



Upper Canada Skating Club (Upper Canada SC) COVID-19 Protocols

Version 1.1 updated October 6, 2020

Upper Canada Skating Club COVID-19 Protocols have been created to deal with the present COVID-19 pandemic. These Protocols are based on current Ontario statutes and regulations, current public health requirements and directives, and Skate Ontario's directives. They are created to make our sport safe for all. These Protocols may be updated at any time. Please be sure that you are referring to the most recent Version which will be posted from time to time on our website at www.uppercanadaskating.com.

Completion of Skate Ontario COVID-19 Waiver

All individuals (skaters, coaches, administration staff, Board members and volunteers) participating in any Upper Canada SC activities must complete and sign 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 any club activities. This form must be completed prior to the start of participation in club activities. This form is only required to be completed one time by each individual for the 2020-21 season. The club will keep this form on file.

Skate Ontario COVID-19 Waiver - Coaches, Administration Staff, Board Members and Volunteers

Coaches, Administration Staff, Board members and volunteers can sign the form and return to the Club prior to the start of participating in club activities. <https://skateontario.org/wp-content/uploads/2020/07/Skate-Ontario-Waiver-2.0-.pdf>

Skate Ontario COVID-19 Waiver - Skaters

Skaters and parents/guardians of skaters under the age of 18 years old will be presented with the COVID-19 Waiver during the registration process as one of the required policies. Skaters and parents/guardians of skaters under 18 must review and sign digitally to complete registration.

Club Activities

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

- Physical distancing measures
- Health and safety regulations
- Size of permitted gatherings
- Skate Canada rules, policies and procedures



- Skate Ontario rules, policies and procedures
- All Safe Sport policies and procedures
- Applicable occupational health and safety requirements

Compliance with Mitchell Field Community Centre and Arena Protocol

Upper Canada SC will coordinate with Mitchell Field Community Centre and Arena in order to ensure compliance with COVID Protocols. Individuals must follow all facility guidelines and protocols. See Appendix A for the Guidelines for City of Toronto Arena Use during COVID-19.

Upper Canada SC Office

- The office is equipped with sanitizer, wipes, barrier, masks (for emergency use only) and first aid kit.
- All club administrative activities should be conducted on-line and virtually whenever possible.
- Registration MUST be completed online. No registration will be taken in the office.
- Questions can be sent via email to uppercanadaskating@bellnet.ca. No phone calls please.

Pre-Arrival

All individuals:

- Must self-screen in accordance with current public health guidelines before heading to the club. Individuals must stay home and not attend any club activities if they answer “Yes” to any one of the following:

- Exhibit any COVID-19 symptoms, such as a fever, cough, difficulty breathing, or other symptoms identified by health experts;
- Have been in contact with someone with an active case of COVID-19 in the past 14 days;
- Have returned from travel outside of Canada and do not have a Travel Exemption as per the Government of Canada;

Individuals who are considered a vulnerable or at-risk (individuals over 70 years, weakened immune system or medical conditions such as heart disease, lung disease, cancer etc.) should strongly consider their participation in club activities.

- **Skaters - Bring signed and dated COVID Screening Passport (will be provided) to each skating session. Skaters will not be allowed to skater if they do not have their signed passport. Parents of skaters who are under 18 years of age must sign and date the passport prior to each skating session.**



Arrival/Departure

All individuals (except coaches and Upper Canada SC staff):

