

Tri Area Skating Club

Return to Skating Protocols

For Group Programs

Updated:
10-22-2020

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Introduction

To all Tri Area Skating Club Members

We, along with Skate Canada, the Tri Leisure Centre and Glenn Hall Arena have been working very hard to plan our safe return to skating protocols.

The following outlines our Protocols and procedures currently in place for Phase 2 of Skate Canada's Return to Skating.

We know there will be many changes in the coming months. Watch for updates via emails, posts on our website or on our Facebook page.

Feel free to contact us any time with your questions or concerns by emailing to triareaskatingclub@gmail.com or your coach.

We are in this together & together we will make it fun for the kids to get back to the activities they love and miss!

Take care and stay healthy!

Executive Board Members
Tri Area Skating Club

Compliance with Regulations

All figure skating activities must adhere to all federal, provincial and municipal laws, regulations, by-laws and orders as they may exist from time to time. This includes but is not limited to compliance with:

- Physical distancing measures
- Health and safety regulations
- Size of permitted gatherings
- Skate Canada rules, policies and procedures
- Skate Canada: Alberta-NWT/Nunavut rules, policies and procedures
- All Safe Sport policies and procedures
- Applicable occupational health and safety requirements

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.

Assigned individual is:

Cheryl Wiese – Registration Director

Email – Cheryl.tasc@gmail.com

Compliance with Section Protocols and Waiver

All Section clubs, skating schools and coaches conducting training (on rented club or non-club ice) must implement and comply with the most current version of the Skate Canada: Alberta – NWT/Nunavut *Return to Skating* Protocols. Each club, skating school and coach is also responsible for implementing and complying with any updated version of these Protocols as posted from time to time.

The ***Assumption of Risk and Waiver*** regarding COVID-19 form provided as part of these Protocols must be completed by each participant in club or skating school activities (including staff, skaters, coaches, choreographers, officials, evaluators and volunteers).

This form must be completed prior to the start of participation in club or skating school activities. The club or skating school must keep this form on-file for each participant. It is not necessary to submit this to Skate Canada: Alberta-NWT/Nunavut but it may be requested by the Section at any time.

Members will be sent a copy of the Waiver form to be signed & returned for our records. They may either be signed, scanned & emailed back to Cheryl Wiese (cheryl.tasc@gmail.com) or handed into the Check-In individual in-person on your first day of skating.

The form will be good for the 2020-2021 season.

A member must have signed & handed in their form ***BEFORE*** they may begin skating.

Participant Compliance & Enforcement

All clubs and skating schools will be required to acknowledge adherence to the Skate Canada: Alberta-NWT/Nunavut Protocols and Guidelines, and adhere to Provincial and Municipal protocols.

Failure to comply will result in Skate Canada taking appropriate actions up to and including suspension and/or non-renewal and/or expulsion of Skate Canada membership and could jeopardize insurance coverage.

Any member of the club who is not adhering to the Guidelines laid out will be asked to leave the facility immediately and not return to skating sessions. Further discussion may be required before returning.

Non-compliance incidents will be reported to the Head Coach, Group Programs Coordinator, Session Coach, or Club President to be followed up immediately.

COVID-19 Education

Each club and skating school must ensure staff, coaches, skaters, parents, members and volunteers receive education on new safety and hygiene protocols within the club/skating school as well as Government of Alberta approved information on ways to limit the spread of COVID-19 including:

Respiratory Etiquette

Cough or sneeze into a bent elbow or tissue. Promptly dispose of used tissues in the trash & hand sanitize (wash or use of sanitizer) immediately.

