



SKATECANADA
MANITOBA

RETURN TO PLAY PROTOCOL



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Please note that any information located in the document that appears in **yellow highlight** has been updated from the originally released document.



RETURN TO PLAY PROTOCOL FOR CLUB ADMINISTRATORS, COACHES AND ANYONE ORGANIZING OR PARTICIPATING IN SKATE CANADA PROGRAMS/FIGURE SKATING RELATED ACTIVITIES

In light of a gradual return to skating across the Province, Skate Canada Manitoba is issuing its recommendations for club administrators, coaches and anyone organizing/participating in Skate Canada Programs and figure skating related activities.

With a situation that evolves each day and differs in various cities, regions and municipalities, Skate Canada Manitoba believes that it is the responsibility of the people organizing Skate Canada Programs and figure skating related activities to ensure a safe environment for skaters.

Thank you for taking the necessary precautions and doing your part to limit the spread of COVID-19. Please stay up to date on the ever-changing situation by checking/referring often to the following sources of information:

[Skate Canada COVID-19 Response Page](https://skatecanada.ca/covid-19-response/) - <https://skatecanada.ca/covid-19-response/>
[Government of Manitoba COVID-19](https://www.gov.mb.ca/covid19/index.html) - <https://www.gov.mb.ca/covid19/index.html>
[Government of Manitoba COVID-19 Updates](https://www.gov.mb.ca/covid19/updates/index.html) - <https://www.gov.mb.ca/covid19/updates/index.html>
[COVID-19 Screen Tool for Self Assessment](https://sharedhealthmb.ca/covid19/screening-tool/) - <https://sharedhealthmb.ca/covid19/screening-tool/>

These are necessary protocols that **MUST** be followed before organizing Skate Canada programming/figure skating activity. Please note that your municipality and/or arena/facility may have protocols that exceed or are looser than those set out below. All clubs **MUST** follow the highest standard that has been set.

Effective August 4, 2020 any person entering a facility for Skate Canada programming or figure skating related activity must wear a mask for the duration of their stay. This includes athletes*, volunteers, coaches, and spectators. As per current recommendations by the Manitoba Government there are some exceptions. People who do not have to wear masks include:

- a child who is under five years of age;
- a person with a medical condition that is unrelated to COVID-19, including breathing or cognitive difficulties, or a disability, that prevents them from safely wearing a mask; and
- a person who is unable to put on or take off a mask without the help of another person.

**Athletes may remove their mask once they have entered the ice surface, and remain mask free until they exit the ice surface.*

Handling mask exemption requests:

If a person falls under the definition provided on the Government of Manitoba's website of who does not have to wear a mask (see below) they do not have to request an exemption. Persons do not need to provide a medical note.

“(a) a child who is under five years of age; (b) a person with a medical condition that is unrelated to COVID-19, including breathing or cognitive difficulties, or a disability, that prevents them from safely wearing a mask; (c) a person who is unable to put on or remove a mask without the assistance of another person; “

If you have a request for exemption that does not fall within the above parameters please refer them to the Frequently Asked Question about COVID-19 on the governments website “Who should NOT wear a mask?” (<https://www.gov.mb.ca/covid19/updates/prepareandprevent.html#faq>) and let them know that to request an exemption they will need to submit in writing the request to both the facility and the club, who will work together to approve (or deny) the exemption. All approved exemptions must be logged and a record kept in the event that the information is required. Please note that medical information does NOT have to be disclosed to request an exemption, but must state that they do fall under the definitions of who should not wear a mask.

ORGANIZING SKATE CANADA PROGRAMS/FIGURE SKATING IN YOUR FACILITY

- The activity must always comply with the physical distancing, cleaning, sanitizing measures and recommendations issued by federal, provincial and municipal government authorities, including the arrival, time spent on site and departure of skaters.
- For provincial and interprovincial travel:
 - Please check with your destination for any/all restrictions such as self isolation or quarantine required upon arrival
 - Please check with your home jurisdiction for any/all restrictions such as self isolation or quarantine upon returning
 - Each province, municipality, city/town, facility, and/or Skate Canada Member Club may have different requirements that you will need to abide by
- NEW The Government of Manitoba has recently launched the Pandemic Response System (zones) and Skate Canada Manitoba has adapted a response to changes in zone colors. For more information about the changes please see the document on our COVID Response Page entitled “[SCMB Pandemic Response Chart](#)”. Please ensure that you check your region or the region to which you plan to travel into to for their current zone color. More information about the Government of Manitoba's Pandemic Response System can be found at <https://www.gov.mb.ca/covid19/restartmb/prs/index.html>

