



# **Ontario COVID-19 Protocols and Policies**

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## Overview

*FIRST* Canada has a primary focus of ensuring the safety of our participants and community during the COVID-19 pandemic, as they participate in the 2021-22 *FIRST* Season. As such, we have developed the following COVID-19 Protocols and Policies to reduce the risk of coronavirus exposure and spread at in-person indoor events in Ontario. Safety recommendations are taken from [Health Canada](#) and [Public Health Ontario](#).

The COVID-19 pandemic is a rapidly evolving situation. We are constantly evaluating the current situation, thus our policies and protocols may change due to updated advice, guidelines, and mandates from Health Canada and Public Health Ontario. In many cases timelines for changes are specified in this document. All updates will be made available at <https://www.firstroboticscanada.org/covid19/> and will also be communicated via Program Update emails and event specific emails. Specific venues may have their own specific requirements, which will be published in advance of the event, and which may change some of our procedures. Policies on mandatory vaccination and masking will remain in place for the remainder of the 2021-22 season.

We thank you for your ongoing diligence as we work to support our community through a safe return to play. We know the pandemic has been an incredible struggle for our community, but we are constantly inspired by your perseverance and dedication to the health and safety of all our communities.

## Vaccination Policy

Updated: 11/30/2021

*FIRST* Canada strongly recommends that all participants who are both eligible and able, get vaccinated against the COVID-19 virus. COVID-19 vaccines have been reviewed by Health Canada experts. According to public health information, COVID-19 vaccines are a safe method of giving individuals added protection against the effects of the COVID-19 virus and its variants and are an additional measure for limiting the risk of contracting and spreading the virus.

### Policy

Throughout the pandemic we have placed the health and safety of everyone in the *FIRST* community at the forefront of our planning. Ensuring high rates of vaccination remains one of the most important ways we can protect public health. The Delta and Omicron variants, along with rising infection rates in the broader community, have informed **the decision by *FIRST* Canada to institute a mandatory COVID-19 vaccination policy for all attendees of any in-person indoor *FIRST* Canada event held in Ontario.** Staff, Volunteers, Contractors,

Teachers, Mentors, Students and any other attendees who are eligible and able to receive the COVID-19 vaccine must present proof of full vaccination, as per the [Government of Ontario's Proof of Vaccination policy](#), in order to attend an event. Medical exemptions can be granted as per the Provincial policy. Please see the full Provincial policy for all details. Specific venues may have more stringent requirements, which will be published on our website.

## **Vaccine Types**

As per the [Province](#), attendees are considered fully vaccinated if they have received:

- The full series of a COVID-19 vaccine authorized by Health Canada, or any combination of such vaccines (two doses of Moderna, Pfizer-BioNTech, AstraZeneca, including COVISHIELD) in any combination or one dose of Janssen (Johnson & Johnson)
- One or two doses of a COVID-19 vaccine not authorized by Health followed by one dose of a COVID-19 mRNA vaccine authorized by Health Canada
- Three doses of a COVID-19 vaccine not authorized by Health Canada
- Their final dose of the COVID-19 at least 14 days before providing the proof of being fully vaccinated.

## **Medical Exemptions**

As per the [Province](#), If an attendee is unable to be fully vaccinated for a medical reason, they need to show a written document from a physician or nurse practitioner. It must include:

- The name and contact information of the physician or nurse practitioner who wrote the note (for example, phone number and address)
- A logo or letterhead identifying the physician or nurse practitioner
- A statement that there is a medical reason for your exemption for being fully vaccinated against COVID-19
- The time-period for the medical exemption

## **Temporary Access Exemption**

As per the [Province](#), those who are entering the event temporarily, for the purposes of picking up or dropping off items or individuals, will not need to show proof of vaccination. However, their access will be restricted to the primary entrance of the event, and only for long enough to pick up or drop off. (e.g. No access to pits, playing areas, etc.)

## **Ineligible Individuals**

Those who are not vaccinated because they are ineligible to receive a COVID-19 vaccination due to age, will not be able to attend *FIRST* Canada in-person indoor events at this time. As such, events in the *FIRST* programs targeted to those younger age groups will remain virtual at this time.

## Format of Proof of Vaccination

As per the [Province](#), proof of vaccination can be provided by either a paper or electronic version of your vaccine certificate with a QR code, or a paper or electronic version of the PDF vaccination receipt that includes your:

- Name
- Date of vaccination
- Brand of vaccine

You can use a digital or printed receipt you received from:

- the clinic when you got your second dose (given to you in person or emailed to you)
- Ontario's provincial vaccination portal or Provincial Vaccine Contact Centre
- another jurisdiction
- an Indigenous Health Provider (must be signed)
- Canadian Armed Forces

## Identification

As per the [Province](#), Proof of identification must also be provided to verify your identity against your proof of vaccination. **Photo ID is not required.** Your ID must include:

- Name
- Date of Birth

Examples of valid ID include (but are not limited to)

- Birth certificate, driver's license, health card, government issued ID card
- Photocopies or digital copies on a phone are acceptable

# Masking Policy

Updated: 11/30/2021

## Policy

Face masks are mandatory for all event attendees and should always be worn in all indoor event areas. Masks may be temporarily removed to accommodate eating and drinking in designated areas only. Full details are available in the Food and Drink Policy. Masks should only be removed right before eating and should be worn again as soon as the meal is over.

Masks may only be removed in other areas to take a sip of a drink but this may only be done if you are more than 2m away from other individuals and you must put your mask back on immediately.

## Types of Masks

Masks should fit well and be worn completely over the nose and mouth.

The following mask types are NOT approved for use at this event:

- Cloth masks with exhalation valves or vents since they allow respiratory droplets containing the virus to escape.
- A face shield used alone without a face mask
- Loose mesh
- Neck-gaiters
- Bandanas
- Scarves
- Ski masks
- Balaclavas
- Plastic or other non-breathable materials as a face mask

All attendees are required to bring their own masks. Surgical masks will be available for attendees who forget/lose/damage their own mask or don't have an approved mask option. KN95 masks will be made available for volunteers.

