

Houston Figure Skating Club

COVID 19 Policy and Procedures

BEFORE YOU SKATE

General:

- Make sure that your city or region and Provincial Sport Organization allows skating based on the government health authorities' criteria for the progressive lifting of confinement measures and that your municipality permits the use of a skating rink and/or the approved operation of a private facility.
- Do not skate if you:
 - Exhibit any COVID-19 symptoms, such as a fever, cough, difficulty breathing, or other symptoms identified by health experts.
 - If you or someone in your household has been in contact with someone with COVID-19 in the last 14 days.
 - If you or someone in your household has travelled outside of Canada in the last 14 days.
- It is highly recommended that if you are a person who has been identified as vulnerable or at risk, as described below, you should consider not participating in Skate Canada Programs or figure skating related activities. It may be defined that a vulnerable or at-risk person is:
 - A vulnerable or at-risk person (especially elderly individuals), who are immunosuppressed, individuals suffering from serious health problems, notably high blood pressure, pulmonary diseases, diabetes, obesity and asthma.
- Skaters, coaches, parents (if allowed) and volunteers will have a daily verbal screening for symptoms upon arrival at the entrance of the facility. The daily screening can be executed by the club appointed COVID Ambassador. See Appendix A.
- Make sure there is availability on your desired session. Numbers will be limited to the following:
 - Numbers during phase one will be limiting to the following: no more than 14 people, including coaches, allowed on or near the ice at any one time.
 - In accordance with Skate Canada regulations, there MUST be 1 Skate Canada certified coach or choreographer included in your group of 14. As well, please keep in mind that all physical distancing restrictions apply to Pairs, Dance and Synchronized skaters.
- All session registration and payments must be online. No bookings or payments in person at the facility. Drop in/buy on participation is not allowed.

PREPARING TO SKATE

- Arrive no earlier than your scheduled time to enter the building. Arrival time will be approximately 5-10 minutes before your scheduled session.
- Off Ice Warm Up can only be done outside or in indicated areas where allowed and skaters must keep a 2-metre distance with other skaters and coaches.
- Dressing rooms will be closed. Skaters and coaches should be prepared to come dressed to skate with only the skates to be put on. Seats are to be used to tie skates and remove skate guards.
- Skate guards/street shoes will be left at the seat as the participants take the ice
- NO SPITTING ANYWHERE IN THE FACILITY
- To protect yourself against infections:
 - o Wash your hands with disinfectant soap and hot water for at least 20 seconds before going on the ice for each session.
 - o Bring hand sanitizer. Each participant must bring their own hand sanitizer.
 - o Clean your equipment, including your skates, clothing and water bottles regularly.
 - o Do not share any equipment (water bottles, clothing, gloves, facial tissue, towels) with other skaters or coaches.
 - o Used Facial Tissues must put into the garbage can immediately after use. Do not put on the boards or anywhere else. You should use hand sanitizer immediately after blowing your nose
- Wear clean clothes and gloves for each day of training. Make sure used clothing and gloves are washed immediately when you return home from training.
- Make sure you have enough water before leaving the house to avoid having to touch a tap or water fountain handle.
- Other than reusable water bottles, no other food or drink should be brought into a facility.
- Consider wearing a mask and/or gloves while skating.
- If you cough or sneeze, do so in a tissue or in your sleeve. If you use a tissue immediately dispose of the tissue in a garbage can. You should use hand sanitizer immediately after coughing or sneezing.
- Avoid touching door handles, gates, benches and all other objects where the virus could survive. If you touch something, make sure to use hand sanitizer immediately after.
- While waiting to go on the ice, stand at the designated physical distancing markers and stay away from others. Avoid putting equipment on the boards while waiting to go on the ice.

Ice Entry

- The west side gate will be open to enter the ice surface
- Player benches are not to be used for sitting, water bottles may be stored on the bench or bench ledge

WHILE SKATING

- Avoid all physical contact, for example shaking hands, high fiving or hugging, with other skaters and coaches.
- Avoid touching your face during your skating session. Should you need to touch your face you must use hand sanitizer immediately after touching your face.
- Make spatial awareness a priority. Try to keep a 2 metres distance from other skaters and coaches while on the ice at all times.
- Do not touch any equipment, including music playing equipment. One designated person will operate all equipment for all skaters.
- Limit your activities to practice and private lessons or lessons with small groups. If lesson with small groups occur, physical distancing measures must be followed.

AFTER SKATING

General:

- Wash your hands carefully with hot water and disinfectant soap or with hand sanitizer.
- Leave the arena immediately (within approximately 10 minutes) after you finish skating.

