

South Dumfries Figure Skating Club
RETURN TO PLAY PROTOCOL

The following protocol guidelines are put in play to help with the safe return to skating for all our Skaters, their families, our Coaches, Volunteers, and Program Assistants. This document is to be used in conjunction with Skate Ontario's Return to Play Protocols which can be found at <https://skateontario.org/return-to-play/>. These protocols are used in compliance with the Brant County Public Health requirements and directives, as well as the current Ontario statutes and regulations. As the situation changes with COVID-19 in Ontario, these protocols may be updated regularly as circumstances evolve. Please refer to the most recent version of this document which can be found on our website at www.sdfsc.ca.

CLUB AND SKATING SCHOOL OPERATIONS

OP-001 Compliance with Regulations

South Dumfries Figure Skating Club will adhere to all regulations, by-laws, and orders put forth by the Government of Canada, the Province of Ontario, the County of Brant, Skate Canada, Skate Ontario, and the Brant County Health Unit. This includes, but is not limited to:

- Physical distancing measures
- Health and safety regulations
- Size of permitted gatherings
- Skate Canada rules, policies, and procedures
- Skate Ontario rules, policies, and procedures
- Safe Sport policies and procedures
- Applicable occupational health and safety requirements

OP-002 Protocol Compliance

All Skaters, their Families, Coaches, Program Assistants, parent/guardians, spectators, and volunteers will comply and implement the current version of these procedures and protocols.

The “Acknowledgement, Release, Indemnity and Assumption of Risk regarding COVID-19” form must be completed by each participant in club activities (including staff, skaters, coaches, program assistants, board members, and volunteers) prior to the start of participation in any Skating/Skating Club activity. This form will be kept on file with the South Dumfries Figure Skating Club and needs to be completed only once. The form must be printed and brought to the club prior to the first skating session. Failure to provide a signed Skate Ontario Waiver means that individual will not be able to participate in any club activity. The waiver can be found at <https://skateontario.org/wp-content/uploads/2020/07/Skate-Ontario-Waiver-2.0-.pdf>.

All Coaches, Skaters, Program Assistants, Spectators, Parent/Guardians, and volunteers must complete the County of Brant Informed Consent and Waiver of Liability before attending any South Dumfries Figure Skating Club activities. The waiver can be found at <https://www.brant.ca/en/live-and-discover/resources/Recreation/After-School/After-School-Program---Liability-Waiver.pdf>.

The County of Brant COVID-19 Risk Mitigation Plan can be found at www.brant.ca/communitycentres and must be reviewed and adhered to.

Failure to comply and adhere to any of the above protocols and procedures may result in the Participant, Spectator, Coach, Volunteer or Board Member, receiving a warning from the Board or COVID-19 Oversight Group Committee Member, and/or being asked to leave a session and/or the Community Centre. If an individual is asked to leave a session, they will be required to review all Return-to-play Protocols with the COVID-19 Oversight Group prior to returning to the ice or facility. Repeated breaches of the Return-to-play Protocols may result in additional disciplinary action, including but not limited to, further retraining on Procedures and Protocols, and/or termination of their skating privileges with the South Dumfries Figure Skating Club.

OP-003 COVID-19 Education

South Dumfries Figure Skating Club will educate Coaches, Skaters, their families, Program Assistants, and volunteers on new safety and hygiene protocols and procedures with the club as well as government approved information on ways to control and limit the spread of COVID-19.

APPENDIX 1: COVID -19 Education Resource will be sent to all skaters upon registration. Every staff member, Coach, Skater, Program Assistant, and Volunteer will be required to review the Appendix and it will be included in the training for the Return-to-play for Staff, Coaches, and Volunteers returning the Skating club and facility.

APPENDIX 2: SDFSC Communication Plan, outlines the South Dumfries Figure Skating Club Communication Plan. We are committed to ensuring all members are kept up to date with the most current procedures and protocols.

OP-004 Scheduling

To ensure that capacity restrictions are met and adhered to, there may be times allotted between groups, and time needed for facility staff to clean and disinfect. All Skaters and Coaches are asked to arrive no more than 15 minutes prior to the start of their session, and leave within 15 minutes of when their session has ended in order to follow public health recommendations on physical distancing and provincial guidelines around gatherings.

OP-005 SDFSC Response Plan

South Dumfries has implemented a COVID-19 response plan should any individual become unwell or show signs of the COVID-19 virus (symptoms) during club activities. Please refer to APPENDIX 3 SDFSC COVID-19 Response Plan.

