

COVID-19 Policy & Procedure Manual

Version: October 1, 2020

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Rational

The GSC Policy and Procedure manual has been drafted in accordance with guidance from the following:

- Skate Canada
- Skate Ontario
- Government of Ontario
- Wellington-Dufferin-Guelph Public Health (WDGPH)
- City of Guelph

The knowledge surrounding COVID-19 is evolving, therefore this plan will be updated regularly as circumstances change.

Compliance Regulations

All skating activities must adhere to all federal, provincial and municipal laws, regulations, bylaws and orders as they may exist from time to time, this includes but not limited to:

- Physical distancing measures
- · Health and Safety regulations
- Size of permitted gatherings
- Skate Canada rules, policies and procedures
- Skate Ontario rules, policies and procedures
- All Safe Sport policies and procedures
- Applicable occupational health and safety requirements

Skate Ontario COVID-19 Waiver Completion

Prior to each skater returning to the rink, the Acknowledgement, Release, Indemnity, and Assumption of Risk form regarding COVID-19 must be completed by each participant in the club (including staff, skaters, coaches, board members and volunteers). The waiver is a mandatory form that has been created by Skate Ontario that ensures each skater (and parent/legal guardian) has read and understood the risks related to COVID-19 and returning to skate.

This form must be completed prior to the start of participation in club skating activities. This form is only required to be completed one time by each participant (and their parent/legal guardian). Our club must keep this form on-file for each skater.

This form has been incorporated into the Guelph Skating Club's online registration. You will not be able to complete registration or skate until you complete this waiver form. A sample of the form can be found as Appendix B.

Self-Screening Measures

All individuals taking part in GSC 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 COVID-19 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.

Health Screening Measures

Screening has proven to be an effective tool to help prevent the spreading of COVID-19. We are mandated to screen anyone coming into the arena. Screening will be done each time a skater comes to the rink. Anyone who is not feeling well upon arrival or who does not pass the screening will not be allowed to enter the rink and should contact their doctor or public health to determine further steps. If you would like to see a copy of the Health Questionnaire that we will be asking each skater as they come to the rink see Appendix C.

If you are feeling unwell – PLEASE STAY HOME. This is not only for your own well-being, but for the entire community.

COVID-19 affects different people in different ways. Most infected people will develop mild to moderate illness and recover without hospitalization. You can use this <u>self-assessment tool</u>, or review the list of symptoms below:

Most common symptoms:

- Fever
- Dry cough
- Shortness of breath

Less common symptoms:

- Runny nose
- Aches and pains
- Sore throat
- Diarrhea
- Conjunctivitis
- Headache
- Loss of taste/smell
- Skin rash, or discoloration of fingers and toes

Serious symptoms:

- Difficulty breathing
- Chest pain or pressure
- Loss of speech or movement

Seek immediate medical attend if you have serious symptoms. Always call before visiting your physician or health facility.

On average, it takes 5-6 days from infection for symptoms to show, but it can take up to 14 days.

Individuals with Covid-19 Symptoms

Any individual who becomes unwell with symptoms of COVID-19, or if someone is aware of an individual that becomes unwell with symptoms of COVID-19, the individual must immediately stop participation in the activity.

The individual should be isolated from others in a well-ventilated area, or outside and be provided with a mask.

The parent will be contacted to pick up immediately and instructed to follow public health guidelines regarding self-isolation and testing.

The facility will be informed to determine if any areas need to be closed off and/or require additional cleaning/disinfecting.

A member of the COVID-10 Oversight Group will be informed of the situation and will contact the individual or their parent/guardian to determine if next steps are being taken regarding testing.

Individuals who have tested for Covid-19

Any individual that is part of GSC that <u>is unwell and</u> has been tested for COVID-19 must not participate in GSC activities while waiting for the results of the test

Any individual that is part of GSC 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 GSC activities while waiting for the results of the test.

Individuals who have tested Positive for Covid-19

If an individual tests positive for COVID-19, they should inform a member of the GSC COVID-19 Oversight Group.

The COVID-19 Oversight Group will work where requested with the City of Guelph (facility) and WDG Public Health unit (public health officials) to assist in contact tracing.

The GSC will notify all GSC members who may have been in close contact with the individual. Those individuals who were in close contact with the individual should not participate in GSC activities for 14 days and should follow public health guidelines regarding self-isolation and testing. They should not participate until they are symptom free.

