



COVID-19 Return to Play Protocol Policy & Procedure Manual

Version 2.4 September 23, 2020

Greetings ASC Families!

We now have the green light to proceed with returning to our programming for the 2020 / 2021 season. Our protocol and guidance documents have been drafted in accordance with the following guidance:

- Skate Canada
- Skate Ontario
- Government of Ontario
- Region of Waterloo Public Health
- Township of North Dumfries

Our priority is to ensure that you can return to the sport of skating in a safe environment. This is why we have created this guidance document to outline how we can accomplish this.

As such, we have established a COVID-19 Policy and Procedure Manual that will be in place for the duration of the pandemic. As the situation evolves, we will continue to update our policies and follow the guidance of Skate Canada/Ontario and the government requirements and make changes accordingly should restrictions tighten or be relaxed. The safety of everyone in the facility is and will continue to be our first priority.

Should you have any questions after reviewing the manual, please reach out to us at covidinfo@ayrskatingclub.com.

We are thrilled to be given this opportunity to get a back to doing what we love and reconnecting with our athletes and their families.

Looking forward to seeing you at the rink,

ASC

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Skate Ontario COVID-19 Waiver Completion

Prior to each skater returning to the rink, a COVID-19 waiver must be completed. The waiver is a mandatory form that has been created by Skate Ontario that ensures each skater (and parent/legal guardian) has read and understood the risks related to Covid-19 and returning to skate.

This form must be completed prior to the start any club skating activities. This form is only required to be completed one time by each participant (and their parent/legal guardian). Our club must keep this form on-file for each skater.

This form will be incorporated into the Ayr Skating Club Registration Form. You will not be able to complete registration until you complete this waiver form. If you would like to see a copy of the form, it has been included as an appendix for our Covid Protocol (Appendix 1).

It is important to understand that no exceptions can be made – all skaters will require this form to be completed. Not completing the form could jeopardize insurance coverage. Please note: any parent on the ice for the Parent and Tot PreCanSkate program will also need to complete a Covid-19 Waiver form.

The COVID-19 waiver form will be completed for each skater, coach, volunteers and any staff associated with the skating club.

Screening/ Illness

Screening has proven to be an effective tool to help prevent the spreading of COVID-19. We are mandated to screen anyone coming into the arena. Screening will be done each time a skater comes to the rink. Anyone who is not feeling well upon arrival or who does not pass the screening will not be allowed to enter the rink and should contact their doctor or public health to determine further steps.

If you would like to see a copy of our Health Questionnaire that we will be asking each skater as they enter the rink, please refer to Appendix 2.

If you are feeling unwell – PLEASE STAY HOME. This is not only for your own well being, but for the entire community.

Covid-19 affects different people in different ways. Most infected people will develop mild to moderate illness and recover without hospitalization. You can use this [self assessment tool](#), or review the list of symptoms below:

Most common symptoms:

- Fever
- Dry cough
- Shortness of breath

Less common symptoms:

- Runny nose
- Aches and pains
- Sore throat
- Diarrhea
- Conjunctivitis
- Headache
- Loss of taste/smell
- Skin rash, or discolouration of fingers and toes

Serious symptoms:

- Difficulty breathing
- Chest pain or pressure
- Loss of speech or movement

Seek immediate medical attend if you have serious symptoms. Always call before visiting your physician or health facility.

On average, it takes 5-6 days from infection for symptoms to show, but it can take up to 14 days.

Skaters with Covid-19 Symptoms

Any skater who has suspected or confirmed Covid-19 should not return to the rink until all public health authority steps have been completed. **A doctor's or public health note will be required to return to skating.**

If a skater is confirmed to have Covid-19, the Regional of Waterloo Public Health Unit will be responsible for handling all communications for contact tracing.

Should a skater become ill during a skating program, we will have the skater come off the ice, remove their skates, place their mask back on, and their parent contacted to pick them up immediately. Please seek medical attention as required. A doctor's note will be required to resume the skating program, unless the illness can be attributed to something else other than Covid-19 (pre-existing condition, food intolerance, etc.)

Should any skater become ill during a session, the club will reach out to all other participant's parents who were on the session to notify them (following appropriate privacy considerations).

