



**Preston Figure Skating Club of Cambridge**

6- 425 Hespeler Road, Suite # 322, Cambridge, Ontario, N1R 8J6

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**Preston Figure Skating Club (“Preston FSC”) - COVID-19 Return to Skate Policy & Procedures**

**Version 2 December 6, 2020**

Our priority is to enable a safe return to the sport. These protocols have been drafted in accordance with the following guidance:

- Skate Canada
- Skate Ontario
- Government of Ontario
- Region of Waterloo Public Health
- City of Cambridge

As the situation evolves, we will continue to review and keep informed of Skate Canada/Ontario and the government requirements as they change and update our policies accordingly should restrictions tighten or be relaxed.

The safety of everyone in the facility is and will continue to be our first priority. Should you have any questions after reviewing the policy and procedures, please reach out to us at [prestonfscCOVIDinfo@gmail.com](mailto:prestonfscCOVIDinfo@gmail.com). Please note this email address will only be responding to items related to covid-19. You may also contact us at [prestonfsc@live.com](mailto:prestonfsc@live.com).

Preston FSC COVID-19 Oversight Group

The purpose of this group is to oversee the implementation of safety and health guidelines within the Preston FSC. The following people will comprise this COVID-19 Oversight Group:

<b>Name</b>	<b>Position</b>
Jennifer Tahiraj	President
Cheryl Ann Huston	Coaches Rep
Sarah Dwyer	Secretary
Sandra Crossley	Board Member
Laura Switalski	Board Member
Ashley Baker	Board Member
Colleen Emary	Board Member

Should you have any questions about any aspects of the Return to Play protocols or other policies and procedures related to COVID-19, please contact us at [prestonfscovidinfo@gmail.com](mailto:prestonfscovidinfo@gmail.com).

### Completion of Skate Ontario COVID-19 Waiver

All individuals participating in the Preston FSC must complete the Skate Ontario Acknowledgment, release, Indemnity and Assumption of Risk regarding COVID-19 ("COVID-19 Waiver"). Failure to do so means that individual must not participate in Preston FSC activities (including staff, skaters, coaches, choreographers and volunteers).

This form must be completed prior to the start of any club skating activities. At this time, this form is only required to be completed one time by each participant (and their parent/legal guardian). The confirmation of the parent reading the return to play protocol will be included on the registration form. The Preston FSC must keep this form on-file for each skater. This form may be requested by Skate Ontario or Skate Canada at any time. Any non-implementation or non-compliance may have consequences and could jeopardize our insurance coverage.

**The Preston FSC COVID-19 Return to Skate Policy must be accepted online at the time of registration.**

## **Preston FSC COVID-19 Response Plan**

In this document Preston FSC member refers to a skater, board member, Coach, Staff or Volunteer.

### Screening

Anyone participating in the activity (athlete, volunteer, official, etc.) should proactively and regularly check their health status (including taking their temperature and monitoring for any symptoms) in advance of arriving at the arena. You can use this [self assessment](#) tool. Other Public Resources for further information on Covid-19 are available at the end of this document.

### **Some of the more commonly reported symptoms include:**

- new or worsening cough
- shortness of breath or difficulty breathing
- temperature equal to or over 38°C
- feeling feverish
- chills
- fatigue or weakness
- muscle or body aches
- new loss of smell or taste
- headache
- gastrointestinal symptoms (abdominal pain, diarrhea, vomiting)
- feeling very unwell

Children tend to have abdominal symptoms and skin changes or rashes. Symptoms may take up to 14 days to appear after exposure to COVID-19.

**If you are feeling unwell, please stay home** AND contact your health care provider or Telehealth Ontario (1-866-797-0000). Please seek immediate medical attention should you feel you may be exhibiting any serious symptoms.

### Health Questionnaire and Tracking

Preston FSC Members must complete a verbal health questionnaire prior to each entry to the skating facility. A list of all those completing the health questionnaire will be maintained for tracing measures if needed. Any individual who fails the questionnaire will be denied entry to the skating facility.

Anyone who answers yes to these questions should self-isolate for 14 days, can get tested and should follow Public Health directives regarding self-isolation. A copy of the health questionnaire is in Appendix 1 at the end of this document.

The Daily Session Participation Tracking sheets will be maintained either in paper or electronic format by the Preston FSC COVID-19 Oversight Group to enable contact tracing should it be requested by Public Health. This list will not be shared beyond what is required by Ontario Law.