In addition, the GSC will inform all GSC members even if they were not in close contact.

The GSC shall inform and work with the City of Guelph (facility) in the case of a positive COVID-19 result and determine if any additional cleaning/disinfecting should be performed as per the City's (facility's) guidelines.

The GSC will inform Skate Ontario of a positive COVID-19 diagnosis by emailing - clubsupportservices@skateontario.org

Return to GSC Activities following illness or exposure to Covid-19

Individuals must follow all public health and City of Guelph (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 <u>was no known exposure to COVID-19</u>, the individual may return to GSC 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 <u>was a known exposure to COVID-19</u>, the individual may only return to skating activities 14 days after any symptoms started and once, they no longer have any symptoms of COVID-19.

Coming to the Rink & Exiting the Rink — Exhibition Arena

Please remember that all social distancing guidelines are in place. The following outlines the process by which you will be able to enter the rink:

- Please follow social distancing rules in the parking lot and prior to entering the arena (2 metres apart).
- Everyone entering the building is required to wear a mask.
- We **strongly** encourage you to arrive dressed and ready to step on the ice.
- Younger skaters who need help with lacing skates can do this at home and come to the rink in hard skate guards.
- Please consider limiting the number of personal belongings you bring to the rink.
- Except for skater water bottles, <u>food and beverages are not allowed in the arena</u>. Water bottle filling stations are to be used for personal water bottles only.
- Please enter through doors on the right side of the building (closest to Hastings stadium), it will be marked "ENTER HERE". You will be greeted by a GSC representative and a City of Guelph "greeter". You will be able to enter the arena 15 minutes prior to the session start time; once the session starts, the entry door will be locked.
 Please do not arrive late, you will not be able to enter.
- Individuals are required to sanitize hands when entering the building.
- Upon entering the arena, you will be greeted by a GSC representative to go through a daily health symptoms check (Health Questionnaire). This will be done verbally, along with taking attendance of each skater, parent and coach present for the session.

- Skaters, parents and coaches must wear a mask at all times inside the rink except when they are on the ice.
- Signage and directional arrows are posted throughout the facility, please make sure they are followed at all times.
- Dressing Rooms will be open, the GSC representative will let you know which dressing room to go to.
- Skaters should stay in their dressing room until it is their time to go on the ice.
 A volunteer or coach will let the skaters know when it is time to line up to head out on the ice.
- Skaters must use individual water bottles, tissue boxes, etc. during training sessions. Skaters must have their own closed container (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 arena.
- Parents who choose to stay and watch, must stay in the designated spots (along the Exhibition Street wall) during the session, adhering to social distancing rules. They are not permitted to go in and out of the building during the program. Only one parent may accompany the skater to the rink to watch. Parents will need to sign into the arena at the same time as the skater and be included in the tracking attendance and Health Questionnaire.
- Washrooms will be open at the rink but will have social distancing guidelines in place to operate safely. Please consider using the washroom at home prior to heading to the rink.
- Upon exiting the ice, skaters must put face masks back on.
- Skaters will return to their dressing room to remove skates and prepare to leave the arena.
- Please follow the signs for exiting the arena.
- Exiting the arena will be through the Main Lobby Doors marked "EXIT HERE".
- All skaters and parents must exit within 10 minutes of the completion of the session. This is to allow the City of Guelph adequate time to sanitize in between skating sessions.

Coming to the Rink & Exiting the Rink - WECC

Please remember that all social distancing guidelines are in place. The following outlines the process by which you will be able to enter the rink:

- Please park in the arena lot at the back of the building. Follow social distancing rules in the parking lot and prior to entering the arena (2 metres apart).
- Everyone entering the building is required to wear a mask.
- We strongly encourage you to arrive dressed and ready to step on the ice.
- Younger skaters who need help with lacing skates can do this at home and come to the rink in hard skate guards.
- Please consider limiting the number of personal belongings you bring to the rink.
- Except for skater water bottles, <u>food and beverages are not allowed in the arena</u>. Water bottle filling stations are to be used for personal water bottles only.

