



Return-To-Play Protocol

Version 1.0

October 20, 2020

Developed in collaboration between the RAPC and RA Centre
Management

RA Photo Club Return to Play Protocol

Overview: The Return to Play (RTP) document was jointly developed by the RA Photo Club (RAPC) and the RA Centre management team to support a normalization of club operations during the period where public health authorities are concerned about the transmission of the COVID-19 virus.

This document describes the measures that the RA Centre and the RAPC will implement to address situations where club members participate in activities at the RA Centre or in off-site RAPC activities where members will get together. All provincial and local health authority restrictions as well as RA Centre policies and guidelines must be adhered to.

The primary approach of the RAPC to ensure participant safety will continue to be the use of internet-based technology for meetings whenever possible and minimizing in-person contact as much as possible.

Please note that this document covers all RAPC activities other than the use of the RA Photo Club Studio. A separate RTP document covers the use of the studio. All studio users must comply with the instructions in that document.

Background: The Executive Committee of the RAPC and RA management have worked in partnership to develop these protocols to reduce the risks and incorporate new ways of operating in situations where internet-based meetings are not possible.

This Return to Play Protocol outlines the safety protocols that members will be required to comply with when using RA facilities or when participating in organized club outings. The RAPC Executive Committee and RA management team is committed to modifying this document as new information or updated guidance is provided.

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

These safety measures apply to all persons participating in an in-person RAPC event. Photographers, models, model's escorts and makeup artists at photo shoots outside of the RAPC studio, judges in live judging events, guests and external speakers at club events must be informed of these protocols.

Anyone who will be using the RAPC Studio will need to comply with the processes and procedures in the RA Photo Studio RTP document.

Safety Measures:

1. **Authorities:** The RAPC will respect and follow all relevant measures issued by Ontario Provincial and Municipal public health authorities and RA Centre. It should be noted that some RAPC group activities may take place in the Province of Québec and those provincial requirements will have to be adhered to while participating in off-site events in that province.

During any off-site activities, the group leader will be the RAPC's designated authority and will be responsible for ensuring that all safety protocols in this document are followed. Any Club member who is exhibiting or feeling any recognized symptoms of COVID-19 must withdraw from the Club activity immediately and inform the activity leader as to why they are doing so. In addition, if an activity leader considers that a participant may be exhibiting symptoms of COVID-19, the activity leader may require that person cease to participate in the activity and remove himself or herself from the group.

Given the immediate risk that may be created for the group, the decision of the activity leader will be final and without right of appeal.

2. **Personal Protective Equipment:** Masks will be worn by all members, participants and staff on their arrival at the RA and throughout the RA complex, including washrooms, hallways, stairs and meeting rooms. Local and provincial guidelines and regulations must be complied with when inside any public indoor spaces. The nose and mouth must be completely covered by the mask when it is worn

During outdoor activities, if proper minimum physical distancing of two (2) metres is maintained, the wearing of masks is not required.

Members participating at off-site events will be expected to provide their own masks for use during the event. If you do not have your own mask, you will not be permitted to participate.

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3. **Physical Distancing at off-site events:** Photography is an activity that is normally not done in close proximity with other photographers or members of the public. Because these events are often in public areas, it is recommended that participants always carry masks with them and use them when working closer than two metres from other participants or members of the public.

Members of the RA Photo Club do represent the club when they are at club-sanctioned off-site activities. They should ensure that the health and safety interests of both other club members and members of the general public are maintained during these activities.

There may be a level of instruction at some of these events, so it is vitally important that safety protocols are followed. Members should not touch other members' equipment unless proper cleaning and sanitization protocols have been followed.

Some activities may involve working with models in outdoor locations. Models will not be wearing a mask while a shoot is taking place. Physical contact with models is to be avoided and the photographer must wear a mask covering the mouth and nose any time that the distance between the model and the photographer is less than 2 metres.

Behaviours that increase the risk of exposure to the COVID-19 virus during outings must be minimized. This includes activities used to get to and from the events. Ride sharing, casual get togethers before or after the events must be done in accordance with local or provincial guidelines and policies to minimize risk to all participants.

Any local or provincial restrictions or guidelines that restrict access or the number of participants to a site must be adhered to. It is important to include any participants in the event, not just club members in the count. Should the event occur on or in private property where local or provincial guidance is not applicable, the common sense with respect to social distancing and protective equipment must be applied. The outing organizer must consult with the property owner and inform all participants of the restrictions that need to be followed.

4. **Handwashing / Hand sanitation:** To facilitate handwashing, the RA will continue to provide access to soap and paper towels in washrooms even though adjoining change rooms will not be available. In addition, hand sanitizing dispensers will be installed and maintained by the RA in prominent locations throughout the general facility.

Members will be expected to use the sanitizing dispensers upon entering the RA building and before and after participating in any activities.

Members are expected to provide their own hand sanitizers that meet local or provincial health authority guidelines for all off-site events.

5. **Prevention:** Participants will be instructed not to enter the RA facility or participate in off-site events if they are experiencing symptoms or if they may have been exposed to COVID-19. Upon

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entering the RA facility self assessment screening tools will be prominently displayed for participants to review prior to commencement of any activity.