- Must **ENTER** the facility through the **Arena Door (Main Arena Door)** on Church Aveune.
- Must **EXIT** the facility through **the Arena Door or designated Exit door**.
- Must **NOT** enter or exit the facility through the Main Door of the community centre.
- **Coaches and Upper Canada SC staff can enter the facility through the main door. Coaches and Staff who entered through the front door must and get checked in and screened by the community centre staff. Coaches and staff must also followed the Club's check in procedure.**
- Must maintain a physical distance of at least 2m from any other person who is at the facility.
- Must follow local Public Health guidelines with respect to wearing face masks entering and within facilities, including inside the Field House Room (Upper Canada SC Coaches Room), the office and washroom.
- Must sanitize hands upon entry to facility.
- Must be screened on a daily basis before they are allowed to take part in any club activities. Screening will be conducted verbally. Attendance will be kept at the club to facilitate contact tracing if needed.
- Coaches can change into their skates in the Field House room (Upper Canada SC coaches room). Maximum capacity of the coaches room is 7 at any time.
- Skaters must arrive not earlier than 15 minutes before start of session. Skaters must arrive in the skating clothes, skates (with hard skate guards on) and helmet (if required).
- Personal items including skating bags should not be brought into the arena. See [Appendix B](#) for the list of personal items which can be brought to the arena.
- Skaters will be directed by coaches and/or program assistants when to go on the ice.
- Skaters should leave the facility immediately after their session with skates and guards on.
- Only coaches, skaters, administration staff and volunteers will be permitted beyond the check in area in the arena.
- No spectators. Parents/guardians are not permitted beyond the check in area. Up to one accompanying parent, guardian or other adult for each skater under the age of 18 is allowed to accompany the skater to the check in area.
- No siblings will be allowed to accompany skater and parent into the arena.
- Anyone accompanying the skater is expected to follow facility guidelines with respect to wearing of non-medical face masks and physical distancing requirements.



- Parents/Guardians must leave the arena after the skater has checked in. It is recommended that parents/guardians (especially those of young children) to remain close by and can come to the arena quickly if needed.
- A parent may only enter the arena if he/or she has been contacted to deal with a situation involving his/her child. (eg. Injury, feeling ill or displays COVID symptoms).

Training Group Size

Stage 3: STARSkate Maximum Training Group Size - Effective October 2, 2020

Maximum number of individuals on the ice is **25**. This number includes skaters and coaches. Any individuals in excess of 20 must be off the ice (i.e. coaches, officials, music players etc.) and must follow all physical distancing requirements unless they are from the same household or social circle. There must be a minimum of one coach on the ice for each session.

Stage 3: CanSkate Maximum Training Group Size – Effective September 1, 2020

CanSkate: Maximum of 36 skaters, maximum of 45 individuals including program assistants and coaches. Skaters must be able to get up on their own and manoeuvre without hands-on assistance.

Off Ice

- Warm-ups and stretching exercise should be conducted outside following physical distancing protocols by remaining at least 2m apart. If weather does not permit warming up outside, skaters may (if permitted by the facility) warm-up inside in an area designated by the facility while following physical distancing protocols by remaining at least 2m apart.

On Ice

- Skaters are required to maintain a physical distance of at least 2m from any other skaters and coaches during the session.
- Coaches will be using verbal cues for coaching. There will be no hands-on coaching or assistance.
- Coaches are not to have any physical contact with skaters unless they are hurt and/or first aid is required.



Mask Requirement

Coaches/Program Assistants (PA):

- Mandatory to wear a non-medical face mask while coaching or assisting on ice.
- Any winter gloves that are worn should be washed daily.

Skaters:

- Skaters may remove their mask to skate, but as soon as skaters leave the ice surface, they must put the mask back on. This includes stepping off the ice to tie skates, rest or going to the bathroom.
- Skater who needs to go to the bathroom must put his/her mask back on and is to return promptly to his/her group on the ice.
- CanSkaters are recommended to wear a shield on ice. A face shield can be put on their helmets using some medium plastic for the shield, velcro or tape to attach to the helmet.
- Must bring their own gloves and helmet (if required). Gloves or helmet will not be provided or be available for borrowing.
- Any winter gloves that are worn should be washed daily.

Coaching and Skating at Multiple Locations

Coaching and skating at multiple locations are strongly discouraged. Clubs and skating schools may ask skaters, coaches or choreographers to inform them if they are attending training sessions in multiple locations.

