



HOSTING A SAFE EVENT for National Skating Month

First and foremost, facility management must make the health and safety of its staff, participants and the greater community its top priority.

U.S. Figure Skating offers the following recommendations based on the Centers for Disease Control and Prevention's (CDC) social distancing, face coverings and sanitation practices to help slow the spread of the coronavirus and ensure your participants feel safe and comfortable in your rink.

ORGANIZE

- In accordance with your city, county or state's gathering restrictions, limit the number of skaters allowed on the ice at a single time.
- Implement ways to minimize contact between participants and staff.
- Purchase adequate disinfectant cleaning materials.
- Shorten programs and stagger ice times to create a buffer between sessions.
- Online bookings and pre-registration are strongly recommended. If you allow for walk-ins, make sure to gather all contact information of the participants.
- Recommend that only one parent/guardian accompany younger children if needed.

STAFF

- Conduct formal training for all staff, coaches, instructors and volunteers on new procedures and protocols.
 - Post a check list for them to follow.
- Monitor staff health. Employers may ask:
 - Are you experiencing any of the symptoms of COVID-19?
 - Have you knowingly been exposed to anyone with symptoms of COVID-19 in the past 14 days?
 - Have you taken your temperature? If yes, what is it?

- Do not permit any staff to be in the facility if they are exhibiting COVID-19 symptoms or have been in contact with a person with COVID-19 in the past 14 days.
- Keep meticulous logs of users by date/time in case of need for contact tracing.
- Plan for increased levels of staff and volunteer absences.

COMMUNICATE EARLY AND OFTEN

- Email participants your policies and procedures, making clear the expectations.
- Consider making a video to review procedures and policies.

MANAGE PARTICIPANTS

- Limit group sizes to align with the physical distancing restrictions put in place by your local health officials and local facility.
 - This may affect how many people are allowed in the facility or on the ice at one time.
 - Re-evaluate class sizes and instructor to student ratios.
- Have a traffic flow plan that directs participants through the facility while limiting possibilities to congregate.
- Require participants come dressed and prepared to enter the ice after putting on skates.

PRE-PLANNING

- Time block and map out hypothetical situations to ensure you've adequately planned for procedures related to arrival, pre-lesson preparations, on-ice lessons, post-lesson wrap-up and departure.
 - Avoid overlaps in groups.
 - Allow time to sanitize lobby areas, bathrooms, tops of dasher boards and rental equipment between sessions.
- Utilize online payment/registration systems. Take payments over the phone, if necessary.
- If skaters need rental skates, have them set aside and ready upon arrival.

PREPARE FOR ARRIVAL

- Stagger arrival times or use separate entrances for arrival and exit; use pop-up secondary lobby areas, if possible, to avoid congestion.
 - If limiting entrances, make sure you are following local fire department regulations.
 - If using separate entrances and pop-up lobby areas, be sure to create clear signage directing skaters to these areas.
 - If staggering classes, post the staggered class schedule in multiple areas and strictly adhere to it.
- If seating is generally very close together, use tape to mark readiness zones for skaters before class.
- Have instructors assist with the arrival procedures.

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DURING CLASS

- Have skaters enter the ice at staggered times or separate entrances.
- Have instructors adjust lesson plans to keep skaters 6 feet away from each other.
 - Utilize markers and new activities to maintain spacing.
- Provide 6-foot markers or indicators in spectator areas to ensure parents/spectators stay 6 feet apart while observing the class.
- Have skaters exit the ice at staggered times or use separate entrances.

AFTER CLASS

- Establish the amount of time (“15 minutes”) skaters have to pack up and exit the facility.
 - Communicate verbally and with signage.
 - Consistently enforce a time limit.
 - Facilities should not allow groups of skaters or family members to linger in the lobby.

SOCIAL DISTANCING

- Enforce CDC’s social distancing of 6 feet apart and the use of face coverings to slow the spread of the virus.

- Post signage reinforcing social distancing and illness prevention measures.
- Use tape to mark readiness areas 6 feet apart where skaters can put on/take off skates.
 - Areas may be in hallways, spectator areas, etc.
 - Leave all personal equipment in skating bag or car.
- Locker rooms should be closed; skaters and coaches should come prepared to take the ice.

PROVIDE A CLEAN ENVIRONMENT

- Follow all Centers for Disease Control and Prevention recommendations for sanitization.
- Schedule between-session cleanings.
 - Wipe down dasher boards, door handles and other frequently touched surfaces.
- Limit personal items on the dasher boards.
- Ensure adequate trash cans for tissues.

EQUIPMENT

- Sanitize all rental equipment between usage.

- Personal items, such as shoes, should no longer be left as collateral held for rental equipment.
- Skaters who require a helmet should bring their own. Helmet rentals should be ceased unless proper sanitation can be ensured.
- Strive to have a single employee handle.
- Dispose of all plush and stuffed animal-type toys; replace with hard plastic toys and sanitize between uses. Consider using more on-ice drawings and toys/games that do not require direct contact by the skaters (e.g., bubbles).
- Create policies playing music and using the music equipment. Keep sanitizing wipes next to the music player and affiliated equipment.

PLAN AHEAD

- Create an emergency plan for a possible outbreak with rink management.
 - Have a communication strategy to alert all who may have been exposed.
 - Designate one person to speak publicly for the club/programs (to members, media, health officials, etc.).

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