

SAUGEEN SHORES SKATING CLUB INC.

COVID-19 PROCEDURES AND POLICES

REVISION 0

August 28, 2020

1.0 Operation of the Skating Club

Saugeen Shores Skating Club Inc. (SSSC) must adhere to all federal, provincial and municipal laws, regulations, by-laws and orders including but not limited to:

- Physical distancing measures
- Health and safety guidelines
- Size of permitted gatherings
- Skate Canada rules, policies and procedures
- Skate Ontario rules, policies and procedures
- All Safe Sport policies and procedures
- Applicable occupational health and safety requirements
- Town of Saugeen Shores (“The Town”) policies and procedures

The SSSC and SSSC coaches conducting any training, no matter where the ice time exists, must comply with the current version of protocols above and ensuring they are operating under any updated protocols.

Prior to the start of participation in any non-virtual SSSC activity, including ice other than in Saugeen Shores with an SSSC affiliated coach, each participant **must** complete the *Acknowledgement, Release, Indemnity and Assumption of Risk Regarding COVID-19* form. This includes skaters, coaches, staff, board members, and volunteers.

2.0 SSSC COVID-19 Communication Plan

All SSSC members are encouraged to ensure their most up to date contact information is on file with SSSC in Uplifter.

All communication will go out on email. This duty falls on the Communications and Public Relations Executive member with input from the COVID-19 Oversight Group, Coaches and SSSC Executive as needed.

There will be bi-weekly communication updates. All communications will be stored on the SSSC internal website for tracking purposes.

Melissa MacRitchie will follow up with any individuals who become unwell with symptoms of COVID-19 during SSSC activities.

All Daily Log Sheets will be scanned and kept on the SSSC internal website by Lisa Kerr. Paper copies are kept until such a time that they are confirmed to be uploaded to the website.

3.0 Virtual Training

- Please see procedure and protocols for virtual training document.

4.0 COVID-19 Education

SSSC will ensure that all coaches, skaters, parents, members and volunteers receive education on the new safety and hygiene protocols within the club prior to arriving at the arena. They will receive the Public Health Ontario guidelines on the following as well:

- Respiratory Etiquette
- Hand Hygiene
- Physical Distancing
- Use of Personal Protective Equipment (e.g. Masks)

5.0 Public Health Guidelines

All individuals shall adhere to Public Health Ontario (PHO) guidelines and not attend SSSC activities if they have a confirmed or suspected case of COVID-19, have travelled outside Ontario in the last fourteen (14) days or have any symptoms of COVID-19 (as outlined in the screening tool).

6.0 The COVID-19 Response Plan

The COVID-19 Response Plan is developed by the COVID-19 Oversight Group. They will oversee the implementation of all health and safety guidelines related to COVID-19 and follow recommendations from Public Health Ontario, the Chief Medical Officer of Health of Ontario and of Grey-Bruce and Skate Ontario.

6.1 Protocol for Individual Showing Signs of COVID-19 During SSSC Activities

Should an individual show or report signs of COVID-19 during an SSSC activity, that individual is required to put on their mask immediately and exit the ice surface or group practice area, without touching any surfaces or coming into contact with any other persons. They are to immediately exit the arena and remove their skates outside of the arena, preferably in their family car. In inclement weather, the individual should isolate in an unused dressing room (whichever room is unused by the group on the ice as well as the next group using the facility). All personal items placed in a plastic bag by a coach wearing a mask and gloves and brought to the individual and placed on the ground maintaining physical distancing for the individual to pick up.

The individual is sent home and instructed to follow public health guidelines regarding self-isolation and testing.

The Saugeen Shores Community Complex or Southampton Coliseum employee is immediately notified that a possible COVID-19 symptomatic person has just left the building to determine if they need to close off any areas or clean and disinfect any areas.

A member of the COVID-19 Oversight Group is contacted who is tasked with contacting the individual or parent/guardian regarding next steps in the process (recommended to contact the primary health care provider and/or go to a COVID-19 testing centre).

The individual who was symptomatic is permitted to return to SSSC activities if they receive a negative COVID-19 test or, if no test was performed, they must be COVID-19 symptom free for at least twenty-four (24) hours.

Following an individual exhibiting signs of COVID-19 during a SSSC activity, the COVID-19 Oversight Group is tasked with consulting PHO for next steps.

6.2 An Individual is Tested for COVID-19

Any SSSC individual that has been tested for COVID-19 must not participate in club activities while waiting for the results of the test.

The SSSC Oversight Group will work with PHO to consult the Session Participation tracking sheets to inform other SSSC members who might have been in close contact with the individual. Close contact is defined as being within two (2) meters for a period lasting more than fifteen (15) minutes without appropriate or consistent use of PPE.

Any SSSC members who were in close contact with the individual should not participate in club activities and follow PHO guidelines until the diagnosis of COVID-19 is ruled out by health professionals.

