



**Aldergrove Skating Club**  
**OUR RESPONSE to COVID-19**  
**(as of November 5, 2020)**

(from Skate Canada BC/YK Section Return to Play for  
Figure Skating Guidelines and Township of Langley  
COVID Protocols)

(Changes are highlighted in red)

**Before you Skate:**

- Do not skate if you:

-exhibit any COVID-19 symptoms, such as 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, you should consider not participating in Skate Canada programs. A vulnerable or at risk person is someone who is immunosuppressed, or is suffering from high blood pressure, pulmonary disease, diabetes, obesity or asthma.

- Skaters, coaches and volunteers will have a daily verbal health screening for symptoms upon arrival at the entrance of the building.

- Only skaters registered for the session may participate. No buy-ons will be permitted.

- All session registration and payments must be done online. No bookings or payments in person at the facility are permitted.

- As of October 1, 2020, the number of people on the ice is limited to 14 18 skaters including coaches on STARSkate, Excel and Synchronized Skating Sessions. The number of people on the ice is limited to 24 skaters including coaches and program assistants on Canskate sessions.

- One Skate Canada certified coach must be in attendance on all sessions.

### **Preparing to Skate:**

- Arrive ~~no earlier than~~ 15 minutes before your session is scheduled to begin.
- Off ice warm up is to be done outside of the Aldergrove Credit Union Community Center on the sidewalk area outside of the Aldergrove Skating Club office.
- Enter through designated doors. Proceed directly to the dressing rooms. Canskate sessions will use the lobby to put on and take off skates, following the markings provided by the arena.
- Skaters must use assigned dressing rooms. It would be best to arrive dressed to skate with only skates to be put on in the dressing room.
- Bring hand sanitizer. Each participant should bring their own hand sanitizer.
- Do not share equipment (gloves, water bottles, hand sanitizer, towels) with other skaters or coaches.
- Bring a full water bottle. Access to water fountains is not permitted.
- Other than reusable water bottles, no other food or drink should be brought into the facility.
- **Effective November 9, 2020- All skaters are required to wear a mask upon arrival at the arena and while in the dressing room preparing to skate. The mask may be removed just before leaving the dressing room to go on the ice. At the conclusion of the skating session, skaters are required to wear a mask while taking off their skates and leaving the arena.**
- If you cough or sneeze, do so in a tissue or in your sleeve. Dispose of tissues in the garbage can located in the tunnel leading to the ice immediately. Use hand sanitizer if you cough or sneeze.
- Avoid touching door handles, gates, benches and other objects where the virus could survive.
- While waiting to go on the ice, stay in the dressing room until it is your time to go on the ice. Stand at the designated markers and stay away from others.
- One spectator per registered skater is permitted in the building. Spectators must remain in the marked spectator spaces in the arena area. The total count in the arena must not exceed 50 people.
- **Effective November 9- All spectators and volunteers will be required to wear a mask. Spectators and volunteers must keep their mask on while they are in the facility.**

### **While Skating:**

- Avoid all physical contact with other skaters and coaches.
- Avoid touching your face during your skating session.
- Make spatial awareness a priority. Try to keep a 2m distance from other skaters and coaches while on the ice.
- Do not touch equipment, including music playing equipment. One designated person will operate the music equipment. Music equipment will be disinfected between sessions using a store-bought disinfectant product- Lysol Disinfecting Wipes, which is on the BCCDC List of Disinfectants with Evidence for Use Against COVID-19.
- Pairs and dance skaters must not touch each other and stay 2m apart at times while on and off the ice.
- **For Synchronized Skating**, physical contact will be permitted following the “cohort” model outlined by Skate Canada BCYK Section and viaSport. This includes direct contact while holding in a line, or the use of a baton between skaters.
- STAR 1-5 Assessments are now permitted.
- STAR 6-Gold Assessments will not be permitted at this time.

**After Skating:**

- Wash your hands carefully with soap and water, or use the hand sanitizer on the wall beside the exit door.
- Leave the arena within 15 minutes of the end of your skating session.
- Exit arena through the designated exit and maintain physical distancing requirements.