### **Exemptions**

As per the [Province](#), the following categories of people are exempt from the requirement to wear a masks at events

- A person with a medical condition that inhibits their ability to wear a face covering
- A person who is unable to put on or remove their face covering without help from someone else
- A person receiving accommodations according to the Accessibility for Ontarians with Disabilities Act, 2005 or the Human Rights Code

Details on how to present exemptions can be found in the Check-In Documents. All attendees with an approved medical exemption from masking will be given a special wristband to denote why they aren't wearing a mask.

### **Recommendations**

Masks should:

- Fit securely to the head with ties or ear loops
- Maintain their shape after washing and drying
- Be made of at least two layers of tightly woven material (such as cotton or linen)
- Be large enough to completely and comfortably cover the nose and mouth without gaping

When wearing a face covering, you should:

- Wash your hands immediately before putting it on and immediately after taking it off (practise good hand hygiene while you are wearing the face covering)
- Make sure the mask fits well around your nose and mouth
- Avoid moving the mask around or adjusting it often
- Avoid touching the mask while using it
- Not share it with others
- Masks should be changed when they get slightly wet or dirty.

## Event Check-in and Proof of Vaccination Verification Protocol

Updated: 11/30/2021

### Prior to the Event / Event Prep

- Event teams must submit a team roster of all attendees for the event
  - When emailing reminders to teams about the roster, also remind them that all attendees must show proof of vaccination at check-in at the event and should complete the on-line screening tool within 24 hours of the event.
    - More detailed information is available in the Pre-Event Screening Protocol document
- Event assigns the number of non-transferable wristbands for the team based on the number of attendees on the roster.
  - All attendees associated with the team must be included on the team roster; this includes parents and any other guests the team chooses to bring. These people would be included in the team's attendee count towards the attendance limit. Capacity limits can be found in the Event Capacity & Attendance document
  - Wristbands are placed in a team specific check-in folder
- Event prepares a singular check-in point
  - This should be at the "main" entrance for the event
  - Weather permitting this could be outside
  - All attendees must check-in at this site before they can access the venue
- There should be one (1) check-in station for every six (6) teams to ensure ease of access and to minimize lines
  - Each line should have clear signage indicating which teams should be in which line
- One volunteer/staff member assigned to each check-in station
  - There should always be a *FIRST* Canada Staff member present at event check-in
- Each check-in station should have
  - This document

- Printed spreadsheets of each team's roster, sorted alphabetically by first name
- Pens/highlighters
- A mobile device with a camera, with the Verify Ontario app installed
- Charging cables
- Hand sanitizer

## Check-in Process

In order to protect the data and privacy of all attendees, any proof of vaccination or various medical exemptions will not be collected in advance or at the event.

- Attendees must be checked-in before entering past the check-in location
  - Thus team members must have checked-in before being able to "load-in" their robot and supplies; the whole team does not need to be checked in to begin "load-in", just the members who are participating in load-in
- Attendee arrives at the event, and chooses the appropriate line (based on team number) for their team's check-in station
- Attendees should have filled out their *FIRST* Canada screening form in advance, if not they must fill it out now
- If the venue requires attendees to fill out a venue screening form, attendees will be required to fill that out now.
- Ask if the attendee has been outside the country in the past 14 days
  - If no, proceed as normal
  - If yes, see below in "Other Scenarios"
- Check-in representative kindly asks for the team member's proof of vaccination
- Check-in representative scans the QR code (whether on paper or on a mobile device) using the Verify Ontario app
  - Minimize the passing of documents/devices (i.e. have them hold their own proof)
  - If the team member is using older proof without a QR code proceed to the next step
- Check-in representative asks the attendee to verify the name displayed in the Verify Ontario App / Proof of Vaccination with a piece of valid photo identification
- Once the ID is verified, ask for their team number and find their name on the check-in spreadsheet
- Highlight the attendee's name and give them their event wristband, and help them securely put it on
  - Record the date and time of arrival
- Remind the attendee that their wristband must stay on for the duration of the event, that they will not be allowed to access the event without the wristband, and that the wristband is not transferable

## Other Scenarios

- Attendee has been out of the country in the past 14 days
  - All attendees who have been out of the country in the previous 14 days must provide proof of a recent negative molecular (e.g. PCR) COVID-19 test
    - They may provide the test they used to re-enter the country, which would have been taken within 72 hours of their departure flight or re-entry to Canada, or any other molecular test within 72 hours of the event
  - Full details of this policy are in the Attendees Who Have Recently Arrived/Returned to Canada Policy
- Attendee presents a medical exemption for vaccination or masking
  - Have the *FIRST* Canada Staff member verify the exemption letter/note
  - Letter/note must include
    - The name and contact information of the physician or nurse practitioner who wrote the note
    - a logo or letterhead identifying the physician or nurse practitioner
    - a statement that there is a medical reason for your exemption for being fully vaccinated against COVID-19
    - the time-period for the medical exemption
  - Ask the attendee to verify the name on their letter/note
  - Once verified, follow the rest of the process from above
  - If the exemption is from wearing a mask, provide the attendee with mask-exemption wristband
- Attendee provides proof of vaccination via the old format without a QR code
  - This is allowed as per the Province, follow proper steps to verify the ID of the name listed on the certificate
- Attendee provides proof of vaccination, but does not have proof of ID
  - In this case, the attendee can provide attestation from another adult on their team, or an adult volunteer
- Valid forms of ID
  - Photo ID is not required
  - Must include:
    - Name
    - Date of Birth
  - Birth certificate, driver's license, health card, government issued ID card
  - Photocopies or digital copies on a phone are acceptable
- Attendee does not have proof of vaccination
  - The attendee will not be permitted to enter the event
  - Work with the attendee, or in the case of a student, their supervising adult to get their proof of vaccination
    - Suggest that the attendee download their proof from:  
<https://covid-19.ontario.ca/get-proof/>

- Suggest that the attendee contact someone who can send them their proof
- Suggest that the attendee return home to retrieve their proof
- Non-compliance / refusal to cooperate
  - Contact a *FIRST* Canada Staff Member, who will then have a discussion with the attendee and their team's lead mentor (if they are on a team)
  - If the attendee still will not cooperate, they will be asked to leave the venue
  - If they refuse to cooperate, venue security will be contacted to escort them from the venue.

