



Topic	Name of Responsible Person(s):	Lacombe Skating Club RETURN TO SKATING: Club Action Plan
<b>CSO-001: Compliance with Regulations</b>	Covid-19 Club Designated Representative	Up-to-date directives from Skate Canada, as well as Federal, Provincial, and Municipal guidelines, are researched, reviewed, and circulated to members. The information is distributed by email to volunteers and staff, posted to social media sites, as needed, and also communicated at each monthly meeting of the Board of Directors
	Strategic Operations Team	Group sizes at ice level are within the provincial maximum of 50, including all coaches, volunteers, skaters, and music player. Group sizes will be limited as follows: 25 per CanSkate training group, 35 per PreSTAR/STARSkate training group. Spectators are limited to one viewing area within the facility, and must maintain social distancing between families/cohorts. All other common areas in the facility are closed to the public. Non-compliant spectators will be asked to leave.
	Coaching Staff, Skaters	Social distancing measures, cleaning, and hand hygiene practices, and group size limitations are in place for all coaches, athletes, and their belongings, while in the change rooms, and on ice. The training group will not be cohorted as long as social distancing is adhered to and sustainable.
	Coaching Staff, Program Assistants (PAs), Strategic Operations Team	Coaches, and PAs will wear masks while coaching. Hand hygiene practices are in place before and after each coaching session. Masks, gloves, and clothing, are changed between coaching sessions. The Club will make disposable masks and gloves available to the coaches and PAs at all times.
	Registrar	Registration for the 2020-2021 opens online September 15, 2020. Registrants are encouraged to pay online, and provide scanned copies of signed registration documents by email to: lacombeskatingclub@gmail.com. For registration activities that take place in person, social distancing will be maintained, and volunteer(s) will wear a mask, apply hand sanitizer between registrants, and disinfect pens between uses.
<b>CSO-002: Compliance with Section Protocols and Waiver</b>	Registrar	Registration must include a signed Skate Canada Assumption of Risk and Waiver. Registrants are encouraged to provide a scanned copy of the signed document. If the document will be returned in person, social distancing will be maintained, and volunteer(s) will wear a mask, apply hand sanitizer between registrants, and disinfect pens between uses. Signed paper will be maintained in a wipeable binder, disinfected after each use.
	Strategic Operations Team	Mandatory virtual education meeting to take place for all registered Club members, and volunteers prior to the start of Session A, and again prior to the start of Session B. All members will also be referred to the Covid-19 resources available on our website in support of continued education for all athletes, parents/guardians, coaches, and volunteers.
	Program Directors	Symptom screening and contact tracing logs will be completed at each training session for each training group; i.e. CanSkate, PreSTAR, and STARSkate. One volunteer, per training group, and per training day, will be responsible for recording daily screening, and reporting results to the respective Program director. A mandatory volunteer schedule will be coordinated and communicated by the group directors. All records will be maintained in a wipeable binder, with the binder and pen disinfected after each shift, and stored securely at facility at the end of each training day.

<b>CSO-003: Covid-19 Education</b>	Strategic Operations Team	Mandatory virtual education meeting to take place for all registered Club members, and volunteers prior to the start of Session A, and again prior to the start of Session B. All members will also be referred to the Covid-19 resources available on our website in support of continued education for all athletes, parents/guardians, coaches, and volunteers.
<b>CSO-004: Covid-19 Response Plan</b>	Covid-19 Club Designated Representative, Program Directors	Report of symptoms, illness, or any possible exposure to Covid-19 will be reported to the Club Designated COVID-19 Rep, who acts as the conduit for communication between the Club's members, the facility, the Medical Officer of Health, and reporting to the Section Office, as per the Section-provided Illness Policy and Outbreak Procedure.
	Coaching Staff, Program Directors, Covid-19 Club Designated Representative, Arena Staff	Immediate protocols to be followed per the Section-provided Illness Policy, and Outbreak Procedure. In cooperation with facility staff, in the event a coach, athlete, volunteer, or other attendee, becomes symptomatic during a training session, individuals will be isolated where they can remain comfortable while they await pick up and/or medical attention.
	Strategic Operations Team	With the direction of Alberta Health Services, pertinent information should be evaluated by Strategic Operations Team to determine whether training sessions will be modified, restricted, postponed, or cancelled.
	Program Directors	Further to the above, updates regarding program interruptions, Covid-19 exposure, illness, or any other new information, will be communicated to Club members by their program director(s), as needed.
	Lacombe Skating Club	The Section-provided Illness Policy, and Outbreak Procedure protocols are used to inform participants of required isolation periods, and to guide post-infection Return to Skating.
	Program Directors	Updates regarding program interruptions, changes, and any other new information, will be communicated to Club members by their Program director(s), as needed. Each designated Program director will circulate updates to members by email. The club website and social media platforms will be updated regularly with relevant information.
<b>CSO-005: Coordination with Facility</b>	City of Lacombe	Per municipal directions, traffic flow in the parking lot, and inside the facility, is signed, monitored, and enforced by facility staff. Separate entrances and exits are in place.
	City of Lacombe	Facility maintains, and records, all necessary facility cleaning; including, change rooms, washrooms, high traffic areas, and high touch training surfaces. The facility mandates 15 minutes between training groups for facility cleaning.
	City of Lacombe, Lacombe Skating Club	Covid-19 education signage to be displayed at the facility. Videos and information resources are available on the Club website.