- Please enter through doors at the rear of the building. It will be marked
 "ENTER HERE". Follow the GREEN arrows when entering. You will be able
 to enter the arena 15 minutes prior to the session start time; once the session
 starts, the entry door will be locked. Please do not arrive late, you will not
 be able to enter.
- Individuals are required to sanitize hands when entering the building.
- Upon entering the arena, City staff will direct you to the dressing rooms.
- A GSC representative will go through a daily health symptoms check (Health Questionnaire) once skaters are in the dressing room(s). This will be done verbally, along with taking attendance of each skater, parent and coach present for the session.
- Skaters, parents and coaches must wear a mask at all times inside the rink except when they are on the ice.
- Signage and directional arrows are posted throughout the facility, please make sure they are followed at all times.
- Skaters should stay in their dressing room until it is their time to go on the ice.
 A volunteer or coach will let the skaters know when it is time to line up to head out on the ice.
- Skaters must use individual water bottles, tissue boxes, etc. during training sessions. Skaters must have their own closed container (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 arena.
- Parents who choose to stay and watch, must stay in the designated viewing area and maintain physical distancing requirements. They are not permitted to go in and out of the building during the program. Only one parent may accompany the skater to the rink to watch.
- Washrooms will be open at the rink but will have social distancing guidelines in place to operate safely. Please consider using the washroom at home prior to heading to the rink.
- Upon exiting the ice, skaters must put face masks back on.
- Skaters will return to their dressing room to remove skates and prepare to leave the arena.
- Please follow the signs for exiting the arena.
- All skaters and parents must exit within 10 minutes of the completion of the session. This is to allow the City of Guelph adequate time to sanitize in between skating sessions.

At the Rink – Class Sizes

CanSkate

The following guidelines will be in place for our CanSkate Program:

- Maximum of **20** skaters on the ice at one time
- Maximum of 24 individuals on the ice (including skaters, PAs and coaches)
- Level of Skating who can participate: CanSkate Stage 1 and up (or equivalent level skaters). Skaters must be able to get up and move independently. Instructors will not be able to offer hands on assistance.

- Those skaters age 5 and older and are close to passing Stage 1 can join the
 session if they can get up on their own and skate without hands-on assistance.
 We will do an assessment on the 1st session to ensure your skater can be on
 the ice safely without assistance. A full refund would be provided if your skater
 is not quite ready for the level of independence required for this season
- If you are unsure what level your child has achieved, please contact the club at <u>gfsc.membership@gmailcom.com</u>, as we have levels from last year's season on file. Alternatively, you can also check your report card from the last season

CanPower

The following guidelines will be in place for our **CanPower Program**:

- Maximum of 20 skaters on the ice at one time
- Maximum of 24 individuals on the ice (including skaters, PAs and coaches)
- Level of Skating who can participate: CanSkate Stage 4 and up (or equivalent level skaters), age 5 to 9.

STARSkate

The following guidelines will be in place for our **STARSkate Program**:

• Maximum of 20 individuals on the ice (including skaters and coaches)

At the Rink – On the Ice

- Skaters will follow the signage for entry and exit of the ice surface, following the facilities direction.
- A water bottle for STAR Skaters will be allowed on the boards, as well as skate guards. Please avoid bringing any other personal items to rink side.
- Skaters will not be allowed to touch any of the props/tools that are used during the CanSkate program. The coaches will ensure that all the props are sanitized properly at the end of each session. All props will be plastic (no cloth/push/soft materials will be used) to allow for easier sanitization.
- The programs will be set up to ensure that the circuits and Group Edge classes will be run with social distancing practices in play.
- Parents please go over these rules with your skaters as it will look and feel a little different than past seasons. Many skaters like to help with moving the flags/stations, and cleaning up the props – for this season, this will not be possible.

At the Rink – Harness Use (STARSkate)

The skating harness will be available for use, with the following parameters:

- The skater and coach must wear a non-medical face mask at all times when the harness is in use.
- The harness will be disinfected and/or sanitized before and after each use using a spray or wipe.
- The coach/skater must sanitize their hands before and after use.
- Where possible, coaches are encouraged to stay more than 2m apart from skaters during harness lessons.
- Harness lessons should be limited to no more than 15 minutes with adequate time allowed in between lessons to disinfect the equipment.

Off Ice Fitness Classes (STARSkate)

Virtual fitness classes will be offered twice a week for each of the two Star levels; details on days and times will be emailed to StarSkaters and posted on the club website prior to the start.