## Volunteer Check-in and Proof of Vaccination Verification Protocol

Updated: 11/30/2021

### Prior to the Event

- Volunteer Coordinators and Co-VCs must provide proof of vaccination to COVID-19 Task Force Lead Volunteer by 31 January 2022.
- Volunteer Coordinators should remind volunteers that all attendees must show proof of vaccination at check-in at the event and complete an on-line symptom screening tool at the start of each day they are attending an event.
- *FIRST* Canada Staff should remind contractors that all attendees must show proof of vaccination at check-in at the event and complete an on-line symptom screening tool within 24 hours of the event.
- Event prepares a singular check-in point
  - This should be at the “main” entrance for the event
  - Weather permitting this could be outside
  - All attendees must check-in at this site before they can access the venue
- Volunteer Coordinator or designate assigned to each check-in station
- The volunteer check-in station should have
  - This document
  - Printed spreadsheets of the day's volunteer roster
  - Pens/highlighters
  - A mobile device with a camera, with the Verify Ontario app installed
  - Charging cables
  - Hand sanitizer

### Check-in Process (daily protocol)

- Attendee arrives at the event and presents at the volunteer check-in station.
- Attendees should have filled out their *FIRST* Canada screening form in advance, if not they must fill it out now
- If the venue requires attendees to fill out a venue screening form, attendees will be required to fill that out now.
- Check-in representative kindly asks for the volunteer's proof of vaccination
- Check-in representative scans the QR code (whether on paper or on a mobile device) using the Verify Ontario app
  - Minimize the passing of documents/devices (i.e. have them hold their own proof)
  - If the volunteer is using older proof without a QR code proceed to the next step
- Ask the attendee to verify the name displayed in the Verify Ontario App / Proof of Vaccination with a piece of valid photo identification
- Once the ID is verified, find their name on the check-in spreadsheet
- Highlight the attendee's name and give them their event wristband, and help them securely put it on
  - Record the date and time of arrival
- Remind the attendee that their wristband must stay on for the duration of the event, that they will not be allowed to access the event without the wristband, and that the wristband is not transferable.
- Offer the volunteer a KN95 mask and remind them that a mask must be worn at all times indoors unless eating or drinking.
- If an attendee has been out of the country in the past 14 days
  - All attendees who have been out of the country in the previous 14 days must provide proof of a recent negative molecular (e.g. PCR) COVID-19 test
    - They may provide the test they used to re-enter the country, which would have been taken within 72 hours of their departure flight or re-entry to Canada, or any other molecular test within 72 hours of the event
  - Full details of this policy are in the Attendees Who Have Recently Arrived/Returned to Canada Policy

## **Attendees Who Have Recently Arrived/Returned to Canada Policy**

Updated: 11/30/2021

### **Policy**

All attendees who have been out of the country in the previous 14 days must provide proof of a recent negative molecular COVID-19 test. This is currently a [requirement for anyone entering or reentering Canada](#). As such attendees may provide the test they used to re-enter the country, which would have been taken within 72 hours of their departure flight or re-entry to Canada, or

any other molecular test within 72 hours of the event. [Proof of a previous positive molecular test](#) result taken between 14 and 180 days will also be accepted in lieu of a recent negative test result.

### **Examples of Eligible Molecular Tests**

As per [Health Canada and Canada Travel & Tourism](#), eligible tests include:

- PCR - Polymerase chain reaction
- Nucleic acid test (NAT) or Nucleic acid amplification test (NAATs)
- Reverse transcription loop-mediated isothermal amplification (RT-LAMP)
- RT-PCR – reverse transcription real time PCR
- Quantitative PCR (qPCR)
- Isothermal amplification
- Droplet digital PCR or digital droplet PCR (ddPCR)
- Transcription-mediated amplification (TMA)
- RNA (Ribonucleic acid)
- Ct (cycle threshold)
- CRISPR
- Sequencing
- Next generational sequencing (NGS) or whole genome sequencing (WGS)
- Oxford Nanopore sequencing (LamPORE)
- Detection of the N gene
- Detection of Orf1a/b
- Detection of the S gene
- Detection of the E gene
- Detection of the RdRp gene

Tests that are not eligible include:

- Rapid antigen tests

## **Pre-Event Screening Protocol**

Updated: 11/30/2021

### **Policy**

All attendees will be required to complete the *FIRST* Canada screening & venue specific screening (if required by the venue) at the start of each day they are attending an event before they are allowed to enter the event.

[Questions that will be asked:](#)

1. Are you currently experiencing any of these symptoms?
  - i. **Fever and/or chills**  
Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher and/or chills
  - ii. **Cough or barking cough (croup)**  
Continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways, or other known causes or conditions you already have)
  - iii. **Shortness of breath**  
Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions you already have)
  - iv. **Decrease or loss of taste or smell**  
Not related to seasonal allergies, neurological disorders, or other known causes or conditions you already have
  - v. **Tiredness**  
Unusual, fatigue, lack of energy (not related to depression, insomnia, thyroid dysfunction, or other known causes or conditions you already have)
  - vi. **Muscle aches**  
Unexplained, unusual, or long-lasting (not related to sudden injury, fibromyalgia, or other known causes or conditions)

**Answer: Yes or No**

**If you answered “YES” to any of the symptoms, DO NOT ENTER THE VENUE:**  
You must self-isolate for 10 days (or as or as instructed by your local public health unit).  
You will not be allowed to enter an event within 14 days until you test negative for COVID-19 or a healthcare provider has diagnosed a condition that is not related to COVID-19.