Individuals should consider the following:

- Use new face mask and gloves at each location
- Managing schedules to avoid entering different facilities on the same day

Music

- A designated person will be in charge of playing music, disinfect/sanitize equipment in the music room.

Harnesses

The use of Harnesses will not be allowed at this Stage.



Facility - Mitchell Field Community Centre/Arena

- No spectators are permitted.
- Dressing rooms, change rooms in the facility, except to the extent they provide access to a washroom or a portion of the facility that is used to provide first aid shall remain **closed**.
- Field House room (Upper Canada SC coaches room) will be open. Maximum capacity will be 7 at any time.
- Upper Canada SC office will be open with a maximum capacity of 1 person at any time.
- Skaters must arrive at the arena in their skating clothes, skates with skate guards and helmet (if required). Dressing rooms and, change rooms in the facility shall remain closed, except to the extent they provide access to a washroom or a portion of the facility that is used to provide first aid.
- Skaters may put their skates on/remove skates outside of the arena respecting physical distancing protocols and remaining at least 2m apart. Skaters can use their own vehicles, outdoor benches or bring their chairs (i.e. camping chairs). Hard Skate Guards are necessary for all skaters to walk from the car, through the arena to the ice.

Personal Items

- Personal items including skating bags should not be brought into the arena. Skaters and coaches may bring their own water bottle, tissue box etc. into the arena. See Appendix B for the list of items which can be brought into the arena.
- Skaters and coaches must use individual water bottles, tissue boxes etc. during training sessions. 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.

Cleaning and Disinfecting Requirements:

- Scheduling and implementing cleaning between each training group on the ice or the use of any other facility.
- Wiping down / sanitizing high touch areas such as entry / exit doors to the ice, etc.
- All fixed structures, such as benches, will be cleaned twice daily.
- Washroom facilities will be cleaned as per Toronto Public Health Guidelines.



COVID-19 Response

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, or if the individual is presented with COVID-19 symptoms upon entry or during skating, that individual must immediately stop entering the facility or participation in club activities.
- The individual will be isolated from all others in a designated area and provided with a non-medical face mask when necessary.
- If applicable, parents/guardians will be contacted immediately to pick up their child(ren) within 20 minutes.
- The individual will be sent home and instructed to follow public health guidelines regarding self-isolation and testing.
- The Mitchell Field Community Centre/Arena will be informed in order to determine if any areas need to be closed off and/or require additional cleaning/disinfecting.
- A member of the COVID-19 Oversight Group will be informed of the situation and will 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 a club **that is unwell** and has been tested for COVID-19 must not participate in club or skating school activities while waiting for the results of the test.
- Any individual that is part of a club or skating school 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.**
- The club will work with public health to consult the Session Participation tracking sheets to inform other club members who might have been in close contact with the individual. Close contact is defined as being within 2m for a period lasting more than 15 minutes, without appropriate or consistent use of PPE (i.e. healthcare workers).
- Any club members who were in close contact with the individual should not participate in club activities and should follow public health guidelines until the diagnosis of COVID-19 is ruled out by health professionals.



An individual who tests positive for COVID-19

- If an individual who tests positive for COVID-19, they should inform a member of the club's 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 club members who may have been in close contact with the individual.
- Any club members who were in close contact with the individual should not participate in club/skating school activities for 14 days and should follow public health guidelines regarding self-isolation and testing.
- It is recommended to also inform all club members of a positive COVID-19 result within the club setting.
- The club should 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 club will inform Skate Ontario of a positive COVID-19 diagnosis by emailing clubsupportservices@skateontario.org

Return to club 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 club/skating school 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 club/skating school activities fourteen days after any symptoms started and once they no longer have any symptoms of COVID-19.

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.