OP-006 Self Screening

Anyone taking part in club activities must self-screen in accordance with current public health guidelines before each skating session. Individuals must NOT attend any sessions or club activities if they:

- 1.- Exhibit any COVID-19 symptoms (fever, cough, difficulty breathing, or other symptoms identified by health experts)
- 2.- Have been in contact with someone with an active case of COVID-19 in the past 14 days.
- 3.- Have returned from travel outside of Canada and do not have a Travel Exemption as per the Government of Canada.

Individuals who are considered a vulnerable or at-risk (weakened immune system, medical conditions such as heart disease, lung disease, cancer etc., or those over 70 years old) should strongly consider their participation in any club activities.

OP-007 Health Screening of Individuals

Anyone entering the facility will be screened on-site daily prior to participation in any club activity. This screening will be conducted verbally by the COVID-19 Administer on duty and recorded along with attendance. When skating is taking place on rented ice in a non-club setting, the coach is responsible for ensuring this screening is taking place. If the individual does not pass the screening, they will not be permitted to enter the building and will be required to leave immediately.

OP-008 Participant Tracking during Club Activities

Attendance will be taken during every session to assist with contact tracing in the event of any positive COVID-19 cases within the club. Attendance by any spectators will also be tracked. Records will be kept manually and electronically for every session or club activity on a daily basis.

When skating is taking place on rented ice outside of a club setting, the coach is responsible for ensuring this logging and tracking is taking place.

OPP-009 Multiple Facilities

We strongly discourage Coaching and skating at multiple locations. The Club may ask Skaters, Coaches, and choreographers to inform them if they are attending training sessions in multiple locations. Individuals should consider the following:

- use of new face mask and gloves at each location
- managing schedules to avoid entering different locations/facilities on the same day

Guest skaters will not be permitted as walk ins; arrangements must be made in advance by contacting Joanne Brooks at (519)-770-7779. Payments must be made in advance by etransfer only.

OP-010 Facility Coordination

South Dumfries Figure Skating Club will coordinate with the facility to ensure compliance with all protocols. This includes at minimum:

- Implementing effective measures to manage the flow of traffic in and out of the facility (signage).
- Ensuring that any person who enters or uses the facility maintains a physical distance of at least 2m from any other person who is also using the facility.
- Scheduling and implementing cleaning between each training group on the ice or during the use of any other facility.
- Wiping down/sanitizing high touch areas such as entry/exit doors to the ice etc.
- Facilitating compliance by the facility operator with the advice, recommendations, and instructions of public health officials, including any advice, instructions or recommendations on physical distancing, disinfecting, or cleaning.

For information on facility protocols please refer to the County website at www.brant.ca/communitycentres

Club and Skating School Programming

PRO-001 Limitations of Size of Training Group

All training sessions will follow the Provincial, local Public Health and Facility Guidelines with respect to the size of gatherings. Subject to facility guidelines, all individuals on the ice count as part of the gathering size, including Coaches.

Currently the maximum training group size for participants in all CanSkate and StarSkate programs is

20. There must be a minimum of one coach on the ice for each session.

Stage 1 CanSkaters may only participate if they are able to get up off the ice on their own, and manoeuvre on their own. Otherwise they must be accompanied by an adult (from their own social bubble, and the adult must pay for a CanSkate number for themselves to ensure proper insurance requirements are met). It must be the same adult for the duration of the program as the Skate Canada Number is not transferable.

Skaters, Coaches, and Program Assistants are not permitted to contact each other on the ice, and must respect physical distancing guidelines, unless they are from the same household or social circle within all parts of the facility by staying at least 2m apart at all times. All warm-ups and off-ice training should comply with current physical distancing requirements.

Off-Ice Activities

OFFIA-001 Facility Access and Traffic Flow

Individuals shall follow facility guidelines regarding traffic flow by using designated entry and exit doors in the facility, and any other guidelines to manage the flow of people within the facility. Individuals must follow the blue arrows for entering and the **red** arrows for exiting.

OFFIA-002 Personal Hygiene

Individuals should wash and sanitize hands upon entering and exiting the facility. Skater must use individual water bottles (the fountain will not be available), tissue boxes, and hand coverings (mittens/gloves). Sharing of any of these items is not permitted. Skaters must have their own closed containers (ziploc bag) for disposing of used personal items such as tissues. These must be disposed of at home or in the lidded garbage container in the facility.

