



Ottawa Pacers Speed Skating Club (OPSSC)

COVID-19 Protocol

INTRODUCTION

Our goal for this season is to provide skaters the best possible program, but more importantly to ensure that it takes place in a safe environment. This is one of the Pacers top priorities each year, but with the COVID-19 pandemic, it takes on an even greater emphasis. With this in mind, a set of COVID-19 Protocols have been developed for this skating season.

These protocols are based on the Ontario Speed Skating Association (OSSA) Return to Sport Protocols, the Ontario Public Health Protocols, as well as the Ottawa Public Health requirements. They are intended to enable a safe return to speed skating this season. These protocols may be updated at any time and are superseded by all federal, provincial and municipal laws, regulations, by-laws and orders as they may exist.

VOLNTEER REQUIREMENTS

Volunteers will be particularly important this season if we, as a club, are going to be successful. The volunteer requirements will vary based on the needs of each skating group. The key duties will include:

First, Second and Third Hours

- Duty Parent: check-in and cleaning/sanitizing
- Change Room Monitor: direct skaters to change rooms/corridors for those arriving, going on the ice, and coming off the ice, and cleaning/sanitizing equipment
- First hour only (Mats): move mats from the corner of the rink onto the ice surface (helmets required).

Masters

- Check in volunteer
- Remove mats from the ice

Annex D outlines volunteer duties.

A volunteer schedule will be managed through SignUp (links are available in Appendix E). At this time, members will be asked to sign-up for six shifts. This may be amended as the season, and situation, progresses. If by September 17th, 2021 a family has not signed up for the required number of shifts, they will be assigned by the Board. If you are not able to do your volunteer duty, it is your responsibility to find a replacement. If this is not done, and the shift is left empty, you will be charged a \$50 penalty (half of the penalty will be applied as a future credit to the individual which takes over the volunteer shift). Skaters will not be allowed on the ice until payment is made for any outstanding penalty.

Please note that some volunteer duties require members to be OSSA associate members (on-ice). Please ensure that you have purchased this item and completed the required waivers prior to your first shift.

Volunteers who do not wish to be OSSA associate members must still create a profile in PowerUp (<https://ottawapacers.powerupsports.com>) and complete the required volunteer waivers).

Changes in shifts must be made in Sign Up. If this is not possible, please email meets@ottpacers.ca and include the following information:

Date of shift:

Skating Hour:

Volunteer role:

Name of person previously registered for shift:

Name of person who agreed to perform shift:

If you cannot make the shift due to illness and cannot find a replacement, please email covidSOTeam@ottpacers.ca.

CONSEQUENCES

More than ever this year, following the rules will be extremely important for all OPSSC members. The Sensplex has the ability to ban the club from the facility preventing our skaters from continuing with the season should they feel club members are not adhering to the rules set out by the Sensplex, the city of Ottawa, and the province of Ontario. The City of Ottawa can (and has) issued fines (starting at \$880) to businesses that are not adhering to provincial laws and city by-laws.

Considering the seriousness of violating COVID-19 guidelines, and the potential impact on the health of others within the club and the community, the OPSSC will respond to skaters who break the rules through a progressive-discipline approach, depending on the breach, which may include:

- a verbal warning
- removal from participation in the drill
- being asked to leave the ice and the facility immediately for the remainder of the practice
- rescinding the skaters membership without refund

The OPSSC Board reserves the right to apply any of the above sanctions based on the severity of the transgression. Again, the rules in place are for everyone's safety and undue risk to other members will not be tolerated.

It is further requested that skaters and parents comply with the instructions of the parent volunteers, coaches, and Board members. Please refer to the OPSSC code of conduct for reference on the OPSSC website <https://www.ottawapacers.ca/>.