Hand Hygiene

- Wash or clean hands (hand sanitizer) when entering and exiting the building & frequently during your time onsite.
- Participants should refrain from touching their eyes, nose, mouth and face during skating.
- **Hand Washing** - https://www.youtube.com/watch?v=vLm4reF_djQ&feature=youtu.be
- **Hand Sanitizing** - <https://www.youtube.com/watch?v=JWdytA-jLt8&feature=youtu.be>

Physical Distancing

- Upon Arrival/departure to the arena maintaining 2m physical distancing at all times.
- Follow directional arrows and physical distancing reminder stickers throughout the facility.
- Wear a mask upon arrival/departure of the arena.
- Physical distancing of 2m distancing should be maintained entering on-ice and off the ice.
- Skaters are required to maintain physical distance of 2m at all times with skaters and coaches while skating on the ice.
- All coaches will be using verbal cues. There should be no physical touching with skaters unless first aid is required. Any coaches assisting that skater must wear mask and gloves.
- No hugs, handshakes, high fives or anything that bring members closer than 2m in contact is permitted.

Use of Personal Protective Equipment (i.e. face masks)

- Masks are required to be worn on arrival and departure of the arena. It is not recommended for masks to be worn during intense physical activity. Our coaches will be wearing masks to protect you while skating.
- If you do require first aid while on the ice all coaches will be expected to wear masks and disposable gloves while helping you to the first aid room.
- Video - Mask Donning & Doffing (from 2:27-2:50) - https://ahamms01.https.internapcdn.net/ahamms01/Content/AHS_Website/Information_For/if-hp-ipc-donning-and-doffing.mp4

Skater Protocols & Procedures (TRI LEISURE CENTRE)

The following outlines what the skaters are to expect when they arrive to a skating session:

- Refer to the Skater's Checklist prior to leaving home
- Self-Screen for symptoms – if you answer YES to any of the questions, please notify the club immediately and do not come to the arena
- Arrive at the arena no earlier than 15 mins before your skating session
- We ask that only 1 parent attend the session and no added children unless absolutely necessary. If extra children must attend with you, they must sit with you in the stands and remain seated.
- All public areas of the TLC require you to wear a mask. Skaters are not required to wear a mask on the ice.
- Follow all TLC signs and procedures
- Check-In using Group Program QR code procedures – For contact tracing & daily health screening – [updated Oct 15](#)
- Use Hand Sanitizer and put on skating mitts prior to entering the ice surface
- Enter the ice surface in single file and physically distanced from other skaters and coaches

Skates On/Off

- Skaters must come dressed and carry minimal equipment.
- Equipment bags are not permitted to be kept in the Dressing Room.
- Chairs will be added in the lower floor Arena area for participants to change into/out of skates if needed. If you use these chairs participants **MUST** use the spray/cleaning wipes provided to disinfect their change area before and after use.
- Skaters who are unable to arrive with skates on, and who do not tie their own skates, may only have a family member / core cohort member tie their skates.
- **Program Assistants and Coaches will be unable to aid in putting on/taking off skates.**

Entry to the ice surface

- After Check-in and getting skates/helmet on, skaters will proceed with a Coach or Program Assistant to the Referee Gate/Door for access to the ice surface, ensuring all Safety & COVID-19 protocols & procedures are followed.
- Skater's to bring a labeled small bag/backpack to place mask in during ice session. They will be placed on the chairs along the outside of the arena before they enter the ice surface.
- ***Parents/Guardians are not allowed in the skater areas (Dressing Room or Player's Benches) - (AHS).***
- Enter the ice surface in single file and physically distanced from other skaters and coaches

Exit from ice surface

- EXIT - Referee Gate/Door – Skater's will gather bag/backpack
- With a Coach or Program Assistant, they will line up & wait for Parent/Guardian pick up in the lobby area.
- Skaters are to leave the facility within 15 mins of the completion of their ice time.
- Wear a mask upon exiting the TLC

Skater Protocols & Procedures (GLENN HALL ARENA)

Updated Oct 15

The following outlines what the skaters are to expect when they arrive to a skating session:

- Refer to the Skater's Checklist prior to leaving home
- Self-Screen for symptoms – if you answer YES to any of the questions, please notify the club immediately and do not come to the arena
- Arrive at the arena no earlier than 15 mins before your skating session
- All public areas of the GH require you to wear a mask. Skaters are not required to wear a mask on the ice.
- Follow all GH signs and procedures
- Check-In using Group Program QR code procedures – For contact tracing & daily health screening – [updated Oct 15](#)
- If possible, to reduce duration in arena, put skates on outside or in car, leave skate bag in vehicle
- If you need to put on skates, Dressing rooms are now open for use. It is recommended that participants come dressed to prevent extended gatherings in the dressing rooms. [Updated Oct 20](#)
- Only 1 Parent/Guardian allowed in Dressing room to help tie skates.
- Use Hand Sanitizer and put on skating mitts/gloves prior to entering the ice surface
- Enter the ice surface in single file and physically distanced from other skaters and coaches

