



COVID-19 RESPONSE PLAN AND PROTOCOLS

Document Ever Greening

This document will be updated as any and all new information and guidance becomes available. The date of last update for this document is **July 7, 2020**.

Preamble

COVID-19 is a new disease and there is limited information regarding risk factors for severe illness. Extreme care must be exercised in order to mitigate the impacts of this global pandemic. For the protection of our skaters, coaches, and volunteers, the Sherwood Park Skating Club has developed this guidance document to support a safe return to skating. Protection against COVID-19 is a shared responsibility and this document outlines the roles and responsibilities that demonstrate this mutual accountability. **Creating a fun, safe, and healthy environment for our skaters, coaches, and volunteers is our top priority.** We thank everyone involved for their understanding and cooperation.

Definitions

Skater – A registered participant, with valid Skate Canada membership, in programming offered by Sherwood Park Skating Club.

Coach – A Skate Canada insured and registered coach, paid for their professional services.

Volunteer – Any person supporting the planning and delivery of Sherwood Park Skating Club programming, including CanSkate Program Assistants.

Spectator – Any person observing programming offered by the Sherwood Park Skating Club. This does not include persons waiting in the facility lobby area or common areas outside the arena.

Waiver

Prior to participating in any activities with the Sherwood Park Skating Club, registrants must submit waivers acknowledging their assumption of risk.

Personal Protective Equipment

In keeping with guidance established by Alberta's Chief Medical Officer of Health, all coaches and volunteers will be required to wear Personal Protective Equipment, including gloves and non-medical masks, if physical distance of 2 meters cannot be maintained. All skaters are also expected to wear gloves. Winter gloves will be washed daily and personal contact will be limited.

In addition, skaters should have their own hand sanitizer for application as required.

Physical Distancing

Coaches will work to ensure that skaters maintain a 2 meter physical distance from one another at all times.

Medical Screening Questionnaire

Medical screening questionnaires are mandatory for all skaters, coaches, volunteers, and spectators. Acknowledgement of this requirement will be mandated at the time of session registration to confirm understanding of this requirement in order to participate in activities with the Sherwood Park Skating Club.

All questionnaires will be completed electronically immediately in advance of participants attending the facility. Confirmation of medical screening questionnaire completion will be undertaken with the assistance of check-in coordinators who will access the completed forms on their personal mobile devices.

The questionnaire will be emailed to all session registrants and will also be available on the Sherwood Park Skating Club website.

All skaters and prospective spectators will be required to arrive and be ready for attendance check **10 minutes** prior to their designated skate time.

CanSkate: CanSkate coaches and/or volunteers over the age of 18 will be required to check in each skater. The check in procedure will include verification of the completed medical screening questionnaire. Forms will be available electronically to each coach. Coaches and/or volunteers will be responsible for retrieving the form on their personal mobile devices. **LATE SKATERS AND SPECTATORS WILL ONLY BE ALLOWED ON THE ICE AT THE DISCRETION OF COACHES.** Spectators will be required to check in with their skaters and coaches will verify the completion of the medical screening questionnaire.

Figure Skating: A call out will be made for check-in coordinators who will serve in this capacity each week. Check-in coordinators will be required to check in each skater and spectator.

The check in procedure will include verification of the completed medical screening questionnaire. Parent volunteers will be responsible for retrieving the form on their personal mobile devices. LATE SKATERS AND SPECTATORS WILL ONLY BE ALLOWED ON THE ICE AT THE DISCRETION OF COACHES.

Contact Tracing Log

A contact tracing log is mandatory for all skaters, coaches, volunteers, and spectators. This will enable us to assist Alberta Health Services during the COVID-19 pandemic with information about with whom cases may have had potential interaction.

Upon registration, parents/responsible guardians will be advised of the contract tracing log requirement. They will need to confirm their understanding of this requirement in order to participate in activities with the Sherwood Park Skating Club.