6. **Contact Tracing – Off-site Activities:** Anyone wishing to participate in an RAPC sponsored off-site event must register ahead of time using the booking tools on the RAPC website. They must also remove themselves from the signup list if they are not planning to participate in the outing. These booking records will allow for contact tracing.

The outing organizer will be responsible for providing the RA Centre with a full list of participants, including any non club members who participated in the event within 24 hours of the completion of the event. This list should be emailed to Melody Rochon (mrochon@racentre.com) and must include the attendees name, phone number and email address. This can be done purely electronically or if a paper record is used, it can be photographed with a smart phone or scanned and attached to any email.

Non-RAPC members will not be allowed to join the off-site activities unless they have signed the RA Centre's COVID-19 waiver. Off-site activity leaders can carry waivers with them on the outings, for this purpose. Unless the non-member signs, they will not be permitted to participate. A photo or scan of the signed document must be sent to Melody Rochon at the RA Centre after the outing has been completed.

7. **Notification of a COVID-19 diagnosis:** Any member 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 are 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.
8. **Compliance:** All RAPC members 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 participating in any RAPC off site events or events taking place at the RA facility.
9. **Signage:** Safety signage describing the risk of COVID-19 and practices that should be undertaken to mitigate risk have been posted at the RA Centre. 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. Handouts and loose papers will not be available until COVID-19 restrictions are lifted or modified.
10. **Building Safety and Cleanliness:**

The RA has an enhanced facility cleaning and disinfectant measures in place. High-touch areas, including toilets and sinks, door handles and railings will be cleaned on a frequent basis.

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11. Food, Drink and Personal Equipment:

Water fountains will not be available in the RA Centre and members will be required to bring their own, properly identified, containers of water when using the studio and at off-site events.

Sharing of food, drinks and equipment during off site events is discouraged.

12. Use of meeting rooms at the RA Centre:

The RA Photo Club is not planning to use any rooms at the RA Centre for club functions other than the RAPC Photo Studio before the end of 2020.

Should any activity require room use at the RA Centre, this must be approved by the RAPC Senior Executive before booking a room and organizing an event.

The RAPC Executive Officers will review this policy from time to time in order to support activities that require the use of these facilities. Print competition judging and Education Committee Workshops and demonstrations may resume in 2021, if these events can be staged safely.

The RA Centre has developed maximum room capacity guidelines, which will be shared with event organizers. Event organizers will be responsible for ensuring that the number of attendees does not exceed the room capacity under COVID-19 restrictions. Organizers must ensure that they include any external attendees in the count of permitted attendees.

RAPC / RA Centre contact tracing protocols must be adhered to when using RA Centre rooms.

IMPORTANT NOTE: Please submit this **Acknowledgement, Assumption of Risks, Waiver and Release of Claims – Coronavirus (COVID-19)** by completing the on-line form at <https://www.racentre.com/rapc-waiver-adult>. Please do not complete and submit this PDF.

Appendix – A RA Photo Club

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

ADULT (18 years & older)

All RAPC 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.

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 knowingly 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.

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- Anyone who begins exhibiting or feeling signs and symptoms of COVID-19 (or COVID-19 like symptoms) must cease their participation immediately and remove themselves from the group. In addition, if an activity leader considers that a participant may be exhibiting symptoms of COVID-19 (or COVID-19 like symptoms), the activity leader 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 who has participated in activities, clubs and programs at the RA or at an in person/off site RAPC activity within the previous 14 days must notify the RA. The RA will then notify the other participants.
- 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 participate in any in-person RAPC activity, including off-site events or use the Studio until at least 14 days have passed since their date of return to Canada.
- While on site at the RA or participating in activities, clubs or programs, must adhere to Ottawa Public Health's (OPH) guidelines of two (2) metres physical distancing between participants – OPH recommends that participants wear a nonmedical mask (i.e. cloth mask) when keeping your a 2 metre distance is difficult.
- Participants must wash their hands often with soap and water or use alcohol-based hand sanitizer.
- Participants must avoid touching their eyes, nose, and mouth unless they have just washed their hands.
- Participants must cough and sneeze with a tissue or into their arm, not their hand.

ASSUMPTION OF RISK AND INFORMED CONSENT AGREEMENT

I hereby acknowledge that:

1. I am participating voluntarily in the RA Photo Club activities.
2. RA Photo Club 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 if 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

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Protocols – RE: COVID-19 (as outlined above) and the specific RACC 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 two (2) metres physical distancing between myself and others and wearing a non-medical mask (i.e. cloth mask) when keeping my distance is difficult.

8. 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.

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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.

YES

First Name*: _____

Last Name*: _____

Date*: _____

**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.**

Signed: _____

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Document Change Log

Version	Date	Updated by	Changes
0.0	2020.09.17	M. Mueller	First draft
0.1	2020.09.23	M. Mueller	Studio section revised. Other minor revisions
0.2	2020.09.24	M. Mueller	Minor wording changes on actions in traveling to and from the photoshoot site.
0.3	2020.10.19	M. Mueller	Remove all references to the RAPC Studio and updated other information as per RA Staff feedback.
1.0	2020.10.20	M. Mueller	Minor updates after RA Staff review. First official release version.