If we become aware of any skater that tests positive for Covid-19, we will alert Skate Ontario (without disclosing the skaters name) so they are able to track overall incidence rates for our sport. Information will be sent to clubsupportservices@skateontario.org

Coming to the Rink

Please remember that all social distancing guidelines are in place. The following outlines the process by which you will be able to enter the rink:

- Please follow social distancing rules in the parking lot and prior to entering the arena. Please enter through the main entrance
- We also strongly encourage you to dress in advance prior to heading to the rink, with the final step of putting your skates on reserved for the dressing room. Younger skaters who need help with lacing skates can do this at home, and come to the rink in proper skate guards
- A Sanitizer station will be set up at the entrance and everyone (including skaters) must sanitize as you enter the building
- Signage and directional arrows will be posted throughout the facility, please make sure they are followed at all times.
- Please come 15 minutes prior to your ice time.
- Upon entering the building you will be greeted by a club volunteer or coach to go through the daily health symptoms check. This will be done verbally, along with taking attendance of each skater/coach present for the session
- Skaters must wear a mask when entering the rink, and keep the mask on until they are rink side.
- It is preferred that only skaters enter the rink, but 1 parent may also enter if a skater (under the age of 18) requires help to get them ready in the dressing room.
- Dressing Rooms will be open, and guidance will be provided on the TV screens which dressing room to go to. Your greeter from the club will also let you know which dressing room you are assigned to for the session.
- Please consider limiting the number of personal belongings to the rink. A water bottle will be permitted. No spitting/rinsing water on the ice is allowed.
- Skaters should stay in their dressing room until it is their time to go on the ice. A volunteer or coach will let the skaters know when it is time to line up to head out on the ice
- Parents who choose to stay to watch, must stay in the designated stands during the session, adhering to social distancing rules. They are not permitted to go in and out of the building during the program. 1 parent may accompany the skater to the rink to watch. If any additional family members need to accompany the parent to the rink (on an exceptional basis), prior approval and notice must be given by the club, to ensure the maximum number of spectators are adhered too. Parents will need to sign into the arena at the same time as the skater, and be included in the tracking attendance and Health Questionnaire. Parents should only enter the rink at the time of the program starting (not prior).
- Washrooms will be open at the rink, but will have social distancing guidelines in place to operate safely. Please consider using the washroom at home prior to heading to the rink.

At the Rink – Class Sizes

CanSkate

The following guidelines will be in place for our **CanSkate Program**:

- Maximum of 30 individuals on the ice at one time
- The maximum includes skaters, coaches and assistants
- Level of Skating who can participate: CanSkate Stage 2 and up (or equivalent level skaters) will be allowed to participate (due to social distancing requirements – Coaches and Program Assistants CAN NOT contact/touch the skaters)
- Those skaters age 5 and older, and are close to passing Stage 1 can join the session if they can get up on their own and skate without hands-on assistance. We will do an assessment on the 1st session to ensure your skater can be on the ice safely without assistance. A full refund would be provided if your skater isn't quite ready for the level of independence required for this season
- If you are unsure what level your child has achieved, please contact the club at info@ayrskatingclub.com, as we have levels from last year's season on file. Alternatively, you can also check your progress note from the last season

Parent & Tot

The following guidelines will be in place for our **Parent & Tot PreCanSkate Program**:

- Please note: We will NOT be able to offer our regular PreCanSkate program, as well as new Stage 1 CanSkate sessions at this time. Once it is safe to return to “normal” where the coaches and Program Assistants can safely interact with skaters (be in close contact) we will open registration at that time. Please check back to our website for updates on when this will be possible. In the interim, we have adjusted our programs to offer a Parent & Tot PreCanSkate program.
- The overall maximum of 30 individuals on the ice will be followed for the Parent & Tot PreCanSkate program
- Level or Skating are skaters who are just learning to skate, and skaters who are at the CanSkate Stage 1 where skaters are not yet able to work independently on the ice without support
- 1 Parent will act as the skater's Program Assistant to help the skater get on/off the ice, helping them stand on the ice, and working with the skaters on each circuit set up by the coach

STARSkate

The following guidelines will be in place for our **STARSkate Program**:

- Maximum of 20 individuals on the ice (including skaters, and coaches)