Skates On/Off

- Skaters must come dressed and carry minimal equipment.
- Equipment bags are now permitted to be kept in the Dressing Room. [Updated Oct 20](#)
- Skaters who are unable to arrive with skates on, and who do not tie their own skates, may only have a family member / core cohort member tie their skates.
- ***Program Assistants and Coaches will be unable to aid in putting on/taking off skates.***

Entry to the ice surface

- After Check-in and getting skates/helmet on, skaters will proceed to the gate closest to the hallway they are in. At this time, the parents/guardians must exit to the stands.
- ***Parents are not permitted in the gate area or at the ice surface.***
- We will have a Coach or Program Assistant at the gate area to ensure safety of skaters and COVID-19 Protocols are followed.
- Enter the ice surface in single file and physically distanced from other skaters and coaches

Exit from ice surface

- EXIT – at the gate they entered - where they will line up with a Coach or Program Assistant & wait for Parent/Guardian pick up.
- Skaters are to leave the facility within 15 mins of the completion of their ice time.
- Wear a mask upon exiting GH

Personal Items

Items to bring into arena:

- Personal Hand Sanitizer
- Mask
- Helmet
- Mitts
- Small backpack to hold mask and/or boots while on ice
- Pre-filled Water bottle - labelled with the name of the owner
 - Do not share water bottles
 - TLC water fountains will be inoperable. Water bottle filling stations will be operable (TLC), no water fountains operable at GH Arena.
- Skates/hard guards/skate drying rag

TLC ONLY – Skater’s will place their labeled small bag/backpack on the chairs along the outside of the arena in the Referee Gate/Door area

GLENN HALL – Parents/Guardians may keep their children’s backpack with them during the session or in the dressing room. [Updated Oct 20](#)

After each ice session - thoroughly wash with soap water: bottles, all training clothes, accessories including mitts, hard guards, blade rag, etc.

Attire

Wear clean clothes and mitts for each class. Make sure used clothing and mitt are washed immediately when you return home from class.

Dressing Rooms

TLC – At this time, Dressing Rooms will not be used for skaters during Group Programs. They will only be used as a walkthrough entryway to the ice & to tie skates for Coaches & Program Assistants.

GLENN HALL – Dressing rooms are now open for use. [Updated Oct 20](#)

Restrooms/Washrooms

Please try to go to the washroom before coming skating. If you do need to use the washroom, please use caution and follow hygiene processes. Parents will need to assist their skater if they need to use the restroom during the class. The arena Operators are responsible for cleaning arena bathrooms, using Health Canada approved cleaning and disinfecting protocols

Washrooms are not to be used as Dressing Rooms. All skaters should arrive to the facility in their skating attire.

SKATER CHECKLIST

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 mitts, hard guards, blade rag etc.
- Pre-Register for your session
- Use the washroom
- Sign **Skate Canada Assumption of Risk and Waiver** either via email 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
- 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 via email)
- Check-In using QR Code procedures - for Contact Tracing Attendance
- DO NOT share water bottles or personal items
- Minimal public spectators allowed during Phase 2 (1 Parent/Guardian encouraged)

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 class
- Exit through established exits
- Thoroughly wash water bottles with soap and water
- Thoroughly wash all skating clothes and accessories including mitts/gloves, hard guards, blade rag etc.

Self-Screening Measures

All individuals taking part in club/skating school activities must self-screen at home and in accordance with Public Health Orders must not attend any training sessions or club activities if they:

- Exhibit any COVID-19 symptoms, such as a fever, cough, difficulty breathing, or other symptoms identified by health experts
- Have returned from travel outside of Canada (must quarantine for 14 days at home)
- Have been in contact with someone with COVID-19 in the past 14 days

Those who are considered a vulnerable or at-risk individual (elderly persons, weakened immune system or medical conditions such as heart disease, lung disease, cancer etc.) should be advised of the increased risk of participation and take additional precautions and use of PPE where possible.

