



# Caledon Centennial Skating Club (CCSC) COVID-19 Return to Play Protocols and Response Plan

*Last Updated: Sept 23rd, 2021*



This document is meant to serve as a reference as to how we will proceed with our return to skating, while maintaining a safe, healthy environment for all. It has been developed in accordance with Return to Play protocols established by our governing body, Skate Ontario (a division of Skate Canada), which we will be following, as well as policies established by the Government of Ontario and the local municipal government in Caledon. The safety of our skaters, parents, coaches, and volunteers is our highest priority.

Our Return to Play Protocols will detail:

- The CCSC COVID-19 Oversight Group (COG)
- The Communication Plan
- The Acknowledgement, Release, Indemnity, and Assumption of Risk Form
- CCSC's COVID-19 Response Plan
- Additional Safety Measures and Town of Caledon Protocols
- Links to COVID-19 Information

**PLEASE NOTE: Throughout this document, "Participant" or "you" refers to: skaters, parents/guardians, coaches, and volunteers present during a club activity.**

### **CCSC COVID-19 Oversight Group (COG)**

The individuals in the table below will be acting as the COVID-19 Oversight Group (COG) as we transition back into skating. This group will be responsible for implementing required health and safety guidelines.

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

A minimum of 1 individual from this group will be present during all session times, on or off the ice.

This contact information will be provided to The Town of Caledon and will be used by staff, as necessary, for communication purposes.

<b>Name</b>	<b>Position</b>	<b>Email</b>	<b>Phone</b>
Sue Buckley	President, CCSC	Sue_buckley@rogers.com	647-921-7410
Katrina Litwin	Coach, Board of Directors Coach Representative	onenewhappyli@yaho.ca	519-278-8336
Carol Chaput	Past President, CCSC	rockysmom@rogers.com	905-996-0901

### **CCSC COVID-19 Communication Plan**

1. Current club members will need to ensure their contact information is up to date on our website (Uplifter) account.
2. An email will be sent to current members, as well as coaches and volunteers with the names and contact information of the people in COG. Attached to the email will be this document.
3. A COVID-19 tab will be added to the CCSC website where visitors can find this document and any other relevant information and updates.

4. Skaters, coaches, and volunteers will be advised that if they feel sick, need to report a COVID test result, or any other information, that they should contact one of the COG members or email [info@caledonskatingclub.com](mailto:info@caledonskatingclub.com).
5. A COG member will be responsible for distribution of information to individuals and external stakeholders. This group includes but is not limited to:
  - Coaches
  - Skaters and their parents
  - Volunteers
  - Town of Caledon Parks and Recreation primary contact
  - Peel Public Health
  - (If necessary) Skate Ontario
6. Information will be distributed via the email address on file with their Uplifter account. For individuals without an Uplifter account, there will be a separate email list containing their contact information.
7. A COG member will be responsible for providing updates during the Return to Play process as they become available by email, and will post on our website on our COVID-19 page.
8. If necessary, the club will hold a virtual webinar/info session to deliver information on Return to Play protocols and answer questions/concerns.
9. All communication/documents (including waivers, Health Screening Questionnaires, Session Attendance Tracking Sheets, etc.) will be printed and kept in a COVID-19 folder for future reference.
10. In the event that an individual becomes unwell or shows symptoms of COVID-19, the COG member present during that activity will own and be responsible for all follow up with that individual and will document all communication with that individual or their parents, including date and details of information exchanged. Any documentation from these exchanges will be filed in the COVID-19 folder.
11. If it is determined that a participant has tested positive for COVID-19, a COG member will work with Public Health to inform all club/skating school members that may have been in close contact with that individual. This will involve using the Session Attendance Tracking Sheets.
12. It is the responsibility of the member of COG to ensure the Town of Caledon Primary Contact and Skate Ontario are informed if a skating school member, coach, or volunteer is diagnosed with COVID-19.