The contact tracing log template will be available on our website for review. The contract tracing log template will include an information collection and disclosure statement so that it is clear that information is being collected exclusively for the intended purposes of contact tracing and that it will be released to Alberta Health Services upon request.

Each responsible parent/guardian will include their email address and phone number, which will be then be pre-populated into the tracing log for each skater.

Logs will be created individually for each program session (i.e. if there are multiple CanSkate sessions per day, each individual session will have its own unique log).

Tracing logs will be created by collating daily medical screening questionnaires by Cori-Lynn Meyer and Kathy Abelar for each program (i.e. Junior Prep/Junior, Intermediate/ Senior, and for each individual timeslot for CanSkate).

Response Plan

Brandy Cox will be responsible for planning and delivering on the Sherwood Park Skating Club's COVID-19 Response Plan.

Should any skaters, volunteers, spectators, or coaches become ill or be exposed to persons with confirmed COVID-19, they are immediately required to notify Brandy via text at 780.920.9238. Similarly, upon confirmation of positive COVID-19 testing, all skaters, volunteers, spectators, or coaches are required to immediately notify Brandy via text at 780.920.9238. These requirements will be included as part of the registration process and participants will be required to acknowledge this requirement.

Upon notification, Brandy will contact Alberta Health Services (AHS), the Facility Supervisor at the Glen Allen Recreation Centre, and the Section office.

NOTE: Individuals must also notify Alberta Health Services. Sherwood Park Skating Club's obligation to notify AHS does NOT replace personal notification requirements.

Should a skater, volunteer, coach, or spectator appear to present symptoms, the check-in coordinator will be required to refuse participation.

In the event of rapid response, immediate isolation will be required of the symptomatic participants from others.

The check-in coordinator will contact parents/guardians immediately and ensure arrangements are made for safe, isolated transportation home. Individuals will be asked to complete the AHS Self-Assessment Tool to determine if COVID-19 testing is required.

The check-in coordinator will also contact Brandy to make a determination of suspension or temporary cancellation of activities. When activities are not suspended, all coaches and the check-in coordinator will undertake immediate cleaning and disinfection of equipment and surfaces that may have come into contact with the symptomatic participant. All remaining participants will be instructed to wash their hands using proper hand hygiene.

In the event that there are modifications required to scheduling, including potential retraction of re-launched staging, all session participants will be notified with as much notice as possible via email. Further, social media notification will be made. All protocols will be reviewed and amended as needed.

Communication will be provided as needed and two-way dialogue with Sherwood Park Skating Club professional coaches and board members is encouraged.

Additional Requirements for Figure Skaters

Travel to facilities: Please do not carpool to practices with people outside of your cohort at this point.

Warm up/Cool down: These activities will generally be conducted outside while practicing physical distancing. Skates are to be put on outside of the rink, weather permitting.

Additional On-Ice Guidance:

- Each skater will have their own spot on the boards. This is where their jacket, water bottle, phone, skate guards and any other personal belongings will be

placed. Coaches will mark designated areas and clean the area before and after practice with disinfectant wipes or spray.

- If a skater has a larger item which cannot be left in the vehicle this item will be left in a designated spot on a bench.
- Only personal Kleenex can be used. In addition, the skater is responsible for sanitizing hands and immediately removing and disposing of used tissues.
- Only personal water bottles are allowed at this time as there will be no use of water fountains. Bottles are not to be shared and will stay on the boards in each person's spot.
- Gloves must be worn at all times and should be washed daily.
- Masks are optional for skaters; it is not advised that skaters wear them when physically active, but if there is interest in wearing a mask within the facility, skaters are free to do so.
- Skaters are not to touch other skaters, other skaters' items, or anything that is unnecessary.
- No use of dressing rooms; if the weather does not permit putting skates on outside an inside designated area will be set out.
- Skaters are not to stand by the boards or group together on the ice.
- Please do not enter the building more than 10 minutes before practice starts.

