



SKATECANADA
ALBERTA-NWT/NUNAVUT

**RETURN TO SKATING
CLUB AND SKATING SCHOOL COVID-19
PHASE 2 PLAYBOOK**

JULY 2020

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Message from Lisa Hardy, Executive Director Skate Canada: Alberta-NWT/Nunavut

I am pleased to introduce Phase 2 of Return to Skating! Skate Canada has created Program Requirements and Delivery Standards with COVID considerations for CanSKATE, CanPowerSkate, STAR 1 – 5 and custom programs offered by Skate Canada Clubs and Skating Schools. We have adapted these guidelines to fit within our Phase 2 *Return to Skating* Protocols and both are now available to all Section Clubs and Skating Schools.

Return to Skating – Phase 1

The month of June has been busy for many of our clubs and skating schools. Effective July 8, 2020 twenty-five (25) clubs (or skating schools) have completed the Skate Canada: Alberta – NWT/Nunavut Phase 1 requirements and are offering limited programming to their skaters. We appreciate the long hours each of the club representatives have put in to ensuring a safe return to the ice for the Section's young athletes. A huge congratulations and Thank You to everyone involved. This was not an easy task, and a significant learning curve for everyone that is involved.

Advice we have heard repeatedly from the various clubs and skating schools who are now operating in the Alberta/NWT-Nunavut Section as well as clubs from other Sections that is important to those clubs and skating schools who have not yet returned to the ice is “*Walk before you Run*”. Offering skating programming to a select group, or reduced programming, even if for a week, provides clubs and skating schools with the opportunity to confirm the processes, and systems are reasonable and manageable then move into another area of programming or group size.

Phase 2 Details of Requirements and Changes

The **Return to Skating Club and Skating School COVID-19 Phase 2 Playbook** accompanies the following two documents which must be adhered to and acknowledged PRIOR to offering Phase 2 programming:

- Skate Canada: Alberta-NWT/Nunavut Return to Play Protocols – Phase 2
- Skate Canada Program Requirements and Delivery Standards with COVID considerations – Skate Canada: Alberta-NWT/Nunavut Edition (Appendix in the Phase 2 Protocols)

Please read through the Program Requirements and Delivery Standards in detail as you will be required to meet the minimum standards during COVID program enhancements. There are separate sections for each of: CanSKATE, CanPowerSkate, STAR 1-5, and Skate Canada Club and Skating School Customized Programs. Each section provides mandatory information such as: maximum capacity, program development, teaching aids, enhanced cleaning requirements, the use of Program Assistants etc. These standards have been provided by Skate Canada and tailored to the provincial health standards in the provinces / territories in which the Section operates.

The *Return to Skating* Phase 2 Protocols have been updated to reflect the change in Provincial maximum participant numbers as well as to incorporate the changes required in order to offer Phase 2 Programming. In addition to various housekeeping changes there are several updates or new protocols you will want to review.

Club and Skating School Operations updates:

- References to Compliance Forms, Playbook etc. to reflect Phase 2 Programming
- References to Alberta Health Services FAQ for Use of PPE
- Travel to comply with guidance provided by Alberta Health

Club and Skating School Programming updates:

- All sections

Skating / Training Activities updates:

- Spectator / Parents
- Personal Protective Equipment
- Dressing Rooms
- Skates on / off

Once again, this playbook has been created in order to assist with your efforts. You will find checklists, meeting agendas and updated templates. Mandatory information will be identified, while other templates are intended only to aid you in the process. The ***Return to Skating Club & Skating School Checklist and Acknowledgement Phase 2 Protocol Compliance form*** is provided and must be completed and emailed to the Section before operations may begin. Clubs and Skating Schools and / or Registered Professional Coaches that/who offer Figure Skating and do not comply with the *Return to Skating* protocols may result in a suspension of sanctioned activities, and impact insurance coverage.

Coming Soon!

The use of Jump Harnesses, Assessment Days, and Inclusive Skating are currently still under review and will be updated in future versions of the Phase 2 Protocols as they become available.

We appreciate your patience and your confidence as we continue to build on our programming. We have created some great, measured forward momentum. Continued small steps forward ensuring health, safety and high-quality programming across our Sections Clubs and Skating Schools.

On a personal note, I hope all Skate Canada: Alberta-NWT/Nunavut members and families are staying healthy and safe during this time. Every day we face new information in the news, or through friends, workplaces or associations in which we are affiliated. This time of change has created challenges for everyone but at the same time, many opportunities. The *Return to Skating* Phase 1 & 2 programming for the summer months will hopefully bring a sense of normalcy to young and older skaters alike and will get us all moving once again!

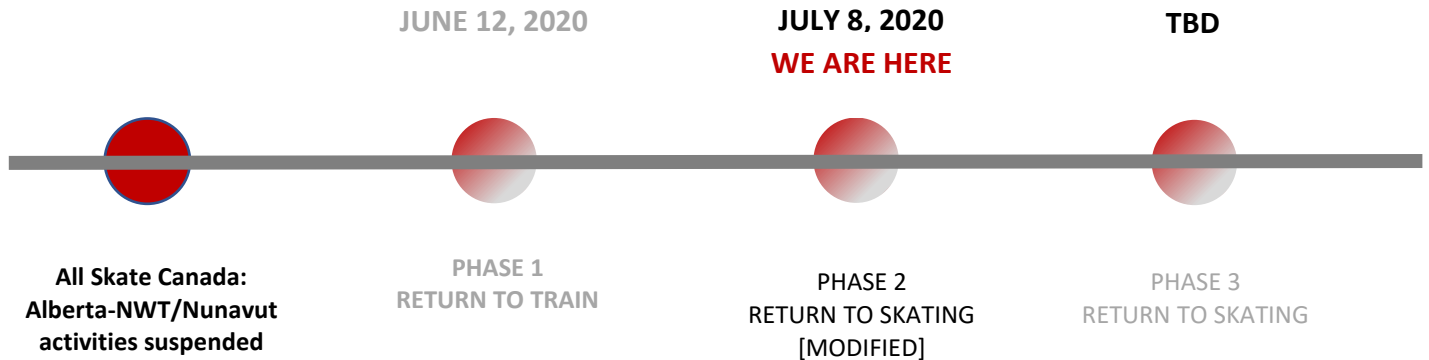
I would love to hear from you, your success stories and your challenges. Like always, the Section staff are here to respond to any questions. Good luck and stay safe!