At the Rink – On the Ice

- Skaters will follow the signage for entry and exit of the ice surface, following the facilities direction. A water bottle for STARSkaters will be allowed on the boards, as well as skate guards, skating guide book (if applicable) and your mask. Please avoid bringing any other personal items to rink side.
- Skaters will not be allowed to touch any of the props/tools that are used during the CanSkate program. The coaches will ensure that all of the props are sanitized properly at the end of each session. All props will be plastic (no cloth/push/soft materials will be used) to allow for easier sanitization.
- Music: One coach will be dedicated to run the music for each session to minimize only 1 person touching the music device. If additional music devices are used, then wipes will be available to wipe down phones/cords when switching devices.
- The programs will be set up to ensure that the circuits and stroking classes will be run with social distancing practices in play.
- Parents – please go over these rules with your skaters as it will look and feel a little different than past seasons. Many skaters like to help with moving the flags/stations, and cleaning up the props – for this season, this will not be possible.
- We will be unable to offer any snacks/treats at the end of the CanSkate session this season – we will re-evaluate at a later date when this can be implemented once again.
- We will not be able to utilize Program Assistants for classes this year. This is to maximize the number of skaters on the ice and also because we will not be running the PreCanSkate sessions where the assistants' support is most needed.

At the Rink – Harness Use (STARSkate)

The skating harness at the NDCC will be available for use, with the following parameters:

- The skater and coach must wear a non-medical face mask at all times when the harness is in use
- The harness will be disinfected and/or sanitized before and after each use using a spray or wipe
- The coach/skater must sanitize their hands before and after use
- Where possible, coaches are encouraged to stay more than 2m apart from skaters during harness lessons
- Harness lessons should be limited to no more than 15 minutes with adequate time allowed in between lessons to disinfect the equipment

At the Rink – Exiting the Ice / Rink

- Upon exiting the ice, skaters must put face masks back on and head back to the changeroom.
- Skaters will return to their dressing room to remove skates and prepare to leave the rink. Please ensure your skaters listen to the coaches when it is time to leave the ice, as we need to provide appropriate time in between programs to properly clean/sanitize
- As you are exiting the rink, a club volunteer or coach will cross reference our attendance sheets for each program. Attendance logs will be maintained for each session in the event that Public Health (Region of Waterloo) needs to contact attendees should someone become ill
- Please follow the signs for exiting the arena

Off Ice Fitness Classes (STARkate)

In-Person fitness classes will be run as per our schedule, but with the following guidelines in play:

- Class sizes will be capped at 15 skaters, with 1 coach, or smaller class size depending on facility guidelines for the size of the community room the class is being run out of
- The class must be done following social distance guidelines (6 ft apart), unless the skaters are part of the same household/social circle
- Masks will be worn to/from the fitness class (in the common areas), but during the fitness class, masks will not be required.
- The fitness classes will be run in the MacNeil hall. Entrance to the MacNeil hall will be from the west side of the building (not through the arena) to maintain 2 separate zones of people in the NDCC space at any given time.
- Attendance logs and Health Questionnaires will be maintained for each session

Virtual fitness classes (conducted over Google Meet from skaters' homes) will also be offered (with sufficient registration) to supplement the in person fitness offerings for this season. Details on times will be provided during registration, and noted on the schedule (posted on our website).

Mandatory Compliance

If at any time your child is not complying with the policies and producers of the skating program, the coaches have the right to send your child home. This is to ensure all members of our club feel safe during their time at our facility.

Cancellation Policy

Any cancellations due to illness related to Covid-19 will be issued, and will be pro-rated based on the # of weeks your child is away from the program. A minimum of 2 weeks would be required for a refund to be considered. All refunds will be reviewed and

approved by the board of directors of the club. The Skate Canada registration fee of \$44 is non-refundable and the \$40 promotional book fee.

If you registered your child for our program but not able to participate in the program due to skating levels not running (PreCanskate, CanSkate Stage1), a full refund will be issued.

Contacting the Club

A Covid-19 Committee has been set up to help answer questions you may have during this time. We have set up a special email address specific to Covid, which is: covidinfo@ayrskatingclub.com. Alternatively, you can also reach out to our general email address at info@ayrskatingclub.com. The following individuals make up our sub-committee for Covid planning, in case you wish to contact any of us directly (through the emails noted above):

Carolyn Allwright, Program Coordinator
Heather Simpson, Vice President
Donna Janzen, Director and Past President
Victoria Campbell, Director

Public Resources for further information on Covid-19

Ontario Public Health Public Resources: <https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus/public-resources>

The following resources are also available on the Ontario Public Health website. Please ensure you are using the most up-to-date version of these tools by consulting the address above.

