



Return to Play Protocols

Version 5.1 – September 14, 2021

These Protocols are the Paris Figure Skating Club's (PFSC) guidelines intended to enable a safe return to the sport for all our skaters, coaches, program assistants, volunteers, and families. This document is to be used in tandem with Skate Ontario's Return to Play Protocols found at <https://skateontario.org/return-to-play/>. These Protocols are in compliance with current Ontario statutes and regulations, as well as current Brant County Public Health requirements and directives. As Ontario's Covid-19 situation evolves these protocols may be updated regularly as circumstances change. Please be sure you are referring to the most recent version of this document that can be found on our website www.parisfigureskating.org/covid19.

Club and Skating School Operations

CSO-001 Compliance with Regulations

Paris Skating Club will adhere to all regulations, by-laws, and orders put forth by the Government of Canada, The Province of Ontario, the County of Brant, Skate Canada, Skate Ontario and Brant County Health Unit. This includes but is not limited to:

- Physical distancing measures
- Health and safety regulations
- Facility Capacity Limits
- Skate Canada rules, policies, and procedures
- Skate Ontario rules, policies, and procedures
- Safe Sport policies and procedures
- Applicable occupational health and safety requirements

All protocols contained within this document are the base standard for Skate Ontario programming. Where enhanced measures are in effect, clubs and skating schools are required to follow the current provincial, municipal and facility requirements.

CSO-002 Compliance with these Protocols

Coaches, skaters, program assistants, spectators, parent/guardians, and volunteers will implement and comply with the current version of these Protocols.

The "Acknowledgement, Release, Indemnity, and Assumption of Risk regarding COVID-19" form must be completed by each participant in club activities (including any staff, skaters, coaches, program assistants, board members, and volunteers) prior to the start of participation in any skating club activity. This form is required to be completed one time by each participant and will be kept on file with the Paris Skating Club. The acknowledgment form must be completed through Uplifter. Failure to sign the Skate Ontario waiver means that individual will not be able to participate in any club activities.

The County of Brant COVID-19 Risk Mitigation Plan found at www.brant.ca/communitycentres must be reviewed and adhered to.

Failure to adhere to any of the above policies and protocols may result in the participant, spectator, coach or board member receiving a warning from the board and/or being asked to leave a session and/or the facility. If an individual asked to leave a session, they will be required to review all return to play protocols in consultation with the COVID-19 Oversight Group prior to returning to the ice. Subsequent or repeated breaches of return to play protocols may result in additional disciplinary action, including but not limited to, further retraining on protocols and/or termination of their skating privileges with the PFSC.

CSO-003 COVID-19 Education

Paris Skating Club will educate coaches, skaters, parents, and volunteers on new safety and hygiene protocols within the club as well as government approved information on ways to limit the spread of COVID-19.

Appendix A (COVID-19 Education Resources) will be sent to all skaters upon registration. Every staff member, coach and volunteer will be required to review the appendix and it will be part of the return to play training prior to staff, coaches or volunteers returning to the rink.

Appendix C outlines the PFSC communication plan. We will ensure all members are kept up to date with these protocols and any changes or additions that are made.

CSO-004 COVID-19 Response Plan

Paris Skating Club has developed and implemented a COVID-19 response plan should any individual become unwell or show signs of COVID-19 symptoms during club activities. Please refer to Appendix B for Paris Skating Clubs COVID-19 response plan.

CSO-006 Scheduling

There may be times allotted between groups to ensure capacity restrictions are adhered to and for facility staff to clean and disinfect. All skaters and coaches are asked to arrive no more than 15 minutes prior to the start of their session and leave within 15 minutes of when their session has ended in order to follow provincial guidelines around gatherings and public health recommendations on physical distancing.

CSO-007 Multiple Facilities

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

Guest skaters will not be permitted at this time.