Lisa

INTRODUCTION

The Skate Canada: Alberta – NWT/Nunavut section, in collaboration with Skate Canada, Provincial Sport Organization Leaders, Provincial Minister of Sport and Alberta Health Services, have worked to develop phased **Return to Skating** Protocols which meet or exceed three objectives:

1. Successfully re-launch Skate Canada: Alberta-NWT/Nunavut programming in three phases: by providing a safe and measured environment for skaters participating in STARSkate, CompetitiveSkate, CanSKATE, CanPowerSkate, InclusiveSkate, AdultSkate and all custom programs



Early Relaunch

| | | |
|----------------|-------------------------------------|---|
| Phase 1 | Return to Train | June 12, 2020* – Return to Training |
| | Conditions: Restrictions: | All phase 1 – Return to Skating conditions are met No group programming; soon to come |
| Phase 2 | Return to [Modified] Skating | July 8, 2020 ** – Return to [Modified] Skating |
| | Conditions: Restrictions: | All required Return to Modified Skating conditions are met Group programming and teams are allowed with Section and Public Health restrictions in place Events, competitions, and assessment days are not permitted until Public Health restrictions allow them |
| Phase 3 | Return to Skating | Date TBA – Return to Skating |
| | Conditions: Restrictions: | Social Distancing restrictions have been lifted None |

* Section Clubs and Skating Schools must sign and acknowledge all Skate Canada: Alberta-NWT/Nunavut Return to Skating Protocols have been met in order to operate under Skate Canada sanction. This includes Phase 2 protocols specific to group programming including: CanSKATE, CanPowerSkate, STARSkate 1 – 5, and Custom Programs

RETURN TO SKATING – PHASE 2

2. Provide Section Clubs and Skating Schools with appropriate information, instruction and templates to ensure a high level of comfort within their respective communities
 - **Skate Canada: Alberta-NWT/Nunavut Return to Skating Club and Skating School COVID-19 Phase 1 and Phase 2 Playbooks**
3. Take the appropriate steps to help prevent an outbreak of COVID-19 in any Club or Skating school within the Skate Canada: Alberta-NWT/Nunavut section

Skate Canada has released [Return to Skating Guidelines](#) and effective May 11, have lifted the suspension of Skate Canada activities with limitation. All Skate Canada sections may resume activities only if permitted by the jurisdiction in which they are located. For Club and Skating Schools in the Alberta – NWT/Nunavut section this means:

- Confirmation from the applicable Alberta, North West Territories and Territory of Nunavut Governments (separate & distinct)
- Confirmation from Alberta Health Services, NWT Department of Health and Social Services Authority and the Nunavut Department of Health (separate & distinct)
- Confirmation from Skate Canada: Alberta-NWT/Nunavut section Insurance Provider
- Approval for *Return to Skating* from Skate Canada: Alberta-NWT/Nunavut

The Section has posted reference documents and updates that may be accessed from the Section Website at <https://skateabnwtun.ca/covid-19-2/>

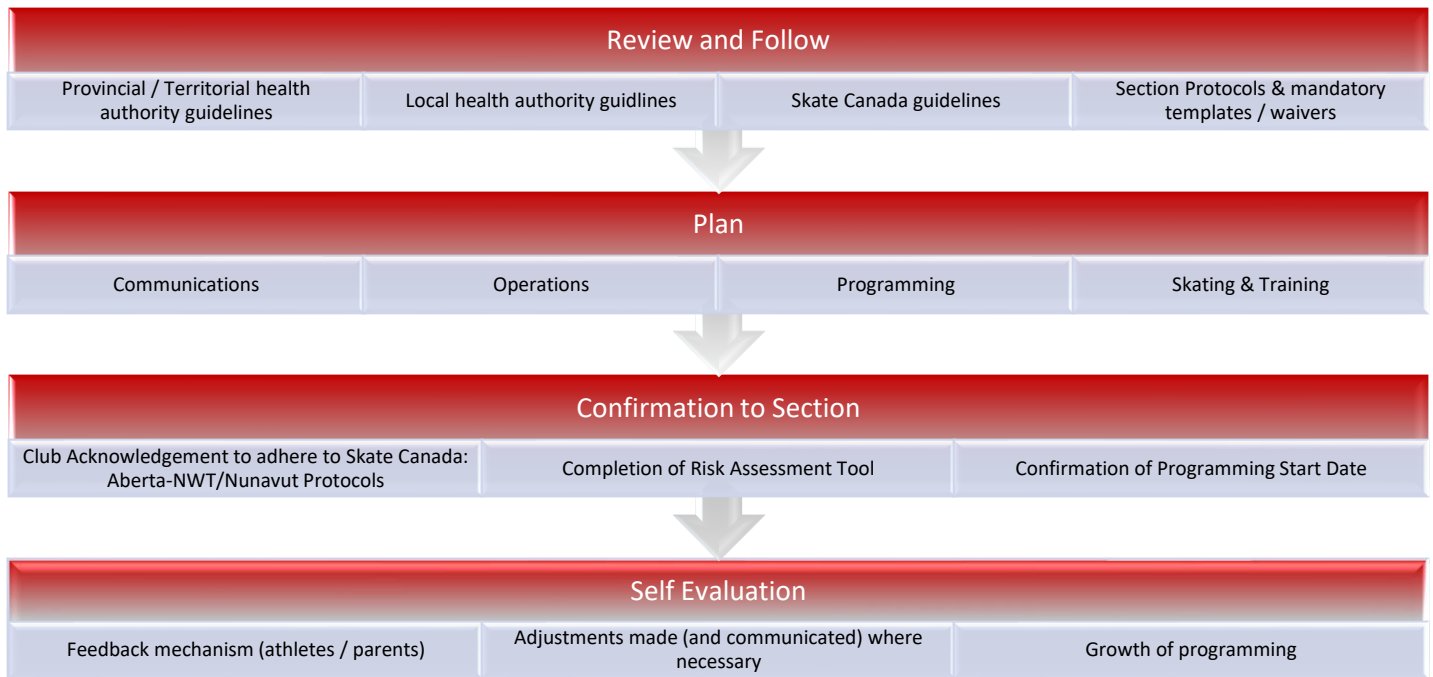
Receiving approval from the Province and the go-ahead from Skate Canada: Alberta-NWT/Nunavut is only the beginning. Each Club and Skating School are encouraged to assess their individual situations by completing the **Risk Assessment Tool**, provided by Canada Sports Institute and found on the Section Website. In addition, each club must work with their proposed facility to ensure if, or when, opening is possible. The following factors should be considered in assessing the viability of programming:

- Centralizing programming into one location where feasible (if a club normally provides programming from more than one facility)
- Partnering with other Skate Canada Clubs or Skating Schools
- Partnering with other ice-based sports organizations (hockey, ringette, speed skating, power skating etc.)

In completing these steps Clubs and Skating Schools must carefully consider when / if they are prepared to offer Phase 1 (Return to Training) or Phase 2 (Return to Skating [Modified] which includes group programming). We recommend completing this collaboratively with as wide a net as possible.

Skate Canada and Skate Canada: Alberta – NWT/Nunavut would like to thank our Clubs and Skating Schools, Coaches, athletes, parents and volunteers for your commitment and patience over the past five months and we look forward to seeing you soon.