Contacting the Club

A Covid-19 Oversight Group has been set up to help answer questions you may have during this time. You can reach out to our general email address at - gfsc.membership@gmail.com. The following individuals make up our sub- committee for COVID planning, in case you wish to contact any of us directly (through the email noted above):

Kelly Shock, Program Director Jessica Crawford, GSC Base Coach Renae Redford, Board of Director Joe Fera, Board of Director Christina Mann, Board of Director Chris Turcot, Club Administrator



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-and-conditions/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-hand- hygiene.pdf?la=en
Physical Distancing	https://www.publichealthontario.ca/- /media/documents/ncov/factsheet/factsheet-covid-19-guide-physical- distancing.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-wear- mask.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:

 $\underline{http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.}\\ \underline{pdf}$

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/





ACKNOWLEDGEMENT, RELEASE, INDEMNITY, AND ASSUMPTION OF RISK REGARDING COVID-19

A.	l,; (use A if 18 years or older)	or
B.	I/We,	being the parent(s)/legal guardian(s) of
		_ (herein " my/our child "),
(co	mplete B if participant is under 18 years)	
her	eby acknowledge and agree that, in consider	ation of:
A.	my participation; or	
В. (со	the participation of mplete B if participant is under 18 years)	

in skating activities ("**Activities**") organized, operated or sanctioned by Skate Ontario or by a club or skating school which is a member of Skate Ontario (each an "**Organizer**"):

- 1. I/We acknowledge that the World Health Organization has classified the Coronavirus Disease ("COVID-19") outbreak as a global pandemic and am/are aware of the risks of COVID-19. I/We specifically acknowledge and agree that I am/we are aware of the risks to personal health, including by the failure to follow physical distancing protocols, flowing from COVID-19, and that I am/we are assuming, on my own behalf and, if signing on behalf of a participant under 18 years, on their behalf, all health risks and adverse health related consequences caused by or arising from engaging in any Activities (the "Assumed Risks").
- 2. I/We acknowledge that the Organizers are implementing the **Skate Ontario Return to Play Protocols** ("**Protocols**") the most recent version of which will be posted from time to time on Skate Ontario's website. I/We specifically acknowledge and agree that I am/we are aware of Protocols, that I/we will abide by the Protocols, and that the Protocols are subject to all federal, provincial and municipal laws, regulations, by-laws and orders as they may exist from time to time.
- 3. I/we hereby release the Organizers, their members, officers, directors, employees, independent contractors, agents, and volunteers ("Releasees") from all liability, recourse, proceedings, claims, and causes of action of any kind whatsoever, in respect of all damages, personal injuries, death, or property losses which I/we may suffer arising out of or connected with the Assumed Risks, the content or implementation of the Protocols (including without limitation the conduct of any screening of any individual), and the preparation for, or participation in, the Activities, notwithstanding that any such losses were caused solely or partly by the negligence of any of the Releasees.
- 4. I/we do hereby agree to indemnify and hold harmless the Releasees from any and all damages or losses of any kind as a result of any and all claims, demands, causes of action of any kind whatsoever including those involving negligence on the part of any of the Releasees that may be made or initiated by, or on behalf of my/our child, arising out of or connected with the Assumed Risks as they relate to me/us and/or my/our child, the content or implementation of the Protocols as they relate to me/us and/or my/our child, and my/our child's preparation for and/or participation in any of the Activities.





- 5. And, I/we hereby acknowledge and agree:
- (a) that I/we understand that none of the Releasees assumes any responsibility whatsoever for my safety or the safety of my/our child during the course of any preparation for or participation in the aforesaid Activities;
- (b) that I/we will comply with the implementation of the Protocols and that any failure on my/our part (or on the part of my/our child) to comply with the Protocols and their implementation may have consequences (including without limitation a withdrawal of permission for me or my/our child to participate in an Activity or Activities) and could jeopardize relevant insurance coverage;
- (c) that I/we understand that the implementation of the Protocols may involve the collection, use and disclosure of personal information about me or my/our child and I consent to same;
- (d) that I/we have carefully read this ACKNOWLEDGEMENT, RELEASE, INDEMNITY, AND ASSUMPTION OF RISK that I/we fully understand same, and that I am/we are freely and voluntarily executing same;
- (e) that I have been given the opportunity and that I am encouraged to seek independent legal advice prior to signing this document;
- (f) that I understand that the Organizers would not permit me or my/our child to participate in any Activities unless I signed this ACKNOWLEDGEMENT, RELEASE, INDEMNITY, AND ASSUMPTION OF RISK, which applies to all Activities whether occurring in the near or distant future and that the terms of this document need not be brought to my attention each time I participate in a Program in order for it to be effective;
- (g) that the term Activities as used herein includes, without limiting the generality of that term, training sessions, clinics, and events that are in any way authorized, sanctioned, organized or operated by any of the Organizers on its own or together with another, or to which Skate Ontario has issued a permit:
- (h) that this ACKNOWLEDGEMENT, RELEASE, INDEMNITY, AND ASSUMPTION OF RISK agreement is binding on myself, my heirs, my executors, administrators, personal representatives and assigns.