2. **Is anyone you live with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms?**

Children (<18 years old): fever and/or chills, cough or barking cough, shortness of breath, decrease or loss of taste or smell, nausea, vomiting and/or diarrhea

Adults: (≥18 years old): fever and/or chills, cough or barking cough, shortness of breath, decrease or loss of taste or smell, tiredness, muscle aches

If the individual experiencing symptoms received a COVID-19 vaccination in the last 48 hours and is experiencing only mild fatigue, muscle aches, and/or joint pain that only began after vaccination, select “No”

**Answer: Yes or No**

**If you answered “YES”, DO NOT ENTER THE VENUE:**

You must isolate (stay home) and should not leave except to get tested or for a medical emergency. You may enter the venue after the individual with symptoms tests negative and is cleared by your local public health unit, or is diagnosed by a health care professional with a condition that is not related to COVID-19.

3. **In the last 10 days, have you been identified as a “close contact” of someone who currently has COVID-19?**

If public health has advised you that you do not need to self-isolate, select “No.”

**Answer: Yes or No**

**If you answered “YES”, DO NOT ENTER THE VENUE:**

You must self-isolate for 10 days (or as or as instructed by your local public health unit). You will not be allowed to enter an event within 14 days until you test negative for COVID-19.

4. **In the last 10 days, have you received a COVID Alert exposure notification on your cell phone?**

If you have since tested negative on a lab-based PCR test, select “No.”

**Answer: Yes or No**

**If you answered “YES”, DO NOT ENTER THE VENUE:**

You must self-isolate for 10 days (or as or as instructed by your local public health unit). You will not be allowed to enter an event within 14 days until you test negative for COVID-19.

5. **Has a doctor, health care provider, or public health unit told you that you should currently be isolating (staying at home)?**

This can be because of an outbreak or contact tracing.

**Answer: Yes or No**

**If you answered “YES”, DO NOT ENTER THE VENUE:**

Follow the advice of your health care provider and public health.

6. **In the last 10 days, have you tested positive on a rapid antigen test or a home-based self-testing kit?**

If you have since tested negative on a lab-based PCR test, select “No”

**Answer: Yes or No**

**If you answered “YES”, DO NOT ENTER THE VENUE:**

Follow the advice of your health care provider and public health.

7. In the last 14 days, have you travelled outside of Canada?

**Answer: Yes or No**

8. If the answer to 7 is yes:

Have you been advised to quarantine as per the federal quarantine requirements?

**Answer: Yes or No**

9. If the answer to 7 is yes:

- i. You have proof of a negative covid test in the last 72 hours.
- ii. You have proof of having covid in the last 90 days and have since been cleared.

**Answer: Yes or No**

## Event Capacities & Attendance Limits

Updated: 11/30/2021

### Policy

Event attendance will be limited to the following authorized groups: teams, volunteers, staff, contractors, invited guests, and venue personnel. Teams will be limited to a proportional amount of attendees based on the event capacity.

Event capacities for indoor events are highly dependent on both the Provincial mandates and the restrictions of our venues. Final limits will be announced closer to the events as specified in the Timelines section of this document. However, all events have already set team capacities which are lower than normal, to help reduce the amount of people at the event.

We are not opposed to further reducing capacity limits beyond those of the Province and our venues to ensure the safety of all attendees.

### Timelines

- One month prior to the event or earlier - Tentative event capacities, attendance limits, and authorized groups will be published. We would expect these details to remain the same, but could change based on Public Health / Provincial mandates.
- One week prior to the event - Tentative event capacities, attendance limits, and authorized groups will be finalized. These numbers would not increase after this point, but could decrease based on Public Health / Provincial mandates.

### Current Competition Attendance Limits

Below is a chart of the attendance limits that were released to *FIRST* Robotics Competition teams prior to the opening of event registration. **These numbers are not final** and will be updated as per the timelines section above. *FIRST* Tech Challenge attendance limits will be published in January. There are currently no indoor in-person events scheduled in *FIRST* LEGO League Challenge, Discover, or Explore.

Event	Current per team Attendance Limit
Humber College Event	20
Georgian College Event	20
Victoria Park C.I Event	10
University of Waterloo	20
York University Event	20
Windsor Essex Great Lakes Event	20
Durham College Event	20
North Bay Event	20
St. Mary C.S.S. Event	10
Ontario Provincial Championship	TBD

## Physical Distancing Policy

Updated: 11/30/2021

### Policy

Attendees are encouraged to keep 2m of distance between themselves and people who don't live in their household or not part of their cohort whenever possible. There will be times at events where it is not possible for attendees to keep 2m of distance between themselves, and in those times, which everyone should attempt to minimize both the frequency and duration, attendees should exercise extra caution.

*FIRST* Canada recognizes a single team as a cohort, which is not subject to the same 2m physical distancing recommendation. However, this exception only applies to members of the

same team. In all other cases, the physical distancing recommendations outlined in this policy remain in effect.

Team to team and volunteer to team interaction is a fundamental part of our programs, teams should attempt to maximize physical distance during these interactions, but it is understood that this will not always be possible. As mentioned in the introduction of this policy, there will be times at events where it is not possible for attendees to keep 2m of distance between themselves, and in those times, which everyone should attempt to minimize both the frequency and duration, attendees should exercise extra caution.

This policy is designed with an abundance of caution. This policy may be relaxed based on the local public health conditions and guidelines at the time of the event. Any changes will be published one month prior to the event, and finalized one week prior to the event.

### **Pit Areas**

Team pit areas will be spaced approximately 2m apart. Teams will be limited to 5 members in the pit area at any given time. Aisles will be sized appropriately to allow for distancing. Attendees are not permitted to enter the pits of other teams.