## **The Acknowledgement, Release, Indemnity, and Assumption of Risk Form**

[The Acknowledgement, Release, Indemnity, and Assumption of Risk regarding COVID-19 Form](#) must be completed by each skater, coach, volunteer, and Board member participating in club activities.

**This form must be completed prior to the start of participation in club activities.** The waiver is only required to be completed one time by each participant in the activity. The form will be kept on file for each participant.

A member of the COG will ensure that all waivers are completed prior to participation in a club activity. **If an individual fails to complete the waiver, then they will be denied permission to participate in the activity.**

## **COVID-19 Information**

Please see Appendix A or refer to the COVID-19 page on our website for links to Government approved information on COVID-19 and ways to limit its spread, including:

- Respiratory etiquette
- Hand hygiene
- Physical distancing
- Use of Personal Protective Equipment (e.g. face masks)

## **CCSC COVID-19 Response Plan**

Here's what will happen if:

### **1. You become unwell or show signs of COVID-19 symptoms during club activities.**

- If you become unwell with symptoms of COVID-19, tell a coach or volunteer. You will be directed to stop participation in club activities.
- The member of the COG present during the activity should be informed of the situation and take control of subsequent steps.
- (If you are a skater) The COG member in charge will contact your parents (or guardian) to come pick you up.
- While awaiting pickup, you will be isolated from all others in a well-ventilated area that was agreed upon with Town of Caledon staff prior to the start of the season.
- You shall be sent home and instructed to follow public health guidelines regarding self-isolation and testing.
- The Town of Caledon facility staff will be informed in order to determine if any areas need to be closed off and/or require additional cleaning/disinfecting.
- If necessary, the remainder of the session may be cancelled and everybody sent home for the night.
- The COG member should contact you or your parent/guardian to determine if next steps are being taken regarding testing.
- If the COVID-19 test is negative, please follow Peel Public Health guidelines regarding return to activities.
- All communication will be printed and filed in the COVID-19 folder.

### **2. You aren't at the arena but you feel sick, need to report a COVID test result, or any other information.**

- If you feel sick or need to report a COVID test result or pass along any other information, you should text or call one of the COG members or email [info@caledonskatingclub.com](mailto:info@caledonskatingclub.com). **If you are experiencing symptoms of COVID-19, please do not come to skating.**

**3. You report to the Club or The Town of Caledon that you have developed, or have been exposed to someone with COVID-19 symptoms outside of club activities.**

- If you report to the Club that you have developed symptoms or have been exposed to someone with COVID-19 symptoms, this information shall be passed along to a member of COG. Similarly, if the individual informs The Town of Caledon, then The Town shall contact a member of COG and relay the information.
- If you have been exposed to someone with a confirmed case of COVID-19 please do not come to skating. You should self-isolate and seek the advice of the Peel Public Health department regarding testing and return to skating.
- The COG member will follow-up with you to stay abreast of when you will be returning to skating.
- If symptoms are developed and you test positive for COVID-19, then please see #5 below.
- We will document any communication we have with you and file it in the COVID-19 Folder.

**4. The Club is informed (for example, by The Town of Caledon) that participants were exposed to someone with COVID-19 who is external to the club and its activities. (For example, a rink staff member tests positive.)**

- The Town of Caledon shall inform one of the members of COG of the exposure, including the date of the exposure.
- The COG member will work with Peel Public Health to consult the Session Attendance Sheets to inform participants who might have been in close contact with the individual. Close contact is defined as being within 2m for a period of more than 15 minutes, without appropriate or consistent use of PPE.
- Any participants who are found to have been in close contact with the individual should not participate in club activities and should follow Peel Public Health guidelines regarding self-isolation and testing. It may be necessary to cancel that club activity for several weeks or the entire season.
- Although a COG member will directly contact those who might have been in close contact with the individual, a mass email will be sent to all current CCSC members informing them of the exposure, including the date, program, and location information.

