



COVID-19 Return to Play Protocols

Updated September 13th, 2020

1. COVID Oversight Group
2. COVID Protocols
3. COVID Communication Plan
4. COVID Arena Specific Additional Protocols

Dear Club/Skating School Members,

We would like to inform you of the individuals who will be acting as the COVID-19 Oversight Group as we transition back to skating activities. The following people will comprise this COVID-19 Oversight Group.

Name	Position	Phone	E-mail
Melissa Sargent	Emergency Epidemic Management Committee Co-Chair	613-207-9735	COVID@rideauskating.ca
Sue Stadnisky	Emergency Epidemic Management Committee Co-Chair	613-328-0429	sue.stadnisky@gmail.com secretary@rideauskating.ca
Jan Calnan	Pro Liaison	613-720-3480	jan@calnan.ca

Should you have any questions about any aspects of the Return to Play protocols or other policies and procedures related to COVID-19, please contact one of the individuals above.

Completion of Skate Ontario COVID-19 Waiver

All individuals participating in Rideau Skating Club's (club) activities MUST complete the Skate Ontario Acknowledgment, Release, Indemnity and Assumption of Risk regarding COVID-19 ("[COVID-19 Waiver](#)"). For participants under the age of 18, a parent or guardian must complete a form for each participant. For participants under the age of 18, a parent or guardian must complete a form for each participant. Failure to do so means that individuals must **not** participate in club activities. Participants include:

- Skaters
 - Coaches
 - Board Members
 - Volunteers
 - Officials - Must provide their waivers to Skate Ontario
- Skaters and program assistants will have their waivers completed at the time of registration. If a skater is skating with the club, but belongs to a club in another province, they must provide a signed waiver for both their home province and for Ontario, to the club.
 - Board members and volunteers will need to provide a digital copy of the waiver to COVID@rideauskating.ca before their first session. To complete the digital version, please open the [waiver](#), type in names as indicated and print to pdf.

An individual becomes unwell with symptoms of COVID-19

- If an individual becomes unwell with symptoms of COVID-19, or if someone is aware of an individual that becomes unwell with symptoms of COVID-19, that individual must immediately stop participation in club activities
- The individual should be isolated from all others in a well-ventilated area, or outside and provided with a non-medical face mask if one is available
- The individual shall be sent home and instructed to follow public health guidelines regarding self-isolation and testing
- The facility should be informed in order to determine if any areas need to be closed off and/or require additional cleaning/disinfecting
- A member of the COVID-19 Oversight Group should be informed of the situation and should contact the individual or their parent/guardian to determine if next steps are being taken regarding testing

An individual is tested for COVID-19

- Any individual that is part of a club that has been tested for COVID-19, must not participate in club activities while awaiting results of the test. *An exemption to this would be if the club member was tested as part of routine testing for their workplace or personal reasons (example: to qualify to visit loved ones in long-term care)*
- The club will work with public health to consult the Session Participation tracking sheets to inform other club members who might have been in close contact with the individual. Close contact is defined as being within 2m for a period lasting more than 15 minutes, without appropriate or consistent use of PPE (i.e. healthcare workers).

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

An individual tests positive for COVID-19

- If an individual tests positive for COVID-19, they should inform a member of the club COVID-19 Oversight Group
- The COVID-19 Oversight Group will work where requested with the facility and public health officials to assist in contact tracing
- The Session Participation tracking sheets may be used to assist public health officials in informing other club members who may have been in close contact with the individual
- Any club members who were in close contact with the individual should not participate in club activities for 14 days and should follow public health guidelines regarding self-isolation and testing
- It is recommended to also inform all club members of a positive COVID-19 result within the club setting
- The club should inform and work with the facility in the case of a positive COVID-19 result and determine if any additional cleaning/disinfecting should be performed as per the facility's guidelines
- The club will inform Skate Ontario of a positive COVID-19 diagnosis by emailing clubsupportservices@skateontario.org

Return to club/skating activities following illness

- If no test is performed, individuals must complete a full self-isolation period of 14 days after the on-set of symptoms. Individuals may discontinue self-isolation after this time if they no longer have a fever or other COVID-19 symptoms.
- If individuals have a Negative COVID-19 test result, they may discontinue self-isolation 24 hours after symptoms resolve.

Return to club/skating activities following COVID-19

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

Modification/restriction/postponing or canceling of club activities

- Based on the evolving COVID-19 pandemic, the club is prepared to follow public health, municipal/provincial government and sport recommendations regarding modifying/restricting/postponing or canceling activities
- We ask all skaters to notify their coach as soon as possible if they are unable to attend a session. Future Stars/Star Group skaters who do not have a private coach should notify futurestars@rideauskating.ca

- Refunds will only be provided for medical reasons as outlined in the club’s refund policy. “A pro-rated refund or credit (less a refund processing fee of \$30) will be granted for medical reasons (supported by medical documentation/certificate)”
- No refunds will be given to skaters leaving on their own accord
- No make up sessions are permitted for Future Stars/Star Group
 - All other STAR sessions permit a maximum of 3 per registered session (ie. Wednesday Star 1-3). All make up sessions should be used in Fall 2020.
- Clubs members will be informed as soon as possible of any modifications/restrictions or cancellations
- Club members will receive a prorated credit to their account for any cancellation and/or interruption of programs, if the club is reimbursed by the facility
- Any modifications and restrictions will be kept in place until advised that it is safe to resume activities by public health, government or sport officials

Public Health Guidelines

Club members should follow all public health guidelines regarding COVID-19. These may include:

- Any club members who themselves have travelled outside of Canada, or have someone in their household who has travelled outside Canada must self-isolate and not participate in club activities for 14 days
 - Please notify the club if you have been granted a Government of Canada Travel Exemption at COVID@rideauskating.ca
- Any individual who has been exposed to someone with a confirmed case of COVID-19 should self-isolate and is not permitted to participate in club/skating school activities for 14 days, unless they engaged in consistent and appropriate use of PPE (i.e. healthcare workers)
- Any individual with symptoms of COVID-19 is not permitted to take part in club activities
- Any individual who has someone in their household showing symptoms of COVID-19, should not participate in club activities

Privacy of Information:

Rideau Skating Club adheres to Skate Canada’s privacy policy. As outlined in the COVID-19 waiver, there may be cases where Rideau Skating Club is required to collect, use and disclose personal information about you or your child.