PROTOCOLS

1. OPERATIONS

Ser	Topic	Protocol
1.1	Compliance with Regulations	<p>All speed 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:</p> <ul style="list-style-type: none"> • Physical distancing measures • Health and safety regulations • Size of permitted gatherings • Speed Skating Canada rules, policies and procedures • Ontario Speed Skating rules, policies and procedures • All Safe Sport policies and procedures • Applicable occupational health and safety requirements
1.2	COVID Strategic Operations Team	<p>A sub-group of the Board of Directors, designated the COVID Strategic Operations Team, will be responsible for reviewing and updating the relevant regulations and making changes to this policy. The current members of the COVID-19 Strategic Operations Team are:</p> <ul style="list-style-type: none"> • Communications Lead – Andrew Gimby • Medical Lead – Stacie Ogg • Operations Lead – TBC <p>The team can be reached by emailing covidSOteam@ottpacers.ca</p>
1.3	Communication	<p>Updates to this policy will be communicated to club members through the OPSSC newsletters. Updates will also be posted on the OPSSC website https://www.ottawapacers.ca/.</p>
1.4	Acknowledgement, Release, Indemnity and Assumption of Risk regarding COVID-19	<p>There is, and will be, a risk of contracting COVID-19 when participating in any public activity for the foreseeable future.</p> <p>OPSSC and Ontario Speed Skating Association (OSSA) does not carry insurance that covers pandemic diseases or contagions including COVID-19. As part of registration, participants will be required to review and complete the OSSA Acknowledgement, Release, Indemnity, and Assumption of Risk regarding COVID-19 form.</p> <p>This form must be completed by each participant in club activities (including skaters, coaches, board members and volunteers) prior to the start of participation in club or training activities.</p>
1.5	Education	<p>This protocol (OPSSC COVID-19 Protocol) outlines safety and hygiene protocols to be followed within the club. Additional resources on ways to limit the spread of COVID-19, including:</p> <ul style="list-style-type: none"> • Public Health and clinical features of COVID-19

		<ul style="list-style-type: none"> • Preventive measures (respiratory etiquette, hand hygiene practices, and physical distancing) • Sensplex protocols <p>have been provided on the OPSSC website https://www.ottawapacers.ca/.</p> <p>All skaters, coaches, volunteers, and parents will be required to review these resources prior to the start of participation in club or training activities.</p>
1.6	Club Offices	All club administrative activities will be conducted on-line and virtually whenever possible.
1.7	Inter-Club Training	Skaters will be allowed to interclub provided they are joining a regular program (they cannot just drop in on an ad hoc basis).
1.8	Facility Protocols	<p>Facilities are responsible for ensuring they meet government and public health guidelines. Protocols specific to the Bell Sensplex include:</p> <ul style="list-style-type: none"> • On-ice capacity – maximum of 32 individuals allowed on the ice, including skaters, coaches and on-ice helpers. • Spectator capacity – maximum of 50 spectators allowed in the arena. • Entry Time – participants may enter 30 minutes before their designated ice time. Spectators may enter 5 minutes before the ice time (unless helping a child get ready). • Face masks - everyone entering the facility must wear a face mask and keep it on at all times. • Physical distancing - any person who enters or uses the facility must maintain a physical distance of at least 2m from any other person who is using the facility. • Hand washing stations – located at the entrance and exit to the facility. • The Sensplex is responsible for cleaning : <ul style="list-style-type: none"> ○ Between each training group on the ice or the use of any other facility. ○ Wipe down/sanitize high touch areas such as entry / exit doors to the ice, etc. • Water fountains - access to water fountains have been restricted. <p>Individuals shall follow all facility guidelines available here (https://www.sensplex.ca/covidresponseplan/)</p>