CSO-008 Facility Coordination

Each club and skating school must coordinate with the relevant facility in order to ensure compliance with these Protocols. This includes at minimum:

- Implementing effective measures to manage the flow of traffic in and out of the facility (signage)
- Ensuring that any person who enters or uses the facility maintains a physical distance of at least 2m from any other person who is using the facility or they are authorized in Step 3 of Ontario's COVID-19 Roadmap to Reopen to be closer than 2m from each other.
- 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.
- Facilitating compliance by the facility operator with the advice, recommendations and instructions of public health officials, including any advice, recommendations or instructions on physical distancing, cleaning or disinfecting

For information on facility protocols please visit www.brant.ca/communitycentres

CSO-009 Self-Screening Measures

All individuals taking part in club activities must self-screen in accordance with current public health guidelines before each training session. Individuals must not attend any training sessions or club activities if they:

- 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 COVID19 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.

CSO-010 Health Screening of Individuals

Individuals will be screened on-site daily before participation in any club activities. This screening will be conducted verbally by a coach or volunteer and recorded with the attendance. When skating is taking place on rented ice in a non-club setting, the coach is responsible for ensuring this screening is taking place.

CSO-011 Tracking of Participants in Club Activities

To assist with contact tracing in the event of any positive COVID-19 cases within the club attendance will be recorded. ~~Attendance by any spectators will also be tracked.~~ Records will be kept electronically for every session or club activity on a daily basis.

When skating is taking place on rented ice outside of a club setting, the coach is responsible for ensuring this logging and tracking is taking place.

Club and Skating School – Programming

CSP-001 Programming

In Step 3 of Ontario's COVID-19 Roadmap to Reopen, clubs and skating schools may offer all Skate Canada and club skating programs provided they follow the relevant provincial, local and facility requirements and the programs are taking place within the permitted facility capacity limits. Competitive Skate – Pre-Novice, Novice, Junior and Senior - Singles, Pairs and Ice Dance. STARSkate - STAR 5 to Gold, Pre-Juvenile, Juvenile and Adult - Singles, Pairs and Ice Dance STAR 1-4 – All disciplines SYS – All levels CanPowerSkate CanSkate Special Olympics Programs must be executed within the program delivery standards as set by Skate Canada.

CSP-002 Assessment Days

Assessment Days may proceed with the approval of Skate Ontario. The following guidelines must be followed:

- Evaluators must be scheduled by Skate Ontario
- Clubs are required to screen Evaluators prior to their participation in an Assessment Day and must also conduct daily health screening when the Evaluator arrives on-site at the arena
- Physical distancing measures between the Evaluator and skaters, coaches and volunteers must be maintained at all times during the Assessment Day
- Clubs must follow all guidelines with respect to training group sizes during an Assessment Day
- Attention should be paid to ensure that the area where the Evaluator will be located has been sanitized prior to their arrival

CSP-003 Assessment Day Guidelines

Clubs and skating schools must follow the following guidelines when booking Assessment Days under Step 3 of Ontario's COVID-19 Roadmap to Reopen: • Skate Ontario Assessment Days will resume on August 9, 2021 • Clubs/skating schools may book Assessment Days beginning on July 16, 2021 through their Club/Skating School account on Better Impact (Digital Tool for Assessment Days).

CSP-004 Limitations on Size of Training Groups

In Step 3 of Ontario's COVID-19 Roadmap to Reopen, all training sessions must be executed in a manner that follows provincial, local public health and facility guidelines. Training sessions must take place according to the permitted facility capacity limits.

Programs must be executed within the program delivery standards as set by Skate Canada.

Clubs must consider size of ice surface, level of skaters, facility access and facility capacity when determining numbers for their sessions.

Skate Ontario will communicate in subsequent Versions of their Protocols updated information as it becomes available.

Off-Ice Activities

OFA-001 Facility access and traffic flow

Individuals shall follow facility guidelines by using designated entry and exit doors in the facility and any guidelines to manage the flow of people within the facility. Individuals must follow the blue arrows for entering and the red arrows for exiting.

OFA–002 Spectators

Spectators are permitted into the facility pending the following criteria are met:

- Spectators are expected to maintain a distance of 2m from every other person in the facility, unless they are from the same household
- Spectators must abide by the County of Brant protocols of traffic flow, approved seating areas, etc.
- Masks must be worn except when eating or drinking
- If the club received any concerns about any of the above, spectating privileges could be revoked.