TIPS FOR A SUCCESSFUL RETURN TO SKATING RELAUNCH



LIFTING OF SUSPENSIONS

- On May 11, 2020 Skate Canada (National Sports Organization) lifted the Skate Canada Club and Skating School suspension, with limitations
- On June 9, 2020 the Province of Alberta published Return to Sport, Physical Activity and Recreation – Stage 2 Guidelines and announced arenas and indoor sports were moved into Stage 2 of the Provincial Relaunch.
- Skate Canada: Alberta-NWT/Nunavut (Provincial Sports Organization) will follow the lead of Alberta Health Services and lift the Provincial Club and Skating School suspension as conditions for the *Return to Skating* are met.
- The Skate Canada: Alberta-NWT/Nunavut Protocols were approved by the Section Board on June 11, 2020 and Phase 1 of *Return to Skating* programming may begin on Friday June 12, 2020 providing Section Clubs and Skating Schools meet and provide the Section with Acknowledgement the minimum requirements outlined in the Skate Canada: Alberta-NWT/Nunavut *Return to Skating* Protocols.
- The Skate Canada: Alberta-NWT/Nunavut Phase 2 Protocols were approved by the Section Board on July 7, 2020 and Phase 2 *Return to Skating* programming may begin on Friday July 10, 2020 providing Section Clubs and Skating Schools return the Checklist and Acknowledgement of Phase 2 Protocol Compliance Form to returntoskating@skateabnwtun.ca

PROPOSED AGENDAS FOR KEY STAKEHOLDER MEETINGS



Section Clubs and Skating Schools will need to hold a series of meetings prior to Return to Skating. This playbook contains three suggested agendas and best practices for holding the meeting. You may choose to utilize the agenda as is, or customize it to your needs. Holding information sessions are mandatory as per the Return to Skating protocols. How you conduct the meeting is up to the club / skating school.

Tips to holding a successful update meeting:

- Request registration, where possible for the meeting so you may prepare for size of audience
- Circulate meeting materials beforehand
- Start the meeting on time
- Use an agenda
- Assign one moderator with other people assigned for input
- Assign one person to record questions, responses, parking lot items, action items and next steps
- Establish ground rules. Set expectations of required participation
- Encourage input and questions by providing a process for when and how
- Use visual aids, where possible. But not heavy content slides (if using Zoom or a video conference)
- End the meeting on time (be reasonable in your invite as to duration of meeting)

Included in the Return to Skating Playbook:

- ✓ CLUB AND SKATING SCHOOL PROPOSED AGENDA FOR FACILITY PROTOCOLS
- ✓ PROPOSED AGENDA FOR COACH / CHOREOGRAPHER MEETING
- ✓ PROPOSED AGENDA FOR PARENT MEETING

CLUB AND SKATING SCHOOL PROPOSED AGENDA FOR FACILITY PROTOCOLS

It is recommended that Section Clubs and Skating Schools hold meetings with the management of the facility in which the club operates. The club/skating school and the facility will need to agree upon how the *Return to Skating* protocols are met, allocation of responsibilities, and associated costs. We recommend you review the attached templates and checklists collaboratively. Below is a suggested agenda you may use. We would recommend a meeting attendee is assigned to record and publish meeting minutes.

Return to Skating Protocol Review AGENDA

INSERT Date and Time, LOCATION

INSERT Skate Canada Club & Facility

| AGENDA ITEM | Facilitated by: |
|--|---------------------|
| Opening Remarks | Club/Skating School |
| Collaboration on premise of meeting: <ul style="list-style-type: none"> - Agree on Objectives of meeting - Review and edit proposed agenda - Agree on meeting duration and next steps / next meeting, if timing is exceeded | Club/Skating School |
| Review Return to Skating Protocols and assign responsibility: <ul style="list-style-type: none"> - Assign “Club” or “Facility” as: “Responsible”, “Input Required” or “Advise” on each line item - Assign timing to each deliverable - Develop a process for ongoing maintenance / tracking - Build a spreadsheet with approximate costs - Keep track of Next Steps and items that belong in a “Parking Lot” (to be reviewed later) <i>* Develop COVID-19 Response Plan (CSO – 004) under separate agenda item</i> | Collaborative |
| Develop COVID-19 Response Plan, by reviewing Skate Canada-NWT/Nunavut Response Plan template or Municipal template, if available <ul style="list-style-type: none"> - Follow CSO – 004 Protocols | Collaborative |
| Review Facility and Club / Skating School Coordination <ul style="list-style-type: none"> - Follow CSO – 005 Protocols | Club / Facility |
| Review First Aid / Emergencies / Rapid Response Procedures <ul style="list-style-type: none"> - Please refer to CSO - 007 | Club / Facility |
| Review Templates as provided: <ul style="list-style-type: none"> - Edit as required and finalize - Identify additional templates and create as needed | Collaborative |
| Identify training requirements (facility staff, club employees, volunteers, coaches etc.): <ul style="list-style-type: none"> - Who requires training? - Timing required - Confirmation of completion | Club / Facility |
| Identify Communication requirements: <ul style="list-style-type: none"> - Confirm type of communication, frequency of communication between Club and facility and users of facility - Identify emergency communication protocols | Club / Facility |
| Review and determine if any additional COVID-19 costs (as identified during discussion) <ul style="list-style-type: none"> - | Facility |
| Review Medical First Aid / Rapid Response / Emergencies process <ul style="list-style-type: none"> - Review plan facility has in place and identified items in Skate Canada: ABNWTNUN Protocols | Collaborative |
| Review Parking Lot items: <ul style="list-style-type: none"> - Assign priority as an action item or next meeting agenda item - Assign responsibility and deadline / timing | Collaborative |
| Review and Confirm Action items | Minute Recorder |
| Review Next Steps <ul style="list-style-type: none"> - Confirm time / date of next meeting | Minute Recorder |
| Adjourn Meeting | Minute Recorder |

PROPOSED AGENDA FOR COACH / CHOREOGRAPHER MEETING

It is recommended each Club or Skating School provide mandatory, virtual information sessions to all coaches and choreographers / officials etc. Below is a suggested agenda. The club or skating school may wish to distribute the agenda (and meeting materials) prior to the meeting. We would recommend a facility representative participate in the meeting and that a meeting attendee is assigned to record and publish meeting minutes.

Return to Skating Coach Information Session AGENDA

INSERT Date and Time

INSERT Skate Canada Club & Facility

| AGENDA ITEM | TIMING (approx.) |
|---|---------------------|
| Opening Remarks | 5 mins |
| Review Return to Skating Protocols (high level) <ul style="list-style-type: none"> - Club and Skating School Operations (Suggestion: Review CSO-001 – CSO-003 and CSO-006, CSO-011 – CSO-016) <ul style="list-style-type: none"> o Review CSO-004 – COVID-19 Response Plan under separate agenda item o Review CSO-005 Facility Coordination under separate agenda item o Review CSO-007 First Aid / Emergencies under separate agenda item o Review CSO-008 Self-screening measures and CSO-009 Screening of individuals, together, under separate agenda item o Review CSO-010 Tracking of participants in club activities under separate agenda item - Club and Skating School Programming <ul style="list-style-type: none"> o CSP-001 – CSP-006 - Skating / Training Activities <ul style="list-style-type: none"> o STA-001 – STA-015 <p><i>Recommendation: Keep questions to the end of each Section</i></p> | 30 - 40 mins |
| Review Facility Coordination <ul style="list-style-type: none"> - Walk through the “New” Skating experience (outside warm up, entrance, cleaning, Dressing Room access etc.) - Review the Staff / Coach / Choreographer / Volunteer Checklist | 10 mins |
| Review COVID-19 Response Plan, (presented by Club or Skating School representative and facility) Follow CSO – 004 Protocols <ul style="list-style-type: none"> - Review of Rapid Response Plan when a health concern is identified through screening, self-reporting, or identification through the facility operator, spectator etc. | 10 mins |
| Review of Self-screening Measures, Screening of Individuals <ul style="list-style-type: none"> - Review checklists and health screening template, volunteer role, process, what to do if someone has a YES result, public exemption reviews and security of information | 5 mins |
| Tracking of participants in club activities <ul style="list-style-type: none"> - Overview of phase 1 protocols and restriction to one facility / day CSO-011 - Review Contact tracing template, frequency, volunteer role, process and security of information, and information sharing with Alberta Health | 5 mins |
| Review Medical First Aid / Emergencies process <ul style="list-style-type: none"> - Review process and where signage is available, reporting protocol - Provide in depth review of how to assess if help needed, PPE required, where it is stored, how to quickly put it on, what to do with injured skater, steps to take after incident is over | 15 mins |
| Review Coaching at a distance (TBC) <ul style="list-style-type: none"> - PPE - Using verbal cues - Appropriate use of teaching aids | 15 mins |
| Training requirements <ul style="list-style-type: none"> - Entry / Exit of facility - Physical distancing (off ice with various examples and on ice (expectations of coaching)) - Review spectator rules & enforcement - Review Hand Hygiene videos (link provided at back of playbook) | 30 mins |

