, while at the same time doing our best to prevent the spread of COVID-19, we request your understanding and cooperation by reading and signing the following ASSUMPTION OF RISK AND INFORMED CONSENT AGREEMENT and RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT.

##### **GENERAL PROTOCOLS – RE: COVID-19**

- Anyone signing these agreements has either not been diagnosed with COVID-19, or if they had been diagnosed then they have been cleared as non-contagious by public health authorities more than 14 days prior to their signing.
- Anyone signing these agreements has not been exposed to a person with a confirmed or suspected case of COVID-19; or if they were exposed to a person with a confirmed case, the date of exposure was more than 14 days prior to signing the agreements.
- Anyone showing signs and symptoms of COVID-19 (or COVID-19 like symptoms) MUST stay home.
- Anyone who begins exhibiting or feeling signs and symptoms of COVID-19 (or COVID-19 like symptoms) must cease their participation immediately and remove them self from the group. In addition, if a league convenor or session organizer considers that a participant may be exhibiting symptoms of COVID-19 (or COVID-19 like symptoms), the convenor/organizer may require that the person considered to exhibit these symptoms cease to participate in the activity and remove them self from the group.

- Anyone who receives a COVID-19 diagnosis, and has participated in activities, clubs and programs at the RA within the previous 14 days must notify the RA. The RA can then notify the other participants in an anonymous capacity.
- Anyone, or any member of their household, who has travelled to or had a layover in any country outside Canada in the last 14 days will NOT return to the curling club and attend any of its activities or programs until at least 14 days have passed since their date of return.
- While on site at the RA or participating in activities, clubs or programs, you are responsible to adhere to Ottawa Public Health's (OPH) guidelines of six (6) feet physical distancing between yourself and others – OPH recommends that you wear a non-medical mask (i.e. cloth mask) when keeping your distance is difficult.
- Wash your hands often with soap and water, or use alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth unless you have just washed your hands.
- Cover your cough and sneeze with a tissue or into your arm, not your hand.

#### ASSUMPTION OF RISK AND INFORMED CONSENT AGREEMENT

I hereby acknowledge that:

1. I am participating voluntarily in the RA Archery Club activities.
2. Archery activities have foreseeable and unforeseeable inherent risks, hazards and dangers that no amount of care, caution or expertise can eliminate.
3. I agree that the sole responsibility for my safety remains with me.
4. It is understood that privileges may be revoked in the event that my conduct is not in keeping with the RA's standards.
5. I am aware and agree to comply with the RA Members' Code of Ethics, the General Protocols – RE: COVID-19 (as outlined above) and the specific RA Archery Club Return-To-Play Protocol that pertain to my involvement with the RA (including all COVID-19 related protocols and public health authorities' recommendations contained therein).
6. I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may spread COVID-19, be exposed to or infected by COVID-19 by participation; and that such exposure or infection may result in personal injury, infection, illness, permanent disability, and death. I further understand that the risk of spreading COVID-19, becoming exposed to or infected by COVID-19 during participation in activities, clubs and programs at the RA, whether held at RA facilities or at any other location, may result from the actions, omissions, or negligence of myself and others, including, but not limited to, the active or passive negligence (such as the failure to adequately clean and disinfect surfaces, adequately inform and educate participants re: COVID-19 protocols,

adequately ventilate areas, adequately screen participants) of the RA, or their directors, officers, employees, servants or agents and program participants and their families.

7. I agree and accept responsibility to adhere to Ottawa Public Health's (OPH) recommendations including, but not limited to staying home when showing signs and symptoms of COVID-19 (or COVID-19 like symptoms), self-isolating when required, limiting the number of people I come in contact with and practising physical distancing by maintaining six (6) feet physical distancing between myself and others and wearing a non-medical mask (i.e. cloth mask) when keeping my distance is difficult.
8. I agree and accept responsibility to ensure I have the proper/certified equipment required for the activity.
9. I further understand that the RA will collect health and other personal information from me with the intent to fulfill their obligation to me. I agree with the RA's practice of keeping my personal information confidential and subject only to legal requirements to disclose or legal exceptions (emergency). I accept that the RA will use this information to improve the services that I receive. I also appreciate that the RA will not disclose, divulge or otherwise communicate to any person or business any such confidential information without my written consent to do so.

#### RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT

I do hereby agree for myself, heirs, executors, administrators and assigns do release and forever discharge the RA, or their directors, officers, employees, servants or agents (including club convenors/organizers/volunteers) and all other program participants of any and all claims, demands, damages, costs, expenses, actions or causes of action whether in law or equity in respect of death, injury, infection, illness, permanent disability, loss or damage to person or property however caused, including but not limited to negligence (such as the failure to adequately clean and disinfect surfaces, adequately inform and educate participants re: COVID-19 protocols, adequately ventilate areas, adequately screen participants) arising or to arise out of my participation in such activities, clubs and programs at the RA, whether held at RA facilities or at any other location.

In addition, I do hereby agree to hold harmless and indemnify the RA, or their directors, officers, employees, servants or agents (including club convenors/organizers/ volunteers) and all other program participants from any and all claims or liability for any damage to property of, or personal injury to, any third party, due to or associated with COVID-19 or any other contagious or infectious illness, resulting from RA activities and programs of any kind whether held at RA facilities or at any other location.

Please note: All fields marked with an \* are required.

**By marking YES, I declare that I have read, understood and that I agree to the contents of this ASSUMPTION OF RISK AND INFORMED CONSENT AGREEMENT and RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT in its entirety. \***

**I acknowledge that I have executed this agreement voluntarily and that it is to be binding on myself, my heirs, spouse, children, parents, guardians, next of kin, executors, administrators and legal personal representatives. I further acknowledge by marking YES that I have waived my right to maintain a lawsuit against the RA on the basis of any claims from which I have released herein.**

YES

First Name\*: \_\_\_\_\_

Last Name\*: \_\_\_\_\_

Date\*: \_\_\_\_\_

**I have read and understood the following protocols, guidelines and recommendations: the General Protocols – RE: COVID-19, the specific RACC Return-To-Play Protocol, and the Ottawa Public Health's (OPH) recommendations as outlined in points 2 and 4 of the Assumption of Risk and Informed Consent Agreement section above.**

YES

This document will remain in effect until the RA, per the direction of the municipal or provincial government and health officials, determine that the COVID-19 compliance acknowledgements are no longer required.