### **Stands**

The stands will be divided into a number of sections equal to the number of registered teams at the event, with each section spaced approximately 2m apart. Teams will be randomly assigned to these sections at check-in. Teams may request accessible seating in advance of the event. Team members will be required to only be in their designated team section while in the stands. Attendees are not permitted to enter the team section of other teams. As always, loitering in the aisles is not permitted.

### **Queuing**

Floor markings will be used to ensure distancing between teams in the queuing line.

### **Rooms**

Capacity limits will be displayed on any rooms in use.

### **General Traffic**

Attendees must follow all physical distancing guidelines, including direction provided by event staff and volunteers. Attendees must follow all signage and marker direction, such as those that are freestanding or on the ground, to indicate the appropriate direction of pedestrian movement or to maintain a safe physical distance from others.

## **General Distancing Etiquette**

Attendees are encouraged to not greet others with physical contact (for example, handshakes) or celebrate with high-fives or fist bumps. As is always the expectation, please be mindful of the personal space of all other attendees.

# **Food & Drink Policy**

**Updated: 11/30/2021**

## **Policy**

Food may only be consumed in designated areas with restricted capacity in the venue. The designated areas will have increased ventilation via windows, doors, internal HVAC systems, or air purifiers. These will be the only areas that masks may be off for a significant amount of time. Masks should only be removed right before eating and should be worn again as soon as the meal is over.

Masks may only be removed in other areas to take a sip of a drink, but this may only be done if you are more than 2m away from other individuals and you must put your mask back on immediately.

Buffet style meals will not be provided for attendees at any event during 2021-2022. It is recommended that all provided meals be pre-packaged for easy distribution and to minimize personal contact. Teams may bring and distribute their own food, provided there are no venue-specific rules.

All meals will be scheduled to allow for social distancing.

This policy is designed with an abundance of caution. This policy may be relaxed based on the local public health conditions and guidelines at the time of the event. Any changes will be published one month prior to the event, and finalized one week prior to the event.

## **Meals**

*FIRST* Canada recognizes a single team as a cohort, and as such, teams will eat together. Meals will be scheduled to allow for social distancing in the designated food areas.

# Respiratory Etiquette and Hand Hygiene Policy

Updated: 11/30/2021

## Policy

Respiratory etiquette should be practiced and encouraged by all event attendees.

- When not wearing a mask (e.g., while eating/drinking), and even when wearing a mask, if an attendee needs to cough or sneeze, they should do so into a tissue or the bend of the arm, not their hand
- When tissues are used they should be disposed of as soon as possible in a plastic lined waste container and hand hygiene performed immediately afterwards.
- All attendees should refrain from singing or shouting, especially indoors. Please use alternate ways to celebrate like clapping, dancing, finger-snapping, etc.
- Event audio levels will be lowered to facilitate easier communication without the need for yelling and shouting

[Hand hygiene](#) should be practiced and encouraged by all event attendees.

- All attendees should wash their hands frequently (for example, before, and after check-in, touching garbage, using the restroom) with soap and water for at least 20 seconds.
- All attendees should use hand sanitizer, available at hand sanitizing stations throughout the event, including before and after game play or practice field use or any other time that soap and water are not readily available.

## Hand Sanitizer Protocol

Updated: 11/30/2021

## Policy

- Hand sanitizer will be available at the entrance to the Event, Pits, Competition Gym, and any rooms in use by the event.
- All attendees should use hand sanitizer, available at hand sanitizing stations throughout the event, including before and after game play or practice field use or any other time that soap and water are not readily available.

## Prior to the Event / Event Prep

- COVID-19 Task Force to work with *FIRST* Canada warehouse staff to ensure hand sanitizer has been sourced and sufficient quantity is on the truck for load-in
  - T3-4 stand up holders for Hand Sanitizer will be included on the truck
- Event Staff Lead will ensure each room and entrance to Pits and Competition Gym has hand sanitizer prior to event start each day
- Event Staff Lead will include a check on these levels at lunch each day and top up as necessary
- Signage to be put up at entrances to main areas beside the hand sanitizer stations reminding people of standard COVID safety procedures (wash your hands, wear your mask, stay 6' apart, use hand sanitizer, etc.)

## Surface Sanitization Policy

Updated: 11/30/2021

### Policy

High-touch surfaces will be sanitized at least once a day with disinfecting wipes. Specific items/rooms may have a more frequent sanitization schedule, especially areas where food/beverages are being consumed. Examples of high-touch surfaces include but are not limited to: pens, tables, doorknobs, handles, desks, scoring computer keyboard, phones, referee tablets.

Please note, according to [Public Health Ontario](#), indoor surfaces that are frequently touched should be cleaned and disinfected at least once per day and when visibly dirty. As the COVID-19 virus is primarily spread through airborne transmission, our primary defences against COVID-19 are vaccination, masking, and ventilation.

## Safety Glasses Policy

Updated: 11/30/2021

### Policy

As per the standard FRC and FTC rules, safety glasses are mandatory in the pit area and by the field. Typically *FIRST* Canada maintains a safety glasses table, where safety glasses can be loaned out to those who don't have them. Due to our COVID-19 restrictions, there will be no loaning of safety glasses this season. All attendees must bring their own safety glasses to the event. We highly encourage teams to bring extra pairs in case a member loses or breaks their own pair.

*FIRST* Canada will maintain an emergency supply of safety glasses, which may be given (not loaned) to an attendee with no other options (i.e. they have checked with their team and there are no extra safety glasses available at all).

## **Sharing and Loaning of Parts and Tools Policy**

Updated: 11/30/2021

### **Policy**

Traditionally at *FIRST* Canada events, it's common for teams to share and loan parts and tools with their fellow competitors. Due to the COVID-19 pandemic, teams are discouraged from sharing and/or loaning tools and parts this season. If teams do choose to share and/or loan parts and tools, they must ensure they're following a sanitization process upon return.