**5. You are tested for COVID-19**

- If you have been tested for COVID-19, you must not participate in club activities while waiting for the results of that test.

**6. You report to the club or facility management that you or a member of your family has tested positive for COVID-19.**

- If you report that yourself or a member of their family has tested positive for COVID-19, a member of COG will be informed and will take over and manage the case.
- You will be informed that you are suspended from club activities and will be asked to follow all Peel Public Health guidelines regarding return to activities.
- As soon as possible, The Town of Caledon will be informed in the case of a positive COVID-19 result. The COG member will also provide any additional support and information to The Town, as needed.

- As soon as possible, the COG member will work with Peel Public Health to consult the Session Attendance Sheets to inform other participants who might have been in close contact with you. Close contact is defined as being within 2m for a period of more than 15 minutes, without appropriate or consistent use of PPE.
- Any participants who were found to be in close contact with you will need to follow Peel Public Health guidelines regarding self-isolation and testing. It may be necessary to cancel that club activity for several weeks or for the entire season.
- The COG member will inform Skate Ontario of a positive COVID-19 diagnosis by emailing clubsupportservices@skateontario.org.
- An email will be sent to all current CCSC members informing them of the exposure, including the date, program, and location information. Names will be kept private.

#### **7. You wish to return to club activities following illness or exposure to COVID-19**

- You must follow all Peel Public Health guidelines with respect to returning to skating following an illness or exposure to COVID-19.

#### **8. The club needs to modify, restrict, postpone or cancel training sessions or other activities based on the evolving COVID-19 pandemic.**

- Based on the evolving COVID-19 pandemic, CCSC is prepared to follow public health, municipal/provincial government and sport recommendations regarding modifying/restricting/postponing or canceling activities.
- CCSC will inform affected members via email (and possibly by phone) of any modifications/restrictions or cancelations as soon as possible.
- CCSC will keep any modifications and restrictions in place until advised that it is safe to resume activities by Peel Public Health, government or sport officials.

#### **Public Health Guidelines**

You should follow all Peel Public Health guidelines regarding COVID-19. These include:

- Any club members who themselves have travelled outside of Canada, must self-isolate and not participate in club/skating school activities for 14 days, unless the individual has a Government of Canada Travel Exemption
- Any individual who has been exposed to a confirmed case of COVID-19 should self-isolate and is not permitted to participate in club activities until they have completed the period of self-isolation as advised by Peel Public Health 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 or skating school activities

#### **CCSC Safety Measures on Skating Nights and Town of Caledon Facility Protocols**

- Your attendance at each and every on-ice and off-ice activity will be tracked through the health screening questionnaire and filed in the Covid-19 folder.
- Maximum participant numbers on the ice during a session is 75. This includes skaters, coaches and volunteer program assistants.

- There must be at least one member of the volunteer executive present during each on-ice session.
  
- PLEASE NOTE: THERE WILL BE TWO HEALTH SCREENINGS (WHICH WILL ALSO SERVE AS ATTENDANCE RECORDS) REQUIRED TO BE COMPLETED FOR EACH AND EVERY NIGHT OF SKATING. ONE SCREENING WILL BE FOR THE TOWN OF CALEDON'S RECORDS AND THE OTHER WILL BE FOR CCSC'S RECORDS. LINKS TO THESE SCREENINGS WILL BE PROVIDED.
  - To access the Town of Caledon's self screening tool, please visit: [www.caledon.ca/screen](http://www.caledon.ca/screen)
  - To access the CCSC screening tool, we will email the link to you the day before each night of skating. Our questions will follow the Ontario school screening questions.
  - Both screenings must be completed on the day of the skating activity.
  