| AGENDA ITEM | TIMING (approx.) |
|---|------------------|
| <ul style="list-style-type: none"> - Review Hand Hygiene requirements - Review PPE requirements, if applicable - Review clean clothes requirement (gloves / clothes etc.) - Review Respiratory hygiene and dirty facial tissue rules - Review where / when skates are put on and off - Prepare video (suggested) on getting on and off the ice (how / where / where to go etc.) | |
| <p>Compliance enforcement</p> <ul style="list-style-type: none"> - Role models for skaters and parents - Importance of adhering to regulations - Risk of non-compliance | 5 mins |
| <p>Review costs of skating</p> <ul style="list-style-type: none"> - Breakdown of costs, to skaters, transparency with club costs is recommended - Overview of cancellation policy for ice - Discussion re: suggested/options for cancellation policies for coaches - Sources of funding requests and status - Identify risks and mitigation tactics? | 5 mins |
| <p>Identify Communication requirements</p> <ul style="list-style-type: none"> - Determine best communication between club and coaches - What role does the coach have in communicating with skaters? - What role does a coach have while executing the Rapid Response Plan? - Who is responsible for enforcement etc.? | 10 mins |
| <p>Review Parking Lot items:</p> <ul style="list-style-type: none"> - Assign priority as an action item or next meeting agenda item - Assign responsibility and deadline / timing | 5 mins |
| <p>Review and Confirm Action items</p> | |
| <p>Review Next Steps</p> <ul style="list-style-type: none"> - Commit to responding to any unanswered questions within a determined timeframe | |
| <p>Adjourn Meeting</p> | |

PROPOSED AGENDA FOR PARENT MEETING

It is recommended each Club or Skating School provide mandatory, virtual information sessions to their participants. Below is a suggested agenda. The club or skating school may wish to distribute the agenda (and meeting materials) prior to the meeting. We would recommend a facility representative participate in the meeting and that a meeting attendee is assigned to record and publish meeting minutes.

Return to Skating Parent & Skaters Information Session AGENDA

INSERT Date and Time

INSERT Skate Canada Club & Facility

| AGENDA ITEM | TIMING (approx.) |
|---|---------------------|
| Opening Remarks | 5 mins |
| Review Return to Skating Protocols (high level) <ul style="list-style-type: none"> - Club and Skating School Operations (Suggestion: Review CSO-001 – CSO-003 and CSO-006, CSO-011 – CSO-016) <ul style="list-style-type: none"> o Review CSO-004 – COVID-19 Response Plan under separate agenda item o Review CSO-005 Facility Coordination under separate agenda item o Review CSO-007 First Aid / Emergencies under separate agenda item o Review CSO-008 Self-screening measures and CSO-009 Screening of individuals, together, under separate agenda item o Review CSO-010 Tracking of participants in club activities under separate agenda item - Club and Skating School Programming <ul style="list-style-type: none"> o CSP-001 – CSP-006 - Skating / Training Activities <ul style="list-style-type: none"> o STA-001 – STA-015 <p><i>Recommendation: Keep questions to the end of each Section</i></p> | 30 - 40 mins |
| Review Facility Coordination <ul style="list-style-type: none"> - Walk through the “New” Skating experience (outside warm up, entrance, cleaning, Dressing Room access etc.) | 10 mins |
| Review COVID-19 Response Plan, (presented by Club or Skating School representative and facility) Follow CSO – 004 Protocols | 10 mins |
| Review of Self-screening Measures, Screening of Individuals <ul style="list-style-type: none"> - Review checklists and health screening template, volunteer role, process and security of information | 5 mins |
| Tracking of participants in club activities <ul style="list-style-type: none"> - Review Contact tracing template, frequency, volunteer role, process and security of information, and information sharing with Alberta Health | 5 mins |
| Review Medical First Aid / Emergencies process <ul style="list-style-type: none"> - Review process and where signage is available, reporting protocol | 5 mins |
| Training requirements <ul style="list-style-type: none"> - Entry / Exit of facility - Physical distancing (off ice with various examples and on ice (expectations of coaching)) - Warm up / cool down requirements (arrival times) - Review arrival times / staggered start times & ready to train (training clothes / skates on) - Review spectator rules & enforcement - Review Hand Hygiene videos (link provided at back of playbook) - Review Hand Hygiene requirements - Review PPE requirements, if applicable - Review clean clothes requirement (gloves / clothes etc.) - Review Respiratory hygiene and dirty facial tissue rules - Review where / when skates are put on and off - Prepare video (suggested) on getting on and off the ice (how / where / where to go etc.) | 30 mins |
| Compliance enforcement | |

| AGENDA ITEM | TIMING (approx.) |
|--|------------------|
| Review costs of skating <ul style="list-style-type: none"> - Breakdown of costs, to skaters, transparency with club costs is recommended - Sources of funding requests and status - Overview of cancellation and refund policy - Identify risks and mitigation tactics? | 5 mins |
| Identify Communication requirements: <ul style="list-style-type: none"> - Confirm type of communication, frequency of communication between Club and parents | 5 mins |
| Review Parking Lot items: <ul style="list-style-type: none"> - Assign priority as an action item or next meeting agenda item - Assign responsibility and deadline / timing | 5 mins |
| Review and Confirm Action items | |
| Review Next Steps <ul style="list-style-type: none"> - Commit to responding to any unanswered questions within a determined timeframe | |
| Adjourn Meeting | |

TEMPLATES AND CHECKLISTS (RECOMMENDED)



The following Templates and Checklists are intended to provide some guidance for Section clubs. The items found in this section are not mandatory. You may choose to use them, build your own, or construct a process that does not require them. It is mandatory however; that the Skate Canada: Alberta-NWT/Nunavut Clubs and Skating Schools meet or exceed the requirements as detailed in the *Return to Skating* Protocols.

You will need to acknowledge in writing, that your club or skating school has met the requirements as detailed in the Skate Canada: Alberta-NWT/Nunavut Return to Skating Protocols. That acknowledgement may be found at the back of this document.