1.9	Health Screening of Individuals	<p>All individuals taking part in club activities must be screened in accordance with current public health guidelines before participation in any club activities.</p> <p>Individuals must not attend any training sessions or club activities if they or any member of their household:</p> <ul style="list-style-type: none"> • Exhibit any COVID-19 symptoms, such as fever, cough, difficulty breathing, or other symptoms identified by health experts; • Have been in contact with someone with COVID-19 in the past 14 days (without wearing proper PPE); and • Have returned from travel outside of Canada (must quarantine for 14 days at home). <p>Prior to each training session, it will be necessary for all skaters (or parent if skater is under age of majority), coaches, parents entering the change room area, and volunteers must complete the OPSSC health screening form in PowerUp. The completed form must be presented, either printout or electronic, at the entrance to the change room area.</p> <p>Any skater arriving following the start of practice must present themselves (skater and parent/guardian) to the duty parent to check in prior to going to the change rooms.</p> <p>The OPSSC pre-screening forms will be retained by the OPSSC for a minimum of 21 days in order to assist with contact tracing in the event of any positive COVID-19 cases within the club or training group.</p>
1.10	Tracking of participants	<p>The OPSSC will track all skater, coaches, and volunteer participation through the Participant Tracking Form. The required information will include:</p> <ul style="list-style-type: none"> • Completed OPSSC pre-screening form • Name • Contact number (where parents/guardians are not remaining in the facility. Please note that this only applies to skaters above the age of 12) <p>Members must ensure that their contact information is up to date in PowerUp (https://ottawapacers.powerupsports.com/).</p> <p>A volunteer will record this information at the arena entrance before allowing the skater to access the change rooms.</p> <p>These tracking sheets will be retained by the OPSSC in order to assist with contact tracing in the event of any positive COVID-19 cases within the club or training group. Forms will be retained for a minimum of 21 days.</p>
1.11	Skate Sharpening	<p>Skates can be left with Rocky for sharpening at a cost of \$5.</p> <p>Sharpening equipment can be purchased through ZtSports (http://ztsports.ca/). Orders can be performed online with delivery to the SensPlex.</p>

1.12	Storage and equipment room (Rocky's Room)	<p>Access to Rocky's room is limited to Rocky, OPSSC Board Members, and coaches on an as required basis.</p> <p>A maximum of two (2) people can be in the room at the same time.</p> <p>All equipment must be cleaned before and after use.</p>
1.13	Illness Policy	A separate illness policy has been developed to address situations where individuals become unwell or show signs of COVID-19 symptoms while participating in club activities. (Annex C)

2. TRAINING

Ser	Topic	Protocol
2.1	Limitations on size of training groups	<p>All club activities and training sessions must follow the current Ontario and Ottawa Public health, as well as OSSA and facility guidelines with respect to the size of gatherings.</p> <p>At this time, the on-ice limit for the Bell Sensplex is 32 per rink, including skaters, coaches and on-ice helpers.</p>
2.2	Physical Distancing	<p>Individuals are required to maintain a physical distance of at least 2m from any other individual at all times including but not limited to, the parking lot, change rooms, while entering and leaving the ice area, and while training.</p> <p>For groups with younger skaters, dots will be used to mark where skaters can stand while listening to instructions.</p>
2.3	Personal Hygiene	<p>Individuals must follow the appropriate personal hygiene guidelines as recommended by public health agencies.</p> <p>Individuals must wash / sanitize hands upon entry to the facility or training area and at the completion of training.</p> <p>All skaters and coaches must carry disinfectant wipes and hand sanitizer in their equipment bags.</p> <p>There should be no spitting or clearing of nasal passage except into a disposable tissue that is to be hygienically disposed of immediately:</p> <ul style="list-style-type: none"> • Each skater, coach, and on-ice helper is to have their own zip lock bag for disposing of any used tissues and gel wrappers, etc. • These bags must be disposed of either at home or in the garbage containers in the facility. <p>Skaters should clean their equipment between each training session.</p>
2.4	Personal Items	<p>No sharing of personal items is permitted during activity. Individuals should bring everything they need to participate in training. If an item is missing, they will need to retrieve the item from home before being allowed to train.</p> <p>There will be no spare equipment available in Rocky's room.</p>