**Other:**

- The Aldergrove Skating Club will keep a record of all skaters, coaches, parents and volunteers in attendance at each session. The information collected will include contact information, so that they can be contacted if needed. This information will be shared with the Township of Langley under the Gatherings and Events Public Health Order.
- All skaters, parents, coaches and volunteers must give written consent by completing and signing a waiver. Waivers will be collected and stored. A copy of the waiver is attached.
- Coaches and volunteer music players will be provided with gloves, masks and disinfecting wipes.
- An area in the arena will be designated for spectators. This will be a standing area. There will be no seating area.

## **ALDERGROVE SKATING CLUB OFFICE USE**

- The Aldergrove Skating Club office will be restricted to 2 people at one time. Physical distancing requirements must be met while in our office space.
- Hand sanitizer will be provided to be used when entering the Aldergrove Skating Club Office.
- Surfaces and high-contact areas in the Aldergrove Skating Club Office will be wiped down with a store-bought disinfectant product- Lysol Disinfecting Wipes or Lysol multipurpose cleaner, both of which are on the BCCDC List of Disinfectants with Evidence for Use Against COVID-19, at the end of each day of use, by the coaches in attendance that day.
- Signage will be posted to remind skaters, parents and coaches of the club policy on Office Use.

If you have questions, please ask! There are a lot of new protocols in place to keep our skaters, coaches and the skating community safe. We are all in this together!

## APPENDIX A: RETURN TO PLAY GUIDELINES AND RECOMMENDATIONS FOR CLUB ADMINISTRATORS, COACHES AND FACILITIES ORGANIZING FIGURE SKATING ACTIVITIES

- All Aldergrove Skating Club activities must always comply with the physical distancing, cleaning and sanitizing measures and recommendations issued by federal, provincial and municipal government authorities, including the arrival, time spent on site and departure of skaters.
- CANSKATE, Excel, STARSkate (recreational competitive stream), Competitive and Adult Level Skaters will be expected to follow club COVID procedures.
- Session numbers will be limited to the following:
  - As of October 1, 2020- Numbers will be limited to the following: no more than 14-18 people, including coaches, allowed on or near the ice at any one time. This number is 24 on Canskate sessions. This number may increase or decrease as required by the Township of Langley.
- In accordance with Skate Canada regulations, there MUST be 1 Skate Canada certified coach or choreographer included in the group of 14-18. As well, please keep in mind that all physical distancing restrictions apply to Pair and Dance skaters.
- Activities are limited to practice and private lessons or lessons with small groups. If lesson with small groups occur, physical distancing measures must be maintained. An adult supervisor should remain off the ice making sure that physical distancing guidelines and traffic flow are being followed. This person would not be considered in the 14 18 person on or near the ice limit.
- A record of all people in attendance at the session will be kept as outlined on Page 1.

### **PROVIDE A CLEAN AND SAFE ENVIRONMENT**

Clubs and sporting facilities must have operational security procedures in place during the crisis related to COVID-19. These procedures must also be well displayed and communicated to all users.

- Use markings on the ground to indicate proper distancing from employees, for example at the reception.
- Separate entrance and exit into/out of building, as determined by the staff at ACUCC.
- Separate entrance and exit onto/out of ice surface as determined by the staff at ACUCC.

- ACUCC Staff will be responsible for cleaning the dressing rooms and other high touch areas around the arena including counters, door handles, benches, toilets, etc.
- Any area exposed to personal items must be disinfected. Skaters and coaches should leave unnecessary personal items at home.
- All chairs and tables in communal areas should be inaccessible or removed to avoid all gatherings.
- All doors accessible to the public should remain open to avoid contact with door handles.

## **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 must practice physical distancing from skaters, other coaches, volunteers and parents on and off the ice.
- Any equipment used on the ice must be disinfected by the coach before and immediately after each session. Equipment will be disinfected using a store-bought disinfectant product-Lysol Disinfecting Wipes or Lysol Multi-surface Cleaner, as both of these products are listed on the BCCDC List of Disinfectants with Evidence for Use Against COVID-19.
- Harnesses:
  - In order to use the harness skater must be able to, without help, get in, tighten, and get out of harness
  - It is recommended that the harness operator should wear a mask and gloves
- Skater must disinfect equipment they have touched. Equipment will be disinfected using a store-bought disinfectant product-Lysol Disinfecting Wipes or Lysol Multi-surface Cleaner, as both of these products are listed on the BCCDC List of Disinfectants with Evidence for Use Against COVID-19.
- Divide coaches and skaters into “training groups,” if ice time can accommodate.

