## **STAFF / COACH / CHOREOGRAPHER / VOLUNTEER CHECKLIST**

To be used to help staff, coaches and volunteers prepare for the arena

**Before you leave home**

* DO NOT leave home if you are feeling unwell or showing signs of COVID-19 Symptoms (Fever, Cough, Shortness of Breath, Sore Throat or Runny Nose)
* Check for facility / arena closures
* Eat before you come, if you take food please ensure it is self-contained, do not share
* Thoroughly wash your hands with soap and warm water
* Thoroughly wash water bottles with soap and warm water
* Thoroughly wash all previously-worn clothes and accessories
* Ensure PPE is readily available (mask, winter gloves (mandatory), medical gown, protective glasses (optional)
* Consider bringing personal hand sanitizer
* Use the washroom
* Sign **Skate Canada Assumption of Risk and Waiver** either online or bring a signed copy to the arena prior to or at the first session you are coaching
* Confirm skater attendance, as required

**Arrival at the Arena**

* Place your skates / gloves on outside, in your vehicle, if possible. Leave your skate bag and shoes in your vehicle, whenever possible
* Enter through established entrances and follow signs
* Wash your hands with soap & water or sanitize using hand sanitizer
* Respect social distancing guidelines at all times
* Prior to first session, submit signed **Skate Canada Assumption of Risk and Waiver** in designated area (if not completed online)
* Register for **Contact Tracing attendance**
* DO NOT share water bottles or personal items
* Confirm your students have completed and submitted the Skate Canada Assumption of Risk and Waiver and have received verbal health screening and have registered for Contact Tracing attendance
* Arrive no earlier than 5 minutes to the side of the rink and stay in designated area
* Consider wearing PPE (masks, winter gloves) at all times and have readily available in the case of an emergency (injured skater)

**During floods**

* Wash your hands with soap & water or sanitize using hand sanitizer immediately after getting off the ice
* Adhere to club or skating school procedures for flood breaks and in between sessions
* Maintain Physical Distancing at all times
* Arrive no earlier than 5 minutes to the side of the rink and stay in designated area

**After on-ice Training is complete**

* Wash your hands with soap & water or sanitize using hand sanitizer immediately after getting off the ice
* Leave the facility immediately following on-ice training
* Exit through established exits
* Thoroughly wash water bottles with soap and water
* Thoroughly wash all arena clothes and accessories including phone, gloves, hard guards, blade rag etc.