2.5	Personal Protective Equipment	<p>Non-medical face masks are required for all skaters, coaches, and on-ice helpers while on the ice. Buffs will not be permitted as a replacement for nonmedical masks.</p> <p>Everyone entering the Bell Sensplex will be required to wear a non-medical mask.</p>
2.6	Getting on and off the ice	<p>Skaters will enter the ice surface through the door furthest from Rocky's room and exit through the opposite door.</p> <p>Skaters must wait in the change rooms until notified by a coach or volunteer. They will then be marshalled, ensuring 2m physical distancing is respected. They will exit in the same manner heading directly to change rooms. Skaters must proceed single file maintaining 2m distance.</p> <p>Skate guards and water bottles will be brought on the ice and left 2m apart on the ice as instructed by coaches.</p>
2.7	Shared Speed Skating Equipment and Equipment Cleaning Guidelines	<p>These guidelines apply to speed skating specific equipment such as protective padding (mats) and not facility surfaces.</p> <p><u>Mats</u></p> <p>Mats will be sanitized following a crash by either the on-ice volunteer or the skater. Individuals sanitizing mats must also sanitize the handles of the sprayer using a wipe.</p> <p>Individuals moving/installing the mats must:</p> <ul style="list-style-type: none"> • Wash their hands before and after moving the mats and should avoid touching any other surfaces especially their face at all times. Hand sanitizer will be available for use. • Wear a face covering at all times. • Maintain 2m distance from other participants. <p><u>On-ice Equipment (i.e. pucks, plungers, noodles, etc.)</u></p> <p>On-ice equipment will be divided into to two sets. Once a practice is complete, the on-ice equipment will be removed for sanitizing and identified as such. The other set of equipment, previously sanitized, will be used for the next practice.</p> <p><u>Water Buckets</u></p> <p>The individual(s) filling buckets must:</p> <ul style="list-style-type: none"> • Wash their hands before and after filling and transporting the buckets and should avoid touching any other surfaces especially their face at all times. Hand sanitizer will be available for use. • Wear a face covering at all times. • Maintain 2m distance from other participants.

		<ul style="list-style-type: none"> Sanitize the handles of the buckets once they have been transported to ice level. The same individual must operate the water valve following which it must be sanitized.
2.8	Warm-ups / Cooldowns	Based on current guidelines, warm-ups and cool-downs will not be allowed inside the Bell Sensplex. Warm-ups and cool-downs will either be completed outside, maintaining 2m physical distancing, or on the ice during the training session.
2.9	Spectators	<p>Currently, facility guidelines allow for a maximum capacity of 50 spectators in the arena. Spectators can enter the arena viewing area (stands) no more than 5 minutes prior to the commencement of the training session (unless their child requires help getting ready) and must exit no more than 5 minutes after the skaters leave the ice.</p> <p>If parents/guardians do not stay to view the training session, they must stay within 5 mins and accessible through the contact information provided in case of injury, or other issues. For children under the age of 13 the parent/guardian must remain in the facility or parking lot (contact information must be provided if they remain in the parking lot)</p> <p>One parent/guardian will be allowed to accompany their child to the change room to assist with skates, as required, but must leave the facility immediately after and re-enter at the start of practice.</p> <p>Parents/guardians must remain within the approved viewing area (in the arena).</p> <p>The Bell Sensplex spectator protocol is available here: https://www.sensplex.ca/covidresponseplan/</p>
2.10	First Aid	<p>In the case of an injury, coaches will encourage the skater to get up and leave the ice area on their own where for younger skaters, the duty parent will contact the parent/guardian. Should this not be possible, coaches will administer first aid.</p> <p>Coaches will be provided with individual first aid supplies (non-medical mask, gloves) and have access to a face shield and mask with a one-way valve at rink side.</p> <p>In the case of a serious injury, and based on the judgement of the lead coach, an ambulance may be called.</p>
2.11	Change Rooms	<p>Skaters now have the option to use the dressing rooms to fully dress / undress.</p> <p>After check-in, skaters must head directly to the change room, where they will get ready for training.</p> <p>Change rooms will have a maximum occupancy 10 in order to adhere to the physical distancing guidelines. There will be overflow seats in the hallway just outside the change rooms.</p> <p>Each hour's skaters will be designated two change rooms in order to maintain separation between the groups.</p>