You are NOT permitted to enter the TLC or GH if you answer YES to any of the above points.

Immediately notify Kathy, your coach or Kaye, if a coach, parent, volunteer aide has symptoms of COVID-19, or is in violation of any current Public Health Order. They are responsible for isolating that individual and reporting the incident to a TLC staff member.

Please refer to the following Checklists before coming to a skating session:

- SKATER CHECKLIST

On-Site Health Screening

Clubs and skating schools must establish, and record, a screening protocol whereby individuals are screened on-site on a daily basis before participation in any club activities.

Each participant (skaters, coaches, choreographers, officials, evaluators and volunteers) must complete a daily health screening as instructed by the club.

Each skater will be screened upon Check-In with a scheduled volunteer or coach.

HEALTH SCREENING QUESTIONNAIRE Updated October 9, 2020

This questionnaire must be completed by each individual **prior** to participation in any Skate Canada Alberta-NWT/Nunavut Section events or activities. Information must be recorded and initialed by the individual responsible for tracking attendance on the Participant 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.

*Individuals with fever, cough, shortness of breath, runny nose, or sore throat, are required to isolate for 10 days per CMOH Order 05-2020 unless they receive a negative COVID-19 test and are feeling better. Use the AHS Online Assessment Tool to determine if testing is recommended and follow information on isolation requirements.

1. Does the attendee have any new onset (or worsening) of any of the following symptoms?	CIRCLE ONE	
	YES	NO
• Fever*	YES	NO
• Cough*	YES	NO
• Shortness of Breath/Difficulty Breathing *	YES	NO
• Sore throat*	YES	NO
• Runny Nose*	YES	NO
• Chills		
• Painful swallowing	YES	NO
• 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 attendee travelled outside of Canada in the last 14 days? ¹	YES	NO
3. Has the attendee had close contact ² with a confirmed case of COVID-19 in the last 14 days?	YES	NO
4. Has the attendee had close contact with an individual who has any one of the first 5 symptoms on the list (shaded) AND who is a close contact of a confirmed case of COVID-19 in the last 14 days?	YES	NO

¹Individuals legally required to quarantine for 14 days when entering or returning to Alberta from outside Canada

²Face-to-face contact within 2 metres. A health care worker in an occupational setting wearing the recommended personal protective equipment is not considered to be close contact.

If you have answered **YES** to any of the above questions do not participate. Proceed home and use the AHSOnline Health Assessment Tool to determine if testing is recommended.

Contact Tracing Processes

Contact Tracing logs for all participants, coaches, officials, evaluators, volunteers and spectators must be completed for every training activity and be available to be accessed quickly to ensure efficient contact tracing.

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.

As personal information is being collected for contact tracing logs, reasonable security measures against unauthorized access, collection, use, disclosure, copying, modification, disposal or destruction for information must also be in place in accordance with the Personal Information Protection Act (PIPA).

Contact Tracing logs can be done online or completed onsite by a responsible adult. Records must be maintained for a minimum of 4 weeks.

All skaters, coaches, volunteers and spectators are required to Check-In with a scheduled Volunteer or coach so they may be logged into our mandatory daily Contact Tracing Log.

Contact Tracing information will be collected using a QR code/Google Form entry by parents/guardian prior to each ice session.