6.3 Protocol If an Individual Tests Positive for COVID-19

If an SSSC individual or a member of their family tests positive for COVID-19, they must inform a member of the SSSC COVID-19 Oversight Group.

The member of the COVID-19 Oversight group will aid PHO and Saugeen Shores facility personnel to aid in contact tracing as requested and required. The Session Participation Tracking Sheets may be used to assist PHO officials in informing other SSSC members who may have been in close contact with the individual.

Any SSSC members who were in close contact with the individual are restricted from participating in SSSC activities for fourteen (14) days. They should follow PHO guidelines regarding self-isolation and testing.

All SSSC members are informed of a positive COVID-19 test result within the SSSC via email. There must not be mention of the name of the individual who tested positive for privacy reasons.

The Town will be informed of a positive COVID-19 test result so they can determine if any additional cleaning/disinfecting should be performed as per Town of Saugeen Shores Guidelines.

SSSC will inform Skate Ontario of a positive COVID-19 diagnosis by email to clubsupportservices@skateontario.org.

6.4 Return to SSSC Activities Following Illness

If no test was performed or if the COVID-19 test was negative, the individual may only return to SSSC activities once they no longer have symptoms of COVID-19 for at least twenty-four (24) hours.

Following a positive COVID-19 test, an individual must follow all PHO guidelines regarding return to activities.

6.5 Modification/Restriction/Postponing or Cancelling of SSSC Activities

Based on the evolving COVID-19 pandemic, the SSSC is prepared to follow PHO, municipal and provincial government and Skate Ontario recommendations regarding modifying/restricting/postponing or cancelling activities.

Refunds will only be given should the program be cancelled outright and will be an amount determined by the SSSC Treasurer.

Should restrictions of group size on the ice change, the SSSC will go to an on-ice/off-ice training model. No refunds will be given should this occur.

The SSSC will keep any modifications and restrictions in place until advised that it is safe to resume activities by PHO, government and Skate Ontario officials.

6.6 COVID-19 Communication Plan

SSSC ensures the following:

- Up to date contact information for all SSSC members is on file
- Information is distributed via the SSSC Facebook page and the direct email list
- Communication with club members is the responsibility of the Public Relations Executive Member
- All members are emailed the most up to date version of the SSSC Return To Play guidelines when approved.
- A member of the COVID-19 Oversight Group will follow up with any individuals who become unwell with symptoms of COVID-19 during SSSC activities
- Session Participation Tracking Sheets will be kept as paper copies until such a time that they are scanned and uploaded to the intranet site

7.0 Facility Management

All scheduling of SSSC sessions should be done online and coordination with The Town or other facilities used by the SSSC should be done online.

SSSC consults and coordinates with The Town or other facilities regarding:

- Traffic flow procedures in and out of the facility
- Ensuring that any person who enters or uses the facility maintains a physical distance of at least two (2) meters from any other person who is using the facility unless they are from the same household or social circle. Throughout this document, any mention of physical distancing of two (2) meters does not apply to those persons who are in the same household or social circle.
- Scheduling and implementing cleaning between each training group – entry and exit doors, tops of boards and location where personal items are stored while skater is on the ice are to be wiped down with sanitization wipes
- Ensuring compliance by the Town of Saugeen Shores and their employees regarding PHO recommendations and instructions on physical distancing, cleaning and disinfection.

7.1 Training at Multiple Facilities

Coaching and skating at multiple locations is strongly discouraged. SSSC members are asked to inform the SSSC executive if they are attending training sessions at multiple locations. Individuals skating at multiple locations should use a new face mask and gloves at each location and avoid entering different facilities on the same day.

7.2 Facility Access and Traffic Flow

All individuals entering SSSC facilities shall follow the facility guidelines using their designated entry and exit doors and any guidelines to manage the flow of people within the facility.

If an SSSC activity is occurring at a facility outside of The Town facilities, an SSSC executive member familiar with policies at that facility will direct individuals at that location. If skating

outside of The Town facilities, arrival time must be no less than fifteen minutes before scheduled ice time or the skater will not be permitted entry and will forfeit any fees paid.

7.2.1 Facility Access and Traffic Flow within The Town Facilities

There are designated entry and exit doors at each facility. At the Saugeen Shores Community Complex, there are designated entry and exit doors at the front of the building (north side). At the Coliseum, the back door “Green Room” entrance is considered the entry door and the exit door is located in the dressing room hallway just before the lobby entrance. All facility doors are locked to control entry.

Skaters are to be at the arena fifteen (15) minutes prior to their scheduled start time and congregate outside the entry door, maintaining two (2) meter physical distancing from anyone outside their household or social circle. A member of the executive or a coach will be present with the Session Participation Tracking Sheet. All persons present will be screened with the SSSC COVID-19 Health Screening Questionnaire. They must answer “no” to all questions and be recorded on the tracking sheet as well as perform hand hygiene with alcohol-based hand rub (supplied) to be granted access to the facility.