		<p>Skaters must not enter any other change room other than the one they have been assigned.</p> <p>Skaters will remain in their numbered seat in their designated change room until the Marshalling Volunteer calls them to marshal before getting on the ice.</p> <p>Change room washrooms will be open for use. Skaters must ensure proper hygiene and physical distancing rules.</p>
2.12	Sanitizing Procedure	<p>Preparation and sanitizing procedures may differ based on the product used throughout the season. As such, the user must ensure that all sanitizing must be performed as per the instructions provided with the product.</p> <p>Sanitizing products must be prepared and used as per the instructions provided.</p>

Annex A: Checklist

Annex B: Cleaning Protocol

Annex C: Illness Policy

Annex D: Volunteer Duties

Annex E: Volunteer Sign-Up

Annex F: COVID-19 Education Resources

Annex A – Checklist

Before You Arrive at Bell Sensplex for Training:

- All members (skaters, coaches, parents, and volunteers) must be screened prior to entering the facility for any recent contact, risk factors or symptoms. Please keep your skater home if they are sick or showing any COVID-19 related symptoms, such as:
 - Most common symptoms: fever, dry cough, tiredness.
 - Less common symptoms: aches and pains, sore throat, diarrhoea, conjunctivitis, headache, loss of taste or smell, a rash on skin, or discolouration of fingers of toes.
 - Serious symptoms: difficulty breathing or shortness of breath, chest pain or pressure, loss of speech or movement.
- OPSSC health screening form completed through PowerUp and ready for presentation upon arrival.
- Anyone with a history of “COVID-like” illness or close/sustained contact with someone with COVID-like symptoms should not enter the training environment for at least 14 days after the last contact or 10 days post symptom resolution and after medical clearance.

When You Arrive at Bell Sensplex for Training:

- General Guidelines:
 - The check-in parent must be the first parent to enter the facility and must position themselves at the entry to the hallway. No other skater or parent may enter the facility before them.
 - Everyone entering facility (skaters, parents, coaches, and volunteers) must wear a face mask and keep it on at all times.
 - Do not arrive any earlier than 30 minutes before your scheduled practice time.
 - At all times, the 2m physical distancing rule must be enforced.
 - Medical questionnaire must be completed on the day of practice prior to arrival.
- Entering the Sensplex:
 - Skaters, parents, coaches, and volunteers must enter the Sensplex through the main entrance and follow the track plan laid out by the Sensplex.
 - Entering through the emergency exit near Rocky’s room is prohibited.
- Skater Check-in:
 - The OPSSC health screening form will be presented to the Check-in Volunteer at the doors to the hallway leading to the change rooms before gaining access to the change rooms. This form can be presented as a print out or on a phone. The Check-in Volunteer will confirm attendance on the Participant Tracking Form.
 - Please note that the form applies to skaters and parents/guardians entering the facility and attending practice.
 - One parent will be allowed to enter the change room area if a skater requires assistance tying their skates. Once the skater is ready, the parent must exit the change room area.

- Spectators will be allowed to a maximum of 50 peoples. Spectators can enter the arena no more than 5 minutes prior to the ice time and must exit no more than 5 minutes after the ice time concludes.

Pre-Training Preparation:

- A Marshalling Volunteer will ensure that all guidelines are followed and be responsible for marshalling skaters prior to getting on the ice.
- Change room washrooms will be open for use. Skaters must ensure proper hygiene and physical distancing rules.
- Water bottles will be allowed on the ice. They must have the skater's name on them and must be filled at home. Access to water fountains at the Sensplex have been restricted.
- Change Rooms and Corridors:
 - After check-in, skaters must head directly to the change room.
 - 2m social distancing rules will apply in these spaces.
 - Change rooms will have a maximum occupancy 10 in order to adhere to the physical distancing guidelines. There will be overflow seats in the hallway just outside the change rooms.
 - Each program will be designated two change rooms in order to maintain separation between the groups.
 - Skaters must not enter any other change room other than the one they have been designated.
 - Skaters will remain in their seat in their designated change room until the Marshalling Volunteer calls them to marshal before getting on the ice.

