

Entry Booth Attendant

Thank you for taking on the role as the Entry Booth Attendant. You have a very important role to play in helping us keep our COVID protocols in place.

The first time you volunteer this season, you must complete the **Skate Ontario Acknowledgement, Release, Indemnity and Assumption of Risk waiver**, which can be found in a labeled folder in the booth. Please leave the completed form in the folder labeled "Completed Skate Ontario Waivers". The folder, attendance binders and all additional forms will be kept in the booth and must be locked in the cupboard after the last session of the day.

You are responsible for the following:

1. Upon arrival, check change rooms 1, 2, 3 and 4 (the numbers are on the doors) to see which ones are not in use so you can determine which change room(s) to direct skaters to. Change rooms 1 and 2 each have a capacity of 10 skaters. Change room 3 and 4 each have a capacity of 6 skaters. **Direct skaters to either change room 1 or 2, but not both.** Coaches will use either change room 3 or 4. Skaters can use either change room 3 or 4, whichever one the coaches are not using. Alternatively, skaters can put skates on using the bench outside the change rooms while keeping a distance of 2m from others.
2. Ensure all skaters have completed the **Skate Ontario Health Screening Questionnaire**. Each skater should arrive with this form already completed. If they arrive without this form completed, please give them a blank copy on a clipboard and have them complete it in front of you. You are not required to collect these forms. You are only required to see that they have been completed. Any parent/guardian entering the arena is also required to have a completed health screening questionnaire.
3. **Take attendance** of each skater and spectator arriving for their session. Please be sure to include yourself on the attendance tracker sheet. The Attendance Tracker sheets are kept in the booth in the cupboard. Find the binder labeled with the current day of the week. The Attendance Tracker sheet lists each skater's name, the name of their caregiver, a contact phone number, and a column entitled "Health Screening Passed". Please check off the name of the skater as they arrive, and whether or not health screening was passed. If the caregiver is entering the arena, place a checkmark beside their name. If a caregiver other than the one listed is entering the arena, cross out the caregiver name and write the attending person's name. As a reminder, **a skater should not arrive more than 15 minutes before their session begins and each skater is only permitted to have one spectator accompany them into the arena.** Let the skater know which change room to use.
4. Once the attendance is complete for the session, please leave the Attendance Tracker sheet in the binder labeled with the current day of the week. If you are volunteering for the last session of the day, place the binder (along with any forms that have been left out) into the cupboard in the booth and lock it.

5. If needed, please remind skaters and spectators that they must always wear a mask inside the arena (with the exception of when skaters are on the ice).
6. Please be aware that if a skater comes to you and says they feel ill, you are to notify the arena staff immediately and place the skater in the isolation room (concession room in the main lobby) until someone can pick the skater up to take them home. Guardian contact phone numbers are listed on the Attendance Tracker sheet. Please notify the COVID-19 Oversight group at board@silverblades.ca.
7. If other permit holders (hockey players) arrive near the end of your shift, they are permitted to enter the arena 15 minutes before their ice time. If they are early, ask them to wait outside. Once they enter, let them know which change rooms are not in use. Remind them to wear masks if they are not doing so and to wait in the change room until the flood is on. These steps are all required by the city and you can refer them to the City Guidelines which are posted on our club bulletin board by the change rooms. There is also a copy in the volunteer binder in the booth. If there are any issues, tell the rink attendants and let them deal with it. Our club is not responsible to oversee other permit holders after our permit time ends but while there is overlap, we want to ensure that our skaters are safe.
8. Disinfectant spray, paper towels and disposable rubber gloves are available in the booth and can be used to disinfect high touch surfaces upon entry into the booth and before leaving. Arena staff are in charge of cleaning and disinfecting the main areas of the arena regularly, but once each session has begun, we would also ask that you take disinfectant wipes or cleaning solution & paper towels (as provided) and wipe down 'high touch' areas such as the door handles leading into the rink and to change rooms, for the benefit of our skaters.

Thank you for volunteering!