



## COVID-19 Return to Play Protocols

Updated July 21, 2020

1. Covid Oversight Group
2. Covid Protocols
3. Covid Additional Protocols
4. Covid Communication Plan

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.

<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>E-mail</b>
Melissa Sargent	Emergency Epidemic Management Committee Co-Chair	613-207-9735	<a href="mailto:mssargen@gmail.com">mssargen@gmail.com</a>
Sue Stadnisky	Emergency Epidemic Management Committee Co-Chair	613-328-0429	<a href="mailto:sue.stadnisky@gmail.com">sue.stadnisky@gmail.com</a> <a href="mailto:secretary@rideauskating.ca">secretary@rideauskating.ca</a>
Jan Calnan	Pro Liaison	613-720-3480	<a href="mailto:jan@calnan.ca">jan@calnan.ca</a>

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. Failure to do so means that individual must **not** participate in club activities. Effective July 2, 2020 all participants **MUST** sign a paper copy of the waiver. Waivers can be scanned and sent to [secretary@rideauskating.ca](mailto:secretary@rideauskating.ca) or handed in by paper copy to the skater's coach. Scanned copies will be accepted. Please ensure you include both pages. Participants include:

- Skaters
- Coaches
- Board Members
- Volunteers
- Officials - Must provide their waivers to Skate Ontario

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.

### **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 consult the Session Participation tracking sheets to inform other club members who might 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 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](mailto:clubsupportservices@skateontario.org)

### **Return to club/skating activities following illness**

- If no test was performed, or the COVID-19 test was negative, the individual may only return to club activities once they no longer have any symptoms of COVID-19

### **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
- 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
- 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**

- 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
- 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 activities for 14 days
- 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

### **Ottawa Public Health currently outlines a close contact as:**

- A person who lives with a diagnosed case of COVID-19, OR
- A person who provided care for the case of COVID-19, including family members or other • caregivers, from up to 2 days (48 hours) before the case of COVID-19 was sick until they self-isolated, OR
- A person who had other similar close physical contact, for more than 15 minutes, from up to 2 days (48 hours) before the case of COVID-19 was sick until they self-isolated.

### **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:
  - Name
  - Date, location and time of sessions attended
  - Phone Number and e-mail
- In all other instances, notification of a case, but no personal information will be provided to Skate Ontario, Skate Canada, Rideau Skating Club members and other organizations as directed by Ottawa Public Health

We are currently in Phase 3 of reopening. The following rules apply to Phase 3 while skating at Fred Barrett Arena. 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 Star 1 or higher. Special Olympics skaters are permitted to start on July 31<sup>st</sup>, 2020.

- Maximum number of skaters permitted on the ice is 15 with up to 5 coaches. Synchronized skating teams are permitted a maximum of 20 people (coaches and skaters combined)

#### COVID Equipment

- Skaters and coaches **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

#### Preparing for Your Session and Arriving at the Arena

- Please self-screen using the [Skate Ontario checklist](#) before arriving at the arena
- Participants must come to the arena fully dressed. There will be no access to dressing rooms  
Those needing assistance tying their skates **MUST** put their skates on outside of the facility  
Please ensure you bring proper hard skating guards if you will be putting skates on outdoors. No chairs or rubber matting will be provided outdoors
- **Parents will not be permitted to enter the building or spectate ice-times – PICK UP AND DROP OFF ONLY**
- Pick up and drop off will take place at the front doors. Parents waiting for their skaters should park on the west side of the facility
- Skaters should wear a mask outside when warming up. Outdoor warm-ups are permitted if physical distancing requirements are maintained
- Participants should be at the front doors to the facility **a minimum of 15 minutes before their scheduled session**
- Participants will stand in the designated waiting area at the front of the facility, in spots marked for physical distancing with masks on. Individuals will be greeted by a Rideau Skating Club (RSC) coach and a facility staff member and asked to provide their name to be checked in
- RSC Coach will verify verbally that all skaters and coaches have reviewed the self-screening questions and answered no to all questions
- Once the entire group is present, they will be allowed to enter the building

#### Entering the Facility

- Participants will enter through the front doors and will proceed through the double doors in the lobby into the West Ice Pad

- Skaters who do not require assistance tying their skates will have chairs and mats provided inside for skaters to put on their skates in an open area while physically distancing. All belongings must accompany the skaters onto the ice

#### On the Ice

- Upon entering the ice surface, through the designated door marked “Enter”, skaters must maintain a minimum 2 metre distance for the duration of the skate from coaches and other participants. This includes pairs and dance teams and those who live together
- Participants may store their essential personal belongings on the boards along the players’ benches. There will be no access to the players’ benches permitted
- Only coaches may touch the music. RSC coaches are responsible for bringing the club iPad or their personal music playing system. There is a cord in the toy box for coaches to plug in and disinfecting spray for cleaning the cord before and after using

#### The End of Your Session and Exiting the Facility

- Upon completion of the ice time, skaters and coaches should put their masks back on
- Skaters and coaches will exit to the centre ice door, marked ‘EXIT’ and proceed to the hallway area for skate removal following physical distancing measures. Once skates are removed participants will follow the arrows to exit the building (maximum of 15 minutes)
- If the next session is late entering, please wait until the doorway has been cleared to exit the facility
- If you are on back to back sessions, you are permitted to stay within the West Ice Pad during the flood, but physical distancing must be maintained. You should then re-enter through the center door
- Please quickly stretch outside and leave the premises

#### **Other Reminders:**

- Leave any personal belongings in your vehicle or at home
- Participants must bring their own filled water bottle, tissues, etc. There will be no sharing of these items. Any used tissues should be put in a Ziploc-type bag and taken with you when you leave
- No harness use during this phase
- Washrooms will be accessible for skaters and coaches during their sessions. No access will be permitted for those who are not participating on the ice
- 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 parent outside. 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

- We encourage coaches to wear a mask or face shield while coaching
- RSC Coach will verify verbally that all skaters and coaches have reviewed the self screening questions and answered no to all questions before skaters enter the facility
  - Coaches 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
  - Coaches 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. 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



1. To ensure contact information is up to date, a reminder will go out with every Return to Play Protocol update
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 bi-weekly 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. All communications / documents will be stored 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 system
9. If it is determined that a club member has been tested for COVID-19, all individuals who may have been in close contact with an individual will be informed by the COVID-19 Oversight Group. 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. If it is determined that a club member has tested positive for COVID-19, the COVID-19 Oversight Group will inform all club members that may have been in close contact with that individual
11. The COVID-19 Oversight Group will ensure the facility and Skate Ontario are informed if a club member is diagnosed with COVID-19