Getting on the Ice:

- Entrance to the ice surface will be through the door farthest from Rocky's room.
- The Marshalling Volunteer will line skaters up, ensuring 2m physical distancing is respected, in order to enter the rink one skater at a time.
- Skaters will be allowed to bring a full water bottle (metal water bottles are not allowed), with their name on it, onto the ice.
- Prior to getting on the ice, skaters must remove their blade guards and bring them on the ice with them. Skaters must not place their skate guards on the mats. Skate guards must have the skaters name on them.

Conduct of Training:

- The maximum number of individuals allowed on the ice is 32, this includes: skaters, coaches, and on-ice helpers.
- Skaters are not to share any equipment with other skaters. Should a skater forget an item, they will need to return home to retrieve the item prior being allowed on the ice.
- Physical distancing of 2m is required at all times while skaters are on the ice (no pack skating).
- Non-medical face masks are required for all skaters, coaches, and on-ice helpers while on the ice. Buffs will not be permitted as a replacement for non-medical masks. OPH recommendations related to face masks: <https://www.ottawapublichealth.ca/en/public-health-topics/masks.aspx>.
- Mats and other equipment should not be unnecessarily touched. Doing so will require extra sanitization measures.
- On-ice equipment, except for mats, will be divided into to two sets. Once a practice is complete, the on-ice equipment will be removed for sanitizing. The other set of equipment, previously sanitized, will be used for the next practice.

- Skaters should not remove any equipment while on the ice unless absolutely necessary (i.e. if injured).
- There should be no spitting or clearing of nasal passage except into a disposable tissue that is to be hygienically disposed of immediately.
 - Each skater, coach, and on-ice helper is to have their own zip lock bag for disposing of any used tissues and gel wrappers, etc.
 - These bags must be disposed of either at home or in the garbage containers in the facility.

Once Practice is Complete:

- Skaters must exit the ice surface individually through the opposite door to the ice surface entrance, ensuring to maintain 2m physical distancing.
- Skaters will proceed directly to the change room.
- Skaters are not to run around or congregate in common areas of the facility.
- Skaters must exit the Sensplex through the main doors and follow all facility directional signage.
- For any skater participating in two skating blocks, the skater must move their bag/equipment to another change room designated for the next training block and present themselves to the duty-parent for check-in. This is to allow the Sensplex staff to clean the change room between groups.

Annex B – Cleaning Protocol

1	Personal Protective Equipment	<ul style="list-style-type: none"> • Individuals performing any cleaning protocol listed below must: <ul style="list-style-type: none"> ○ Wash their hands before and after and should avoid touching any other surfaces especially their face at all times. Hand sanitizer will be available for use. ○ Wear a face covering at all times. ○ Maintain 2m distance from other participants.
2	Mats	<p>PPE:</p> <p>Individuals moving/installing and sanitizing the mats, or equipment must:</p> <p>Moving Mats onto Ice:</p> <ul style="list-style-type: none"> • Mats will be moved onto the ice at the start of First Hour immediately after the Zamboni finishes. • Two volunteers will move mats onto the ice. • On-ice volunteers/skaters will move the mats into position. • On-ice volunteers/parents will sanitize the mats following the instruction provided for the specific product. <p>Removing Mats from the Ice:</p> <ul style="list-style-type: none"> • Mats will be removed from the ice to complete no later than 10:05. • Skaters will move the mats to door and position them in the arena corner in an upright position. • Skaters sanitize the outward facing surface of the exposed mats following the instructions provided for the specific product.
3	On-ice Equipment	<p>On-ice equipment will be previously divided into two sets with each set placed in separate containers – A and B.</p> <p>PPE:</p> <p>On-ice equipment containers will be stored in Rocky’s room.</p> <p>Coaches will request, or pick-up, the equipment required for that training session, from Rocky’s room.</p> <p>Once skaters have been marshalled onto the ice, the marshalling volunteer will sanitize any used equipment following instructions provided for the specific product.</p> <p>Following the final training group skaters will ensure all equipment is cleaned for the next training night.</p> <p>Sanitized equipment will be placed in a bucket with a “clean” marker.</p>