~~Attendance of the spectators will also be recorded for contact tracing.~~

OFA–003 Personal Hygiene

Individuals should wash / sanitize hands upon entering and exiting the facility. Skaters must use individual water bottles, tissue boxes etc. during training sessions. Sharing of these items is not 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.

OFA–004 Warm-up / Cool down

Warm-ups and cool downs will be conducted outside following physical distancing protocols by remaining at least 2m apart. In Step 3 of Ontario's COVID-19 Roadmap to Reopen, there is no requirement for physical distancing when engaged in sports or games at an indoor or outdoor facility.

OFA–005 Personal Protective Equipment

Individuals must follow local Public Health guidelines with respect to wearing face masks within facilities.

Masks/face coverings are required inside the facility as per Provincial Order.

Coaches:

- Required to follow all provincial and facility regulations with respect to wearing a mask or face covering when in an indoor facility.
- Coaches are permitted to temporarily remove their mask or face covering when engaged in athletic or fitness activity. (i.e. leading an off-ice fitness class)

Skaters:

- Required to follow all provincial and facility regulations with respect to wearing a mask or face covering when in an indoor facility.
- Skaters are permitted to temporarily remove their mask or face covering when engaged in athletic or fitness activity.

OFA–006 Dressing Rooms

Skaters are encouraged to arrive at the arena in their skating clothes.

Dressing rooms will be available for small groups of 5 or 6 people. Individuals will only be allowed into the room 15 minutes prior to the start of your session and must vacate the room within 15 minutes after the session ends. Check the display board for your assigned room. Spacing will be indicated on the benches and wall for proper physical distancing. The first person to enter the room should go to the furthest spot and the last person to enter should be closest to the door. Once the room is at maximum capacity the last person entering should place the 'FULL' magnet on the outside of the door. Keys for rooms will not be distributed. Staff will lock and unlock doors upon request by coaches or participants.

OFA–007 Skates On /Off

Skaters should follow facility guidelines with respect to putting their skates on. They 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, or bring their chairs (i.e. camping chairs). Alternatively, skaters may put their

skates on / remove skates using the dedicated spaces of the arena while following physical distancing guidelines and remaining at least 2m apart, unless they are from the same household or social circle.

OFA-008 Personal Items

Personal items like skating bags should be left in the relevant individual's vehicle when possible. If necessary, please only bring one bag into the facility per family. Belongings are to be kept in their bag in the assigned dressing room or on the players benches at rink side. Please keep your belongings together neatly and be sure to take them with you when you leave the facility. Any items left behind will be discarded by arena staff.

OFA-009 Entry / Exit from ice

Skaters must follow physical distancing protocols and remain at least 2m apart from any other individual while waiting to enter and exit the ice. Enter the rink at the nearest entrance and at the end of your session gather your belongings and exit the building following the red arrows through the lobby and hallway to meet your parent/guardian outside. Loitering will not be permitted in the lobby to ensure not to exceed the capacity restrictions legislated by the Province of Ontario.

OFA-010 Off-Ice Classes

Off-ice classes may be conducted inside and outside of the facility. In Step 3 of Ontario's COVID-19 Roadmap to Reopen, there is no requirement for physical distancing when engaged in sports or games at an indoor or outdoor facility.

On-Ice Activities

ONA-001 Personal Protective Equipment

Individuals must follow local Public Health guidelines with respect to wearing face masks within facilities.

Coaches:

- Required to follow all provincial and facility regulations with respect to wearing a mask or face covering while coaching in an indoor facility.
- Coaches are permitted to temporarily remove their mask or face covering when engaged in athletic or fitness activity. (i.e. leading an on-ice class, partnering dances)

Skaters:

- Required to follow all provincial and facility regulations with respect to wearing a mask or face covering when in an indoor facility.
- Skaters are permitted to temporarily remove their mask when engaged in athletic or fitness activity.

Any winter gloves that are worn should be washed after daily use.

ONA-002 Physical Distancing

When not actively participating in skating, individuals are required to maintain a physical distance of at least 2m from any other person during the session. Individuals from the same household are not required to follow physical distancing requirements.