Date:	I	/20				
		ng my name in th	•			
Parent's(s') or	_	(s') Signature: By	inserting my (o	our) name in th	e space above	e, I am (we





Health Screening Questionnaire

This questionnaire must be completed by each individual prior to participation in each on-ice or off-ice club/skating school activity. This includes participation in sessions on rented ice outside of a club/skating school setting.

This questionnaire may be completed verbally.

The answer to all questions must be "No" in order to participate in each on-ice activity.

1.	Do you have a feve	r? (Feeling hot to the touch, a temperature of 37.8C or higher) No
Do	you have any of the	following symptoms?
2.	Cough (that's new o	or worsening)
	Yes O	No O
3.	Shortness of breath	
	Yes O	No O
4.	Runny, stuffy or cor	gested nose (not related to other known causes such as seasonal allergies etc.)
	Yes O	No O
5.	Sore throat	
	Yes O	No O
6.	Difficulty swallowing	J
	Yes O	No O
7.	Lost sense of taste	or smell
	Yes 🔾	No O
8.	Have you travelled	outside of Canada in the past 14 days without a Government of Canada Travel Exemption*?
	Yes O	No O
9.		contact in the past 14 days with anyone with a confirmed case of COVID-19, without the opriate use of personal protective equipment?
	Yes O	No O

Please note: This Health Screening questionnaire has been developed based on the current Ontario Ministry of Health Self-Assessment Tool.

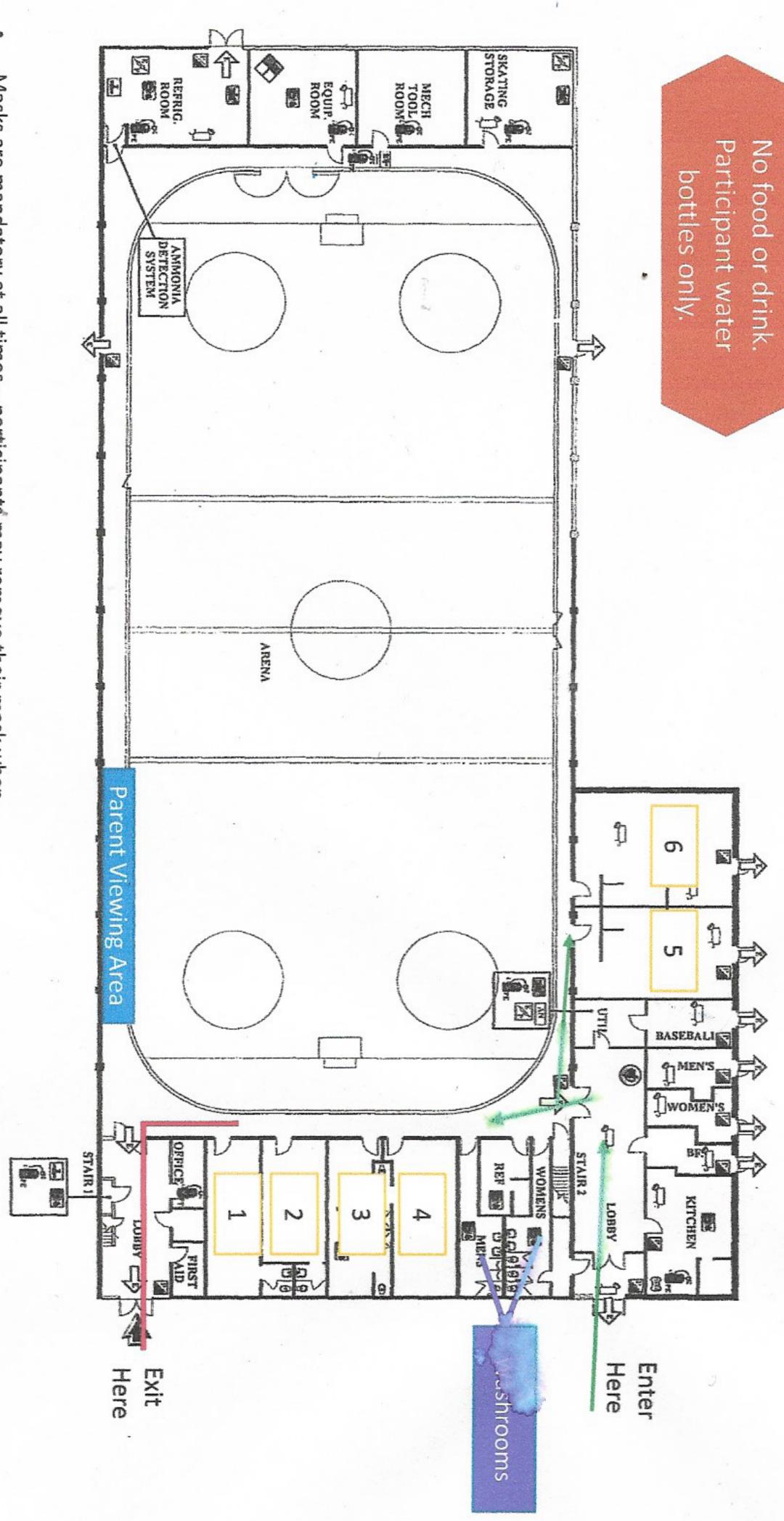
*For information on Travel Exemptions to the emergency order of the Government of Canada's Quarantine Act, please go to: https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html#a3