4	Water Buckets	<p>Water buckets will be filled and brought to ice level following which they will be sanitized.</p> <p>Water buckets will be handled by one individual on ice and will be cleaned after each training session.</p>
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OPSSC Illness Policy

The purpose of this Policy is to:

- Establish a protocol if an individual becomes unwell with COVID-19 symptoms
- Designate an individual to follow up with any individuals who become unwell with symptoms of COVID-19 during club activities
- Establish a protocol for the club to inform OSSA, the facility, coaches, skaters, parents, members and volunteers if there has been an exposure to COVID-19 within the club or training group or if a club member is diagnosed with COVID-19.
- Establish procedures to modify, restrict, postpone or cancel training sessions or other activities based on the evolving COVID-19 pandemic.

An individual becomes unwell with COVID-19 symptoms

- If an individual becomes unwell with symptoms of COVID-19, or comes in contact with an individual that becomes unwell with symptoms of COVID-19, that individual must immediately stop participation in club activities.
- If the individual becomes unwell during a training activity, the individual should be isolated from all others in a well-ventilated area or outside, and provided with a non-medical face mask if one is available. Coaches or volunteers have the right to ask participants to leave a training session if they feel the individual is unwell.
- The individual shall be sent home and instructed to contact public health authorities for further guidance.
- A member of the COVID Strategic Operations team should be informed of the situation (covidSOTeam@ottpacers.ca). The team will contact the facility in order to determine if any areas need to be closed off and/or require additional cleaning/disinfecting. The team will contact the individual or their parent/guardian to determine if next steps are being taken regarding testing or instructions provided by OPH.

An individual is tested for COVID-19

- Any individual that is part of a club who has been tested for COVID-19 as a result of showing COVID-19 symptoms must not participate in club activities while waiting for the results of the test.
- A member of the COVID Strategic Operations team should be informed of the situation (covidSOTeam@ottpacers.ca). The team will contact the facility in order to determine if any areas need to be closed off and/or require additional cleaning/disinfecting.
- The Member cannot return to skating until they have received a negative test and have been symptoms free for a period of 24h or until advised to by OPH.

An individual tests positive for COVID-19

- If an individual tests positive for COVID-19, they should inform the club by sending an email to covidSOTeam@ottpacers.ca.
- The club through the COVID Strategic Operations team will contact the facility and public health officials. The Session Participation tracking sheets may be used to assist public health officials in contact tracing.

- Club members within the same cohort will be notified that a positive test has occurred within the group and informed to contact OPH if they have any questions.
- The club will inform OSSA of a positive COVID-19 diagnosis by e-mailing executivedirector@ontarisppeedskating.ca.
- The confidentiality of Members will always be maintained. The Member may provide permission for their name to be released in which case, it will only be released if required.

Return to club activities following illness

- If no test was performed, or the COVID-19 test was negative, the individual may only return to club activities once they no longer have any symptoms of COVID-19 for 24.

Return to club activities following COVID-19

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

Annex D – Volunteer Duties

Volunteer Duties

On-ice Helpers:

- Support coaches as instructed.
- Sanitize mats if they are touched following provided procedure.
- Supervise skaters to ensure that they maintain social distancing while not under coach direction.