OFFIA -003 Spectators

Only 1 spectator per participant is allowed at this time, if necessary. This will be strongly enforced to maintain proper guidelines with respect to gatherings. Skaters are encouraged to be independent in all aspects. Extra parents/guardians/siblings and friends are to wait in the outside areas of the facility. Skaters will be directed outside immediately upon the end of the session.

OFFIA-004 Personal Protective Equipment

Individuals must follow local Public Health guidelines around wearing face masks within facilities. Mask and face coverings are required inside the arena as per the County of Brant face covering by-law. The Bylaw can be found at the following link: www.brant.ca/facecoverings.

OFFIA-005 Warm Up and Cool Down

All warm up and cool down will be done on the ice following physical distancing protocols by remaining 2m apart.

OFFIA-006 Taking Skates On and Off

Skaters should follow facility guidelines with respect to putting their skates on. Skaters will be assigned dressing room spots and are always expected to sit in their assigned seating space only respecting the 2m distancing guidelines unless there are multiple skaters from the same household on the same session. If the skater's family is more comfortable doing so, skates may put on or removed outside of the arena, while respecting physical distancing protocols of remaining 2m apart. Skaters can use their

own vehicle or bring their chair with them to put up outside.

OFFIA-007 Dressing Rooms

Skaters are to arrive at the arena in their skating clothes. Dressing rooms will be available for small groups of people, and seating will be assigned. Individuals will only be allowed into the room 15 minutes prior to the start of their session, and must vacate as quickly as possible, within 15 minutes of the session ending. Check the display board for your assigned seat and dressing room. Spacing will be indicated on the benches and wall for proper physical distancing. Staff will lock and unlock doors as needed.

OFFIA-008 Personal Items

Skating bags and other personal items should be left in your vehicle when possible. If necessary, please bring only 1 bag into the facility per family. Belongings are to be kept in their bag and in the assigned dressing room or designated area. Please keep your belongings neatly together and be sure to take everything with you when you go. Any items left behind will be discarded by arena staff.

OFFIA-009 Entry and Exit from the Ice

Skaters must remain 2m apart from any other participant, coach, or person, at all times, to comply with physical distancing protocols. Enter the rink at the designated door and at the end of the session, gather your belongings, and exit the ice at the designated exit. You may meet your must exit the building following the red arrows through the lobby as soon as possible (and within 15 minutes of the session ending). There will be no loitering in the lobby to ensure that we do not exceed the capacity restrictions legislated by the Province of Ontario.

On-Ice Activities

ONIA-001 Personal Protective Equipment

All individuals must follow the local Public Health guidelines with respect to wearing face masks within facilities. The link for the County of Brant face coverings by-law can be found at www.brant.ca/facecoverings.

Coaches are recommended to wear a non-medical face mask while coaching. Skaters are not required to wear a face mask while skating but must do so within the facility as per the County of Brant guidelines. CSA approved helmets must still be worn by all CanSkaters to Stage 5. Please wash all winter mittens/gloves daily after use.

ONIA-002 Physical Distancing

All individuals including Coaches, Skaters, their families, Spectators, Board Members and Program Assistants are to maintain the required 2m social distancing required during the session unless they are from the same household or social circle. All coaching should be done using verbal cues and visual demonstrations.

ONIA-003 Personal Items

skaters must use individual personal water bottles, tissue boxes etc. during training. Sharing of these items is not permitted. Skaters must have their own closed containers (e.g. 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. Gloves and skating attire should be washed after each daily use.

ONIA-004 On-Ice Coaching

Coaches are recommended to coach from one spot on the ice and over the boards at rink side. Coaches and skaters must remain at least 2m apart from each other unless they are from the same household or social circle.

ONIA-005 Harness

The harness is permitted for use. Skater and coach must wear a non-medical face mask at all times while the harness is in use and sanitize hands before and after use. The harness must be disinfected and or sanitized before and after use using a spray or wipe. Where possible, coaches are encouraged to stay more than 2m apart from skaters during harness lessons. Harness lessons will be limited to 15 minutes maximum.

ONIA-006 Playing Music

The Club will develop a plan for the safe delivery of music following physical distancing and personal hygiene measures. There will be:

- 1.- A designated person per session to play music.
- 2.- Access to music playing equipment in an open area (rink side).
- 3.- Sanitizing wipes will be available to be used in between each session and user of music equipment.
- 4.- No access allowed to skaters for playing of music or use of music devices.