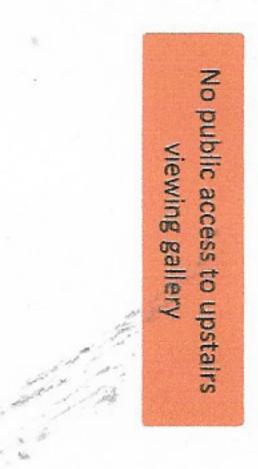
Important Information for City of Guelph Arena Users

- Follow all signage posted inside and outside of the facility.
- Screening of all individuals entering the facility is the responsibility of the permit holder. If anyone in your group is feeling ill, they should not come to the site or enter the facility. We strongly encourage all participants to use the Ontario Self-Assessment online screening tool at https://covid-19.ontario.ca/self-assessment/
- Face coverings are required for anyone who comes to a City facility and can be removed prior to stepping on ice.
- A maximum of 24 participants per rental this includes all coaches, volunteers, participants, trainers, officials etc.
- You will be provided access to the building 15 minutes prior to your rental time.
- Spectators will not be permitted in the building, although in the case of children, one parent can accompany child during the rental. A designated standing/sitting area will be identified for parents.
- In an effort to maintain physical distancing, please minimize the amount of personal belongings including hockey bags and come to the arena dressed for play as much as possible. Your equipment must fit in the physically distanced space you are provided
- Except for player water bottles, food or beverages are not allowed. Water bottle filling stations are to be used for personal water bottles only.
- No equipment will be provided; this includes pucks, training aids, cones, ice
 jugs, water jugs or other training aids. Two nets will be provided.
- Arena divider boards will not be used to separate the ice surface.
- Player's benches will be marked for physical distancing requirements and will have limited space.
- Change rooms will be available to store bags and tie up skates but participants are required to wear a mask and must continue to be physically distanced as marked. Participants should come as ready as possible and only use changerooms for the minimum amount of time.
- Showers are not permitted.
- No spitting allowed in the facility or outside areas.
- You must depart within 10 minutes of the completion of your ice time.
- Minor/Youth participants/players must not be on ice surface without being accompanied/supervised by a coach.
- No objects or individuals are to be on the ice during resurfacing.
- Teams may not run in facilities for 'warm ups'. The use of sticks, pucks or balls in the off ice/floor areas is strictly prohibited.
- Failure to adhere to these guidelines can impact your organization's ability to rent City facilities and may result in the cancellation of ice rental permits.

