

APPENDIX A

Roles & Responsibilities

Administrators

- Be familiar with public health authority guidelines, and adhere to them.
- Communicate with your Member on requirements specific to the Return to Hockey plan.
- Be familiar with facility guidelines and requirements specific to the prevention of COVID-19.
- COVID-19 conditions are different across the country. It will be important to assess the current situation in the province/territory to help to build programming that fits.
- Prior to starting hockey activities, reach out to the facility and discuss the following:
 - Facility guidelines and requirements specific to physical distancing.
 - Restrictions specific to the number of people allowed in public areas.
 - Areas that may not be accessible in the facility – main lobby, dressing rooms, observation areas, showers, washrooms, etc.
 - If dressing rooms are not available, have a common area to put on skates or remove skate guards with marked physical-distanced seating.
 - Cleaning processes in the facility, including how often it is disinfected.
 - General facility rules specific to practicing good hygiene.
- Relay information to coaches, managers, players and parents.
- Work with the coaching staff and managers on any health-related issues with teams, and be prepared to advise the hockey association board and Member.

Coaching Staff & Managers

- Be familiar with public health authority guidelines, and adhere to them.
- Review the Return to Hockey plan from your Member.
- Be familiar with facility guidelines and requirements specific to the prevention of COVID-19.
- COVID-19 conditions are different across the country. It will be important to assess the current situation in the province/territory to help to build programming that fits.
- Host an initial meeting with parents/guardians/participants to review how programming will look and allow them to ask questions (can be done virtually if required).
- To minimize large groups in the facility as much as possible, players can meet family in vehicles (if their age permits) to follow physical-distancing requirements of the public health authority and local facilities. Minimize congregation in areas of the facility, such as the lobby, as much as possible.
- If there are multiple entrances to the ice surface, split the players into groups and have them space appropriately to meet physical-distancing standards at each entrance.
- Encourage participants to minimize their time in or around the facility. Have participants put on their shoes or skate guards so that they can leave quickly.
- Remind players and parents to follow physical-distancing guidelines when leaving.
- Dressing room use, if available, will be controlled by the facility. It will be important to respect all facility controls so adequate cleaning and disinfecting can be done.
- When public health authority protocol and facility guidelines allow use of dressing rooms, have players appropriately physically distanced (using multiple dressing rooms could help).
- Players should not shower at the facility. Follow facility guidelines specific to the use of showers. If showers are used, physical distancing must be followed.
- For age groups where parents need to assist players with equipment, limit the number of parents in the dressing room/change area at any one time to one per player. Parent entry should be controlled to meet physical-distancing requirements.
- Follow Hockey Canada guidelines for best practices related to on- and off-ice activities.
- All participants must adhere to public health authority guidelines. Remember to review guidelines for any province/territory that will be visited.

Safety Person & Trainer

- Ensure the health and safety of the players and help to create a safe and welcoming environment.
- Advise players and parents that a prevention kit, as identified in the Hygiene section, is a good idea.
- Educate parents and players on the need for each player to have their own water bottle labelled with their names. Players should take their water bottles home and wash them before the next session.
- Emphasize to players the importance of washing their hands regularly with soap and water or hand sanitizer. Carry extra hand sanitizer and disinfectant wipes in the first-aid kit.
- Emphasize to players the importance of keeping their equipment clean.
- Be familiar with the Hygiene section of this document, as well as the Return to Hockey plan from the Member, and emphasize to players and parents the need for total cooperation concerning hygiene.
- Work with coaches to support physical distancing, hygiene and return to play after illness.
- The safety person/trainer should wear non-latex gloves on the bench for practices and games.
- Gloves should be worn when handling equipment and when treating a player.
- Hands must be washed and gloves changed between each player contact.
- Cloth masks should be worn when treating players and when physical distancing cannot be practiced.

Players

- Always respect and listen to team staff as they create a safe environment.
- Be familiar with facility guidelines and requirements specific to the prevention of COVID-19.
- Minimize going in and out of doors, including dressing room doors. Facility doors are considered high-risk touchpoints. Use the elbow to open.
- Absolutely no sharing of food or drinks.
- Assist the coach in establishing required guidelines during hockey activities while on or off the ice.
- Bring a kit bag filled with recommended items (see Hygiene section).

- When coughing or sneezing:
 - Cough or sneeze into a tissue or the bend of the arm, not the hand.
 - Dispose of any used tissues as soon as possible in a lined waste basket and wash hands.
 - Avoid touching the eyes, nose or mouth with unwashed hands.
- Avoid contact with anyone who is sick.
- Follow the instructions of your public health authority if you are notified that you have been in contact with a person who has tested positive for COVID-19.

Parents

- Be familiar with public health authority guidelines, and adhere to them.
- Be familiar with facility guidelines and requirements specific to the prevention of COVID-19.
- Learn and follow the guidelines put in place by your Member, hockey association and team staff.
- Talk to kids about the importance of preventing COVID-19 in the hockey environment, including physical-distancing guidelines.
- Stress washing of hands before leaving for hockey, before going into facility, after using the washroom, after the hockey activity and after leaving the facility.
- Stress to kids not to touch their faces while at the hockey activity.
- Make sure kids let parents know if they are not feeling well.
- Make sure kids have their own clean water bottle, labelled clearly with their name, and stress the importance of not sharing water bottles.
- Review public health authority guidelines for any province/territory that will be visited.
- Travel with family to all hockey activities, including away events.
- If staying at a hotel, consider the recommendations outlined in the Hygiene section.
- Follow the instructions of your public health authority if you are notified that you have been in contact with a person who has tested positive for COVID-19.