Appendices

APPENDIX 1: COVID-19 Education Resource

APPENDIX 2: COVID-19 Communication Plan

APPENDIX 3: COVID-19 Response Plan

APPENDIX 4: COVID-19 Cancellation Policy

APPENDIX 1: COVID-19 Education Resource

Skating Schools and Clubs must ensure that Staff, Coaches, Parents, Skaters, Members and Volunteers receive education on new safety and hygiene protocols within the club. Members should be sent Government approved information on ways to limit the spread of COVID-19

Please find below resources that can be found on the Ontario Public Health Website. Please ensure that you are using the most up to date version of these useful tools. The Ontario Public Health page for Public Resources can be found at:

<https://www.publichealthontario.ca/en/diseases-andconditions/infectious-diseases/respiratory-diseases/novel-coronavirus/public-resources>

The following websites also offer valuable resources:

Ministry of Health- Ontario: COVID-19 Reference Document for Symptoms can be found at:

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf

Ontario COVID-19 Online Self-Assessment Tool can be found at:

<https://covid-19.ontario.ca/self-assessment/>

TOPICS and TOOLS

Hand Hygiene

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-hand-hygiene.pdf?la=en>

Physical Distancing

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-guide-physical-distancing.pdf?la=en>

How to Self-Monitor

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-self-monitor.pdf?la=en>

How to Self-Isolate

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-how-to-self-isolate.pdf?la=en>

When and How to wear a Mask

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-how-to-wear-mask.pdf?la=en>

APPENDIX 2: Covid-19 Communication Plan

- South Dumfries Figure Skating Club (SDFSC) will post any updates on the dedicated webpage found on our website at www.sdfsc.ca
- SDFSC will sent communication out by email to its members at the email addresses provided to the club, by the skater at registration.
- SDFSC will provide updates related to COVID-19 on its social media platforms (Facebook page, Instagram, and Twitter).
- Any communications by email, website, or social media will be completed by either the President – Joanne Brooks, Past President- Yaana Davies, or our Social Media Director - Allyson Kelley
- If members need to know of a COVID-19 test taking place, or a positive test result, the club will work with the Public Health Unit. Communications will be done by email to the Board of Directors, Coaches and those skaters that are directly impacted and/or all the registered members on all sessions.
- There may be a time when the program is shut down for a period of time to allow for cleaning and communication to Members and Coaches. The President or alternatively the Vice President will be the public spokesperson for the club in case of an Emergency (e.g. COVID-19 outbreak at the facility).
- The Public Health Unit, Skate Ontario and the County of Brant South Dumfries Community Centre Manager will be advised of any positive COVID-19 tests.
- A designated member of the COVID-19 oversight group will follow up with any individual who became unwell with symptoms of COVID-19, or misses attending a registered session. Participant tracking will be stored both electronically as well as paper based.
- All Board Members, Skater, their families, Coaches, Volunteers and Program Assistants are to respect each other and their comfort level regarding COVID-19. Everyone is encouraged to be kind and polite to each other, and forthcoming about their own level of anxiety and mental health. Coaches are encouraged to voice any health and safety concerns (suggestions, or requests for cleaning supplies etc.) to the board for assistance or direction.
- Mandatory training will take place with Coaches and Program Assistants prior to the start of the season. Updated training will be provided as the COVID-19 situation changes or evolves.
- If you have any questions or concerns, please feel free to contact the President, Joanne Brooks at (519) 770-7779, or at the club email at sdfsc1970@gmail.com, or any of the oversight committee members as listed in APPENDIX 3 – COVID-19 Response Plan.

APPENDIX 3: COVID-19 Response Plan

The following is the list of volunteers on the South Dumfries Figure Skating COVID-19 Oversight Group. The purpose of this group is to ensure, oversee and implement the necessary safety guidelines as set out by Province, The County of Brant, The Public Health Department, Skate Canada and Skate Ontario, as well as our own SDFSC are being met as we transition back to skating.

Joanne Brooks	President	(519)-770-7779	sdfsc1970@gmail.com
Leanne Kelley	Vice-President	(226)-583-0597	leannekelly94@gmail.com
Rose Gulas	Test Co-Chair	(905)-308-0036	benrosmik@sympatico.ca
Alison Smith	Secretary	(519)-757-7851	alisonbehm@hotmail.com
Yaana Davies	Past President	(519)-716-2658	ynd@sympatico.ca

Should you have any questions or concerns regarding Return to Play Protocols, please feel free to contact any of the individuals above.

What will happen if..

An individual becomes unwell with COVID-19 symptoms?

