



NORTHERN CHILL VOLLEYBALL CLUB

Communication Process In the Event of a Positive COVID 19 Test

Rev.:
2020/11/13

Scenario:

- An athlete within the club attends a practice on Tuesday, and is instructed by Public Health to get tested after the practice. The athlete is not exhibiting any symptoms but tests positive for COVID 19.

Communication Process:

1. A parent or athlete contacts the coach or manager notifying them of a positive COVID test.
2. The Communication Lead is called (Jason Evans – 705-669-9358) to inform them of the positive test results and supply them with the below information.
 - a. Gather all COVID Tracing Attendance Sheets
 - b. Date of positive COVID test
 - c. Athletes pre-screening forms that are meant to be sent in prior to every practice.
 - d. provide the dates of the practices so we can back trace, to ensure no others outside of the team need to be notified.
 - e. Team Contact List
3. The Communication Lead calls Public Health immediately and supplies them with any requested information.
4. Communication Lead immediately notifies the Club Medical Lead (Charis Kolari) about the positive COVID 19 test result and the information gathered.
5. Health Lead directs Communication Lead how to proceed ensuring all direction provided by Public Health is complied with.
6. Communication Lead then communicates to the Board of Directors, team manager, and coaching staff with an update for communication purposes. As well as provide specific instruction to those affected how to proceed in regards to club practices/contact.
7. Team Manager then cascades the communication to the parents and children on the team.
 - a. Board of Directors and Health Lead to be copied on all COVID related communications.
8. Communications Lead contacts any people who are not part of the team and have been identified as being in contact with the person via back tracing.
 - a. Board of Directors and Health Lead to be copied on any communications.