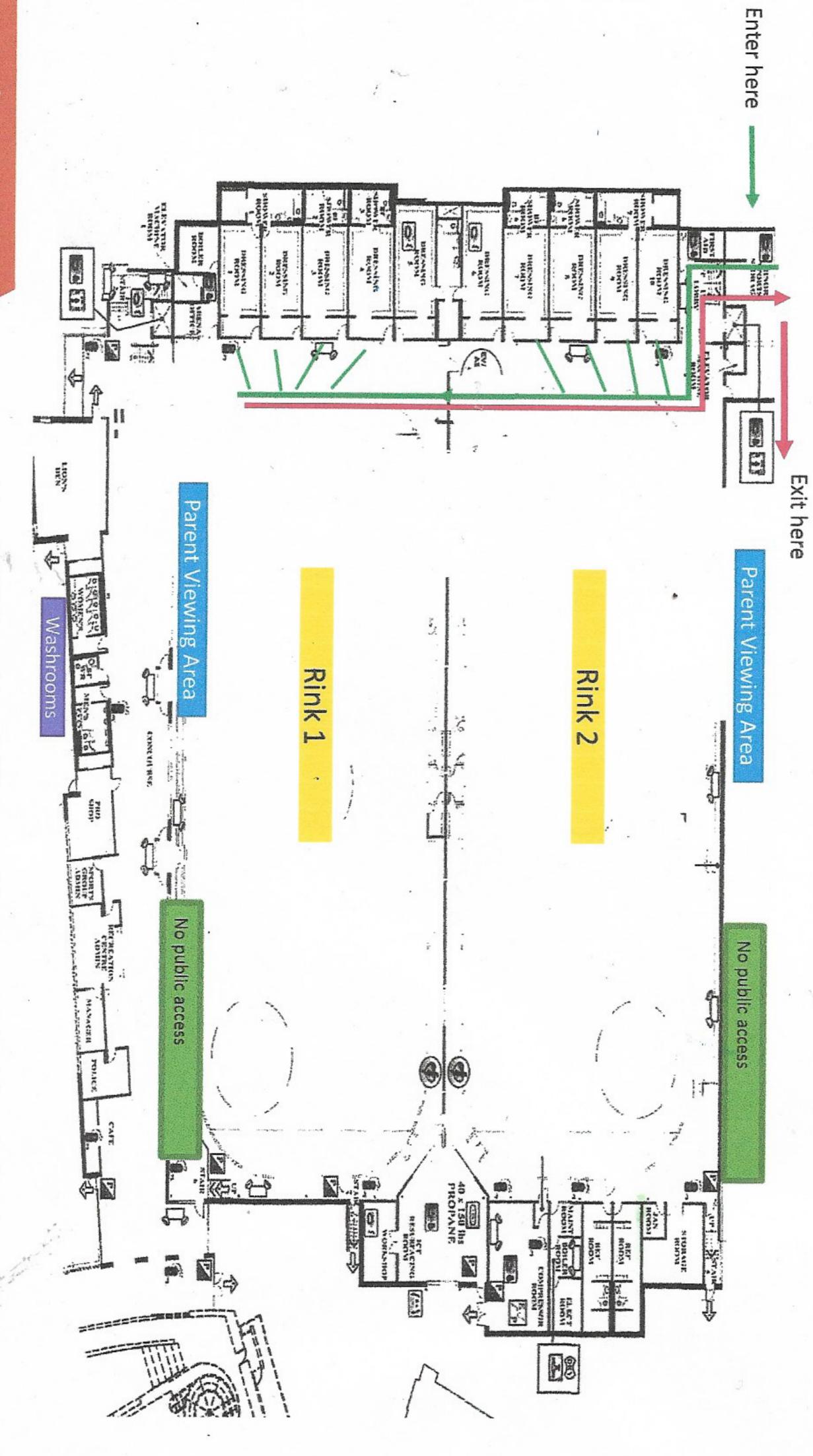
Exhibition Arena



- Masks are mandatory at all times participants may remove their mask when entering the playing surface
- Follow the GREEN arrows when entering. When you arrive staff will direct you to change rooms.
- Follow the RED arrows when exiting.
- Parents must remain in the designated viewing area and maintain physical distancing requirements.



Community please park arena lot at back of building



Participant water No food or drink. bottles only.

- Masks are mandatory at all times participants may remove their mask when entering the playing surface Follow the GREEN arrows when entering. When you arrive staff direct you to change rooms.
- Follow the RED arrows when exiting.
- Parents must remain in the designated viewing area and maintain physical distancing requirements.
- Warm viewing area closed to be used for access to washrooms only.