Masks must be worn upon entering the facility by all persons. Skaters are permitted to remove their mask only when on the ice surface and must replace their mask upon exiting the ice surface.

If a skater is not at the facility fifteen (15) minutes before their scheduled ice time, they must wait at the entry doors until five (5) minutes after their ice time begins. This is mandated by The Town for traffic flow management. They may be granted access at this time after completing screening.

Only required personal items may be brought into the arena – tissues, garbage disposal (Ziploc bag, container with lid, etc.), personal water bottle, gloves. All other personal items should remain in the individual’s vehicle whenever possible. Per The Town requirements, no food or drink other than water is permitted in the building.

One (1) parent/guardian/person per skater is permitted in the facility. This person must proceed directly to the stands via the spectator area direct entry doors and maintain physical distancing from those not in their household or social circle. If required by the town, they must sit in their designated area (as dictated by skater change room). There are NO EXCEPTIONS to the one-person rule. SSSC Members are to ensure the most up to date contact information for parents and guardians are on file with SSSC in case they need to be contacted.

There is a maximum capacity within the building zones of fifty (50) as mandated by PHO. For this reason, Star 6-10 skater parent/guardians are asked to remain outside the facility until five (5) minutes after the start of their skater’s session, to allow for Star 1-5 skaters and guardians to exit the facilities.

Only skaters and coaches are allowed to proceed down the dressing room hallway. Should skaters not be able to tie their own skates, they are to arrive at the arena entrance with their skates on.

Each skater and coach will have an assigned dressing room. Skaters and coaches are to proceed directly to their assigned dressing room following facility flow markings and remain in their designated space within the dressing room until called to proceed to the ice surface.

The Town has taped out boxes in the dressing rooms to maintain physical distancing. A maximum of ten (10) individuals are permitted in The Plex Dressing Rooms 1-5 at one time. The "Club" Dressing Room maximum is twelve (12). The Coliseum Dressing Rooms accommodate seven (7) individuals and designated areas in the hallway are also set up with chairs. The coach's room at The Coliseum will also have a maximum number of persons designated.

Once the ice is ready, a coach will call skaters out of the dressing room and they must proceed directly to the ice surface via the lobby end ice door at The Plex and the designated door at The Coliseum, maintain physical distancing. Once on the ice the skater may remove their mask and place it and their personal belongings where the coach directs them to.

At all times on the ice, skaters must maintain physical distancing of two (2) meters from others. Skaters are not permitted to exit the ice surface during their ice time to return to the dressing rooms unless permitted by a coach for a circumstance such as illness or injury or to use the washroom. It is recommended that skaters use washroom facilities prior to their session.

At the end of the session, a coach or coaches are tasked with wiping down entry and exit doors, boards that were touched, the facility music plug, music cords and shared equipment and locations where personal items were placed using disinfectant wipes and gloves, if they desire, provided by the SSSC. As well, if accessed, touch areas of the under-stair equipment room are to be wiped down.

At the end of the session, skaters are to collect their personal belongings, replace their masks and exit the ice surface via the Zamboni end doors at The Plex and the designated exit door at The Coliseum. Skaters and coaches must proceed directly to their assigned dressing room.

Parents/guardians are expected to exit the facility if they are able (depending on weather and age and comfort level of child). If they choose to remain in the lobby, they must maintain physical distancing from those not in their household or social circle.

Individuals must remain in the dressing room until the next ice user is on the ice and the hallway is clear. Only at that point may individuals exit the dressing rooms, proceed down the hallway following facility flow markings and exit the building. If a skater does not need to enter the dressing room to remove skates or collect personal belongings,

they may proceed directly to the lobby from the ice surface and exit the facility following the facility flow markings.

Gloves and masks worn should be laundered daily. Any garbage generated must be placed in the individual's personal closed container and disposed of at home or in a lidded garbage container in the facility.

7.3 Personal Protective Equipment

All individuals must wear a non-medical face covering within the facilities. Skaters may remove the mask only upon entrance to the ice and must replace the mask upon exit from the ice. Coaches should consider wearing their non-medical face covering at all times, while on the ice as well.

Any masks and winter gloves that are worn should be washed daily, upon return home.

7.4 Dressing Rooms

Dressing room protocol is defined in section 7.1. Dressing rooms are cleaned by Town personnel after each group. The SSSC is not required to clean dressing room areas after use.

8.0 Programming

8.1 Permitted Programming

Permitted programming is directed by Skate Ontario and SSSC will follow recommendations for permitted programming from the most up to date Skate Ontario Return To Play document.