Check-in volunteer:

- Arrive at the Bell Sensplex no later than 20 minutes before the start of practice.
- Retrieve Check-in parent check-in list clip board.
- Be the first OPSSC member entering the Bell Sensplex.
- Position themselves past the double doors leading to the change rooms beside the Mattamy rink.
- Ensure that all parents/skaters display the PowerUp check-in completed questionnaire (green screen). Skaters with a red screen will be denied access.
- Confirm that medical condition has not changed since the check-in has been completed.
- Using the program attendance sheet, mark skater attendance and confirm parent/guardian emergency contact information and record the names of parents/guardians who will be attending practice.
- Once check-in has been completed, support the marshalling volunteer.
- Once skaters are on the ice, perform duty parent activities:
 - Assist with rink door as needed.
 - Do not let skaters re-enter ice while drills/laps are in progress, wait for a Coach to escort the skater or give the okay.
 - Contact parents/guardians of skaters who are injured or who wish to leave.
 - Provide instructions for skaters who require equipment repairs (link to procedure).
 - Keep track of skaters leaving to go to the washroom. Do not escort skaters to change room or washroom yourself.
 - In case of emergency, follow the coaches' instructions to call 911, etc., as needed.
- Identify any skater not following the established protocol to coaches/the COVID Strategic Operations Team (covidSOTeam@ottpacers.ca) or a Board member.
- Prevent access to any skater presenting symptoms of COVID-19.

Marshalling volunteer:

- Arrive at the Bell SensPlex no later than 20 minutes before the start of practice.
- Be the second OPSSC member entering the SensPlex.
- Position themselves at the entry to the assigned change room closest to the hallway door.
- Direct skaters into the change room until capacity has been reached following which hallway chairs should be used.
- Direct skaters to the change room farthest from the hallway doors until capacity has been reached following which hallway chairs should be used.
- Supervise change rooms, hallway and rink entry/exit areas to ensure skaters maintain social distancing.
- Notify skaters and direct them to the rink entrance once the Zamboni is off the ice.

- Once skaters are on the ice, pick up any equipment from Rocky's room that needs to be sanitized and clean following provided procedure for the product near rink exit door (rule of two).
- Return all clean equipment to Rocky's room.
- Perform Duty Parent activities:
 - Assist with rink door as needed.
 - Do not let skaters re-enter ice while drills/laps are in progress, wait for a Coach to escort the skater or give the okay.
 - Contact parents/guardians of skaters who are injured or who wish to leave.
 - Provide instructions for skaters who require equipment repairs (link to procedure).
 - Keep track of skaters leaving to go to the washroom. Do not escort skaters to change room or washroom yourself.
 - In case of emergency, follow the coaches' instructions to call 911, etc., as needed.
- Identify any skater not following the established protocol to coaches/the COVID Strategic Operations Team or a Board member.
- Prevent access to any skater presenting symptoms of COVID-19.

Check in volunteer (Masters only):

- Arrive at the Bell SensPlex no later than 20 minutes before the start of practice.
- Retrieve Check-in volunteer check-in list clip board.
- Position themselves at the entrance to the first change room identified for Masters skaters
- Ensure that all skaters display the PowerUp check-in completed questionnaire (green screen). Skaters with a red screen are to be denied access.
- Confirm that medical condition has not changed since the check-in has been completed.
- Skaters that have skated in Third Hour have already validated their COVID-19 questionnaire but must still be checked-in for Masters.
- Using the program attendance sheet, mark skater attendance and confirm emergency contact information where applicable.
- Prevent access to any skater presenting symptoms of COVID-19.

Appendix E – Volunteer Sign-Up

Volunteer Sign up Requirements

1. At this time, parents/guardians are expected to sign-up for 6 volunteer duties. This may be amended as the season and COVID-19 Protocols evolves.
2. 1 x Check-in and 1 x Marshalling Volunteer for:
 - First Hour (5:15pm to 6:15pm)
 - Second Hour (6:15pm to 7:35pm)
 - Third Hour (7:45pm to 9:05pm)
3. 1 x Check-in Volunteer
 - Masters (9:15pm to 10:15pm)
4. Go to [OPSS COVID-19 INFORMATION](#) to sign-up for your shifts.

Annex F - COVID-19 Education Resources

Clubs must ensure that coaches, skaters, parents, 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.

The following links can be sent by clubs to their members:

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 on the Ontario Public Health website. Please ensure you are using the most up-to-date version of these tools by consulting the address above.

Topic	Tool
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
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
How to Self-Isolate	https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-how-to-self-isolate.pdf?la=en