ONA-003 Personal Items

Skaters must use individual water bottles, tissue boxes etc. during training sessions. Sharing of these items is not 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. Gloves and skating attire should be washed after each daily use.

ONA-004 Playing Music

The club will Determine a safe way to play music while following physical distancing and hygiene measures. The following will occur:

- Having a designated person(s) per session to play music

- Providing access to music playing equipment in an open area (i.e. long cord to rinkside for use with phones)
- Sanitizing wipes will be available to be used in between each session or user of music equipment
- Permitting coaches to bring their own speaker for use in playing music
- Skaters are not allowed to access or make use of music playing device and music playing area

ONA-005 On-Ice Coaching

When coaches, choreographers and skaters are actively participating in skating, they are not required to maintain physical distancing of at least 2m from any other person during the session.

ONA-006 Harness

The portable harness is permitted for use. Skater and coach must wear a non-medical face mask at all times while the harness is in use and sanitize hands before and after use. The harness must be disinfected and/or sanitized before and after each use using a spray or wipe. Where possible, coaches are encouraged to stay more than 2m apart from skaters during harness lessons. Harness lessons will be limited to 15 minutes maximum.

ONA-007 Synchronized Skating

Any props or items are being used by synchronized skaters must be cleaned between each training session group and at a minimum each hour. Props or items should be assigned to a specific group where possible and not shared with other groups.

Appendix A: COVID-19 Education Resources

Clubs/skating schools must ensure that staff, coaches, skaters, parents, members and volunteers receive education on new safety and hygiene protocols within the club / skating school. Members should be sent Government-approved information on ways to limit the spread of COVID-19.

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

Ontario Public Health Public Resources: <https://www.publichealthontario.ca/en/diseases-andconditions/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-handhygiene.pdf?la=en
Physical Distancing	https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-guide-physicaldistancing.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-wearmask.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

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

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

Ontario COVID-19 Online School Screening Tool: <https://covid-19.ontario.ca/school-screening/>

Ontario COVID-19 Online Customer Screening Tool: <https://covid-19.ontario.ca/screening/customer/>

Appendix B: COVID-19 Club Response Plan

Contact List for Paris Skating Club COVID-19 Oversight Group

The following list of volunteers are the individuals who will make up the COVID-19 Oversight Group as we transition back to skating activities. The purpose of this group is to oversee the implementation of health and safety guidelines within the Paris Figure Skating Club.

Name	Position	Phone	E-mail
Lisa Campbell	President	519-717-6048	tlmdc4@gmail.com
Dawn Brokers	Coach	519-535-1167	atdawns@yahoo.com
Nancy Smith	Director	226-972-8016	nancy.smith355@gmail.com
Lindsay Percival	Director	519-756-0355	pic_linds@hotmail.com

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 one of the individuals above.

An individual becomes unwell with symptoms of COVID-19

- If an individual is unwell with symptoms of COVID-19, that individual must immediately stop participation in club or skating school activities.
- If the individual becomes unwell while at the club or skating school, they 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
- The individual shall be sent home and instructed to follow public health guidelines regarding self-isolation and testing
- The County of Brant – Brant Sports Complex Facility Operator/Supervisor should 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 should 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 a club or skating school that is unwell 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 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 club/skating school 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/skating school members who may have been in close contact with the individual
- Any club/skating school members who were in close contact with the individual should follow public health guidelines regarding self-isolation and testing
- It is recommended to also inform all club/skating school members of a positive COVID-19 result within the club/skating school setting
- The club/skating school 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/skating school will inform Skate Ontario of a positive COVID-19 diagnosis by emailing 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 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 once they have completed the period of self-isolation as advised by their local public health unit

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.

Modification/restriction/postponing or canceling of club/skating school activities

- Based on the evolving COVID-19 pandemic, the club/skating school must be prepared to follow public health, municipal/provincial government and sport recommendations regarding modifying/restricting/postponing or canceling activities
- The club has developed a COVID-19 Cancellation Policy See Appendix D
- Clubs/skating school members should be informed as soon as possible of any modifications/restrictions or cancelations
- Clubs/skating schools must keep any modifications and restrictions in place until advised that it is safe to resume activities by public health, government, or sport officials

Public Health Guidelines

Club and skating school members should follow all public health guidelines regarding COVID-19.

