**Outbreak Plan Template**

Early detection of symptoms will facilitate the immediate implementation of effective control measures. In addition, the early detection and immediate implementation of enhanced cleaning measures are two of the most important factors in limiting the size and length of an outbreak.

An “outbreak” is two or more cases; a “case” is a single case of COVID-19.

1. Identify the roles and responsibilities of club and facility staff or volunteers if a case or outbreak is reported. Determine who within the organization and facility has the authority to modify, restrict, postpone or cancel activities.
2. If staff (including volunteers) or a participant reports they are suspected or confirmed to have COVID-19 and have been at the facility, implement enhanced cleaning measures to reduce risk of transmission. If you are not the facility operator, notify the facility right away.
3. Refer to the illness policy(Appendix D) and advise individuals to:

* Self-isolate
* Monitor their symptoms daily, report respiratory illness and not to return to activity for at least 14 days following the onset of fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue and loss of appetite.
* The Participant will not be permitted to return to the facility until they are free of the COVID-19 virus as verified by a medical professional.
* Use the COVID-19 self-assessment tool at BC COVID-19 Self-Assessment Tool to help determine if further assessment or testing for COVID-19 is needed.

o Individuals can contact 8-1-1 if further health advice is required and 9-1-1 if it is an emergency.

o Individuals can learn more about how to manage their illness here: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/if-you-are-sick>

1. In the event of a suspected case or outbreak of influenza-like-illness, immediately report and discuss the suspected outbreak with the Medical Health Officer (or delegate) at your local health authority. Implement your Illness Policy(Appendix D) and your enhanced measures.
2. If your organization is contacted by a medical health officer in the course of contact tracing, cooperate with local health authorities.

For more information on cleaning and disinfecting: <http://www.bccdc.ca/Health-InfoSite/Documents/CleaningDisinfecting_PublicSettings.pdf>

Regional Health Authorities: <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-caresystem/partners/health-authorities/regional-health-authorities>

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1. If a case is reported the facility staff will inform coach Louise Evans who will then reach designated Covid-19 protocol volunteer. Said volunteer, is responsible for contacting individuals who had signed in through phone or email (if needed). Head coach has the authority to cancel program sessions if seen to be needed. The facility upper staff also have the authority to modify, restrict, postpone or cancel activities, when needed.

2. If staff (including volunteers) or a participant reports they are suspected or confirmed to have COVID-19 and have been at the facility, implement enhanced cleaning measures to reduce risk of transmission. If you are not the facility operator, notify the facility right away.

3. Refer to the illness policy (Appendix D) and advise individuals to:

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