Modification/Restriction/Postponing or Cancelling of Club Activities

- Based on the evolving COVID-19 pandemic, Upper Canada SC is prepared to follow public health, municipal/provincial government and sport recommendations regarding modifying/restricting/postponing or cancelling activities.
- Upper Canada SC will keep any modifications and restrictions in place until advised that it is safe to resume activities by public health, government or sport officials.
- Upper Canada SC members and staff will be informed as soon as possible of any modifications/restrictions or cancellations.

Refund Policies

- **Program cancellation due to Government order** - Partial or full refund (by cheque or credit) depending on the percentage of refund the club receive from the City of Toronto for ice rental.
- Refund request due to any medical situation must be in writing, addressed to the Board of Directors and accompany with a doctor's note.
- No make ups or refunds for sessions missed due to illness, vacation, holidays, competitions, tests, bad weather, maintenance, equipment failure, breakdown, repairs or management failure.
- No refunds for club events once the fee is submitted.

Public Health Guidelines

All individuals (members, skaters, coaches, administration staff and volunteers) should follow all public health guidelines regarding COVID-19. These may include:

- Any individual who has travelled outside of Canada, ~~or has someone in their household who has travelled outside Canada~~ must self-isolate and not participate in club activities for 14 days.
- 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 club 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 club activities.
- Any individual who has someone in their household showing symptoms of COVID-19, should not participate in club activities.



Appendix A

Guidelines for City of Toronto Arena Use during COVID-19

Infection prevention and control measures:

The following mitigation guidelines will help reduce the risk of respiratory infections, including COVID-19.

Guidelines: Before Arrival

Individuals must self-screen themselves to limit the introduction of infection:

- Prior to attending arenas, every participant must do the [self-assessment for COVID-19](#) on the Ontario Ministry of Health website and if they do not pass the assessment they should not use the arena until they pass the assessment and do not have signs and symptoms of COVID-19. All participants can visit the [City's website](#) to determine if further care is required and learn about assessment centres.
- All participants should be aware of signs and symptoms of COVID-19, including:
 - Fever
 - Cough
 - Difficulty breathing
 - Sore throat, trouble swallowing
 - Runny nose
 - Loss of taste or smell
 - Not feeling well
 - Nausea, vomiting, diarrhea

The World Health Organization advises that symptoms may appear in as few as 2 days or as long as 10 to 14 days after contracting COVID-19. Those who are infected with COVID-19 may have few or no symptoms. Hence, there is the possibility of asymptomatic and pre-symptomatic spread of COVID-19.

Entrance Restrictions:

- Anyone who is exhibiting symptoms of COVID-19 or has had close contact with a confirmed case cannot utilize arenas.
- There is a higher risk for severe illness in people over the age of 60, and those with weakened immunity or underlying health conditions.



- Upon entry, spectators and participants are required to be wearing a mask and provide their contact information to support contact tracing.

Guidelines: While using arenas

Reduce the risk of transmission during activities:

- Stay at home when you are ill.
- The following screening questionnaire for staff is available on the City's COVID-19 site under Workplaces
- Practice [physical distancing](#) and maintain a 2 metre distance from others when at the arena, except when participating in the sport.
- Respect any Provincial Emergency Orders that prohibit social gatherings of a certain size, including current limits of up to 50 people for organized activities taking place at the time are indoors.
- Each permit holder must to the best of their ability maintain a record of users, including spectators, that could support potential public health contact tracing as needed.

Practice proper hand hygiene and respiratory etiquette:

- Wash your hands often with soap and water for at least 15 seconds.
- If soap and water are not available, use an alcohol-based hand sanitizer
- Cover your cough or sneeze into a tissue. Immediately throw the tissue in the garbage and wash your hands.
- If you don't have a tissue, sneeze or cough into your sleeve or arm.
- Avoid touching your face, nose and mouth with unwashed hands.

Cloth Masks & Face Coverings

Masks are not required when participating in sports practice or game but are required when entering the facility, in change rooms and any other areas other than when on the ice.

Ensure that people who become ill with signs and symptoms of COVID-19 while using arenas should go home to self-isolate:

- People who become ill while at any arena should go home immediately, in a private vehicle if possible, and self-isolate. They should review the City of Toronto [website](#) for more information about COVID-19.