<b>CSO-006: Club Offices / Storage Rooms - Safety Procedures in Place</b>	Coaching Staff, PAs, and PA Liaison	Coaches and PAs will clean CanSkate Program Equipment before and after each use. Equipment will be stored for 48 hours between uses. Cleaning supplies will be stored with the equipment. Only the CanSkate coach(es), and designated volunteer Program Assistant(s) will handle CanSkate Program Equipment. The equipment will always be stored on site. Appropriate training and education will be provided at the pre-season Program Assistant training.
	Program Directors, Parent Volunteers	One volunteer, per training group, and per training day, will be responsible for recording daily screening, and reporting results to the respective group director. The records will be maintained in a wipeable binder, with the binder and pen disinfected after each shift, and stored securely at facility at the end of each training day.
	Program Directors, Parent Volunteers	One volunteer, per training group, and per training day, will be responsible for recording coach, athlete, volunteer, and spectator attendance for contact tracing. The records will be maintained in a wipeable binder, with the binder and pen disinfected after each shift, and stored securely at facility at the end of each training day.
<b>CSO-007: Posted Process for First Aid / Emergencies</b>	Lacombe Skating Club	Coaches and Program Assistants are trained in all Covid-19 Return to Play Protocols, per Skate Canada, Lacombe Skating Club Coach and Board Planning Meetings, and Club member virtual education sessions.
	Lacombe Skating Club	Lacombe Skating Club Emergency Action Plan available at ice level during all training sessions.
<b>CSO-008: Self-Screening Measures</b>	Skaters, Coaching Staff, Volunteers	Skaters, Coaches, Program Assistants, and other attendees will complete the Section-provided self-screening checklist daily, prior to arriving at the facility. Per provincial guidelines: (a) Anyone with symptoms of Covid-19 are asked not to attend training until symptoms resolve and with medical clearance (negative Covid-19 test), or a minimum of ten (10) days without medical clearance (negative Covid-19 test), or until symptoms resolve, whichever is longer. (b) Anyone who has tested positive for Covid-19 may not attend training, and must isolate for a minimum 10 days, or until symptoms resolve, whichever is longer. (c) Anyone with close contact of a confirmed Covid-19 case may not attend training for 14 days from the date of contact, and must isolate at home.
	City of Lacombe	Per municipal guidelines, Alberta Health signs are located on all doorways.
<b>CSO-009: On-Site Health Screening</b>	Strategic Operations Team, Parent Volunteers	Using the Section-provided Health Screening Template, athletes, coaches, volunteers, and spectators, will be screened prior to participating in training, for any recent contact, or symptoms of illness. Per provincial guidelines: (a) Anyone with symptoms of Covid-19 are asked not to attend training until symptoms resolve and with medical clearance (negative Covid-19 test), or a minimum of ten (10) days without medical clearance (negative Covid-19 test), or until symptoms resolve, whichever is longer. (b) Anyone who has tested positive for Covid-19 may not attend training, and must isolate for a minimum 10 days, or until symptoms resolve, whichever is longer. (c) Anyone with close contact of a confirmed Covid-19 case may not attend training for 14 days from the date of contact, and must isolate at home.
	Strategic Operations Team	Mandatory virtual education meeting to take place for all registered Club members, and volunteers prior to the start of Session A, and again prior to the start of Session B. All members will also be referred to the education resources available on our website in support of continued education for all athletes, parents/guardians, coaches, and volunteers.
<b>CSO-010: Tracking of Participants in Club Activities</b>	Program Directors, Parent Volunteers	One volunteer, per training group, and per training day, will be responsible for recording coach, athlete, volunteer, and spectator attendance for contact tracing. The records will be maintained in a wipeable binder, with the binder and pen disinfected after each shift, and stored securely at facility at the end of each training day.
<b>CSO-013: Schedule of Ice Time</b>	Lacombe Skating Club	Scheduling of ice time, as per usual, with 15 minutes between each group training session. Flooding and cleaning procedures in place during transitions. Athletes will arrive ready to train to the extent possible. To a maximum 12 individuals, athletes may use change rooms identified by the facility. Hallway skate changing stations will also be available with social distancing measures in place. All personal belongings will be stored in individual containers for each athlete. The athlete will their bring stored belongings to a designated area at ice level, a minimum 2 meters away from the next closest athlete's area. Athletes will leave immediately following training.