- See **Appendix A** for each Skate Canada program, competitive level and other skating related activities for specific return to play timelines, stages and limitations.
- Physical distancing measures must be followed for all Skate Canada Programs and figure skating related activities.
- Session numbers will be limited according to the Skate Canada Manitoba Return to Play stages as indicated in **Appendix A** and in accordance with the current guidelines set out by the Chief Public Health Officer for gathering sizes. Please refer to the [Government of Manitoba's COVID-19 website](#) for the most up to date restrictions.
- **ALL individuals (coaches, skaters, volunteers, participants, officials, spectators, etc...) wishing to be involved in Skate Canada programming or other figure skating related activity must sign the Skate Canada waiver prior to participating.**
 - Signed waivers must be kept on file and copies of spectators, volunteers and coach(es) submitted to Skate Canada Manitoba
 - All other persons who are registered members of Skate Canada, please collect signed waivers and confirm that you have received their waiver on their Skate Canada Membership Registration (check box). Keep signed waiver on file with your club for the duration of the year.
- Prior to arriving at the facility all skaters, coaches, volunteers, spectators and/or program staff MUST complete the [Shared Health Screening Tool](#) and be prepared to provide the result. Skaters, coaches, volunteers, spectators and/or program staff may not participate if they:
 - Answer YES to any of the SCMB COVID-19 Participation Screening Tool Questions
 - Exhibit any COVID-19 symptoms, such as a fever, cough, difficulty breathing, or other symptoms identified by health experts. Please see the [Government of Manitoba's About COVID-19 page](#), The Symptoms of COVID-19 tab for the full list of symptoms
 - Have been in contact with someone with COVID-19 in the last 14 days
 - Travelled outside of the province in the last 14 days — Please see the current Government of Manitoba Phase for regulations pertaining to travel **within** Canada
 - Travelled **outside** of Canada within the last 14 days
- It is highly recommended that if you are a person who has been identified as vulnerable or at risk that you do not participate in Skate Canada Programs or figure skating related activities. Vulnerable or at-risk persons include:
 - Elderly individuals (as defined by Manitoba Chief Public Health Officer)
 - Immunosuppressed persons
 - Individuals living with chronic health conditions (e.g. diabetes, heart, renal or chronic lung conditions, high blood pressure, pulmonary diseases, diabetes, obesity and asthma)
- Skaters, coaches, parents, volunteers and program staff must have a daily verbal screening ~~for symptoms~~ upon arrival at the building before participation. See [COVID-19 Participation Screening](#) Tool.

- Must have adult supervisor off the ice making sure that physical distancing guidelines and traffic flow are being followed.
- It is recommended that skaters put their skates on by the rink on benches or chairs with proper social distancing spacing marked on the floor.
- Limit yourself to the minimum number of employees/coaches/adult supervisor required to ensure programming minimum standards and recommendations by the Provincial Government are followed to operate in the facility in conjunction with Appendix A.
- Communicate all hygiene measures in advance to all your members and skaters.
- Keep a record of all skaters on each session, so that you can contact them if needed, for example, if an infected person should use your facility. Please see **Appendix B** for the record sheet to complete every day for each session.
 - Records must be kept for 30 days and be accessible in case of an emergency such as an outbreak at the facility.
- Clear markings on the ground of where skaters and coaches should stand while waiting to go on the ice and where they sit while putting skates on to make sure they remain 2 metres apart.
- Signage must be posted throughout the facility – All posters found on our [website](#)
 - Examples:
 - Physical distancing policy
 - How to protect yourself and others
 - What to do if you are sick
 - Cover coughs and sneezes
 - Handwashing
 - Don't touch your face – eyes, nose, mouth
 - COVID-19 Government of Manitoba Poster 1
 - Government of Manitoba Social Distancing Poster
 - Water fountains closed
 - Entry and exit signs for traffic flow

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 between skaters and/or coaches, for example where skaters wait to enter the ice.
- Separate entrance and exit into/out of building.
- Separate entrance and exit onto/out of ice surface.
- Cleaning supplies must be provided by club.