The spare parts table will still be available at pit admin, but only for emergency use by teams. Any parts which are borrowed from the spare parts table, will be sanitized with disinfecting wipes before they can be used again. There will be a similar sanitization process in place for the Machine Shop.

## **Developing Symptoms or Being Notified of COVID-19 Exposure While at an Event Policy**

Updated: 11/30/2021

### **Policy**

Anyone who develops symptoms at an event, must visit first aid to get assessed. If first aid cannot diagnose a condition that is not related to COVID-19, you must be isolated immediately.

Anyone who gets notified that they have been exposed to COVID-19 while at an event must be isolated immediately.

You must [self-isolate](#) for 10 days (or as or as instructed by your local public health unit). You will not be allowed to enter an event within 14 days until you test negative for COVID-19 or a healthcare provider has diagnosed a condition that is not related to COVID-19.

While at an event, if an attendee notices another attendee who may be exhibiting COVID-19 symptoms, they should bring this to the attention of a volunteer who can then escalate the situation to their lead volunteer or *FIRST* Canada staff member.

## **Student Attendee**

The student will be isolated from the rest of participants in a designated area. One mentor from the team must contact the student's emergency contact and arrange for the student to leave the event. The student must be supervised by a mentor (or other adult if they are a student volunteer) until they are picked up by an emergency contact.

## **Adult Attendee**

The adult must either leave the premises immediately or arrange to be picked up from the premises as soon as possible. While transportation is being arranged, they will be isolated from the rest of participants in a designated area.

## **Covid-19 Symptoms**

- **Fever and/or chills**  
Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher and/or chills
- **Cough or barking cough (croup)**  
Continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways, or other known causes or conditions you already have)
- **Shortness of breath**  
Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions you already have)
- **Decrease or loss of taste or smell**  
Not related to seasonal allergies, neurological disorders, or other known causes or conditions you already have
- **Tiredness**  
**Unusual** fatigue, lack of energy (not related to depression, insomnia, thyroid dysfunction, or other known causes or conditions you already have)
- **Muscle aches**  
**Unexplained, unusual**, or long-lasting (not related to sudden injury, fibromyalgia, or other known causes or conditions)

# **Contact Tracing Policy**

Updated: 11/30/2021

Prior to the Event / Event Prep

- Teams will submit a list of all event attendees as part of their Team Roster, which will be used for contact tracing
  - The team roster should clearly indicate which members are attending the event (e.g. deselect those who are not attending, prior to generating the document)
- All attendees are strongly recommended to have the Canada [COVID Alert app](#) on and active on their phone
- The *FIRST* Canada Event Lead Staff Member will maintain a “Contact Tracing Folder” to store relevant paperwork (see below) for two weeks after the event (at which point the paperwork will be shredded)
- Teams will be informed of Key Contacts for each event (see chart below) through event emails shared by each Event Planning Team leading up to the event. All communications will include the table below for consistency.

### **Check-in and Event Process**

- Coaches will submit the Team Roster prior to the event and the “Check-in Desk” staff will have a copy of this team roster with a corresponding number of wristbands
  - Extra wristbands will be kept on hand by the *FIRST* Canada Staff Member overseeing registration
  - If there have been any changes to the roster since the pre-submission, those should be presented at this time.
- Team Rosters will include Student names, parent name and parent email addresses
- Check-in desk staff/volunteer will use the Team Roster to confirm who is allowed into the event, representing the team officially, only allowing those on the roster to enter
- Check-in Desk staff will indicate on the Team Roster the day/time each person arrives on site
- Volunteers will check in at the Volunteer Check-in Desk to confirm arrival on site
  - Volunteers’ contact information will be managed in the Volunteer Management System and available if needed for contact tracing through the Volunteer Coordinator
- Others who are not included on Team Rosters or captured in the Volunteer Management System will be checked in at a separate desk, checking vaccination status in the same way as Teams and Volunteers.
  - This group of people will be required to fill out a Contact Tracing Form which collects their name, email address, and phone number.
    - If a person is under 18, parent contact information will be required instead.
- The *FIRST* Canada Event Lead Staff Member will assign teams specific areas in the competition stands in which to sit and will create a ‘map’ of the seating plan to be stored in the “Contact Tracing Folder”
  - Teams may request accessible seating in advance of the event.
- The *FIRST* Canada Event Lead Staff Member will include a pit map in the “Contact Tracing Folder”, indicating which teams were next to each other

## Post-event Process

- Once the event concludes, all Team Rosters will be collected and collated in numerical order based on Team Numbers into the “Contact Tracing Folder” and given to the *FIRST* Canada Event Lead Staff Member
- The *FIRST* Canada Event Lead Staff Member will hold on to the Team Roster folder for two weeks after the event in a secure location and then shred

## In the event of a covid-positive scenario

- If contacted by the local Public Health Unit, the *FIRST* Canada Event Lead Staff Member will share all pertinent details with the Public Health Unit and follow through on all suggestions from the Public Health Unit
  - The *FIRST* Canada Event Lead will send a communication to everyone who is deemed exposed and another to everyone identified as a close contact. No names or identifying information will be provided regarding the person who tested positive.
- People with questions will be referred to the local Public Health Unit if they have questions regarding where to get a test, what self-isolation means, etc.
- Event Lead will inform *FIRST* Canada Leadership Team of the situation as soon as possible

Event Name and Location	Lead Staff member	Lead Staff member Email	Lead Staff Member Phone
Humber College Event - Toronto	Arti Javeri	arti.javeri@firstroboticscanada.org	(647) 625-2610
Georgian College Event - Georgian	John Hobbins	john.hobbins@firstroboticscanada.org	(416) 606-6934
Victoria Park C.I. Event - Toronto	John Hobbins	john.hobbins@firstroboticscanada.org	(416) 606-6934
University of Waterloo Event - Waterloo	John Hobbins	john.hobbins@firstroboticscanada.org	(416) 606-6934
York University Event - Toronto	Arti Javeri	arti.javeri@firstroboticscanada.org	(647) 625-2610
Windsor Essex Great Lakes Event - Windsor	Ian Koscielski	ikoscielski@firstpartners.org	(778) 879-2875