### Drop Off and Pick Up Process:

- All families must park in every other spot in the parking lot & practice social distancing inside and outside of the facility.
- Hand Sanitizer will be used when entering and exiting the building.
- Please follow signage when entering and exiting a building.
- Social Physical distancing is required at all time while inside the facility.
- Verbal Health Checks will be done for all skaters prior to entering the building.
- All skaters and spectators that enter the arena must complete the City of Cambridge On-Line Screening Form for each session ([City of Cambridge Screening Form Link](#))
- Skaters must come to the arena fully dressed for skating (minus skates/helmets) as dressing rooms and shower areas will be closed. Coaches/volunteers are unable to assist skaters with their equipment.
- Skaters, Coaches and Spectators must enter and exit as a group while maintaining social distancing.
- The Skating Group can only enter the facility 10 minutes prior to the ice session.
- Interior doors will be propped open or electronically used when possible to limit surface contact. A lot of touch point cleaning will take place.
- Masks are required for all individuals entering the building.
- If spectators are watching, please follow the signage and go directly to the seating area. Please do not stay in the dressing room hallway. Masks must be worn any time spectators are in the facility and we need to maintain our social distancing.
- Chairs will be set up inside the arena for skaters to put on skaters. Please follow social distancing procedures with instructors and other skaters.
- Skaters are to keep their mask on until they step onto the ice or put their helmet on.
- Skaters must stay at their chair until it is their time to go on the ice.
- Once off the ice and helmet removed (where applicable) please be sure to put the mask back on until you have walked out the doors of the facility.
- At this time spectators are allowed to bring food and drink. Don't leave your garbage on the ground and use the available garbage bins or take your items home with you.

- Only one parent/guardian/caregiver from the same family bubble is permitted per ice user at this time. If a child requires assistance with their helmet or tying skates a parent may enter with them to do so and then immediately take up a specially marked seat in the properly distanced and designated seating area only.
- Please do not be late when picking your child up. Skaters are not allowed to wait inside the building.

Entrance and exit information:

For Hespeler Rink # 1:

- Skaters/Coaches will use the front entrance center door when entering the building.
- Skater will use front entrance doors to the right (closest to the Banquet Hall) when leaving the building.

For Hespeler Rink # 2:

- Skaters/Coaches will use the front entrance doors to the right when entering the building.
- Skater will use exit the upper level side door by the Optimist room opening towards the playground when leaving the building.

Preston Auditorium:

- Skaters/Coaches will use entrance front door when entering the building.
- Skater will use the back door exit closest to the Kips building when leaving the facility.

MacIntosh Arena:

- Skaters and spectators will enter into the building using the front doors. These front doors are located to the left of the building.
- Skaters and spectators will exit the building on the opposite side. If you are in the parking lot, skaters can be picked up to the right of the building side door.

### CanSkate Program

Level of Skating who can participate:

- CanSkate Stage 2 and up (or equivalent level skaters) will be allowed to participate (due to social distancing requirements – Coaches and Program Assistants CANNOT contact/touch the skaters)
- Those skaters age 5 and older, and are close to passing Stage 1 can join the session if they can get up on their own and skate without hands-on assistance.
- If you are unsure what level your child has achieved, please contact the club at [prestonfsc@live.com](mailto:prestonfsc@live.com).

### Mandatory Compliance

If at any time a Preston FSC member is not complying with the policies and procedures of the skating club, the coaches have the right to send the member home. This is to ensure all members of our club feel safe during their time at our facility.

#### An individual becomes unwell with symptoms of COVID-19

- If an individual becomes unwell with symptoms of COVID-19, or if someone is aware of an individual that becomes unwell with symptoms of COVID-19, that individual must immediately stop participation in club activities.
- If the individual becomes unwell while at the club or skating school, the individual should be isolated from all others in a designated area and provided with a non-medical face mask if one is available
- A coach/volunteer will contact the parent/guardian with pick up instructions
- The individual shall be sent home and instructed to follow public health guidelines regarding self-isolation and testing
- The facility shall be informed in order to determine if any areas need to be closed off and/or require additional cleaning/disinfecting
- The Preston FSC COVID-19 Oversight Group shall be informed of the situation and should contact the individual or their parent/guardian to determine if next steps are being taken regarding testing

#### An individual is tested for COVID-19

- Any individual that is part of the Preston FSC that is unwell and has been tested for COVID-19 must not participate in club activities while waiting for the results of the test and as long as they are unwell with symptoms of COVID-19
- Any individual that is part of the Preston FSC that has been tested for COVID-19 and has no COVID-19 symptoms, no known exposure to COVID-19 and no travel history is permitted to participate in club or skating school activities while waiting for the results of the test

#### An individual tests positive for COVID-19

- If an individual tests positive for COVID-19, they should inform a member of the Preston FSC COVID-19 Oversight Group
- The COVID-19 Oversight Group will work where requested with the facility and public health officials to assist in contact tracing. The Session Participation tracking sheets may be used to assist public health officials in informing other Preston FSC members who may have been in close contact with the individual. Confidentiality of the individual who tested positive will be maintained.
- Any Preston FSC members who were in close contact with the individual should not participate in Preston FSC activities for 14 days and should follow public health guidelines regarding self-isolation and testing.
- When directed by Public Health, Preston FSC will also inform all Preston FSC members of a positive COVID-19 result within the Preston FSC setting.
- The Preston FSC shall inform and work with the facility in the case of a positive COVID-19 result and determine if any additional cleaning/disinfecting should be performed as per the facility's guidelines
- The Preston FSC will inform Skate Ontario of a positive COVID-19 diagnosis by e-mailing [clubsupportservices@skateontario.org](mailto:clubsupportservices@skateontario.org)

#### Return to club/skating activities following illness or exposure to COVID-19

- Individuals must follow all public health and facility guidelines with respect to returning to skating following an illness or exposure to COVID-19

- If a COVID-19 test was negative and there was no known exposure to COVID-19, the individual may return to Preston FSC activities once they no longer have any symptoms of COVID-19 for at least 24 hours
- If a COVID-19 test was negative and there was a known exposure to COVID-19, the individual may only return to Preston FSC activities fourteen days after any symptoms started and once they no longer have any symptoms of COVID-19.
- If someone within your bubble is being tested for covid-19, the skater within that bubble needs to self isolate until that tests comes back negative.

