

Volunteer checklist, responsibilities, and instructions

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) or are legally required to self-isolate. Instead, arrange for volunteer coverage. If unable to do so, email safety@cochraneskatingclub.ca
- Thoroughly wash your hands with soap and warm water
- Sign **Skate Canada Assumption of Risk and Waiver** and bring a signed copy to the arena prior to or at the first session you are volunteering for
- Ensure you have a mask to wear

Arrival at the arena

- Arrive at facility 20 minutes prior to scheduled ice session
- Enter through established entrance
- Wash your hands with soap & water or sanitize using hand sanitizer
- Respect social distancing guidelines at all times
- Put on a non-medical mask or face shield
- Get Participant Attendance and Health Screening Log, pen, clipboard, sanitizing wipes, and Skate Canada COVID-19 poster from Coach Karen.
- Place poster on or near ice entrance
- Be sure to include yourself in the Participant Attendance and Health Screening Log
- Be ready to check in skaters 15 minutes before the scheduled ice time
- Refer to list of skaters who need adult assistance to complete the health screening checklist. If a skater on this list shows up without a parent, do not allow the skater on the ice. Call the skater's parents and remind them help is needed.
- Ask each participant all questions on the health screening questionnaire. These answers do not need to be recorded.
- If a participant answers YES to any of the health screening questions, or has not returned a signed waiver, they must not be allowed on the ice. Contact the skater's parents for pick up
- Add participant's name, contact information, and time of arrival to Attendance Log. Do not allow participants to fill this in themselves. Only the Health Screening Volunteer is permitted to touch the clipboard, Screening Log, or pen.
- Check that participants have submitted a waiver and completed the verbal health screening

During the ice session

- Monitor for late participants

After ice session is complete

- Check out skaters, coaches, and volunteers by noting each participant's departure time
- Once everyone has checked out, sanitize clipboard and pen with sanitizing wipes
- Remove poster from ice entrance and wipe with sanitizing wipes
- Return clipboard, pen, poster, and wipes to Coach Karen
- Exit through established exit
- Remember, all information collected is confidential