

**CLUB AND SKATING SCHOOL PROTOCOL CHECKLIST AND ACKNOWLEDGEMENT OF PHASE 1 PROTOCOL COMPLIANCE (MANDATORY)**

In order for individual clubs and skating schools to receive approval to begin Phase 1 - *Return to Train*, they must ensure they have met all the criteria as outlined by the Skate Canada Guidelines, and the Skate Canada: Alberta-NWT/Nunavut Protocols.

**If there is any reason you cannot complete and sign this form as is, please contact Lisa Hardy, Executive Director, at [lisahardy@skateabnwtun.ca](mailto:lisahardy@skateabnwtun.ca) . Return completed form to Kelly Havixbeck, Manager, Member Services at [Kelly@skateabnwtun.ca](mailto:Kelly@skateabnwtun.ca) .**

Protocol	Task	Details	Date Complete	Approved initials
Club and Skating School Operations (CSO-001 – CSO-016)				
<input type="checkbox"/>	CSO-001 Compliance with Regulations - Overview of Health and Safety regulations - Safe Sport policies as per usual - Occupational Health & Safety as per usual	- Assign one individual per club who is responsible to review and update the club with the most up-to-date communications from Federal, Provincial and relevant Municipalities - Keep up-to-date on size of permitted gatherings - Restriction of skaters on online registration system / process to manage ticket ice / buy ons		
<input type="checkbox"/>	CSO-002 Compliance with Section Protocols and waiver	- Process for signing Skate Canada Assumption of Risk and Waiver (online or hard copy) - Process for handling paper forms (physical distancing) - Training of Club or Skating School employee or volunteer conducting the verbal health screening MUST take place prior to beginning of first shift - Communication to appropriate volunteer daily - Maintenance and security of completed forms		
<input type="checkbox"/>	CSO-003 COVID-19 Education	Training is provided for: - Respiratory etiquette - Hand hygiene (soap & hand sanitizer techniques) - Video / Overview of Physical distancing - Proper Donning / Doffing of PPE (putting on / off)		
<input type="checkbox"/>	CSO-004 COVID-19 Response Plan	- Oversight individual / Designate is assigned - Protocol (monitored text/email) for reporting illness/exposure - Procedure for confirming illness / exposure - Procedure for notifying Alberta Health, Section office, facility - Protocol developed for Rapid Response Plan to symptomatic participants - Procedure to modify, restrict, postpone or cancel training sessions, if required - Communication plan to keep all participants up-to-date (frequency to be determined by club) - Protocol for Return to Skating post-infection		
<input type="checkbox"/>	CSO-005 Coordination with Facility	- Traffic Patterns - Area for outside warm up - Doors that may be kept open - Hand sanitizer regions		