Exit Ice and Building Procedure:

- Following the ice session, participants must exit through the east gate on time
- Participants must promptly exit the ice, to remove their skate and helmet and collect their belongings
- Participants must leave within 10 minutes so the next group can enter the building
- East end doors are exit only doors

Details and Safety Protocols:

- There will be a Club appointed COVID Ambassador/adult supervisor off the ice making sure that physical distancing guidelines and traffic flow are being followed. This person would not be considered in the 14 persons on or near the ice limit. The COVID-19 Ambassador will ask skaters/parents/coaches at the entrance door the screening questions, ensure participants are using sanitizer upon entering, ensuring participants are not displaying symptoms, as well as stay for the whole session and ensure unauthorized individuals do not enter the building.
- Skaters and coaches are to follow all current signage policies of the District of Houston at the arena
 - Physical distancing policy
 - Do Not Enter If You Are Sick
 - Cover coughs and sneezes
 - COVID-19 Protection poster
 - Handwashing poster
 - Health Canada's poster on Vulnerable Populations
- The Return to Play Plans will be communicated to all skaters, coaches, volunteers and parents ahead of time. The Return to Play Plans should be posted on club websites and at the facility
- All participants entering the facility are required to sanitize hands the entrance

- One parent/adult per skate is permitted to come to the arena and remain as a spectator.
- Appropriate physical distancing must be followed in the stands
- Only one coaching member is allowed in the Coaches room to retrieve supplies
- All water fountains are closed as per Northern Health guidelines
- Only 2 people permitted in the washrooms at once
- No member of the public is permitted in the staff room
- A record will be kept of all skaters and coaches on each session, so that you can contact them if needed, for example, if an infected person should use your facility. Please see Appendix C for the record sheet template to complete every day for each session.
 - All skaters, parents, coaches, and volunteers must give written consent by signing and submitting a completed paper waiver prior to any participation. It is the responsibility of the club/skating school to ensure these waivers are completed, collected and stored appropriately. See appendix D.

PROVIDING A CLEAN AND SAFE ENVIRONMENT

- Separate entrance and exit into/out of building.
- Separate entrance and exit onto/out of ice surface.
- Doors to ice surface must be closed during skating sessions. Designate one coach who will be responsible for opening and closing the doors to the ice surface.
- Personal protective equipment for on ice coaches and skaters (such as masks) should be optional as long as it does not obstruct or inhibit skating ability.
- Have only 1 person operating the music system. Keep sanitizing wipes next to the music player and affiliated equipment. If off ice volunteer is operating the music they should be supplied with a mask and gloves. Also, if an off-ice volunteer is operating the music system they do not count towards the maximum of 14 people allowed on or near the ice.
- It is strongly encouraged that skaters and coaches bring their own hand sanitizer.
 - Regularly remind and encourage clients to wash their hands and adopt proper hygiene practices. Skaters and coaches must wash hands prior to going on the ice for each session.
- Used facial tissue must go directly into the garbage can after use. No used tissues allowed on the rink boards.

Hand Sanitizing and Hand Washing Stations:

Patrons are required to sanitize hands upon entering the facility. There are five hand sanitizers located in the lobby, as well as full handwashing facilities located in the lobby washrooms. Staff and COVID-19 Ambassadors should continuously encourage patrons to wash hands frequently with warm water and soap, as well as using the hand sanitizing stations.

FIRST AID

- In the event that first aid is required to be administered during an activity, all persons attending to the injured individual must first put on a mask and gloves.
- A first aid kit, along with extra gloves and masks, should be kept by the ice during all on ice club activity.

COACHING

- Coaches to practice physical distancing from skaters, volunteers, parents and other coaches on and off the ice.
- Any equipment used on the ice must be disinfected before and immediately after each session.
- Only designated persons may set up equipment. Only 1 person should be operating equipment.
- Harnesses:
 - In order to use the harness skater must be able to, without help, get in, tighten, and get out of harness
 - Harness operator must wear a mask and gloves
 - Skater must disinfect equipment they have touched
 - Keep harness portion of lesson under 15 minutes
- Divide coaches and skaters into “training groups,” if ice time can accommodate.
 - Number and assign each coach a designated area along the boards where they should stand to teach private lessons.
 - Coaches should remain in the area and may not skate alongside any student.
 - Limit coach/skater contact; coaches should not physically help students up unless the student is unable to get up. Coaches should use verbal cues when instructing students rather than physical contact.
- Lesson plans should be communicated over email, text or by phone. Avoid meeting in person if possible.

PLANNING AHEAD

- Please see the clubs COVID refund policy should stay-at-home orders be restored or if rink is forced to close (See Below).
- Please see the Clubs Outbreak plan (Appendix B - attached).
- Please see the Clubs Illness Policy (Appendix C - attached).

COVID Refund Policy:

Each case will be assessed on a case by case basis to ensure fairness and transparency.

If a stay at home order is implemented the Houston Figure Skating Club will refund the skater less Skate Canada fees and ice used on a prorated basis within 90 days.