These may include:

- Any club/skating school members who themselves have travelled outside of Canada, must self-isolate and not participate in club/skating school activities for 14 days unless they have a Travel Exemption as per the Government of Canada
- 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/skating school activities for 14 days unless they engaged in consistent and appropriate use of PPE (ie. Health care workers)
- Any individual with symptoms of COVID-19 is not permitted to take part in club or skating school activities.

Appendix C: Communication Plan

- PFSC will post any updates on the dedicated COVID19 webpage found at www.parisfigureskating.org/covid19
- PFSC will engage members on social media platforms (facebook, instagram and twitter) for any updates related to COVID19.
- PFSC will ensure email communication is sent through Uplifter to all current registered members and coaches regarding any updates related to COVID19. PFSC will encourage members to have up to date contact information on their Uplifter account (phone number, address, email) and that members have subscribed to communications.
- Any communications by email, website or social media will be completed by the President or Communications & Social Media Director.
- A virtual town hall will take place prior to the start of each programming term and all registered members and coaches are strongly advised to attend. In addition, mandatory virtual training will take place with coaches on the Return to Play protocols. Program Assistant training will include mandatory training both virtually and on & off the ice to ensure understanding of the Return to Play protocols.
- If members need to be informed of a COVID19 test taking place, or a positive test result, the club will work with Public Health to inform all club/skating school member that may have been in close contact with that individual. Communications will be done by email to the Board of Directors, coaches and those skaters that are directly impacted and/or all the registered members on all sessions. There may be a period of time where a program is shut down to allow for cleaning and communication to members and coaches. The board has designated the President and alternate Vice President to be the public spokesperson for the club in case of emergency (eg. COVID19 outbreak at the facility). Public Health, Skate Ontario and the County of Brant – Brant Sports Complex, Manager will be advised of any positive COVID19 tests.
- A designated member of the COVID19 oversight group will follow up with any individual who become unwell with symptoms of COVID19 or miss attending a registered session. Participant tracking will be stored electronically
- All board members, coaches and skaters need to respect the comfort levels of each other and are encouraged to be polite but forthcoming about their own mental health, and level of anxiety. Coaches are encouraged to voice any health and safety concern (i.e. ran out of cleaning supplies, etc.) to the board for approval of purchase or direction on the matter.

Appendix D: COVID-19 Cancellation and Refund Policy

Sessions – are single events within a program

1. The Skate Canada Fee is non-refundable.
2. The Fundraising Fee is non-refundable once the Skate Ontario Fundraising Book Campaign has commenced.
3. Any approved credits will be placed on Uplifter accounts
4. Any approved Refunds will be done through Uplifter or by cheque.
5. The treasurer will complete any credits or refunds. Please allow sufficient time for these to be completed.
6. Make up sessions for any missed time are not permitted.
7. Unless otherwise stated, any missed sessions related to COVID19 must be communicated immediately to the club through email parisfigureskatingclub@live.ca and to a member of the COVID19 Oversight group (see Appendix B). Participants are asked to make their best effort to notify the club in advance for any absences.
8. Cancellation of an entire program: refunds for programs paid for in advance but have not commenced, will be refunded in the form of payment made. These will automatically be completed.
9. If the facility or all club programs must be cancelled in relation to COVID19 after they have commenced and the club will be reimbursed for expenses related the cancellation (i.e ice rental costs), the treasurer will issue the pro-rated credits onto the appropriate accounts. These will be automatically completed.
10. A credit will be issued if a skater does not attend a session(s) due to experiencing any COVID19 symptoms or does not pass the COVID19 health screening. This credit will be fixed amount of \$10.00/session
11. Credits will be issued for missed sessions due to a positive COVID19 test result or due to self-isolation related to exposure. This credit will be a fixed amount of \$10.00/session.
12. If a refund is required outside any of the above, it must be requested in writing to the club and will be considered on a case by case basis by the Board of Directors.
13. If a skater misses a session due to reasons not related to COVID19, the normal refund policy will apply.