- Rideau Skating Club may be required to provide the City of Ottawa and Ottawa Public Health if there is an active or suspected case of COVID-19 within the club or the facility with the following information:
 - o Name
 - o Date, location and time of sessions attended
 - o Phone Number and e-mail

- In all other instances, personal information will be kept confidential. Skate Ontario, Skate Canada, Rideau Skating Club members and other organizations as directed by Ottawa Public Health will only be notified that a case has been identified.

1. To ensure contact information is up to date, an email update will go out with every update to the club's COVID-19 Protocols
2. All information will be distributed to our membership via email. Information will also be posted on our [website](#), as well as our social media platforms
3. The Emergency Epidemic Management Committee is responsible for communication within the club during the Return to Play stages
4. The club will provide monthly updates during the Return to Play process
5. The club will hold a virtual Town Hall / Webinar to deliver information on Return to Play protocols and answer any questions / concerns for each phase of Return to Play
6. Current documents and relevant information will be shared on the club's website for future reference by club members
7. A member of COVID-19 Oversight Group will follow up with any individuals who become unwell with symptoms of COVID-19 during club activities
8. Daily Session Participation Tracking sheets will be stored on the club's Uplifter (registration) system
9. If it is determined that a club member has been tested for COVID-19, we will work with Public Health to inform all individuals who may have been in close contact with an individual. An exemption to this would be if the club member was tested as part of routine testing for their workplace or personal reasons (example: to qualify to visit loved ones in long-term care)
10. The COVID-19 Oversight Group will ensure the facility and Skate Ontario are informed if a club member is diagnosed with COVID-19

Each arena that Rideau Skating Club operates out of has slightly different guidelines for:

1. Preparing for your session and arriving at the arena
2. Entering the facility
3. On the ice procedures
4. The end of your session and exiting the facility

The below guides will walk you through the details specific to the arena you will be attending.

Fred Barrett Arena – Tuesday Sessions & All sessions in September

Manotick Arena – Monday, Wednesday, Thursday, Friday & Saturday beginning in October

We are currently in Phase 3 of reopening. The following rules apply to Phase 3 while skating at City of Ottawa facilities. Please remember if physical distancing and health screening protocols and procedures are not adhered to, the club may lose access to the facility. All skaters must be able to skate unassisted.

- Maximum number of skaters and coaches total permitted on the ice is 20
- Maximum number of spectators is 25, with a maximum ratio of 1:1 participant to spectator
- Synchronized skating teams are permitted a maximum of 20 people (coaches and skaters combined)

COVID Equipment

- EVERYONE MUST wear a mask when in the facility. Masks may only be removed, by skaters and coaches, while on the ice skating
- All skaters and coaches must wear winter gloves and these gloves should be washed or changed daily

Other Reminders:

- There is NO spitting permitted in the facility
- Personal items like skating bags should be left in the relevant individual's vehicle if available (in a safe and secure location) and where possible, not be brought into the arena.
- Participants must use individual water bottles, tissue boxes etc. during training sessions. No sharing of these items is permitted. Skaters must have their own closed containers (i.e. Ziploc bag) for disposing of used personal items such as tissues. These must be disposed of at home or in a lidded garbage container in the facility.
- Washrooms in the change rooms will remain closed. Skaters, coaches and spectators may access the main washrooms.
- If your skater is injured on the ice, the coaches are responsible for giving first aid. If the skater needs to leave the facility (for any reason), one coach will escort them to meet their parents

outside (if not in the facility). In the event of serious injury, the other skaters will exit the facility and the parent and paramedics will be able to enter the facility

Coaches & Volunteers

- Volunteers **MUST** wear a mask when screening and in the facility
- We encourage coaches to wear a mask or face shield while coaching
- Volunteers will verify verbally that all skaters, spectators and coaches have reviewed the self screening questions and answered no to all questions before skaters enter the facility
 - Volunteers will make a note in the Uplifter attendance if all responses were “no” (PCQ)
 - If a skater or coach answers “Yes” to any of the questions, they will not be permitted to enter the facility (FCQ). The reason for failed health screening should be documented when known and the COVID Oversight Committee should be notified
 - Volunteers should note an “X” if a skater is not in attendance
- Coaches are responsible for disinfecting the music area and the boards after each session. Volunteers may be asked to assist with disinfecting. Please let the COVID Oversight Committee know if supplies are getting low
- Coaches should try to coach from one spot on the ice. They should not skate alongside skaters and should always remain 2m apart from skaters and other coaches unless in the same household or social circle

Harness Use

- Mounted and portable harnesses are permitted
- The skater and coach must always wear a non-medical face mask when the harness is in use
- The harness must be disinfected and/or sanitized before and after each use using a spray or wipe
- The coach/skater should sanitize their hands before and after use
- It is encouraged that anyone using the harness change their winter gloves and sweater after use
- Where possible, coaches are encouraged to stay more than 2m apart from skaters during harness lessons
- Harness lessons should be limited to no more than 15 minutes with adequate time allowed in between lessons to disinfect the equipment