



SMSCS CONSULTANT/SERVICE PROVIDER POLICY, PROCEDURES AND PROTOCOL (relating to the delivery of our programs and services)

COMMUNICABLE(INFECTIOUS) DISEASE PREVENTION and SCREENING

A. Overview

Communicable diseases are diseases that can be spread from one person to another and cause a large number of people to get sick. They are caused by germs like bacteria, viruses, fungi, parasites or toxins. Germs that may cause communicable diseases are spread in a number of ways including:

- physical contact with an infected person, through contact with skin
- through the air (eg. respiratory droplets when you cough or sneeze)
- contact with a contaminated surface or object
- food
- blood (HIV, hepatitis B and hepatitis C)
- water
- bites from insects or animals capable of passing the disease (West Nile virus, Lyme disease and rabies)

As with most communicable diseases (eg. COVID-19), all office/classroom/facility environments are susceptible to their spread because of the proximity between workers and volunteers and the frequency of contact with shared surfaces and objects. Infected droplets may be deposited on surfaces and objects, and another person may touch contaminated surfaces or objects, and then touch their mouth, eyes or nose. Someone can also catch the virus by breathing in droplets of infected fluid if they are standing within close proximity of another person.

B. Policy, Procedures and Protocol Purpose

The prevention and control of communicable diseases during any activities (eg. programs and services) delivered by the SMSCS to our clients.

C. General Policy, Procedures and Protocol

1. The Council will adhere to all infectious disease (eg. COVID-19) guidelines established by the Minister of Health and the Chief Medical Officer of Saskatchewan regarding the prevention and control of communicable diseases.
2. The Council will adhere to all infectious disease (eg. COVID-19) guidelines established by the Sask Sport Administration Centre Buildings (offices) and any other facilities (eg. meeting/conference rooms, gyms, etc) in Saskatchewan where Council activities may take place as long as said guidelines do not contravene any guidelines established by the Minister of Health and the Chief Medical Officer of Saskatchewan.

3. The Council will adhere to all infectious disease (COVID-19) guidelines established by Provincial Sport Governing Bodies as it relates to Council services being provided to said PSGB as long as said guidelines do not contravene any guidelines established by the Minister of Health and the Chief Medical Officer of Saskatchewan.

D. SMSCS Consultant/Service Providers (staff and casual) Protocol

NOTE: CONSULTANT/SERVICE PROVIDERS NEED TO ENSURE THAT SERVICE REQUESTS CAN BE CONDUCTED WITHOUT CONTRAVENING ANY OF THE GUIDELINES BELOW. IF THAT CANNOT BE GUARANTEED THE SERVICE MUST OCCUR VIA WEB/ONLINE PLATFORM (EG. ZOOM).

When providing services on behalf of the SMSCS consultant/service providers must operate according to the following instructions (protocol):

1. Conduct business remotely (e.g. web and video conference calls, phone, email), whenever possible. Note: The consultant/service provider is responsible to ensure the privacy of all attendees when conducting business remotely (eg. use of passwords, no sharing of meeting links, etc.).
2. Must check with the client(s) to ensure infectious disease pre-screening of participant(s) has taken place prior to the session/workshop being conducted. In the case, where the client is a group the consultant/service provider must check with the coach/manager/host. If appropriate screening has not occurred consultant/service provider should conduct screening or cancel the session. (Note: See attached screening tool).
3. Ensure sports organization (coach/manager) and or host/facility informs you of any other specific policies they have that relate to communicable disease transmission.
4. Must have personal protective equipment (surgical masks, examination gloves, etc), hand sanitizer, spray bottle disinfectant and cloths or disinfectant wipes for participants and yourself as appropriate.
Note: Any Personal Protective Equipment (PPE) required should follow personal liability coverage standards and professional governing bodies expectations.
5. Practice physical distancing (minimum 6 ft). This means making changes in your everyday routines in order to minimize close contact with others, including: avoiding crowding in areas within the facilities, avoid common greetings, such as handshakes, limit contact with other people at high risk (eg. older adults and those in poor health), keep a distance of at least 2 metres from others, as much as possible.
6. Practice proper cough and sneezing etiquette (into a tissue or the bend of your elbow).
7. Wash your hands often with soap and water; if soap and water are not available, use an alcohol-based hand sanitizer.
8. Avoid touching your eyes, nose and mouth with unwashed hands.
9. Clean and disinfect your work/presentation area (if possible).
10. Maintain safe food practices.
11. Avoid close contact with people who are sick.
12. If you are sick, stay home.

Specific to Workshops/Sessions/Consultations

Consultants conducting consultations on behalf of the SMSCS should operate according to the following instructions (protocol):

1. Practice physical distancing (minimum 6 ft), do not shake hands, touch anyone, move participants desks/chairs/tables as far apart as possible and maintain appropriate distance from the participants during in person consultations.
2. Limit the exchange of papers (e.g. handouts). If documents must be exchanged, leave them on a clean surface while maintaining a two-metre distance.
3. Avoid sharing workshop/session equipment and/or supplies
4. Disinfect workshop/session equipment and supplies following each session.
5. Avoid sharing pens and office supplies/equipment. Disinfect after each use.

Specific to Event Coverage

Consultant/service providers involved in event coverage should operate based on the following instructions (protocol);

1. Must have personal protective equipment (surgical masks, examination gloves, etc), thermometer, hand sanitizer, spray bottle disinfectant and cloths or disinfectant wipes for participants and yourself as appropriate.
Note: Any Personal Protective Equipment (PPE) required should follow personal liability coverage standards and professional governing bodies expectations.
2. Wear examination gloves and a surgical mask.
3. Practice physical distancing (minimum 6 ft) where possible.
4. Frequently clean and disinfect the equipment (minimum after each client/athlete) as this is important to prevent spread of the disease. This includes treatment tables, first aid kits (including hardware and handles), pens/pencils, coolers, light switches, door handles, toilets, taps, hand rails, counter tops, touch screens/mobile devices and keyboards. Clothing and fabric items (eg. towels) should be laundered and dried on the highest temperature setting possible. Ensure items are thoroughly dried.