Included in the *Return to Skating* Playbook:

- ✓ TEMPLATE FOR FACILITY CLEANING PLAN
- ✓ SKATER CHECKLIST
- ✓ STAFF / COACH / CHOREOGRAPHER / VOLUNTEER CHECKLIST

TEMPLATE FOR FACILITY CLEANING PLAN (RECOMMENDED)

Please note: This template may be altered and will vary by facility

**CLEANING LOG FOR [INSERT CLUB OR SKATING SCHOOL NAME]
SKATE CANADA: ALBERTA-NWT/NUNAVUT
FACILITY LOCATION [INSERT FACILITY NAME]
[INSERT DATE]**

| LOCATION | CLEANING DETAILS | RESPONSIBILITY | FREQUENCY |
|---|------------------|----------------|-----------|
| Facility Floors / Doors / Benches as per normal | | | |
| Facility Washrooms | | | |
| Facility Dressing Rooms | | | |
| All Door Handles | | | |
| <input type="checkbox"/> External | | | |
| <input type="checkbox"/> Internal (not arena facing) | | | |
| <input type="checkbox"/> Internal (arena facing) | | | |
| <input type="checkbox"/> Eating areas | | | |
| Club or Skating School high use areas | | | |
| Additional wipe down of arena doors | | | |
| <input type="checkbox"/> Main door | | | |
| <input type="checkbox"/> Dressing Room handles | | | |
| <input type="checkbox"/> Washroom handles? | | | |
| <input type="checkbox"/> Water refilling/fountains | | | |
| <input type="checkbox"/> Music room door | | | |
| <input type="checkbox"/> Rink door (main) | | | |
| <input type="checkbox"/> Rink door (other) | | | |
| <input type="checkbox"/> Penalty box doors | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| Rink Surround | | | |
| <input type="checkbox"/> Top of boards where water bottles / guards are placed | | | |
| <input type="checkbox"/> Available Hand Sanitizer | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| Music Room | | | |
| <input type="checkbox"/> Music Equipment | | | |
| <input type="checkbox"/> Pens | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| Club or Skating School Administrative Office | | | |
| <input type="checkbox"/> Areas where Waivers, Contact Tracing Forms, Health Screening Forms | | | |
| <input type="checkbox"/> Payment devices (if applicable) | | | |
| <input type="checkbox"/> | | | |

SKATER CHECKLIST (RECOMMENDED)

To be used to help skaters prepare for training

Before you leave home

- DO NOT leave home if you are feeling unwell or showing signs of COVID-19 Symptoms (Fever, Cough, Shortness of Breath, Sore Throat or Runny Nose)
- Check for facility / arena closures
- Eat before you come, if you take food please ensure it is self-contained, do not share
- Thoroughly wash your hands with soap and warm water
- Thoroughly wash water bottles with soap and warm water
- Thoroughly wash training clothes and accessories including gloves, hard guards, blade rag etc.
- Pre-Register for your session
- Warm up at home, if whether prevents warming up outside
- Use the washroom
- Sign **Skate Canada Assumption of Risk and Waiver** either online or bring a signed copy to the arena prior to or at the first session you are registered for

Arrival at the Arena

- Arrive at facility no more than 15 minutes prior to scheduled ice session
- Warm up outside if possible, maintaining physical distance of 2m
- Place your skates / gloves on outside, in your vehicle, if possible. Leave your skate bag and shoes in your vehicle if possible
- Enter through established entrances and follow signs
- Wash your hands with soap & water or sanitize using hand sanitizer
- Respect social distancing guidelines at all times
- Prior to first session submit signed **Skate Canada Assumption of Risk and Waiver** in designated area (if not completed online)
- Register for Contact Tracing Attendance
- DO NOT share water bottles or personal items
- Arrive no earlier than 5 minutes to the side of the rink and stay in designated area
- No public spectators allowed during Phase 1 (Parents / Guardians only)

During floods

- Wash your hands with soap & water or sanitize using hand sanitizer immediately after getting off the ice
- Adhere to club or skating school procedures for flood breaks and in between sessions
- Arrive no earlier than 5 minutes to the side of the rink and stay in designated area

After on-ice Training is complete

- Wash your hands with soap & water or sanitize using hand sanitizer immediately after getting off the ice
- Leave the facility immediately following on-ice training
- Exit through established exits
- Cool down outside the building if possible, while maintaining physical distance of 2m. Cool down at home if weather prevents cooling down outside
- Thoroughly wash water bottles with soap and water
- Thoroughly wash all training clothes and accessories including phones, gloves, hard guards, blade rag etc.

STAFF / COACH / CHOREOGRAPHER / VOLUNTEER CHECKLIST (RECOMMENDED)

To be used to help staff, coaches and volunteers prepare for the arena

Before you leave home

- DO NOT leave home if you are feeling unwell or showing signs of COVID-19 Symptoms (Fever, Cough, Shortness of Breath, Sore Throat or Runny Nose)
- Check for facility / arena closures
- Eat before you come, if you take food please ensure it is self-contained, do not share
- Thoroughly wash your hands with soap and warm water
- Thoroughly wash water bottles with soap and warm water
- Thoroughly wash all previously-worn clothes and accessories
- Ensure PPE is readily available (mask, winter gloves (mandatory), medical gown, protective glasses (optional))
- Consider bringing personal hand sanitizer
- Use the washroom
- Sign **Skate Canada Assumption of Risk and Waiver** either online or bring a signed copy to the arena prior to or at the first session you are coaching
- Confirm skater attendance, as required

Arrival at the Arena

- Place your skates / gloves on outside, in your vehicle, if possible. Leave your skate bag and shoes in your vehicle, whenever possible
- Enter through established entrances and follow signs
- Wash your hands with soap & water or sanitize using hand sanitizer
- Respect social distancing guidelines at all times
- Prior to first session, submit signed **Skate Canada Assumption of Risk and Waiver** in designated area (if not completed online)
- Register for **Contact Tracing attendance**
- DO NOT share water bottles or personal items
- Confirm your students have completed and submitted the Skate Canada Assumption of Risk and Waiver and have received verbal health screening and have registered for Contact Tracing attendance
- Arrive no earlier than 5 minutes to the side of the rink and stay in designated area
- Consider wearing PPE (masks, winter gloves) at all times and have readily available in the case of an emergency (injured skater)

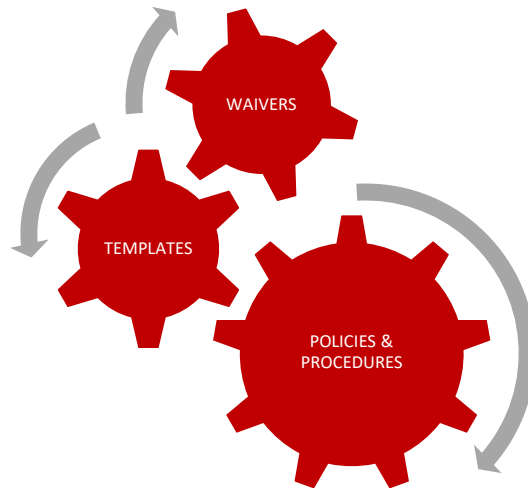
During floods

- Wash your hands with soap & water or sanitize using hand sanitizer immediately after getting off the ice
- Adhere to club or skating school procedures for flood breaks and in between sessions
- Maintain Physical Distancing at all times
- Arrive no earlier than 5 minutes to the side of the rink and stay in designated area

After on-ice Training is complete

- Wash your hands with soap & water or sanitize using hand sanitizer immediately after getting off the ice
- Leave the facility immediately following on-ice training
- Exit through established exits
- Thoroughly wash water bottles with soap and water
- Thoroughly wash all arena clothes and accessories including phone, gloves, hard guards, blade rag etc.