- Any off ice club volunteer must be supplied with a mask and gloves to perform cleaning duties, music playing, or screening duties.
- Masks are mandatory for all volunteers (including PA's and Parents who are PA's in Parent & Tot Pre-Can CanSkate programs) and coaches on the ice. Additional personal protective equipment is optional.
- Coordinate with your facility who is responsible for cleaning specific areas.
- All high contact surfaces should be frequently cleaned, such as door handles, benches, counters, etc...
- Review club props, teaching aids, etc... and designate one person to handle them. For information regarding Harnesses, please see Coaching.
- All chairs and tables in communal areas must be physically distanced or made inaccessible if distancing is not possible.
- All doors accessible to the public must remain open to avoid contact with door handles (with the exception of ice surface doors).
- **Have only 1 person operating the music system, this cannot be skaters. Keep sanitizing wipes next to the music player and affiliated equipment.**
- Soap or hand sanitizer must be made available to all members in various locations throughout the facility including upon entry to the building, upon entry to the ice surface, and upon exiting of the ice surface.
- Regularly remind and encourage skaters to wash their hands and adopt proper hygiene practices.
- Skaters, coaches, parents, volunteers, etc... must wash their hands or sanitize upon arriving at the facility and sanitize often.
- Close all water fountains and ask that everyone brings their own refreshments.
- Used facial tissue and/or kleenex must go directly into the garbage can after use. No used tissues allowed on the rink boards. Wash or sanitize hands after disposal.
- Any area exposed to personal items must be disinfected. Encourage skaters, coaches and volunteers to leave unnecessary personal items at home.

ENCOURAGE PHYSICAL DISTANCING

- Encourage skaters to respect physical distancing of 2 metres, recommended by government authorities.
- Ask skaters to try to remain 2 metres from all other skaters and coaches on the ice.
- Put in place measures to limit physical contact between all on ice participants.
 - We have received clarification that where sport specific training cannot maintain the physical distancing requirement of 2 meters that contact must be kept between participants (including skater to skater, coach to skater, etc...) to a maximum of 15 cumulative minutes per session.
 - Please note that at this time Synchronized Skating remains no contact, unless members of the same residence. We are currently reviewing and

researching how best to adapt this information for the Synchro discipline. Thank you for your patience and understanding.

- Clubs, in consultation with each facility, will determine drop off/pick up times and protocols around parent/guardian remaining in facility. Encourage physical distancing at all times.

COACHING

- Coaches to practice physical distancing from skaters, volunteers, parents and other coaches on and off the ice.
- Additional personal protective equipment is optional as long as it does not obstruct or inhibit skating ability.
- Any equipment used on the ice must be disinfected before and immediately after each session.
- Only designated persons may set up equipment. Only 1 person should be operating equipment.
 - Harnesses (Stage 2) - As of July 30th harness lessons can resume with below considerations:
 - In order to use the harness skater must be able to, without help, get in, tighten, and get out
 - Harness operator must wear a mask and gloves
 - Skater must disinfect equipment they have touched
 - Keep harness portion of lesson under 10 minutes
- Divide coaches and skaters into “training groups,” if ice time can accommodate.
 - Number and assign each coach a designated area along the boards where they must remain to teach lessons
 - Consider putting numbers on the boards themselves to indicate each coaches area
 - Coaches must remain in their designated area and may not skate alongside any student
 - Effective July 20th, 2020 Coaches, Choreographers will now be allowed to skate alongside/behind their student but MUST always maintain physical distancing. Coaches should still be assigned a designated area along the boards. Coaches, Choreographers must wear masks while out on the ice at all times. All other Return to Play guidelines are still in effect and must be followed.
 - Limit coach/skater contact; coaches should not physically help students up unless the student is unable to get up
 - Coaches should use verbal cues or non-contact demonstrations when instructing students rather than physical contact

PLAN AHEAD/ THINGS TO CONSIDER

- Develop flexible refund policies should stay-at-home orders be restored or if rink is forced to close.
- Have well defined session protocol, including accepting drop ins or skaters from other clubs, etc...
- Designate an on-site emergency person who will be at the rink during the session(s) and has access the skater emergency contact information, and Emergency Action Plan (EAP). This person must be a current Skate Canada member and should be a member of your board if possible.
- Update your club's Emergency Action Plan (EAP) and have available board/rink side or with your designated onsite emergency person. (EAP templates and eLearning module are available on [The Locker](#))
- Create an emergency plan with rink management for a possible outbreak. For an example see **COVID Emergency Response Plan template**.
 - Have a communication strategy to alert all who may have been exposed
 - Consult local health authorities should an outbreak happen in your facility
 - Identify a contact person to receive reports from skaters/families/staff of new illness
 - Designate one person to speak publicly for the club/programs to members, media, health officials, etc...
- Skaters should take temperature several hours before skating session. **Skaters do NOT have to email temperature readings to their coach prior to arrival at the rink.**
- Create designated pick up and drop off times to avoid any congestion in consultation with your facility.
- **In the event that a member of a participants household has been told to self-isolate due to a potential exposure, but Public Health has NOT required the participant(s) to also self isolate or seek a COVID test, they may continue coming to the facility as long as they can answer No to all of the SCMB COVID-19 Participation Screening Tool.**
 - **Clubs/Schools can create policies that are a higher standard to protect their participants**
 - **It is suggested (not required) to add additional precautions such as remaining 2 meters physically distanced on the ice at all time, enhanced cleaning, and/or additional PPE for participants who have household members who are self isolating.**

COMMUNICATE EARLY & OFTEN

- **Club executives and coaches have the authority to ask skaters, members, volunteers, coaches, etc... to leave if they are not following the above outlined protocols, and those of your local facilities.**
- Appoint a COVID-19 point person to communicate with rink management and monitor local, provincial and national developments.
- Email skaters and their families with your facility/club's new policies and procedures, making clear your policies & expectations.
- Coaches should provide preferred method of communicating with parents (email, text, lesson plan notes, etc.).

CONTACT INFORMATION

We would like to thank all of you for your dedication, patience and understanding as we work collectively through this unprecedented time.

We encourage you to reach out to one another for support, to collaborate and discuss challenges.

The Section office staff are also available should you have questions or require clarification. Please check out our [website](#) for contact information.

APPENDIX A: SKATE CANADA PROGRAMMING RETURN TO PLAY STAGES

Movement between stages will be determined by Skate Canada Manitoba based on the current Government of Manitoba guidelines found in the Restoring Safe Service documents. Please note that while we hope to move through the stages sequentially, due to unforeseen changes in public health requirements, we may have to move back to previous stages.

STAGE 1 June 19, 2020 (all changes will be highlighted in yellow)

STAGE 2 September 1, 2020 (STAGE 4 CanSkate)

STAGE 3- 5 future timing to be determined

	STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGE 5
SKATE CANADA PROGRAMS/FIGURE SKATING RELATED ACTIVITIES	→ INCREASING RISK →				
	<i>ALL STAGES MUST MAINTAIN REQUIRED PHYSICAL DISTANCING</i>				
STAR 6-Gold, Competitive and Adult Singles	<ul style="list-style-type: none"> Limit number on session to 35 participants, on or near the ice including coach(es) No day of drop in/buy on participation 	<ul style="list-style-type: none"> Limit participant numbers to a maximum of 35 on or near the ice. An additional 5 coaches and/or PA's may be on or near the ice 	<ul style="list-style-type: none"> Increase participant numbers according to current guidelines set out by Province of Manitoba in conjunction with SCMB 		
STAR 1-5	<ul style="list-style-type: none"> Limit number on session to 35 participants, on or near the ice including coach(es) 	<ul style="list-style-type: none"> Limit participant numbers to a maximum of 35 on or near the ice. An additional 5 coaches and/or PA's 	<ul style="list-style-type: none"> Increase participant numbers according to current guidelines set out by Province of 		

	<ul style="list-style-type: none"> No day of drop in/buy on participation 	may be on or near the ice	Manitoba in conjunction with SCMB		
CanPowerSkate	<ul style="list-style-type: none"> Limit number on session to 30 participants, on or near the ice including coach(es) No day of drop in/buy on participation 	<ul style="list-style-type: none"> Limit number on session to 30 participants, on or near the ice including coach(es) 	<ul style="list-style-type: none"> Increase participant numbers according to current guidelines set out by Province of Manitoba in conjunction with SCMB 		
CanSkate	<ul style="list-style-type: none"> No CanSkate 	<ul style="list-style-type: none"> Accept registrations for skaters with previously demonstrated skills only, for example has completed at least one STAGE 1 ribbon No Pre-CanSkate or Parent and Tot Participant numbers to be determined according to current guidelines set out by Province of Manitoba in conjunction with SCMB 	<ul style="list-style-type: none"> Inclusion of Pre-CanSkate Parent and Tot only (parent/guardian must reside in the same household as child) Increase participant numbers according to current guidelines set out by Province of Manitoba in conjunction with SCMB 	<ul style="list-style-type: none"> Inclusion of athletes with no previous skating experience Limit participant numbers to a maximum of 35 on or near the ice. An additional 5 coaches and/or PA's may be on or near the ice 	<ul style="list-style-type: none"> Inclusion of Pre-CanSkate athletes without a parent

SynchroSkate	<ul style="list-style-type: none"> Noncontact, side by side training Limit number on session to 35 participants, on or near the ice including coach(es) 	<ul style="list-style-type: none"> Teams who reside in the same household may begin close contact training Limit participant numbers to a maximum of 35 on or near the ice. An additional 5 coaches and/or PA's may be on or near the ice 	<ul style="list-style-type: none"> Increase participant numbers according to current guidelines set out by Province of Manitoba in conjunction with SCMB 	<ul style="list-style-type: none"> Stage 3 continues 	<ul style="list-style-type: none"> Resume sport with no restrictions
Pairs & Dance	<ul style="list-style-type: none"> Noncontact, side by side training 	<ul style="list-style-type: none"> Teams who reside in the same household may begin close contact training 	<ul style="list-style-type: none"> Stage 2 continues 	<ul style="list-style-type: none"> Stage 2 continues 	<ul style="list-style-type: none"> Resume sport with no restrictions
Harness	<ul style="list-style-type: none"> No harness sessions - Resumes July 30th 2020 	<ul style="list-style-type: none"> Harness sessions resume 			
Competitions/ Assessment Days/Seminars/ Clinic/Ice Shows-Carnivals	<ul style="list-style-type: none"> No Competitions/ Assessment Days/ Seminars/Clinic/Ice Shows-Carnivals 	<ul style="list-style-type: none"> Each activity to be reviewed based on current guidelines set out by Province of Manitoba 	<ul style="list-style-type: none"> Stage 2 continues 	<ul style="list-style-type: none"> Stage 2 continues 	<ul style="list-style-type: none"> Resume sport with no restrictions
Other Activities (not stated above)	<ul style="list-style-type: none"> Must be submitted and reviewed to SCMB on a case by case basis to determine what the appropriate stage or restrictions that may be required prior to the activity taking place 				



APPENDIX B: SKATE CANADA MEMBER CLUB SESSION RECORD

Date: _____ Facility Name: _____

Start time of Session: _____ End time of Session: _____

Name of Volunteer collecting information: _____

FIRST NAME	LAST NAME	RESIDENCE (City/Town)	PHONE NO.	ACTIVITY AT FACILITY	LOCATION IN FACILITY	SIGNATURE (Optional)
Ex. Susan	Smith	Winnipeg	204-555-5555	Parent	Viewing area	
Lucy	Smith	Winnipeg	204-555-5555	Skater	On-ice	

Records to be completed every day for each skating session and kept on file



RESOURCE INDEX

Please see below for URL's mentioned in the above document:

Page 3:

Skate Canada COVID-19 Response Page - <https://skatecanada.ca/covid-19-response/>

Government of Manitoba COVID-19 - <https://www.gov.mb.ca/covid19/index.html>

Government of Manitoba COVID-19 Updates - <https://www.gov.mb.ca/covid19/updates/index.html>

COVID-19 Screen Tool for Self Assessment - <https://sharedhealthmb.ca/covid19/screening-tool/>

Page 4:

Government of Manitoba's COVID-19 website - <https://www.gov.mb.ca/covid19/soe.html>

Government of Manitoba's About COVID-19 page - <https://www.gov.mb.ca/covid19/about/index.html> Click on Symptoms of COVID-19 Tab

Page 5:

Downloadable posters on our website - <https://mbskates.ca/covid-19-response-page/club-resources/downloadable-posters/>

Page 8:

The Locker (to access EAP and eLearning for EAP) - <https://thelocker.coach.ca/account/login>

Skate Canada waiver and all SCMB Club resource documents can be found on our website - <https://mbskates.ca/covid-19-response-page/club-resources/>

Return to Play Protocol and all updates will be found on our website - <https://mbskates.ca/covid-19-response-page/>