- NEW THIS YEAR: PROOF OF VACCINATION AND VALID ID WILL BE REQUIRED TO GAIN ENTRY TO THE ARENA.
  - This applies to individuals aged 12 and over, unless otherwise exempt (see exemptions below).
  - Individuals must validate the vaccine receipt by providing identification that includes name and date of birth.
  - Individuals who do not provide proof of identification and proof of being fully vaccinated will not be permitted entry.
  - Exemptions include:
    - Children 11 years of age and under.
    - Youth 17 years of age and under, participating in indoor organized sport, including training, practices, games and competitions.
    - Patrons with a medical exemption (with required proof).
  
- Inside the facility, everyone must wear a face mask at all times, including in the change rooms. Face masks must securely cover the nose, mouth, and chin. (Skaters may take their masks off for their on-ice sessions. But then must put them back on when exiting the ice surface.)
  
- Coaches and on-ice volunteers will be required to wear face masks during on-ice sessions.
  
- Everyone must use physical distancing of 2 meters (6 ft) at all times inside the facility, including during on-ice activities.
  
- Everyone must sanitize their hands using hand sanitizer provided.
  
- Water bottles should be filled in advance.
  
- Parents / guardians are to maintain physical distance and must enter/exit the facility in the same manner as their skater.
  
- No loitering in change rooms, lobbies or common areas.
  
- The spectator viewing area will be the second floor bleacher/seating area. No spectators will be allowed at ice level.
  
- Admission to the facility will commence twenty (20) minutes prior to the start of the rental time. This is to avoid overlap of participants entering and exiting the arena area at the same time. Participants arriving earlier than twenty (20) minutes prior to the start of their rental time will be asked to wait outside of the building.
  
- After being checked in, skaters and coaches should proceed to the designated arena meeting area. (Use of the change rooms is still TBD - we will let you know prior to the first night.) Participants must not linger in the common areas of the building.

- Skaters must arrive at the arena in their skating clothes and skates. NOTE: At this point, we will not be using change rooms. Any changes to this policy will be communicated via email. Skaters are encouraged to leave all personal items in their vehicle.
- At the start of the on-ice session, volunteers will lead skaters to the ice surface.
- At the end of the night, skaters must go directly to their awaiting parents/guardians and exit the building immediately. All on-ice and off-ice participants (coaches, skaters, volunteers, spectators, Board members) must exit the building within 15 minutes.
- To gain access to Pad 1 of Caledon East Arena, enter through the main lobby door and proceed to pad 1.
- The entrance to Lloyd Wilson Arena is through the main facility doors.
- To comply with facility capacity regulations, male and female washrooms have been designated at each rink. All users including parents/guardians must use the washrooms in their assigned rinks. Arena users are not permitted to use the washrooms in the lobby.
- Participants will exit the facilities in the same way they entered.

#### **Additional Things to Note:**

- Skaters and coaches may carry their own water bottle, tissue box etc. into the arena. 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.
- CCSC will coordinate with Town of Caledon facility staff to wipe down / sanitize high touch areas such as entry / exit doors to the ice, etc.
- CCSC will provide hand sanitizer and wipes for participants to use when necessary.
- For Test Days, CCSC will:
  - Screen Evaluators prior to their participation in a Test Day
  - Conduct daily health screening when the Evaluator arrives on-site at the arena
  - Ensure physical distancing measures between the Evaluator and participants is maintained at all times
  - Follow all guidelines with respect to group sizes during a Test Day
  - Ensure that the area where the Evaluator will be located has been sanitized prior to their arrival
- All CanSkate programming will follow the program guidelines as set out in the following resource: <https://skateontario.org/wp-content/uploads/2021/09/CanSkate-Program-Delivery-Resource-COVID-2021.pdf>
- All StarSkate programming must follow the program guidelines as set out in the following resource: [https://skateontario.org/wp-content/uploads/2020/06/STAR15\\_Resource\\_JUN29\\_2020\\_vF.pdf](https://skateontario.org/wp-content/uploads/2020/06/STAR15_Resource_JUN29_2020_vF.pdf)
- CCSC coaches will be responsible for bringing their own bingo daubers and pylons and then will clean them after each session.
- Hand sanitizer will be provided and must be used prior to touching the music device to change to a different song.
- Please refer to Appendix B for a Skater Checklist which will act as a guide to prepare for a night of skating.