- 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.

### **PLAN AHEAD**

- Develop flexible refund policies should stay-at-home orders be restored or if rink is forced to close.
  - Create an emergency plan with rink management for a possible outbreak. Please see Appendix F for our Outbreak Plan.
  - Consult local health authorities should an outbreak happen in your facility.
  - Barb Renfrey will be the designated contact person to receive reports from skaters/families/staff of new illness.
- Refer to the Illness Policy, in Appendix D, for more information.
- The Emergency Action Plan (EAP) will be updated to include the COVID- 19 Policy once approved by the TOL EOC and all appendices. This will be kept in the Aldergrove Skating Club Office. In addition, there is a COVID-19 Policy Binder, which will be kept with the supervisor during skating sessions, and in our club office at all other times.

### **COMMUNICATE EARLY & OFTEN**

- The Board of Directors and coaches have the authority to ask skaters, coaches, volunteers, parents to leave if they are not following the above outlined protocols, and those of the ACUCC facility.
- Skaters and their families will receive an email with the new Aldergrove Skating Club COVID-19 RTP Plan, policies and procedures.
- Coaches should provide their preferred method of communicating with parents (email, text, lesson plan notes, etc.)
- Sharon Phillips will be the COVID-19 point person to communicate with rink management and monitor local, provincial and national developments.

## APPENDIX B-

Waiver

(attachement)

## APPENDIX C: Session Record

(attachment)

## APPENDIX D – ILLNESS POLICY

In this policy, “Participant” includes coaches and skaters, volunteers or parents/spectators.

1. Inform an individual in a position of authority immediately if, you feel any symptoms of COVID-19 such as fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue and loss of appetite. Barb Renfrey ([barbkrcmar@hotmail.com](mailto:barbkrcmar@hotmail.com)) will be the designated contact person to receive reports from skaters/families/staff of new illness.

### 2. Assessment

- a. Participants must have a daily verbal screening for symptoms upon arrival at the entrance of the facility.
- b. Administrators/coaches will visually monitor participants to assess any early warning signs as to the status of their health and to touch base on how they are regarding their personal safety throughout the workday/ practice/activity.
- c. If Participants are unsure please use the self-assessment tool  
[https:// bc.thrive.health/covid19/en](https://bc.thrive.health/covid19/en) or the COVID-19 BC Support App self-assessment tool.

### 3. If a Participant is feeling sick with COVID-19 symptoms

- a. They should remain at home and contact Health Link BC at 8-1-1.
- b. If they feel sick and /or are showing symptoms while at work/practice/activity, they should be sent home immediately and contact 8-1-1 or a doctor for further guidance.
- c. No Participant may participate in a practice/activity if they are symptomatic.

### 4. If a Participant tests positive for COVID-19

- a. The Participant will not be permitted to return to the workplace/ practice/facility until they are free of the COVID-19 virus as verified by a medical professional.
- b. Any Participants who work/practice closely with the infected participant will also be removed from the workplace/practice/facility for at least 14 days to ensure the infection does not spread further.
- c. Close off, clean and disinfect their work/practice/facility area immediately and any surfaces that could have potentially be infected/ touched.
- d. If any participant tests positive, the club/skating school must inform



the Township of Langley by emailing ACUCC Facility Manager, Nikole Longhi at [nlonghi@tol.ca](mailto:nlonghi@tol.ca) and BC/YK Section Office by emailing [bcyksection@skatinginbc.com](mailto:bcyksection@skatinginbc.com) of the test positive case.

**5. If a Participant has been tested and is waiting for the results of a COVID-19 Test**

- a. As with the confirmed case, the Participant must be removed from the workplace/practice/facility.
- b. The Public Health Agency of Canada advises that any person who has even mild symptoms to stay home and call the public health authority of B.C.
- c. Other Participants who may have been exposed will be informed and removed from the workplace/practice/activity for at least 14 days or until the diagnosis of COVID-19 is ruled out by health authorities.
  - d. The workspace/practice/activity space will be closed off, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched.