COVID-19 Response Plan

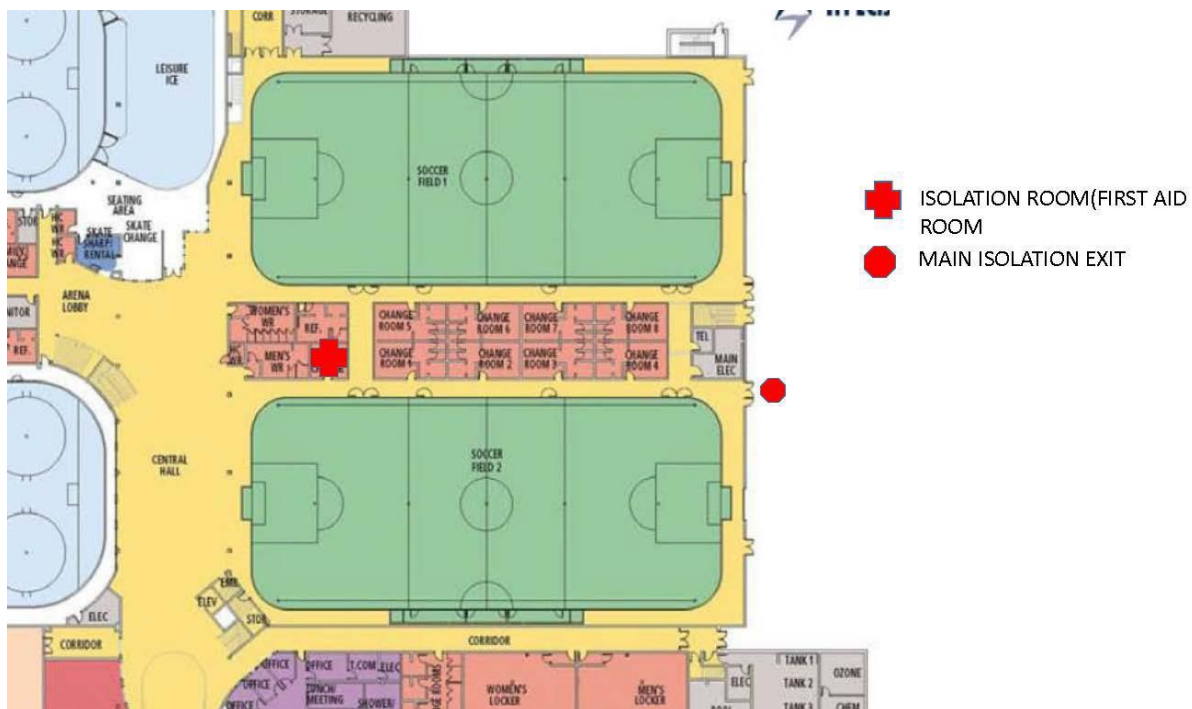
A “participant” includes a club or skating school employee, coach, choreographer, volunteer, official, skater or parent / spectator.

Reporting Protocol: Symptomatic during ice session

The coaches will be regularly monitoring for symptoms during our ice sessions.

Immediately upon identifying that a participant has symptoms of COVID-19, or is in violation of any current Public Health Order:

- Bring participant to the TLC Isolation room – to make travel arrangements home
- Coach/club member to report the incident to a TLC staff member
- Participant to contact 811 or a doctor for further guidance
- Consideration of suspension or temporary cancellation of the session
- Cleaning and disinfecting of all equipment and surfaces that may have come into contact with the symptomatic participant
- Performance of hand hygiene by remaining participants



Reporting Protocol: Symptomatic outside of ice session

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) you must:

- Inform the Club immediately - by email to info@triareaskatingclub@gmail.com or call 780-201-8558
- Remain at home and contact Health Link at 811
- Consideration of suspension or temporary cancellation of the session will be discussed by Club

If a Participant tests positive for COVID-19

- The Participant will not be permitted to return to arena until they are free of the COVID-19 virus as verified by a medical professional
- Any Participants who work/practice closely with the infected participant will also be removed from the arena for at least 14 days to ensure the infection does not spread further
- If any participant tests positive, the club must inform the Alberta-NWT/Nunavut Section Office of the test positive case by emailing info@skateabnwtun.ca

If a Participant has been tested and is waiting for the results of a COVID-19 Test

- As with the confirmed case, the Participant must be removed from the arena
- The Public Health Agency of Canada advises that any person who has even mild symptoms to stay home and contact Health Link at 811
- Other Participants who may have been exposed will be informed and removed from the activity for at least 14 days or until the diagnosis of COVID-19 is ruled out by health authorities

If a Participant has come in to contact with someone who is confirmed to have COVID-19

- Participants must advise their coach/club administrator if they reasonably believe they have been exposed to COVID-19
- Once the contact is confirmed, the Participant will be required to follow the direction of Alberta Health Services

Quarantine or Self-Isolate if:

- 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
- Any Participant with any symptoms of COVID-19 is not permitted to enter any part of the facility and must quarantine and self-isolate
- 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

Parents & Spectators

Tri Leisure Centre

To limit and contain the number of patrons in the building, the TLC has **opened up the 2nd level Arena Viewing area** to support spectators in both North and South arena.

- **Masks are mandatory upon entrance to the TLC and required in all off ice areas**
- One parent/guardian is allowed per participant. It is preferred that no additional spectators, including children, are brought into the facility. If children must come out of necessity, they must be seated with their parent/guardian.
- Upon arrival, participants must go directly to their designated area to put on skates; spectators must go directly to the (upstairs) seating area (unless required to tie skates).
- Bleachers are now open, Physical distancing of 2 metres must be maintained by spectators at all times, unless from the same household (Alberta Health Services-AHS).
- Limited lower South Arena window access due to hallway access to arenas/fields, must keep hallway clear of congestion
- Please adhere to the clearly marked area access and signage.
- No lower level spectator access for North arena by Operator desk or inside Leisure Ice.
- Parents are to keep out of participant spaces (AHS)
- Cheering and yelling is strongly discouraged as it presents a high risk of spreading droplets (AHS).
- Access to viewing area should be for the duration of booking only
- Parent socializing is encouraged outside the building.
- When possible, please encourage parents to drop-off and pick up to reduce the amount of patrons inside the building.
- Most important, please be respectful of staff and adhere to the rules set in place at the TLC

Glenn Hall Arena

- **Masks are mandatory upon entrance to the GH and required in all off ice areas**
- It is highly recommended that only one parent / guardian attends per participant. It is preferred that no additional spectators, including children, are brought to the facility. If children must come out of necessity, they must remain seated with parent / guardian
- Please proceed directly to the spectator seating area upon arrival, unless tying skates for a participant.
- Sections of the bleachers will be closed.
- No meetings are allowed at the facility, including bleachers or lobbies

Travel

Transportation to and from the facility should align with Provincial Guidelines

- Travel within the Province for sport, recreation and physical activities is permitted for all approved programming under the current version of the Skate Canada: Alberta-NWT/Nunavut protocols.
- To align with physical distancing requirements group transportation (team buses or vans) is not permitted.
- Transportation to and from activities should be arranged so that only individuals from the same household or cohort members share rides (see the Provincial Health Guidelines for further information on Carpooling and Cohort Families).
- Individuals taking public transportation to the facility must immediately upon arrival wash their hands thoroughly with soap and water or use an alcohol-based hand sanitizer if soap and water is not available.
- When exiting the facility, after training, individuals should minimize the time spent in parking lots and maintain physical distancing when returning to vehicles or homes.

First Aid/Emergencies Process

Clubs, Skating Schools and Coaches must ensure personal protective equipment (which includes medical masks and disposable gloves) is immediately available IF first aid treatment is required.

In the event that a participant requires first aid, consider having a family member attend to the injured, when possible

If not possible, the attending person must wear appropriate Personal Protective Equipment (PPE) including a medical mask and disposable gloves.

Proper hand washing and PPE Doffing should take place immediately following any in-person interaction

The coach or person attending to the injured skaters must fill out an Incident Report and submit to Cheryl Wiese (email Cheryl.tasc@gmail.com) or leave in the locked mail box at the TLC for pick up.

Registration

All registrations will be online from our website (www.triareaskatingclub.com).

In order to keep track of our numbers on the ice, we need to have registration confirmation before the start of a session.

Preferred method of payment would be via credit card or E-Transfer. However, if these options do not work for you, please make alternate arrangements directly with Cheryl Wiese (Cheryl.tasc@gmail.com or 780-201-8558) to pay via cheque or cash.