

Entry Booth Attendant (Preliminary and CanSkate)

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".

All materials required for screening, attendance tracking, and cleaning will be kept in the locked cupboard in the entry booth. Please locate an arena staff should the booth be locked.

Volunteer responsibilities:

1. Upon arrival, locate the Attendance and Tracking Sheets binder (blue) and Spectator/Volunteer Sign in Binder (red) in the locked cupboard in the entry booth. You will find the appropriate sign in sheet for your session in the blue binder.
2. Set up the sign in binder (red) on the table where parents/caregivers will be self signing in with their name and contact information. Locate a new Skate Ontario "**Session Participation and Health Screening Tracking**" sheet from the binder and place at the front of the binder. Write the date at the top.
3. As skaters and caregivers arrive, ensure each attendee has completed their COVID-19 screening. Acceptable screenings include:
 - the Ontario COVID-19 screening (links provided at the door) - attendees may present their "green check mark" result or an email indicated the result on either a device or printed out (you do not need to collect)
 - For school age students, their completed daily school COVID-19 screening tool is acceptable
 - Printed Ontario COVID-19 screening tool (copies available at the rink)
 - A verbal screening can be completed if the above options are not possible (questions located in the sign in binder)
4. Check off skater attendance and screening result on the attendance sheet.
5. Direct parents to sign in on the Session Participation sheet. **Please be sure complete your own screening and sign yourself in on the attendance sheet upon arrival to the arena**.
6. As a reminder, skaters are encouraged to arrive no more than 15 minutes before their session begins and each skater is only permitted to have ONE spectator accompany them into the arena.
7. If you are volunteering for the last session of the day, place the binders into the cupboard in the booth and lock it.

8. If needed, please remind skaters and spectators that they must always wear a mask inside the arena
9. Please be aware that if a skater becomes ill on a session, you are to notify the arena staff immediately and place the skater in the isolation room (concession room in the main lobby) until a caregiver is able to take them home. Please notify the COVID-19 Oversight group (contact information located in the Volunteer Binder).
10. 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 and change rooms 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!

The Silver Blades COVID-19 Oversight Committee