- The use of the jumping harness is permitted with the following protocols:
  - The skater and coach must wear a mask or face covering at all times 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
  - Harness lessons should be limited to no more than 15 minutes with adequate time allowed in between lessons to disinfect the equipment

## APPENDIX A: COVID-19 INFORMATION

Below are some government links to information about COVID-19 and how to limit its spread. We encourage you to educate yourself and your skater(s) about COVID-19.

Ontario Public Health Public Resources: <https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus/public-resources>

The following resources are also available:

Topic	Link
Peel Regional Health Services Information on COVID-19	<a href="https://www.peelregion.ca/coronavirus/">https://www.peelregion.ca/coronavirus/</a>
Wearing Masks	<a href="https://www.ontario.ca/page/face-coverings-and-face-masks">https://www.ontario.ca/page/face-coverings-and-face-masks</a>
Hand Hygiene	<a href="https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-hand-hygiene.pdf?la=en">https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-hand-hygiene.pdf?la=en</a>
Physical Distancing	<a href="https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-guide-physical-distancing.pdf?la=en">https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-guide-physical-distancing.pdf?la=en</a>
How to Self-Monitor	<a href="https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-self-monitor.pdf?la=en">https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-self-monitor.pdf?la=en</a>
How to Self-Isolate	<a href="https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-how-to-self-isolate.pdf?la=en">https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-how-to-self-isolate.pdf?la=en</a>
You were tested for COVID-19: What you should know	<a href="https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/2020/06/factsheet-covid-19-test-what-you-should-know.pdf?la=en">https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/2020/06/factsheet-covid-19-test-what-you-should-know.pdf?la=en</a>

Ministry of Health – Ontario: COVID-19 Reference Document for Symptoms:

[http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019\\_reference\\_doc\\_symptoms.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf)

Ontario COVID-19 Online Self-assessment Tool: <https://covid-19.ontario.ca/self-assessment/>

Ontario COVID-19 Online School Screening Tool: <https://covid-19.ontario.ca/school-screening/> Ontario COVID-19

## APPENDIX B: SKATER CHECKLIST

To be used to help skaters prepare for each night of skating.

### BEFORE LEAVING HOME

- Eat before you come
- Thoroughly wash your hands with soap and warm water before you come
- Complete the online Health Screening Questionnaire for the Town of Caledon
- Complete the online Health Screening Questionnaire for CCSC
- Use the washroom
- Bring a mask to wear when not on the ice
- (Optional) Bring Kleenex and a pre-filled water bottle with your name on it
- Put your skating clothes on at home
- Put your skates on in the parking lot.
- 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)
- Vaccination certification and ID will be required for parents/guardians and spectators over 12.

### ARRIVAL AT THE ARENA

- Arrive at the facility 20 minutes prior to the scheduled ice session
- Put your mask on
- 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](#) to a volunteer or email it to [info@caledonskatingclub.com](mailto:info@caledonskatingclub.com).
- DO NOT share water bottles or personal items
- Proceed to the assigned rink pad and line up. Please respect the direction of volunteers and coaches.
- Washrooms will be available in the rink area.

### AFTER THE SESSION IS OVER

- A volunteer will ensure that all skaters are reunited with waiting parents/guardians
- Do not loiter in the common areas.
- Leave the arena within 15 minutes of exiting the ice
- Exit through established exits, while maintaining physical distance of 2m or 6ft.

## NOTE

**If you feel sick during your session, tell a coach!**

If you develop symptoms at any time, have tested positive, or have come in contact with someone who has tested positive for COVID-19, email us immediately: [info@caledonskatingclub.com](mailto:info@caledonskatingclub.com) or text Sue at 647-921-7410.