*This template has been developed to support you in developing your plan*

## **RESPONSE PLAN**

|  |
| --- |
| Individual (over the age of 18) designated to oversee and ensure the implementation and adherence of safety and public health guidelines Federal, Provincial, Municipal, Skate Canada Return to Skating Guidelines, Skate Canada: Alberta-NWT/Nunavut Protocols, and GuidelinesName: Email:Contact #: |
| Protocol for individuals to report if they are unwell, become unwell during training or show signs of acute respiratory infection*Refer to:**Skate Canada: Alberta-NWT/Nunavut Outbreak Procedure Template on page 25 of the Return to Skating Playbook* *Skate Canada: Alberta-NWT/Nunavut Illness Policy Template on page 26 of the Return to Skating Playbook*Who does the participant or individual report to? (Club or Skating School Director)Role and Responsibility of Club:Role and Responsibility of Coach:Role and Responsibility of Facility (Staff):Procedure to Follow for Rapid Response: The following is an example and should be reviewed and expanded as necessary specific to municipal, facility, or club/skating school additional procedures * *Immediate isolation of the symptomatic participation from others, including arrangement for safe travel home (e.g. no public transit)*
* *Individuals should complete the AHS Self-Assessment tool to determine if COVID-19 testing is required*
* *Consideration of suspension or temporary cancellation of the training group or event*
* *Using a “wipe twice” method, immediate cleaning and disinfecting of all equipment and surfaces that may have come into contact with the symptomatic participant*
* *Immediate Performance of hand hygiene by remaining participants*
 |
| Protocol for staff (club, skating school or facility), skaters, coaches, parents, members and volunteers after a COVID-19 diagnosis |
| Protocol for individuals to report to the club if they have developed or been exposed to someone with COVID-19 |
| Procedure to notify Alberta Health Authority and external stakeholders (ie Skate Canada: Alberta-NWT/Nunavut Section Office, Facility Management of any suspected or positive cases |
| Procedure to modify, restrict, postpone or cancel training sessions based on the evolving COVID-19 pandemic*Outline who is authorized to cancel, and what the cancellation/refund policy is*  |
| Communication Plan to keep staff, coaches, skaters, parents, and volunteers informed during Return to Play Phases *Include a procedure to ensure personal information collected and safely managed and protected.* *Meetings to be held with stakeholders (facility, coaches, parents) for coordination, or education**Education/Training Materials i.e. how to properly wear or put on a mask* |
|  |
|  |

## **FACILITY COORDINATION**

|  |
| --- |
| Signage required: See page 32 & 36 of the Skate Canada: Alberta-NWT/Nunavut Playbook for examplesWho is responsible for ensuring signage is posted or visible: (Facility/Club or Skating School/Coach/Staff/Volunteer i.e. Ice Captain) |
| Facility Map or outline identifying traffic flow, restricted areas, entrance and exit This needs to be completed for each facility |
| Infection Prevention and Control Measures to Reduce Risk of Transmission The facility operator can assist you in completing the following. Refer to the Skate Canada: Alberta-NWT/Nunavut Protocols for measures. Municipalities, Facilities and Clubs and Skating Schools may add additional measures to reduce the risk of transmission.Elimination Measures: *Physically remove the hazard*Substitution Measures: *Replace the hazard*Engineering Controls: *Aim at reducing the spread of germs and the contamination of surfaces and inanimate objects by isolating the hazard. i.e. physical distancing (2m), enhanced cleaning, providing hand hygiene supplies, posting signage of safety measures.* *Refer to the Facility Cleaning Plan Template on page 14 of the Skate Canada: Alberta-NWT/Nunavut Playbook to identify frequency, details, and assign the responsible party (Club, Skating School, Coach, Facility, Volunteer, etc.)*Administrative Controls:*Change the way people work through the implementation of policies, procedures, training and education.*Personal Protective Equipment (PPE): |
| Procedure to follow for first aid/emergencies*See Skate Canada: Alberta-NWT/Nunavut Protocols CSO-007 for minimum requirements.* *Identify who is responsible for reporting to the Club/Skating School, Facility Operator, Skate Canada Insurance (incident form)* |

|  |  |
| --- | --- |
| Authorized by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |