***Facility and Session Check List***

Record date and time of the session and assign volunteer(s) to the different items to be completed. Upon task completion, initial.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Session Date/Time: | | Session Date/Time: | | Session Date/Time | |
|  | Person assigned: | Initial: | Person assigned: | Initial: | Person assigned: | Initial: |
| Pre-Skater Arrival: |  |  |  |  |  |  |
| Physical distance markings/spacing |  |  |  |  |  |  |
| 1. Outside of facility (if required) |  |  |  |  |  |  |
| 1. At ice level |  |  |  |  |  |  |
| 1. On ice (coaches) |  |  |  |  |  |  |
| 1. Dressing area |  |  |  |  |  |  |
| 1. Stands and/or benches |  |  |  |  |  |  |
| Other: |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Hand sanitizer available at: |  |  |  |  |  |  |
| 1. Entrance |  |  |  |  |  |  |
| 1. Prior to entering ice surface |  |  |  |  |  |  |
| 1. Prior to exiting ice surface |  |  |  |  |  |  |
| Other: |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Required signage out: |  |  |  |  |  |  |
| 1. COVID-19 Symptoms |  |  |  |  |  |  |
| 1. Physical Distancing Policy |  |  |  |  |  |  |
| 1. What to do if you are sick |  |  |  |  |  |  |
| 1. Cover coughs and sneezes |  |  |  |  |  |  |
| 1. Handwashing |  |  |  |  |  |  |
| 1. Don’t touch your… |  |  |  |  |  |  |
| 1. COVID-19 government poster 1 |  |  |  |  |  |  |
| 1. Government social distancing poster |  |  |  |  |  |  |
| 1. Water fountains closed |  |  |  |  |  |  |
| 1. Entry and exit signs for traffic flow |  |  |  |  |  |  |
| Other: |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Record sheet for each session available |  |  |  |  |  |  |
| Additional waivers available |  |  |  |  |  |  |
| Several pens |  |  |  |  |  |  |
| Mask and gloves available for volunteer(s) |  |  |  |  |  |  |
| Other: |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Sanitizing cleaning supplies |  |  |  |  |  |  |
| 1. At ice level |  |  |  |  |  |  |
| 1. Off ice |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Emergency Action Plan on hand |  |  |  |  |  |  |
| Music player volunteer assigned |  |  |  |  |  |  |
| Volunteer to handle club props assigned |  |  |  |  |  |  |
| Garbage can at ice level |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Cleaning (end of session) |  |  |  |  |  |  |
| Club props cleaned end of session |  |  |  |  |  |  |
| Ice level: Boards, benches, door handles sanitized |  |  |  |  |  |  |
| Dressing room/area: benches, chairs, floors, door handles sanitized |  |  |  |  |  |  |
| Other: |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| File any newly signed waivers |  |  |  |  |  |  |
| Send copy of new waivers to SCMB |  |  |  |  |  |  |
| Session sign in record filed *(must be held for 30 days)* |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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