MANDATORY TEMPLATES, WAIVERS, POLICIES & PROCEDURES



All Skate Canada: Alberta-NWT/Nunavut Clubs and Skating Schools are required to complete or follow the Templates, Policies and Waivers contained herein. The following documents have been reviewed by the Section, and in the case of the waiver, Skate Canada and external legal counsel.

They have been constructed specifically to meet the Skate Canada: Alberta-NWT/Nunavut *Return to Skating* protocols.

You will need to acknowledge in writing, that your club or skating school has met the requirements as detailed in the Skate Canada: Alberta-NWT/Nunavut Return to Skating Protocols. That acknowledgement may be found at the back of this document.

Included in the *Return to Skating* Playbook:

- ✓ CONTACT TRACING LOG (MANDATORY)
- ✓ HEALTH SCREENING QUESTIONNAIRE (MANDATORY) **UPDATED**
- ✓ SKATE CANADA ASSUMPTION OF RISK AND WAIVER **UPDATED**
- ✓ SKATE CANADA CLUB AND SKATING SCHOOL CHECKLIST AND ACKNOWLEDGEMENT OF PROTOCOL COMPLIANCE **UPDATED**
- ✓ SKATE CANADA: ALBERTA-NWT/NUNAVUT OUTBREAK PROCEDURE
- ✓ SKATE CANADA: ALBERTA-NWT/NUNAVUT ILLNESS POLICY

CONTACT TRACING LOG (MANDATORY)

CONTACT TRACING LOG FOR [INSERT CLUB OR SKATING SCHOOL NAME]

SKATE CANADA: ALBERTA-NWT/NUNAVUT

- All skaters, coaches, choreographers, volunteers and spectators must be included in this log. The log can be electronic or completed on site by a dedicated resource (responsible adult etc.)
- The information collected on this document is being collected to assist in the management of the COVID-19 pandemic. This information must be kept in a secure location and will be provided to Alberta Health Services upon request, if it is required for tracing purposes.
- Neither Skate Canada: Alberta-NWT/Nunavut nor [INSERT CLUB NAME] will use this information for any other purpose and all logs will be maintained for 4 weeks and then promptly destroyed.
- Under Privacy Regulations all signees have the right to access and correct any information.

| DATE: LOCATION: TRAINING SESSION (TIME): VOLUNTEER: | | | | | | | | | | | |
|--|----------|----------------|--------------------------|------------------|--------------|-------------|--------------------|--------|------------|--------------|-----------------|
| Skater | Date | Full Name | Address | Email | Phone | Member type | Health Screen Done | Waiver | Time on/in | Time off/out | Volun. Initials |
| 1 | 06/17/20 | Example Skater | 123 Healthy St, Edmonton | myname@email.com | 403-123-4567 | Skater | ✓ | ✓ | 9:00am | 9:50am | JB |
| 2 | | | | | | | | | | | |
| 3 | | | | | | | | | | | |
| 4 | | | | | | | | | | | |
| 5 | | | | | | | | | | | |
| 6 | | | | | | | | | | | |
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| 11 | | | | | | | | | | | |
| 12 | | | | | | | | | | | |
| 13 | | | | | | | | | | | |
| 14 | | | | | | | | | | | |
| 15 | | | | | | | | | | | |

HEALTH SCREENING QUESTIONNAIRE (MANDATORY) UPDATED July 8, 2020

This questionnaire must be completed verbally by each individual **prior** to participation in EACH training session, whether at your Skate Canada Club or Skating School or with a Skate Canada Professional Coach at another training location. A Club or Skating School employee or volunteer may administer the questionnaire but must have received training as outlined in the Club and Skating School Protocol Checklist

Information must be recorded and initialed by the individual responsible for tracking attendance on the Contact Tracing Log.

If an individual answers **YES** to any of the questions, they must **not** be allowed to participate in the sport or activity. Children and youth will need a parent to assist them to complete this screening tool.

| 1. | Do you/your child have any new onset (or worsening) of any of the following symptoms? | CIRCLE ONE | |
|----|---|------------|----|
| | Fever | YES | NO |
| | Cough | YES | NO |
| | Shortness of breath / Difficulty breathing | YES | NO |
| | Sore throat | YES | NO |
| | Chills | YES | NO |
| | Painful swallowing | YES | NO |
| | Runny nose / Nasal congestion | YES | NO |
| | Feeling unwell / Fatigued | YES | NO |
| | Nausea / Vomiting / Diarrhea | YES | NO |
| | Unexplained loss of appetite | YES | NO |
| | Loss of sense of taste or smell | YES | NO |
| | Muscle / joint aches (unrelated to training) | YES | NO |
| | Headache | YES | NO |
| | Conjunctivitis (commonly known as pink eye) | YES | NO |
| 2. | Has the person attending the activity / facility travelled outside of Canada in the last 14 days? | YES | NO |
| 3. | Have you/your child had close, <u>unprotected</u> * contact (face to face contact within 2 metres/ 6 feet) with someone who has travelled outside of Canada in the last 14 days and who is ill**? | YES | NO |
| 4. | Have you/your child attending the program or activity had close <u>unprotected</u> * contact (face to face contact within 2 metres/ 6 feet) in the last 14 days with someone who is ill**? | YES | NO |
| 5. | Have you/your child or anyone in your household been in close, <u>unprotected</u> * contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19? | YES | NO |

* “unprotected” means close contact without appropriate personal protective equipment

** “ill” means someone with COVID-19 symptoms on the list above

If you have answered YES to any of the above questions do not participate. Proceed home and use the [AHS Online Health Assessment Tool](#) to determine if testing is recommended

SKATE CANADA ASSUMPTION OF RISK AND WAIVER (MANDATORY) UPDATED

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, [club or skating school name], 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, [club or skating school name] 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, [club or skating school name] 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, [club or skating school name] 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): ____ / ____ / ____

Appendix

Additional Description of Sports Activity

CLUB AND SKATING SCHOOL PROTOCOL CHECKLIST AND ACKNOWLEDGEMENT OF PHASE 2 PROTOCOL COMPLIANCE (MANDATORY) UPDATED JULY 8, 2020

In order for individual clubs and skating schools to receive approval to begin **Phase 2 - 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.

