

## **RINK CHAIR ASSIGNMENT 2020/21**

1. Arrive 15 minutes prior to the start-of-skate session.  
Rink Chair assignment will:
  - a. start inside the main doors of the large ice arena 15 minutes prior to the scheduled skate session
  - b. end in the music room
2. Please wear a mask and wash and/or sanitize hands before entering the music room.
3. It is ideal to try to limit music room attendance to one family member. This will make sanitization easier at the end of the rink chair session.
4. Rink Chair duties include:
  - a. Recording the attendance of the skaters in the session. It is mandatory to have a record of the Contact Tracing Log.
  - b. Recording responses of Health Screening Questions as implemented by Skate Canada that shall be asked of each Skater prior to their registered skate session
  - c. Using their own mobile device, attendance and questionnaire responses will be saved in the LBFSC website. This is done by logging into the family account. Once logged in, under log in click on "admin". (Note - this may need to be activated prior to the scheduled rink chair session).  
On the left hand side of the page click on "dashboard", and under Program Calendar there will be "Fall Winter 2020-21". On the calendar, click on the correct day and the correct session. Click on "Take Attendance" and on the left side place checks to indicate the skaters that are present. Save this information and go to "Evaluations". Ask and check the 6 highlighted questions and save this information. The attendance information collected will also be used as the skater playlist once in the music room. This will replace the rink chair sheets that have been used previously.
5. After screening incoming skaters, proceed to the music room to play music for the Skaters.
6. Following the completion of rink chair assignment, using the wipes provided, sanitize the:
  - a. door handle
  - b. light switch
  - c. heater switch
  - d. any music equipment switches that were adjusted during the assigned rink session
  - e. mouse and keyboardIf the mouse and keyboard have disposable covers, please remove and replace with clean covers.

Please note at this time, kleenex boxes should not be put out for skater use. At this time, skaters will need to provide their own kleenex.

7. After the music room is sanitized, vacate the music room 5 minutes before the next skate session's start time. This is to ensure that you and the next Rink Chairperson do not share the music room space and LBFSC complies with the safe distancing guidelines.
8. Please avoid your schedule rink chair assignment if any of the following circumstances apply to you, any family members or any others you have been in direct contact with in the last 14 days including:
  - symptoms including but may not be limited to cough, shortness of breath/difficulty breathing, sore throat or pain when swallowing, runny nose or nasal congestion unrelated to existing allergies or asthma, chills, feeling unwell or fatigued, nausea/vomiting/diarrhea, unexplained loss of appetite, sense of taste or smell, muscle aches unrelated to activities, headache or conjunctivitis.
  - have travelled outside of Canada in the last 14 days
  - are awaiting the results of a COVID-19 test or have tested positive for COVID-19 in the last 14 days
  - it is greatly appreciated if reasonable efforts are made to find a substitute for an assigned session that you are unable to fulfil
    - there will be a substitute list created and accessible for all members within the first few weeks after the start of the season.