- If an individual becomes unwell with symptoms of COVID-19, or if someone is aware that someone is unwell with symptoms, that individual must stop participation immediately of any skating or club activity.
- The sick individual will be isolated from all others in a well-ventilated area, or outside.
- They will be provided with a non-medical face mask if one is available.
- The individual parent will be contacted, and they will be sent home and instructed to follow public health guidelines regarding self-isolation and testing.
- The County of Brant – South Dumfries Community Centre Facility Operator/Manager should be informed to determine if any areas need to be closed off and/or additional cleaning and disinfecting are needed.
- A member of the COVID-19 Oversight Group should be informed of the situation and should contact the individual or their parent/guardian to see if the necessary next steps are being taken regarding testing.

An individual is tested for COVID-19?

- Any individual that is part of the Club, and that has been tested for COVID-19 must not participate in Club skating sessions, or activities while waiting for the results of the test.
- The SDFSC will work with the Public Health Unit to consult the Session Participation tracking sheets to inform other skating session 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.
- Any individual who was in close contact with the individual should not participate in Skating sessions or in any Club activities and should follow public health guidelines until the diagnosis of COVID-19 is ruled out by a health professional.

An individual tests positive for COVID-19?

- If an individual tests positive for COVID-19, they should inform a member of the SDFSC Oversight Group immediately.
- The COVID-19 oversight group will work as needed with the Facility Operator and Public Health Officials to assist in contact tracing. The 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 skating sessions, or 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 skating club setting.
- The Club will inform and work with the facility in the case of a positive COVID-19 result and determine if any additional cleaning or disinfecting should be performed as per the facilities guidelines.
- The Club will inform Skate Ontario of a positive diagnosis by emailing clubsupportservices@skateontario.org

An individual is to return to Skating following illness?

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

If an individual is returning to Club activities after having COVID-19?

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

There needs to be modification/restriction/postponing or cancelling of Club/Skating school activities?

- Based on the evolving COVID-19 pandemic, the Club is prepared to follow Public Health, Municipal, Provincial, and Skate Canada and Skate Ontario recommendations regarding modifying, restricting, postponing, or cancelling activities.
- The Club has developed a COVID-19 Cancellation Policy see APPENDIX 4: Cancellation Policy.
- The Board will inform all Club member as soon as possible of a modifications, restrictions, or cancellations.
- Modifications and restrictions will remain 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 has someone in their household who have travelled outside of Canada, must self-isolate and not participate in skating and Club activities for 14 days, unless they have a Travel Exemption as per the Government of Canada.
- 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 Skating or Club activities for 14 days.

- Any individual with symptoms of COVID-19 is not permitted to take part in skating or club activities.
- Any individual who has someone in their household showing signs or symptoms of COVID-19, should not participate in skating or Club activities.

APPENDIX 4: COVID-19 Cancellation Policy

- 1.- The Skate Canada Fee is non-refundable.
- 2.- The Fundraising Fee and Skate Ontario Promotional Contest Ticket Booklet are non-refundable.
- 3.- Any refunds will be returned by cheque to the skater.
- 4.- The Treasurer will complete any refunds. Please allow sufficient time for these to be completed.
- 5.- Make up sessions for any missed time are not permitted.
- 6.- Unless otherwise stated, any missed sessions related to COVID-19 must be communicated immediately to the club through email at sdfsc1970@gmail.com, and to a member of the Oversight Committee (see APPENDIX 3). Participants are asked to notify the club in advance of any absences.
- 7.- Cancellation of an entire program by the Club: refunds for programs paid for in advance but that have not commenced, will be refunded by cheque. These will automatically be completed by the Treasurer.
- 8.- If the facility and/or all club programs must be cancelled in relation to COVID-19 after the skating season has commenced, and the Club will be reimbursed for expenses related to the cancellation (i.e. ice rental costs), the Treasurer will issue the pro-rated program refund onto accounts, and members will be issued refund cheques. These will be automatically completed.
- 9.- A credit will be issued if a skater does not attend a session due to experiencing COVID-19 symptoms or does not pass the COVID-19 health screening. This credit will be a pro-rated amount based on the number of sessions in a program.
- 10.- Credits will be issued for missed sessions due to a positive COVID-19 test result or due to self-isolation related to exposure. This credit will be a pro-rated amount based on the number of sessions in a program.
- 11.- If a refund is required outside of any of the above, it must be requested in writing to the Club and will be considered on a case by case basis by the Board of Directors at the next Board meeting.
- 12.- If a skater misses a session due to reasons not related to COVID-19, the normal refund policy will apply.