#### Return to club/skating activities following COVID-19

- Following a positive COVID-19 test, an individual must follow all public health guidelines regarding return to activities.
- Individuals may be required to provide confirmation of a negative result to return to skating.

#### Modification/restriction/postponing or canceling of Preston FSC activities

- Based on the evolving COVID-19 pandemic, the Preston FSC will follow public health, municipal/provincial government, and sport recommendations regarding modifying/restricting/postponing or canceling activities
- Skate Canada membership is non-refundable.
- Any fundraising activity purchases are non-refundable (unless provided by the vendor)
- The PFSC Board of Directors along with our governing body and federal, provincial and local government would determine the requirements for any modifications etc. Once the Board has determined this, an email would go out to the membership with details regarding refunds or credit options. Fees would be pro-rated based on the duration of the skating program.
- Preston FSC shall inform members as soon as possible of any modifications/restrictions or cancelations
- Preston FSC must keep any modifications and restrictions in place until advised that it is safe to resume activities as directed by public health, government or sport officials

#### Public Health Guidelines

Preston FSC members should follow all public health guidelines regarding COVID-19.

These include:

- Any Preston FSC members who themselves have travelled outside of Canada, must self-isolate and not participate in Preston FSC activities for 14 days, unless the individual has a Government of Canada Travel Exemption
- Any individual who has been exposed to someone with a confirmed case of COVID-19 should self-isolate and is not permitted to participate in Preston FSC activities for 14 days, 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 Preston FSC activities

#### Preston FSC COVID-19 Communication Plan

Preston FSC will ensure effective communication is taking place with their membership during the Return to Play Stages.

1. Preston FSC shall ensure up to date contact information for all Preston FSC members is on-file
2. Information will be distributed via email and all registration will be on-line
3. Preston FSC communication will be via email during the Return to Play stages (i.e. staff, volunteer, COVID-19 Oversight Group)
4. In the event an individual that did not attend a skating activity without informing the Preston FSC, the individual will be contacted to find out why they did not attend.
5. If it is determined that a Preston FSC member has tested positive for COVID-19, the COVID-19 Oversight Group work with Public Health to inform all Preston FSC members that may have been in close contact with that individual. Notification (as directed by Public Health) will be made via email. If the email is not opened within 24 hours or as directed by public health a phone call will be made. No personal information of the individual who tested positive will be provided in order to abide by Privacy Laws
6. A member of the COVID-19 Oversight Group will ensure the facility and Skate Ontario are informed if a Preston FSC member has tested positive with COVID-19.
7. In the event an individual has tested positive for COVID-19 the Coaching Directors will be informed.
8. The COVID-19 Oversight Group will follow up with any individuals who become unwell with symptoms of COVID-19 during Preston FSC activities
9. In the event an individual has informed the Preston FSC that they have a negative test and/or had been exhibiting symptoms, the COVID-19 Oversight Group will make contact with the individual to follow up on the status of their symptoms
10. COVID-19 waivers and documentation including Session Participation Tracking sheets will be stored with the Treasurer either in paper or electronic storage

**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	<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>
When and How to Wear a Mask	<a href="https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-how-to-wear-mask.pdf?la=en">https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-how-to-wear-mask.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/>

Appendix 1: Health Questionnaire

City of Cambridge Screening Form

<https://survey123.arcgis.com/share/975dba760f8f4895873c30d21566415f>



## Health Screening Questionnaire

This questionnaire must be completed by each individual prior to participation in each on-ice or off-ice club/skating school activity. This includes participation in sessions on rented ice outside of a club/skating school setting.

This questionnaire may be completed verbally.

The answer to all questions must be "No" in order to participate in each on-ice activity.

1. Do you have a fever? (Feeling hot to the touch, a temperature of 37.8C or higher)

Yes  No

Do you have any of the following symptoms?

2. Cough (that's new or worsening)

Yes  No

3. Shortness of breath

Yes  No

4. Runny, stuffy or congested nose (not related to other known causes such as seasonal allergies etc.)

Yes  No

5. Sore throat

Yes  No

6. Difficulty swallowing

Yes  No

7. Lost sense of taste or smell

Yes  No

8. Have you travelled outside of Canada in the past 14 days without a Government of Canada Travel Exemption\*?

Yes  No

9. Have you had close contact in the past 14 days with anyone with a confirmed case of COVID-19, without the consistent and appropriate use of personal protective equipment?

Yes  No

Please note: This Health Screening questionnaire has been developed based on the current Ontario Ministry of Health Self-Assessment Tool.

\*For information on Travel Exemptions to the emergency order of the Government of Canada's Quarantine Act, please go to: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html#a3>