- If a participant at any arena tests positive for COVID-19, their local Public Health Unit (Toronto Public Health for Toronto residents) will follow-up with close contacts who may include other arena users. Other arena users who came in close contact with the infected individual may be required to self-isolate.

Participating in Sports at the Arena:

Prior to play:

- To minimize the use of change rooms, it is preferred that participants enter the facility with equipment on as much as possible.
 - The city will post change room capacity limits outside of the change room and permit holders will be required to ensure those limits are followed.
- Wash your hands often with soap and water for at least 15 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- The permit holder should clean and wipe down any required equipment, including water bottles and pucks.
- Participants should bring their own full water bottle.
- Arrive as close as possible (e.g. 15 mins) to the booked time start time.

While participating:

- All sport activities must be conducted in accordance with the rules and policies of the applicable organization, including the rules and policies put in place to enable safe return to the sport.
- Benches are available for use during the permitted activity. Participants are asked to physically distance as much as possible when on the bench.
 - All non-participants (e.g. coaches, trainers) are required to wear a mask while on the bench.
- The penalty box will be available for use during the permitted activity. Any support staff in the penalty box must wear a mask and maintain physical distance as much as possible.
- Arena users are asked not to touch other users. This includes no high five's, fist bumps or hand shaking, sharing of personal sporting/fitness equipment and/or food/beverages.
- Avoid touching your face as much as possible.



After Participating:

- Participants are asked not to loiter around the arena to assist in physical distancing and allow others the opportunity to utilize amenity.
- Wash your hands carefully with water and disinfectant soap or with hand sanitizer.
- Properly dispose of any garbage.

Guidelines: Arenas and Adjacent Amenities

Arena Information:

- Equipment and amenities in arenas will be sanitized twice a day, including:
 - Penalty box
 - Score keeper box
 - Gathering areas/lobby
 - Showers
 - other apparatus
- Amateur and recreational sports leagues may resume so long as they do not allow prolonged or deliberate physical contact between players or if they have modifications to avoid physical contact between players.
- Leagues must contain no more than 50 participants total. If participants in a league exceed 50, the league may divide into smaller groups of no more than 50. Players are not permitted to play against players outside of their league or group.
- The total number of spectators permitted to be at the facility at any one time must be limited to the number that can maintain a physical distance of at least two metres from every other person in the facility, and in any event cannot exceed 50 spectators for indoor facilities.
 - Capacity limits for spectators will be determined based on ability to physically distance and will be posted at the facility.
- The maximum limits on spectator numbers applies to spectators only, not to athletes, coaches and staff as well
- Fountains and water bottle filling stations may be closed and patrons are asked to bring their own pre-filled water bottles.
- Locker rooms, change rooms, showers will be open for use at arenas and deep cleaned twice per day. Users should physically distance as much as possible when using these facilities.



Cleaning and Disinfecting Requirements:

- All fixed structures, such as benches, will be cleaned twice daily
- If Washroom facilities are available, they will be cleaned as per Toronto Public Health Guidelines.
- Review [Public Health Ontario's Cleaning and Disinfection for Public Settings document](#).

Required Signage:

- Post the [physical distancing poster](#) at all arenas at prominent locations.



Appendix B

Personal Items that can brought to the Arena

Coaches and skaters can bring the following items to the arena for their own personal usage.

- Water bottle
- Tissue boxes/pocket size packages
- Hand sanitizer/Wipes
- Plastic bag (ziplock bag) to keep mask in while skating.
- Extra mask
- A plastic bag to keep COVID screening passport and skate guards while skating.
- Label all personal items brought into the arena.



Appendix C

COVID-19 Education Resources

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

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.

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

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>

You were tested for COVID-19: What you should know: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/2020/06/factsheet-covid-19-test-what-you-should-know.pdf?la=en>