Durham College Event - Oshawa	Dave Ellis	david.ellis@firstroboticscanada.org	(647) 225-3283
North Bay Event - North Bay	Christine Bibic	christine.bibic@firstroboticscanada.org	(613) 532-8898
St. Mary C.S.S. Event - Hamilton	TBD	TBD	TBD

## Signage at Events Policy

Updated: 11/30/2021

### Policy

Posters, signs and collateral communication products will be available at entrances and other strategic locations at events informing attendees of important *FIRST* Canada COVID-19 policy and procedural information.

Posters and signs will include information on:

- Vaccine requirements of attendees
- COVID screening questions
- PPE requirements (eg: face mask required when indoors, safety glasses in designated areas, etc.)
- Personal hygiene reminders (ie: hand washing/sanitizing)
- Physical distancing reminders
- COVID safety reminders in designated areas (eg: where consuming food or drink, rooms with capacity limits, etc.)
- Pedestrian traffic flow

## COVID-19 Protocol Lead

Updated: 11/30/2021

### Policy

Successful implementation of the *FIRST* Canada COVID-19 policies and procedures as developed and recommended by the COVID-19 Task Force requires the identification of individual(s) responsible for the safe and effective deployment of the protocols and processes at in-person events.

### Protocols prior to event

Responsibility for communicating COVID-19 policies and procedures and ratifying acceptance or attestation of individual requirements (eg: proof of vaccination) directly related to District Key Role Lead roles, key roles and Volunteer Coordinators, will be the responsibility of the volunteer lead of the *FIRST* Canada COVID-19 Task Force.

### **Protocols at the event**

Responsibility for the safe and effective implementation of COVID-19 protocols at the event will be the responsibility of the *FIRST* Canada Event Lead. Specific duties include:

- Confirm proof of vaccination for every volunteer at the Volunteer Check-in Station
- Confirm proof of vaccination for every contractor at the designated Check-in Station
- Implementation and enforcement of *FIRST* Canada COVID-19 Policy and protocols

The event Volunteer Coordinator can support the *FIRST* Canada Event Lead by managing the following:

- Ensure appropriate PPE is available to all volunteers
- Ensure COVID safety information (posters and signs) are prominently displayed
- Regularly check that all volunteers and attendees are wearing PPE appropriately and physically distancing when necessary
- Promptly report incidents of non-compliance to a *FIRST* Canada staff member.
- Perform other duties as assigned by the *FIRST* Canada Event Lead.

### **Delegation of duties**

The Volunteer Lead of the *FIRST* Canada COVID-19 Task Force can delegate COVID-19 policy and protocol duties only to a *FIRST* Canada staff member.

Primary Event Volunteer Coordinators may delegate COVID-19 policy and protocol duties to Co-VCs or a *FIRST* Canada staff member only.

## **Enforcement of and Non Compliance with COVID-19 Policies**

**Updated: 11/30/2021**

### **Policy**

Any person entering any *FIRST* Canada event is required to abide by all COVID-19 health and safety policies along with the *FIRST* Code of Conduct. Non-compliance may result in removal from this event and being barred from future participation in *FIRST* activities.

If at any time, any attendee (team member or volunteer) has any concerns with the COVID-19 safety of the event, they should contact an event volunteer who can put them in touch with a key role lead volunteer, or a *FIRST* Canada staff member.

Any attendee who fails to comply with any of the outlined policies, will be given a friendly reminder to correct their unsafe behaviour immediately. If the attendee refuses to correct their behaviour, or repeats the behaviour, a *FIRST* Canada staff member will be contacted who will then have a discussion with the attendee and their team's lead mentor (if the attendee is on a team). If the attendee still will not cooperate, they will be asked to relinquish their event wristband and leave the venue. If they still refuse to cooperate, venue security will be contacted to escort them from the venue. All disciplinary incidents will be handled on a case by case basis. All attendees are expected to be honest and complete with any declarations (e.g. screening, vaccination, medical exemptions) made at the event. Anyone found to have intentionally misled in any of these areas, would be considered in violation of the *FIRST* Canada Code of Conduct and subject to disciplinary action, not limited to this event.

### **For Volunteers**

If any interaction discussing non-compliance of the COVID-19 health and safety policies ever becomes uncomfortable, we encourage you to reach out to a *FIRST* Canada staff member. No volunteer will be asked to handle these situations on their own, and may excuse themselves at any point.

### **Gracious Professionalism and Self Enforcement**

As always, all attendees are expected to demonstrate Gracious Professionalism at our events. Part of Gracious Professionalism is taking care of others and ensuring that we are all safe. As such we ask attendees not only to diligently follow our safety protocols, but also help remind others to do the same in a friendly and gracious manner. In addition, we expect that all attendees will be following protocols at all times, even when not in the presence of volunteers and staff.

## **Data Protection Policy**

**Updated: 11/30/2021**

### **Policy**

Implementation of the *FIRST* Canada COVID-19 policies and procedures may require the collection and storage of personal and confidential information and data. This policy serves to ensure the collection, storage and destruction of this data complies with the *FIRST* Privacy

Policy, *FIRST* Data Protection Policy, and applicable privacy regulations enforced in the province of Ontario. Through the application and implementation of the *FIRST* Canada COVID-19 policies and protocols, *FIRST* Canada will make every effort to limit the collection and storage of personal and confidential information to that which is necessary for reporting to and follow up by Public Health units.

### **Proof of Vaccination**

Proof of vaccination will be confirmed using the Verify Ontario app (or via older paper certificate). Confirmation of identity must also be shown (eg: driver's license, birth certificate, attestation form).