Topic	Tool
Hand Hygiene	https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-hand-hygiene.pdf?la=en
Physical Distancing	https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-guide-physical-distancing.pdf?la=en
How to self-monitor	https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-self-monitor.pdf?la=en
When and How to Wear a Mask	https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-how-to-wear-mask.pdf?la=en
How to Self-Isolate	https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-how-to-self-isolate.pdf?la=en
<u>You were tested for COVID-19: What you should know</u>	https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/2020/06/factsheet-covid-19-test-what-you-should-know.pdf?la=en

Ministry of Health – Ontario: COVID-19 Reference Document for Symptoms:

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf

Ontario COVID-19 Online Self-assessment Tool

<https://covid-19.ontario.ca/self-assessment/>



**ACKNOWLEDGEMENT, RELEASE, INDEMNITY, AND ASSUMPTION OF RISK
REGARDING COVID-19**

- A. I, _____; or
(use A if 18 years or older)
- B. I/We, _____ being the parent(s)/legal guardian(s) of
_____ (herein "my/our child"),
(complete B if participant is under 18 years)

hereby acknowledge and agree that, in consideration of:

- A. my participation; or
- B. the participation of _____
(complete B if participant is under 18 years)

in skating activities ("**Activities**") organized, operated or sanctioned by Skate Ontario or by a club or skating school which is a member of Skate Ontario (each an "**Organizer**"):

1. I/We acknowledge that the World Health Organization has classified the Coronavirus Disease ("**COVID-19**") outbreak as a global pandemic and am/are aware of the risks of COVID-19. I/We specifically acknowledge and agree that I am/we are aware of the risks to personal health, including by the failure to follow physical distancing protocols, flowing from COVID-19, and that I am/we are assuming, on my own behalf and, if signing on behalf of a participant under 18 years, on their behalf, all health risks and adverse health related consequences caused by or arising from engaging in any Activities (the "**Assumed Risks**").
2. I/We acknowledge that the Organizers are implementing the **Skate Ontario Return to Play Protocols** ("**Protocols**") the most recent version of which will be posted from time to time on Skate Ontario's website. I/We specifically acknowledge and agree that I am/we are aware of Protocols, that I/we will abide by the Protocols, and that the Protocols are subject to all federal, provincial and municipal laws, regulations, by-laws and orders as they may exist from time to time.
3. I/we hereby release the Organizers, their members, officers, directors, employees, independent contractors, agents, and volunteers ("**Releasees**") from all liability, recourse, proceedings, claims, and causes of action of any kind whatsoever, in respect of all damages, personal injuries, death, or property losses which I/we may suffer arising out of or connected with the Assumed Risks, the content or implementation of the Protocols (including without limitation the conduct of any screening of any individual), and the preparation for, or participation in, the Activities, notwithstanding that any such losses were caused solely or partly by the negligence of any of the Releasees.
4. I/we do hereby agree to indemnify and hold harmless the Releasees from any and all damages or losses of any kind as a result of any and all claims, demands, causes of action of any kind whatsoever including those involving negligence on the part of any of the Releasees that may be made or initiated by, or on behalf of my/our child, arising out of or connected with the Assumed Risks as they relate to me/us and/or my/our child, the content or implementation of the Protocols as they relate to me/us and/or my/our child, and my/our child's preparation for and/or participation in any of the Activities.



5. And, I/we hereby acknowledge and agree:
- (a) that I/we understand that none of the Releasees assumes any responsibility whatsoever for my safety or the safety of my/our child during the course of any preparation for or participation in the aforesaid Activities;
 - (b) that I/we will comply with the implementation of the Protocols and that any failure on my/our part (or on the part of my/our child) to comply with the Protocols and their implementation may have consequences (including without limitation a withdrawal of permission for me or my/our child to participate in an Activity or Activities) and could jeopardize relevant insurance coverage;
 - (c) that I/we understand that the implementation of the Protocols may involve the collection, use and disclosure of personal information about me or my/our child and I consent to same;
 - (d) that I/we have carefully read this ACKNOWLEDGEMENT, RELEASE, INDEMNITY, AND ASSUMPTION OF RISK that I/we fully understand same, and that I am/we are freely and voluntarily executing same;
 - (e) that I have been given the opportunity and that I am encouraged to seek independent legal advice prior to signing this document;
 - (f) that I understand that the Organizers would not permit me or my/our child to participate in any Activities unless I signed this ACKNOWLEDGEMENT, RELEASE, INDEMNITY, AND ASSUMPTION OF RISK, which applies to all Activities whether occurring in the near or distant future and that the terms of this document need not be brought to my attention each time I participate in a Program in order for it to be effective;
 - (g) that the term Activities as used herein includes, without limiting the generality of that term, training sessions, clinics, and events that are in any way authorized, sanctioned, organized or operated by any of the Organizers on its own or together with another, or to which Skate Ontario has issued a permit;
 - (h) that this ACKNOWLEDGEMENT, RELEASE, INDEMNITY, AND ASSUMPTION OF RISK agreement is binding on myself, my heirs, my executors, administrators, personal representatives and assigns.