**6. If a Participant has come in to contact with someone who is confirmed to have COVID-19**

- a. Participants must advise Barb Renfrey ([barbkrcmar@hotmail.com](mailto:barbkrcmar@hotmail.com)) and their coach if they reasonably believe they have been exposed to COVID-19.
- b. Once the contact is confirmed, the Participant will be removed from the workplace/practice/activity for at least 14 days or as otherwise directed by public health authorities. Participants who may have come into close contact with the Participant will also be removed from the workplace/practice/activity for at least 14 days.
- c. The workspace/activity area will be closed off, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched.

**7. Quarantine or Self-Isolate if:**

Any Participant who has travelled outside of Canada within the last 14 days is not permitted to enter any part of the facility and must quarantine and self-isolate.

- a. Any Participant who has a member of their household that has travelled outside of Canada within the last 14 days is not permitted to enter any part of the facility and must quarantine and self-isolate.
- b. Any Participant with any symptoms of COVID-19 is not permitted to enter any part of the facility and must quarantine and self-isolate.
- c. Any Participant from a household with someone showing symptoms of COVID-19 is not permitted to enter any part of the facility and must quarantine and self-isolate.
- d. Any Participant who is in quarantine or self-isolating as a result of contact with an infected person or in families who are self-isolating, is not permitted to enter any part of the facility.

## Appendix E- Health Screening Questionnaire Template

This questionnaire must be completed by each individual daily prior to participation in each club activity.

This questionnaire may be completed verbally.

The answer to all questions must be “No” in order to participate in each club activity.

**Participant Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### 1. Do you have any of the following symptoms?

Fever (37.8 or higher)	Yes	No
Cough	Yes	No
Shortness of Breath	Yes	No
Runny Nose	Yes	No
Sore Throat	Yes	No
Lost Sense of Taste or Smell	Yes	No
Difficulty Swallowing	Yes	No

2. Have you or someone in your household travelled outside of Canada or had close contact with anyone that has travelled outside of Canada in the past 14 days?

Yes No

3. Have you had close contact in the past 14 days with anyone with a new cough, fever or difficulty breathing or a confirmed case of COVID-19?

Yes No

**If an individual answers “Yes” to any of these questions, they are not permitted to participate in any club activities.**

## Appendix F-Outbreak Plan

Early detection of symptoms will facilitate the immediate implementation of effective control measures. In addition, the early detection and immediate implementation of enhanced cleaning measures are two of the most important factors in limiting the size and length of an outbreak.

An “outbreak” is two or more cases; a “case” is a single case of COVID-19.

1. The Aldergrove Skating Club has a COVID-19 Planning Team working to create and carry out policies related to COVID-19. This group has the responsibility to follow this Outbreak Plan. This group reports directly to the Board of Directors, who have the authority to modify, restrict, postpone or cancel activities.
2. In the event of an outbreak, the Township of Langley has the authority to modify, restrict, postpone or cancel activities.
3. If a coach, skater, volunteer or parent reports they are suspected or confirmed to have COVID-19 and have been at the facility, the staff at the Township of Langley will be notified right away. The facility will then implement enhanced cleaning measures to reduce risk of transmission. Contact Person at ACUCC is Nikole Longhi ([nlonghi@tol.ca](mailto:nlonghi@tol.ca))
4. Refer to the illness policy(Appendix D) and advise individuals to:
  - Self-isolate
  - Monitor their symptoms daily, report respiratory illness and not to return to activity for at least 14 days following the onset of fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue and loss of appetite.
  - The Participant will not be permitted to return to the facility until they are free of the COVID- 19 virus as verified by a medical professional.
  - Use the COVID-19 self-assessment tool at BC COVID-19 Self-Assessment Tool to help determine if further assessment or testing for COVID-19 is needed. Individuals can contact 8-1-1 if further health advice is required and 9-1-1 if it is an emergency.
5. In the event of a suspected case or outbreak of influenza-like-illness, the Aldergrove Skating Club will immediately report and discuss the suspected outbreak with the Medical Health Officer at Fraser Health. Contact number for Fraser Health is: 604-476-7087
- 6.. In the event of a suspected case or outbreak, the Aldergrove Skating Club will implement our Illness Policy(Appendix D) and carry out enhanced cleaning measures of our office space and teaching materials.
7. If the Aldergrove Skating Club is contacted by a medical health officer in the course of contact tracing, we will cooperate with local health authorities.