8.2 Group Training Size

Limitations on group training size will be directed by Skate Ontario and SSSC will follow the most up to date Skate Ontario Return To Play document for size restrictions. Should The Town or the Province of Ontario impose restrictions that are different from Skate Ontario, the most conservative restriction shall apply.

For STARSkate sessions, there must be at least one (1) on-ice coach for each session. Other coaches may coach from the boards if required.

8.3 Warm Up and Off-Ice Training

Warm-ups and cool downs may be conducted inside and outside the facility following facility and physical distancing guidelines and Town facility flow management guidelines.

Off-ice classes may be conducted following facility and physical distancing guidelines.

8.4 Assessments

Assessment days may proceed with the approval of Skate Ontario. The following guidelines must be followed:

- Evaluators must be scheduled by Skate Ontario

- Clubs are required to screen evaluators prior to their participation in and assessment day and must also conduct daily health screening when the evaluator arrives on-site at the arena
- Physical distancing measures between the evaluator and skaters, coaches and volunteers must be maintained at all times during the assessment day
- Clubs must follow all guidelines with respect to training group sizes during an assessment day
- Attention should be paid to ensure the area where the evaluator will be located has been sanitized prior to their arrival.

8.5 Partnering

Skaters and coaches are only permitted to contact each other within the facility provided they are part of the same household or social circle.

Skaters should hand sanitize before and after all training sessions where contact has taken place.

8.6 Synchronized Skating

All synchronized skating must comply with current, up to date physical distancing and gathering size guidelines. Synchronized skating should consider that:

- Skaters should alternate between on-ice and off-ice training
- Skaters are not permitted to contact each other
- Skaters must respect physical distancing guidelines within all aprts of the facility by staying at least two (2) meters apart
- All warm-ups and off-ice training should comply with physical distancing requirements.

9.0 **On-Ice Activities**

Skaters are required to maintain physical distancing of at least 2m from others skaters and coaches. All coaching should be done using verbal cues.

9.1 Music

Music will be played in accordance with the SSSC Code of Conduct. Sanitizing wipes are to be used on the shared cord and any other shared music equipment in between different users. At the end of the night, the facility plug for the music must be wiped with a sanitizing wipe.

9.2 On-Ice Coaching

Coaches are recommended to coach from one spot on the ice or over the boards at rink-side. Coaches and skaters must remain at least two (2) meters apart unless they are part of the same household or social circle.

Should it be required to maintain limited numbers based on gathering size, and allow the most number of skaters on the ice, coaches will rotate coaching times within a session and between sessions in a fair and agreed upon schedule. This will be agreed upon between coaches. If any disagreement occurs, it should be brought to the SSSC Executive, who will make a decision of coaches scheduling.

9.3 Harness

Use of the harness will follow Skate Ontario guidelines. If permitted by Skate Ontario's most recent Return to Play guidelines, the following will apply:

- Mounted and portable harnesses are permitted
- The skater and coach must wear a non-medical face mask at all times when harness is in use
- The harness must be disinfected and/or sanitized before and after each use using a disinfectant wipe provided by the SSSC.
- The coach and skater should sanitize their hands before and after use
- Where possible, coaches are encouraged to stay more than two (2) meters apart from skaters during harness lesson
- Harness lesson should be limited to no more than fifteen (15) minutes with adequate time allowed in between lessons to disinfect the equipment

9.4 Private Lessons

SSSC coaches may resume private lessons at their discretion provided all student skaters have a current Skate Canada membership.

Saugeen Shores Skating Club COVID-19 Health Screening Questionnaire

This must be completed by each individual prior to participation in each on-ice or off-ice SSSC activity. This includes any rented ice by a coach or individual outside of normal SSSC skating times in any location, including outside of the Saugeen Shores Community Complex and the Southampton Coliseum (i.e. Owen Sound summer ice).

The below questions can be completed verbally and recorded on the Session Participation Tracking Sheet. If any answer to the below questions is “Yes” that person is not permitted into the facility

COVID-19 Screening Questions

1. Did you travel outside of Canada in the past 14 days?
2. Have you tested positive for COVID-19 or had close contact with a confirmed case of COVID-19 without wearing appropriate PPE?
3. Do you have any of the following symptoms :
 - Fever
 - New onset of cough
 - Worsening chronic cough
 - Shortness of breath
 - Difficulty breathing
 - Sore throat (not related to allergies or other known causes)
 - Difficulty swallowing
 - Decrease or loss of sense of taste or smell
 - Chills
 - Headaches
 - Unexplained fatigue that is unusual
 - Muscle aches that are unusual or long lasting
 - Nausea/vomiting, diarrhea, abdominal pain (not related to allergies or other known causes)
 - Pink eye
 - Runny nose/nasal congestion (not related to allergies or other known causes)
4. If 70 years of age or older, do you have any of the following symptoms:
 - Delirium
 - Unexplained or increased number of falls
 - Acute functional decline
 - Worsening of chronic symptoms