Date: / /20

Applicant's Signature: By inserting my name in the space above, I am signing this document
(I am 18 years old or older: if not, Parent(s) or Legal Guardian(s) must also sign below)

Parent's(s') or Legal Guardian's(s') Signature: By inserting my (our) name in the space above, I am (we are) signing this document



Health Screening Questionnaire

This questionnaire must be completed by each individual prior to participation in each on-ice or off-ice club/skating school activity. This includes participation in sessions on rented ice outside of a club/skating school setting.

This questionnaire may be completed verbally.

The answer to all questions must be "No" in order to participate in each on-ice activity.

1. Do you have a fever? (Feeling hot to the touch, a temperature of 37.8C or higher)

Yes No

Do you have any of the following symptoms?

2. Cough (that's new or worsening)

Yes No

3. Shortness of breath

Yes No

4. Runny, stuffy or congested nose (not related to other known causes such as seasonal allergies etc.)

Yes No

5. Sore throat

Yes No

6. Difficulty swallowing

Yes No

7. Lost sense of taste or smell

Yes No

8. Have you travelled outside of Canada in the past 14 days or had close contact with anyone that has travelled outside of Canada in the past 14 days that does not have a Government of Canada Travel Exemption*?

Yes No

9. Have you had close contact in the past 14 days with anyone with active respiratory illness or an active confirmed or probable case of COVID-19, without the consistent and appropriate use of personal protective equipment?

Yes No

Please note: This Health Screening questionnaire has been developed based on the current Ontario Ministry of Health Self-Assessment Tool.

*For information on Travel Exemptions to the emergency order of the Government of Canada's Quarantine Act, please go to: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html#a3>



Appendix 3 - Daily Session/Participation Log for STARSkate



Version 1.0ASC – Sep 3, 2020

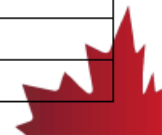
StarSkate

All skaters/coaches are expected to complete Health Screening prior to each participation in on-ice activity. The Health Screening may be completed verbally. By indicating YES in the chart below, you confirm that this Health Screening was passed. **ANY PARENT who wishes to stay to watch must also sign in on this sheet and complete the daily health questionnaire.**

The expectation is that a tracking sheet must exist for each on-ice session to facilitate contact tracing in the event of a COVID-19 exposure.

Session Location	Ice Pad	Date	Time
North Dumfries Community Complex	1		

	Name of each individual included in this session Please list all coaches, choreographers and skaters. <u>Note: Maximum: 20 Individuals on the Ice</u> <u>Please record all individuals on/off the ice</u>	Contact Phone Number	Health Screening Passed (Yes/No)
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Appendix 4 - Daily Session/Participation Log for CanSkate & Parent & Tot



Version 1.0ASC – Sep 3, 2020

CanSkate / Parent & Tot

All skaters/coaches are expected to complete Health Screening prior to each participation in on-ice activity. The Health Screening may be completed verbally. By indicating YES in the chart below, you confirm that this Health Screening was passed. **ANY PARENT who wishes to stay to watch must also sign in on this sheet and complete the daily health questionnaire.**

The expectation is that a tracking sheet must exist for each on-ice session to facilitate contact tracing in the event of a COVID-19 exposure.

Session Location	Ice Pad	Date	Time
North Dumfries Community Complex	1		

	Name of each Individual Included In this session <u>Please list all coaches, PAs, skaters and parents (Parent & Tot only).</u>	Contact Phone Number	Health Screening Passed (Yes/No)
1			
2			
3			
4			
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