Additional Guidance

For reference related to the below policy statements, please see the Skate Canada: Alberta-NWT-Nunavut Return to Skating document.

CSO-001: Compliance with Regulations

Brandy Cox is assigned as responsible for reviewing and updating the Sherwood Park Skating Club on the most up-to-date communications from federal, provincial, and relevant municipal governments. Brandy will keep up-to-date on size of permitted gatherings and will restrict the number of skaters through our online registration system to ensure compliance.

CSO-002: Compliance with Section Protocols and Waivers

The Sherwood Park Skating Club will require all participants to acknowledge waivers upon registration via Uplifter. Health screening will be undertaken and all forms will be submitted electronically. Parents will be informed and have the opportunity to ask

questions through a Parent Information Meeting. Communication with COVID-19 response volunteers will take place on an ongoing basis.

All forms will be saved on Sherwood Park Skating Club's secure Google Drive and will be maintained by tracing log coordinators.

CSO-003: COVID-19 Education

All coaches and program assistants will obtain training for respiratory etiquette, hand hygiene, physical distancing and PPE.

CSO-004: COVID-19 Response Plan

Brandy Cox is assigned as responsible for the Sherwood Park Skating Club's response plan.

CSO-005: Coordination with Facility

A plan has been developed with facility operations to ensure Sherwood Park Skating Club complies with facility traffic routing and wayfinding to maximize physical distancing.

The facility operations plan has confirmed that responsibility for sanitization and cleaning, warm up areas for participants, physical egress protocols, required signage, availability of dressing rooms and water fountains will be assumed by the facility operator.

CSO-006: Club Offices/Storage Rooms

Music will continue to be stored on an iPad, which will be sanitized prior to use by Sherwood Park Skating Club coaches. The locker and hard copy music tracking binders will not be utilized at this time. Rather, electronic versions, accessible via volunteer's personal mobile devices will be created.

CSO-007: Posted Process for First Aid/Emergencies

Coaches and program assistants will undertake training on administration of First Aid during COVID-19, including protocols for use of PPE. The process will be posted at ice level for ease of reference and parents can ask coaches about these protocols. Processes will be made available by the Head Coaches for figure skating and recreational programming.

CSO-008: Self Screening Measures

All communication to participants will remind them of available screening resources. In discussion with facility operations, confirmation of Alberta Health signage has been undertaken.

CSO-009: On-Site Health Screening

Health screening forms will be available electronically and will be required prior to participation. Volunteers and coaches will be trained on how to access forms to ensure completion and will be supported in potentially challenging/difficult conversations with participants about these requirements. Health screening will be required regardless of where activities are taking place. All forms will be located on the Sherwood Park Skating Club's secure Google Drive and will be maintained by contact tracing coordinators.

CSO-010: Tracking of Participants in Club Activities

A process for contact tracing for all participants has been developed and will be required for all activities of the Sherwood Park Skating Club, regardless of where the activities occur.

All forms will be located on the Sherwood Park Skating Club's secure Google Drive and will be maintained by contact tracing coordinators.

CSO-013: Scheduling of Ice Time

The Sherwood Park Skating Club Ice Allocator Coordinator will be responsible for scheduling on/off ice sessions, in collaboration with the Head Coaches (Figure Skating and Recreational), to support transitions between sessions to allow for physical distancing and appropriate participant check-in. This will take into consideration coaching schedules, flood times, dressing rooms, and warm up areas.

CSP-001: Limitations on Size of Training Groups

Club members will be informed through emails and information meetings of training sizes.

CSP-002: Programming

Programming will be consisting with Skate Canada's Return to Skating Protocols.

CSP-003: Pairs and Ice Dance

Programming will be consisting with Skate Canada's Return to Skating Protocols.

CSP-004: Synchronized Skating

Sherwood Park Skating Club does not offer synchronized skating at this time.