Collection: None.

Storage: None.

Disposal: N/A

### **Pre-Event Screening**

All participants will be required to complete an on-line symptom screening tool within 24 hours of the event.

Collection: None.

Storage: None.

Disposal: N/A

### **Data Handling Pre-Event**

All participants must be registered to attend the event to confirm screening and vaccination requirements.

### **Team Pre-Registration**

Team Mentors must provide a roster of all event attendees prior to the event. This information will include Personally Identifiable Information (Level 1).

Collection: Electronic. Each file must be encrypted.

Storage: All files must be encrypted. Limit devices the data is stored on. Hard copies must be kept in confidential file folders while in use by authorized personnel.

Disposal: Permanent deletion from all devices after 14 days from the conclusion of the event.

### **Volunteer Preregistration**

All event volunteers will be registered on the Volunteer Management System (VMS).

Collection: Electronic, via *FIRST*'s Volunteer Management System.

Storage: On *FIRST*'s data systems. Files copied to local devices must be encrypted. Hard copies must be kept in confidential file folders while in use by authorized personnel.

Disposal: Electronic data on VMS will be permanently deleted by *FIRST*. Data stored locally on other devices must be permanently deleted after 14 days from the conclusion of the event.

At the conclusion of the event, hard copies must be sealed in an envelope marked "CONFIDENTIAL" and handed to the designated *FIRST* Canada Event Lead. Contents must be shredded after 14 days from the conclusion of the event.

## **Data Handling At Event - Contact Tracing and Screening**

### **Symptom Screening**

Each attendee (including *FIRST* Canada staff, volunteers, contractors, guests and all team members and affiliates) must undertake a symptom self-screening before being allowed entry to the event areas. The symptom self-screening can be done on-line or by reviewing screening questions on posters or other media.

Collection: None.

Storage: None.

Disposal: N/A

### **Confirmation of Vaccination**

Each attendee (including *FIRST* Canada staff, volunteers, contractors, guests and all team members and affiliates) must provide proof of vaccination before being allowed entry to the event areas. Proof of vaccination can take various forms, each requiring specific data handling procedures;

#### **QR Code**

Event check-in personnel will use the Province of Ontario's [Verify Ontario](#) mobile app. Verified proofs of vaccinations are displayed for 30 seconds and then deleted. The app does not request the user's location or save any information that links specific locations, visitors or businesses to each other. No personal health information is displayed or shared, only the information that is required for entry (result with name and date of birth to confirm an individual's ID).

Collection: None.

Storage: None.

Disposal: N/A

### **Confirm Identification**

Each attendee will be asked to produce an acceptable piece of ID to confirm the identification on the vaccination certificate. This ID is only viewed by the check-in personnel - no handling, copying or storing required. The ID may be used to cross-reference attendees on rosters or other registration lists.

Collection: None.

Storage: None.

Disposal: N/A

## Contact Tracing

If the need for contact tracing arises after the event, *FIRST* Canada will provide to Public Health authorities records confirming the date and time of entry to the event of each attendee. Contact tracing records will be hard copy documents as follows:

**Team attendees** (mentors, team members, team guests) will be recorded on the roster required in the preregistration steps.

Collection: Electronic files must be encrypted.

Storage: All files must be encrypted. Limit devices the data is stored on. Hard copies must be kept in confidential file folders while in use by authorized personnel.

Disposal: Hard copies of team rosters will be sent to *FIRST* HQ as per their policy.

At the conclusion of the event, hard copies must be sealed in an envelope marked "CONFIDENTIAL" and handed to the designated *FIRST* Canada Event Lead. Contents must be shredded after 14 days from the conclusion of the event.

**Event volunteers** will be recorded on the Attendance Checklist. This checklist is downloaded and printed from the Volunteer Management System and is routinely used to check in volunteers.

Collection: Electronic, via *FIRST*'s Volunteer Management System.

Storage: On *FIRST*'s data systems. Files copied to local devices must be encrypted. Hard copies must be kept in confidential file folders while in use by authorized personnel.

Disposal: Electronic data on VMS will be permanently deleted by *FIRST*. Data stored locally on other devices must be permanently deleted after 30 days from the conclusion of the event. Hard copies must be shredded after 14 days from the conclusion of the event.

At the conclusion of the event, hard copies must be sealed in an envelope marked "CONFIDENTIAL" and handed to the designated *FIRST* Canada

Event Lead. Contents must be shredded after 14 days from the conclusion of the event.

**Contractors and guests** will be registered upon entry to the event area with their name, contact information and time of entry entered on a designated hard copy contact tracing register.

Collection: In person.

Storage: Hard copies must be kept in confidential file folders while in use by authorized personnel.

Disposal: Shredded after 14 days from the conclusion of the event.

At the conclusion of the event, hard copies must be sealed in an envelope marked "CONFIDENTIAL" and handed to the designated *FIRST* Canada Event Lead. Contents must be shredded after 14 days from the conclusion of the event.

### **Data Handling At Event - Other forms**

Forms or documentation that may reference COVID-19 information that can be linked to an individual and/or an individual's personal information at minimum will be handled according to procedures consistent with the *FIRST* Privacy Policy and *FIRST* Data Protection Policy. Examples include Medical Incident, Non-Medical Incident forms.

Collection: In person.

Storage: Hard copies must be kept in confidential file folders while in use by authorized personnel. Post-event storage is dictated by the specific form (ie: securely stored by *FIRST* Canada, securely stored and archived by *FIRST* HQ or shredded).

Disposal: Shredded.

## **Acknowledgement of Protocols and Policies**

By attending a *FIRST* Canada indoor in-person event in Ontario, each attendee agrees to abide by the Ontario COVID-19 Protocols and Policies. Coaches agree to share this policy and compliance expectations with their team members and their families prior to the start of the event.