



COVID-19 – Re-opening Documentation

Athletics & Hockey

Staffing Protocols (Off-ice)

Before

1. Any off-ice staff member displaying any COVID-19 symptoms (as outlined by public health at the time), or those who have returned from travel to another region/province/country within the last 14 days, may not enter a Sensplex facility
 - ➔ Off-ice staff will be screened upon entry (self-assessment or by another facility staff member)
 - ➔ Any staff member who has been diagnosed with COVID-19 will require a doctor's note prior to being permitted inside a Sensplex facility.
2. There will be a single dedicated entrance and separate exit for everyone (consult pre-activity information provided by your supervisor)
3. Off-ice staff will be granted access to the building at their scheduled start time.
4. Every off-ice staff is asked to sanitize their hands prior to entering the facility. It is also recommended that staff have their own hand sanitizer on them at all times to apply as necessary.
5. Off-ice staff must wear a mask at all times in the Sensplex.
6. Off-ice staff must adhere to physical distancing requirements at all times (maintaining a 6 foot or 2-meter distance between themselves and another person).
7. Off-ice staff are not permitted to share equipment or other items with others unless they are from the same household (e.g. pens, clipboards, sports equipment, etc.)
8. Off-ice staff must adhere to any additional safety guidelines issued by their sport-specific governing body, or club/association.
9. Guidance will be given to off-ice staff on acceptable sign-in/sign-out methods (e.g., punch clocks may not be available) prior to their shift.

During

1. Off-ice staff must assist with the enforcement of all participant & spectator protocols.
2. Off-ice staff must follow flow of traffic throughout building unless otherwise instructed by full-time staff.
3. Off-ice staff must sanitize every 30-minutes or upon entering/exiting the ice surface/fieldhouse.
4. Dedicated check-in stations may be assigned for each off-ice staff. These areas will ensure physical distancing.
 - ➔ Off-ice staff are encouraged to remain in these dedicated areas unless otherwise needed for programming requirements.
5. In order to maintain physical distancing at all times, any material which is required to be given to a participant/parent or fellow staff member must be done by placing objects for pickup.
6. Off-ice staff will assign participants to the designated dressing area prior to each session.



7. First aid: In case of a first aid situation, all staff members are to mask themselves and use gloves when they are within 6 feet of participants. Facility operations staff must be notified of any incident requiring first-aid.

After

1. Off-ice staff must sanitize/clean any equipment used before returning it to its proper storage location or in before used by another individual/group.
2. Off-ice staff must maintain physical distancing at all times (maintaining a 6 foot or 2-meter distance between themselves and another person) and immediately at the conclusion of their shift after checking out with their supervisor. They may not remain in facility to observe additional activities or converse with other facility patrons/staff.
3. It is highly recommended that all staff wash clothing using hot water and soap following each use, as well as any other personal items used.

Additional Protocols

Before

During

1. Any handouts must be pre-packaged by off-ice staff and delivered “curb side pickup” style when participants enter the building (i.e., use of additional table might be required to adhere to physical distancing requirements).
2. Any forms collected must use a drop-box style collection method to adhere to physical distancing requirements.

After