Return completed form to the Section Office: returntoskating@skateabnwtun.ca

If there is any reason you cannot complete and sign this form as is, please contact the Section Office at returntoskating@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 <ul style="list-style-type: none"> - Overview of Health and Safety regulations - Safe Sport policies as per usual - Occupational Health & Safety as per usual | <ul style="list-style-type: none"> - 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 | <ul style="list-style-type: none"> - Process for signing and collection of Skate Canada Assumption of Risk and Waiver - 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: <ul style="list-style-type: none"> - 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 | <ul style="list-style-type: none"> - 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 | <ul style="list-style-type: none"> - Traffic Patterns - Area for outside warm up - Doors that may be kept open - Hand sanitizer regions | | |

RETURN TO SKATING – PHASE 2

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

RETURN TO SKATING – PHASE 2

| | 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 | | |
| Club and Skating School Programming | | | | | |
| <input type="checkbox"/> | CSP-001 | Limitations on size of training groups | Communication to club members on implications of limitations on scheduling programming and cohorts | | |
| <input type="checkbox"/> | CSP-002 | Programming | See Phase 2 Return To Skating Protocols | | |
| <input type="checkbox"/> | CSP-003 | Pairs and Ice Dance | Programming must align as indicated in Phase 2 Return To Skating Protocols | | |
| <input type="checkbox"/> | CSP-004 | Synchronized Skating | Programming must align as indicated in Phase 2 Return To Skating Protocols | | |
| <input type="checkbox"/> | CSP-005 | CanSKATE / CanPowerSkate | Programming must align as indicated in Phase 2 Return To Skating Protocols. Skate Canada Minimum Delivery Standards and additional COVID-19 standards required | | |
| <input type="checkbox"/> | CSP-006 | STAR 1-5 and Customized Programs | Programming must align as indicated in Phase 2 Return To Skating Protocols | | |
| Skating / Training Activities | | | | | |
| <input type="checkbox"/> | | Organize Facility meeting(s) to review 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 _____

SKATE CANADA: ALBERTA-NWT/NUNAVUT OUTBREAK PROCEDURE (TEMPLATE)

The purpose of the Outbreak protocol is to provide clubs and skating schools in the Section with a framework to follow for effective control measures.

Please note: This template may be altered and will vary by facility

Early detection of symptoms will facilitate the immediate implementation of effective control measures. In addition, the early detection and immediate implementation of enhanced cleaning measures are two of the most important factors in limiting the size and length of an outbreak.

A “participant” includes a club or skating school employee, coach, choreographer, volunteer, official, skater or parent / spectator.

An “outbreak” is two or more cases; a “case” is a single case of COVID-19.

1. Identify the roles and responsibilities of club and facility staff or volunteers if a case or outbreak is reported. Determine who within the organization and facility has the authority to modify, restrict, postpone or cancel activities
2. If a participant reports they are suspected or confirmed to have COVID-19 and have been at the facility, implement enhanced cleaning measures to reduce risk of transmission. If you are not the facility operator, notify the facility right away
 - a) Advise individuals to:
 - i) Self-isolate
 - ii) Monitor their symptoms daily, report respiratory illness and not to return to activity for at least 14 days following the onset of fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue and loss of appetite
 - iii) The Participant will not be permitted to return to the facility until they are free of the COVID- 19 virus as verified by a medical professional.
 - iv) Use the [Alberta Health COVID-19 self-assessment tool](#) to help determine if further assessment or testing for COVID-19 is needed

Individuals can contact 8-1-1 if further health advice is required and 9-1-1 if it is an emergency

Individuals can learn more about symptoms and how to manage a patient at home by accessing the following Alberta Health Services links:

<https://www.albertahealthservices.ca/topics/Page17026.aspx>

<https://www.albertahealthservices.ca/topics/Page16997.aspx#sign>

3. In the event of a suspected case or outbreak of influenza-like-illness, immediately report and discuss the suspected outbreak with the Medical Health Officer (or delegate) at your local health authority. Implement your Illness Policy and your enhanced measures.
4. If your organization is contacted by a medical health officer in the course of contact tracing, cooperate with local health authorities.

SKATE CANADA: ALBERTA-NWT/NUNAVUT ILLNESS POLICY (TEMPLATE)

The purpose of the Section Illness policy is to provide clubs and skating schools in the Section with a framework to follow for effective control measures.

Please note: This template may be altered and will vary by facility or organization

A “participant” includes a club or skating school employee, coach, choreographer, volunteer, official, skater or parent / spectator.

1. **Inform an individual in a position of authority (coach, club administrator) immediately** if, you feel any symptoms of COVID-19 such as fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue and loss of appetite.
2. **Assessment**
 - a. Participants must have a daily verbal screening for symptoms upon arrival at the entrance of the facility
 - b. Administrators/coaches will visually monitor participants to assess any early warning signs as to the status of their health and to touch base on how they are regarding their personal safety throughout the workday/practice/activity
 - c. If Participants are unsure please have them use the [Alberta Health COVID-19 self-assessment tool](#)
3. **If a Participant is feeling sick with COVID-19 symptoms**
 - a. They should remain at home and contact Health Link at 811
 - b. If they feel sick and /or are showing symptoms while at work/practice/activity, they should be sent home immediately and have them contact 811 or a doctor for further guidance
 - c. Facility must implement Rapid Response Plan including:
 - i. Immediate isolation of the symptomatic participant from others, including arrangement for safe travel home (e.g., no public transit)
 - ii. Consideration of suspension or temporary cancellation of the event
 - iii. Cleaning and disinfecting of all equipment and surfaces that may have come into contact with the symptomatic participant
 - iv. Performance of hand hygiene by remaining participants
 - d. No Participant may participate in a practice/activity if they are symptomatic
4. **If a Participant tests positive for COVID-19**
 - a. The Participant will not be permitted to return to the workplace/practice/facility until they are free of the COVID-19 virus as verified by a medical professional
 - b. Any Participants who work/practice closely with the infected participant will also be removed from the workplace/practice/facility for at least 14 days to ensure the infection does not spread further
 - c. Close off, clean and disinfect their work/practice/facility area immediately and any surfaces that could have potentially be infected/touched
 - d. If any participant tests positive, the club/skating school must inform the Alberta-NWT/Nunavut Section Office of the test positive case by emailing info@skateabnwtun.ca
5. **If a Participant has been tested and is waiting for the results of a COVID-19 Test**
 - a. As with the confirmed case, the Participant must be removed from the workplace/practice/facility
 - b. The Public Health Agency of Canada advises that any person who has even mild symptoms to stay home and contact Health Link at 811
 - c. Other Participants who may have been exposed will be informed and removed from the workplace /practice /activity for at least 14 days or until the diagnosis of COVID-19 is ruled out by health authorities
 - d. The workspace/practice/activity space will be closed off, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched
6. **If a Participant has come in to contact with someone who is confirmed to have COVID-19**

- a. Participants must advise their coach/club administrator if they reasonably believe they have been exposed to COVID-19
- b. Once the contact is confirmed, the Participant will be required to follow the direction of Alberta Health Services
- c. The workspace/activity area will be closed off, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched

7. Quarantine or Self-Isolate if:

- a. Any Participant who has a member of their household who has travelled outside of Canada and has experienced any symptoms identified on the verbal health screening questionnaire within the last 14 days is not permitted to enter any part of the facility and must quarantine and self-isolate
- b. Any Participant with any symptoms of COVID-19 is not permitted to enter any part of the facility and must quarantine and self-isolate
- c. Any Participant from a household with someone showing symptoms of COVID-19 is not permitted to enter any part of the facility and must quarantine and self-isolate
- d. Any Participant who is in quarantine or self-isolating as a result of contact with an infected person or in families who are self-isolating, is not permitted to enter any part of the facility

COVID-19 RELAUNCH TEMPLATE FOR CLUBS AND SKATING SCHOOLS (RECOMMENDED)

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 Guidelines*

Name:

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 examples

Who 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):

| |
|--|
| |
| <p>Procedure to follow for first aid/emergencies <i>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)</i></p> |