Specific to Sport Taping and Sport First Aid Program

Consultants involved with our sport taping and sport first aid program should operate based on the following protocol;

1. Consultants and participants should all wear examination gloves and a surgical mask as required but definitely during any “hands on” practical portions of the workshop/presentation (eg. taping practice on a partner, etc.).
2. Frequently clean and disinfect the equipment as this is important to prevent spread of the disease. This includes tables, first aid kits (including hardware and handles), coolers, light switches, door handles, toilets, taps, hand rails, counter tops, touch screens/mobile devices and keyboards. Clothing and fabric items (eg. towels) should be laundered and dried on the highest temperature setting possible. Ensure items are thoroughly dried.

3. Practice physical distancing (minimum 6 ft), do not shake hands, touch anyone, move participants desks/chairs/tables as far apart as possible and maintain appropriate distance from the participants whenever possible.
4. Limit the exchange of papers (e.g. handouts). If documents must be exchanged, leave them on a clean surface while maintaining a two-metre distance.
5. Avoid sharing pens and office supplies/equipment. Disinfect after each use.

Specific to Supervised Strength Training

Supervised strength training services are normally conducted in an approved consultant provider's gym or other facility. Consultants who provide these services to our clients and who own or operate a gym/facility are expected to follow the communicable disease guidelines established by the Minister of Health and the Chief Medical Officer of Saskatchewan. Note: In the case where a strength program is developed and given to a client (no supervision) the client is on his/her own with direction from their coach if required, to determine where to conduct their training and to follow communicable disease guidelines established by the Minister of Health and the Chief Medical Officer of Saskatchewan.

E. Notification of Illness

As an organization, individuals, and a community, we are responsible for ensuring our actions do not put others at risk. We encourage everyone to remember that there are individuals in our society who may be immune compromised and would be at significant risk if they are exposed to serious illness. Everyone should take preventative measures, to mitigate the spread of the illness.

During the course of Council business, if a consultant/service provider becomes aware that a client, coach, volunteer or any other individual is experiencing infectious disease symptoms, or lives with or has been in contact with someone that is experiencing infectious disease symptoms or has tested positive for COVID-19, we are asking that this information be passed on to the Executive Director at smcs@sasktel.net or 306-780-9208 and/or that you call the Saskatchewan Healthline at 811. The Council will only use this information to disclose to the appropriate authorities that an individual (eg. client) has been experiencing infectious disease symptoms, has been in contact with someone who is experiencing infectious disease symptoms, or has tested positive or been in contact with someone who has tested positive for COVID-19. The Council will not disclose the identity of any individual, or any specific details about their medical condition or symptoms, to other individuals.

F. Other Information and Considerations

Cleaning and sanitizing surfaces are an important part of reducing the risk of exposure to communicable diseases (eg. COVID-19).

1. What do you need to know?

- Viruses (eg. COVID-19) can survive for several days on different surfaces and objects.
- Frequent cleaning and disinfection are important to prevent spread of the disease

- Many common household and commercial disinfectant products will destroy viruses (eg. COVID-19 virus).
- Some disinfectants will have an eight-digit Drug Identification Number (DIN). These products are approved for use by Health Canada.
- Common disinfectants include; quaternary ammonium (QUAT), alcohol (70 per cent), peroxide and household bleach (five per cent sodium hypochlorite) may not have a DIN, but may be used following specific instructions (see below for how to use).
- Vinegar, tea tree oil solutions, etc. are not proven to be effective disinfectants

2. Is There a Difference Between Cleaning and Disinfecting?

- Cleaning products remove dirt, dust and oils, but don't always kill germs.
- Disinfectants are applied after cleaning to destroy germs.
- Cleaning is required prior to disinfection to remove soil and ensure the effectiveness of disinfection (unless otherwise indicated by manufacturer).

3. How to make a Bleach Disinfecting Solution.

Always read product labels and follow the manufacturer's directions. Do not use expired products. According to Health Canada, a disinfecting solution can be made by mixing one part of bleach into nine parts of water. Do not mix soap or other cleaners into the bleach and water solution. Apply the disinfecting solution using a spray bottle or a clean wiping cloth. Always use appropriate PPE for working with bleach, including protective gloves. Note: If using disinfectant wipes, the manufacturer's recommended contact time (i.e. how long the surface remains wet) must be met. Disinfectant wipes are not recommended for heavily soiled surfaces.

APPENDIX

Pre-Session (in person) Communicable (infectious) Disease (eg. COVID-19) Screening Questionnaire

Prior to any Council sessions/consultations, we require you to answer the following questions;

1. Do you have any of the following symptoms?
 - Fever
 - New onset of (or worsening of chronic) cough
 - Shortness of breath or difficulty breathing
 - Sore throat, trouble swallowing
 - Runny Nose
 - Loss of taste or smell
 - Not feeling well
 - Nausea, vomiting, diarrhea
2. Have you been outside of Canada, including to the United States, in the past 14 days?
3. Have you had close contact with someone who is sick or has a confirmed or probable case of COVID-19?

*** If you answer YES to any questions above, please do not attend the meeting. Go home immediately and self-isolate. Call Healthline at 811 or your health care provider to find out if you need to be tested.**