	Protocol	Task	Details	Date Complete	Approved initials
			<ul style="list-style-type: none"> <li>- Taping on floor / benches / seating to maintain physical distancing if feasible</li> <li>- Cleaning procedures, allocation of responsibilities, frequency &amp; tracking</li> <li>- Required signage (Alberta Health, facility, club signs)</li> <li>- Status of Dressing Rooms, small areas, water fountains etc.</li> <li>- Identification of Isolation Room &amp; PPE</li> </ul>		
<input type="checkbox"/>	CSO-006	Club Offices / Storage Rooms safety procedures in place	<ul style="list-style-type: none"> <li>- Set up table / divider if members will be entering</li> <li>- Cleaning schedule</li> <li>- Manage any shared training aids / administrative tools</li> <li>- Availability of hand sanitizer</li> <li>- Have a supply of PPE (as determined by club but minimum masks and disposable gloves)</li> </ul>		
<input type="checkbox"/>	CSO-007	Posted process for first aid / emergencies	<ul style="list-style-type: none"> <li>- Train coaches in required response (Mask / Gloves etc. and where located)</li> <li>- Post process at ice level and in office</li> <li>- Communication with parents / skaters (set expectations)</li> <li>- Reporting process to Skating Club, Facility Operator, Skate Canada Insurance</li> </ul>		
<input type="checkbox"/>	CSO-008	Self-screening measures	<ul style="list-style-type: none"> <li>- Review checklist (provided) add / edit as required</li> <li>- Distribute to skaters</li> <li>- Post Alberta Health signs on doors to facility / rink etc.</li> </ul>		
<input type="checkbox"/>	CSO-009	On – site Health Screening	<ul style="list-style-type: none"> <li>- Review verbal screening template (provided) add / edit as required</li> <li>- Ensure forms readily available at all times</li> <li>- Build process to ensure screening takes place PRIOR to club activities</li> <li>- Train volunteers / coaches</li> <li>- Process for health screening when club activities outside of facility setting &amp; ensuring submission to club (e.g. skating at different arena or dance lessons at different location, with club coaches)</li> <li>- Maintenance &amp; security of completed forms</li> </ul>		
<input type="checkbox"/>	CSO-010	Tracking of participants in club activities	<ul style="list-style-type: none"> <li>- Develop process for contact tracing (ALL participants including volunteers)</li> <li>- Review contact tracing template and add / edit as required</li> <li>- Process for contact tracing when club activities outside of facility setting &amp; ensuring submission to club (e.g. skating at different arena or dance lessons at different location, with club coaches)</li> <li>- Maintenance, security and safe disposal of completed forms and personal information</li> </ul>		
<input type="checkbox"/>	CSO-013	Scheduling of Ice time	<p>Schedule on / off ice sessions in order to align with participant restrictions:</p> <ul style="list-style-type: none"> <li>- Scheduling of coaches</li> <li>- Scheduling of transitions between sessions</li> <li>- Scheduling of floods</li> <li>- Scheduling of Dressing Rooms / Warm up areas</li> </ul>		

# RETURN TO SKATING

	Protocol	Task	Details	Date Complete	Approved initials
			Create procedures for ALL participants to follow during flood breaks or between sessions to ensure physical distancing guidelines are maintained		
<b>Club and Skating School Programming</b>					
<input type="checkbox"/>	CSP-001	Limitations on size of training groups	Communication to club members on implications of limitations on scheduling and programming		
<input type="checkbox"/>	CSP-002	Programming	See Phase 1 Return To Skating Protocols		
<input type="checkbox"/>	CSP-003	Pairs and Ice Dance	Programming must align as indicated in Phase 1 Return To Skating Protocols		
<input type="checkbox"/>	CSP-004	Synchronized Skating	Programming must align as indicated in Phase 1 Return To Skating Protocols		
<b>Skating / Training Activities</b>					
<input type="checkbox"/>		Organize Facility meeting(s) to review protocols / requirements	Sample agenda attached		
<input type="checkbox"/>	STA-001 -STA015	Conduct virtual Coach meeting to review all protocols and requirements / expectations	Sample agenda attached		
<input type="checkbox"/>	STA-001 -STA012	Hold virtual parent information session	Sample agenda attached		

Name of Club or Skating School (printed) \_\_\_\_\_

Name of Club or Skating School COVID-19 Response Plan Designate (CSO-004) \_\_\_\_\_

Contact Email and Phone # of Designate \_\_\_\_\_

Name of Club or Skating School Authorized Individual \_\_\_\_\_

Contact Email and Phone # of Authorized Individual \_\_\_\_\_

Proposed Date to Commence operations \_\_\_\_\_

We, \_\_\_\_\_ [President Name], \_\_\_\_\_ [Board Member Name] on behalf of \_\_\_\_\_ acknowledge receipt and awareness of the Skate Canada: Alberta-NWT/Nunavut Return to Skating Protocols and certify the above items have been completed and will be implemented in accordance with any Federal, Provincial, or Municipal public health orders, Skate Canada Return to Skating Guidelines and the Skate Canada: Alberta-NWT/Nunavut Section Return to Skating Protocols. We also acknowledge Skate Canada: Alberta-NWT/Nunavut may request a copy of any information related to the above checklist at any time.

Signature of Club or Skating School President/Owner \_\_\_\_\_

Date \_\_\_\_\_

Signature of [Additional] Club or Skating School Director \_\_\_\_\_

Date \_\_\_\_\_