Authorized by: _____ Date: _____

LINKS TO ADDITIONAL RESOURCES

Health Authority links

For updates on the COVID-19 pandemic, we encourage you to consult the following authorities:

[Public Health Agency of Canada](#) - Canadian outbreak status updates, links to health resources, prevention & risk information, and Govt. of Canada policies

[Alberta Health Services](#) - Provincial outbreak status, policies, recommendations and information resources

[Office of the Information and Privacy Commissioner of Alberta Pandemic FAQ: Customer Lists](#)

[World Health Organization](#) (WHO) - Global information on the pandemic

Skate Canada links

For the most recent updates from Skate Canada and the Section, Skate Canada: Alberta-NWT/Nunavut please refer to the following:

Skate Canada

<https://skatecanada.ca/covid-19-response/>

Skate Canada: Alberta-NWT/Nunavut

<https://skateabnwtun.ca/covid-19-2/>

Physical Distancing tips

Alberta Health Services Tips on [maintaining physical distance](#)

[Guidance for wearing non-medical face masks](#)

[About non-medical masks and face coverings](#)

Guidance on Cohorts

[Alberta Health Services Guidance for Cohorts](#)

Hand Hygiene Tutorials

[Hand washing tutorial](#)

[Hand sanitizing tutorial](#)

[In-depth Tutorial for donning and doffing PPE](#) (you may want to use only the relevant sections)

Resources to help with Cleaning and Sanitizing

[Environmental Cleaning and Disinfection Recommendations](#) NEW from the Centre of Disease Control (USA resource)

[Health Canada Approved Hard Surface disinfectants](#)

[Health Canada Approved Hand Sanitizers](#)

Information Posters

[Information posters and fact sheets from Alberta Health](#)

[Skate Canada Signage for printing](#)

TEMPLATES FOR MEMBER COMMUNICATION

The following bulleted suggestions are being provided as information only and have not been approved by any legal or insurance providers. The Section is providing tools for clubs and skating schools to reduce the administration needed for relaunch. Each club / skating school may communicate to their members in the tone and manner they are accustomed. The following information has been provided for guidance purposes.

Positive and open communication will be an important part of returning safely to the club and skating school activities. Clubs and Skating Schools (and their employees), coaches, choreographers, officials, athletes and parents will want to ensure they understand what controls and guidelines are in place to ensure a safe and healthy *Return to Skating*.

Clubs and Skating Schools must develop a consistent and reliable way to communicate information and updates to their skating communities in advance of returning to activities and the use of private or public facilities. Skating will look different than what the community has known and it is important to set expectations appropriately and manage the communication.

It is suggested each Skate Canada: Alberta-NWT/Nunavut Club or Skating School assign a person to be responsible to ensure all updated and relevant information is communicated to members in a timely and responsible manner.

Responsibilities of this person could include:

- Monitoring all relevant updates from the public health authorities
- Monitoring all relevant updates from their athletes / coaches / families
- Communicating with facility representatives on guidelines and regular updates
- Ensuring all participants are following the prevention guidelines set by the Section and Club/Skating School
- Ensuring any confirmed COVID-19 cases are reported as required to Alberta Health, the Section, club or skating school participants and the facility manager

It would be beneficial for the communications representative to be present in club meetings with the facility and to work with any communications-related professionals provided by the facility.

RECOMMENDED PRE-DESIGNED COMMUNICATIONS (to be completed)

It is recommended all operating clubs and skating school have the following communications drafted in case they must be communicated quickly. Should you require input, please contact Kelly Havixbeck at kelly@skateabnwnun.ca

| | |
|---|---|
| <p>Return to Skating</p> <ul style="list-style-type: none"> ➤ Statement of acknowledgement of past few months and forward-looking ➤ Return to Skating included in Stage 2 Provincial relaunch <ul style="list-style-type: none"> ▪ Specific protocols must be met ▪ <i>Get in, Train, Get out</i> ➤ Included Programming <ul style="list-style-type: none"> ▪ Registrant limitations ▪ Any known relevant information (facility location etc.) ➤ Excluded Programming <ul style="list-style-type: none"> ▪ Provincial Stage 3 link ▪ Expected updates / communication ➤ Request for information <ul style="list-style-type: none"> ▪ Survey members for anticipated participation, summer attendance etc. ➤ Next Steps and anticipated timing <ul style="list-style-type: none"> ▪ Participation requirements etc. ➤ Commitment to next communication | <p>Return to Skating Mandatory Meeting Attendance</p> <ul style="list-style-type: none"> ➤ Request attendance ➤ Objective of meeting & mandatory attendance ➤ Agenda ➤ Link to Section site for review of protocols etc. |
| <p>Presumptive Case amongst skaters</p> <ul style="list-style-type: none"> ➤ Confirm presumptive case ➤ List facility and days skated ➤ Expectation of next steps ➤ Re-affirm commitment to health ➤ Commit to next communication | <p>Confirmed outbreak (>2 participants) must close operations</p> <ul style="list-style-type: none"> ➤ Confirmation of AHS identification of “outbreak” ➤ Identify the Location / Dates / Time of the infected individuals ➤ Provide options: Symptoms: Isolation vs. Quarantine ➤ Options for testing ➤ Calm messaging of reassurance. Re-affirm commitment to health ➤ Expectation of next steps ➤ AHS / Section has been contacted ➤ Facility will be closed until further notice ➤ Commit to next communication |

Gentle Reminder: Reinforce the importance of following protocols

- Reaffirm successes Return to Skating
- Identify concerns (in a general sense) and provide gentle reminder of appropriate activity
- Re-affirm Club or Skating School's commitment to health
- Restate need to work together to look after one another
- Communicate potential consequence if activity / behaviour continues
- Affirmation statement of success

Weekly status update confirming no cases and identifying any areas for improvement

- Congratulations to a job well done
- Identify major successes
- Identify any potential concerns / slight behaviour changes required
- Re-affirm case status / update case status
- Forward looking statement
- Thank volunteers, skaters & coaches for continued diligence and support
- Set next communication expectations

TEMPLATES FOR SUGGESTED SIGNS (WITH SKATE CANADA BRAND)

Providing Directional signage, notification signage and Signs with reminders is very important and should be discussed between the Club or Skating School and the facility. There are a variety of signs available from Alberta.ca website (as noted on page 33 of the Playbook). Figure Skating / Club specific sign examples have been made available on the section website – COVID-19 Club and Skating School Resource Page.

Example:

BEFORE you step on the ice:

- ✓ Have you signed your **SKATE CANADA WAIVER**
- ✓ Complete **VERBAL HEALTH SCREEN**
- ✓ Check in for **CONTACT TRACING**
- ✓ **WASH YOUR HANDS**
- ✓ Know **DESIGNATED AREA** for personal items on boards



WARM UP AREAS: to take place outside the facility

AFTER your session: exit the facility immediately

Stop Germs to Stay Healthy



Wash hands with soap and water for 15 seconds, or use hand sanitizer

Cough or sneeze into your bent elbow or a tissue, then wash hands

Avoid touching your eyes, nose, and mouth

Stay home if you are sick

Avoid hugging, kissing, shaking hands and high-fiving

Do NOT share

- water bottles
- band instruments
- eating utensils
- electronic devices
- ear pods
- food