SKATE CANADA ASSUMPTION OF RISK AND WAIVER (MANDATORY)

PLEASE READ CAREFULLY:

1. ACKNOWLEDGMENT OF INHERENT RISK

I understand that participation in skating, figure skating, and any other sporting activities listed in the enclosed appendix (hereinafter the “Sports Activity”) is voluntary, and involves inherent risk during participation, including the risk of possible accidents, physical injury, or exposure to the COVID-19 virus or other infections or infectious diseases as a result of attending training, club events or competitive events. I freely accept and fully assume all such risks, dangers and hazards, including but not limited to personal injury, disease transmission, death, property damage or loss, resulting from my participation. I have carefully considered the risks involved, and I have full confidence that reasonable precautions will be taken to ensure the safety and well-being of myself (or my son/daughter/ward).

2. WAIVER

I do for myself (or my child), and our respective heirs, executors, administrators, successors and assigns, hereby waive, release, and forever discharge Skate Canada and/or Skate Canada: Alberta-Northwest Territories/Nunavut Association (Skate Canada: Alberta-NWT/Nunavut Section), all Regions of Skate Canada: Alberta-NWT/Nunavut Section, Sherwood Park Skating Club, their officers, partners, agents, employees, servants, representatives, volunteers, coaches, officials, successors and assigns (the “Representatives”) of and from any actions, causes of action, complaints, demands and claims or any recourse whatsoever (“Claims”) that I have or may have in the future in any way connected with my (or my child’s) participation in the Sports Activity contemplated herein, whether in law or in equity, in respect of personal injury, illness or disease transmission, loss of life, or property damage of any kind or nature, and I do hereby discharge the Representatives from any such liability. This includes negligence, breach of contract or breach of any statutory or other duty of care.

3. INDEMNIFICATION

I further agree to fully indemnify and defend Skate Canada and/or Skate Canada: Alberta-NWT/Nunavut Section, all Regions of Skate Canada: Alberta-NWT/Nunavut Section, Sherwood Park Skating Club, and any of their Representatives from and against any and all Claims brought against Skate Canada and/or Skate Canada: Alberta-NWT/Nunavut Section, all Regions of Skate Canada: Alberta-NWT/Nunavut Section, Sherwood Park Skating Club, and any of their Representatives, including all related costs and expenses, and against any loss, costs, damages, or expenses which Skate Canada and/or Skate Canada: Alberta-NWT/Nunavut Section, all Regions of Skate Canada: Alberta-NWT/Nunavut Section, Sherwood Park Skating Club, and any of their Representatives may sustain, suffer, incur, or be liable for resulting from, arising from, or in any way related to my (or my son/daughter/ward’s) participation in the Sports Activity. I also agree and undertake not to make any claim or take any proceedings against the Representatives set out above, or any other person or corporation which might claim contribution or indemnity under the provisions of any statute or otherwise from the Representatives set out above.

4. SEVERABILITY

The provisions of this Assumption of Risk and Waiver shall be deemed severable and if any provision or portion thereof is held invalid, illegal or unenforceable for any reason, the remainder shall not thereby be invalidated, but shall remain in full force and effect.

Acknowledgement: I am aware of the nature and effect of this Assumption of Risk and Waiver and I fully understand all of the terms and conditions above. I understand that I have given up substantial rights by signing this Assumption of Risk and Waiver and I am signing it freely and voluntarily without inducement.

Parent/Guardian: I certify that I am the parent or legal guardian of the participant named below and that I am entitled to his or her custody and control. I understand the aforesaid inherent risks that could arise from these activities, I grant permission for my son/daughter/ward to participate in the Sports Activity and other activities incidental thereto and I execute this Assumption of Risk and Waiver on behalf of myself and my son/daughter/ward.

Participant's Name: _____ **Date of Birth (D/M/Y):** ____ / ____ / ____

Participant's Signature: _____

Parent/Guardian Name(s): _____ /

Parent/Guardian Signature(s): _____ /

Date (D/M/Y): ____ / ____ / ____