

USER GROUP RESPONSIBILITIES

All user groups (organizations and individuals) renting ice times are responsible and liable to monitor and supervise all skaters, coaches, instructors, parents, spectators, guests, and members attending their events and enforce all rules and guidelines set forth in this preparedness plan and all current state executive orders, MN Health Department of Health guidelines, and all CDC guidelines.

I. USER GROUP PREPAREDNESS PLAN

In addition to the County's Preparedness Plan all user groups are required by the MN Department of Health to also have their own individual preparedness plan in place to protect their employees, volunteers, skaters, coaches, members, visiting teams and visitors. All User Groups must agree to abide by Ramsey County's Preparedness Plan by answering the questions and signing below, which may act as the User Groups Preparedness Plan as well. Groups may also submit their own detailed preparedness plans but must still complete and sign the County Plan. Templates for developing a COVID-19 Preparedness Plan can be found at <https://staysafe.mn.gov/industry-guidance/all-businesses.jsp>

II. ATTENDANCE RECORDS & PARTICIPANT CONTACT INFORMATION

All User Groups (organizations or individuals) renting ice are responsible for recording and maintaining accurate attendance records and participant contact information for their skaters, coaches/instructors, volunteers, parents, spectators, visiting teams, and visiting teams' spectators. These records are necessary for MN Department of Health Contact Tracing should an infection or exposure occur.

- A. If contacted by the Department of health and notified that individuals from your programs or teams may have been exposed to COVID you are responsible to provide them with accurate attendance records and contact information and follow all instructions given by them.
- B. If either of the above infection or exposure situations occur, you must also contact and inform Ramsey County as soon as possible.

III. HEALTH & SAFETY SCREENINGS

All user groups are responsible and liable for developing their own health and safety screening policies and procedures, which should include temperature checks for their skaters, coaches/instructors and volunteers prior to any on-ice activity. Spectators, and other persons attending their activities and events should be directed to self-screen at home prior to entry to the arena. We recommend using;

- A. The [Minnesota Symptom Screener Guide](#)
- B. A "Quick Entry Check In" or "Check In and Tracking Protocol" Google Sheet
- C. The CDC Self-Check Symptoms survey <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

IV. TEAM VOLUNTEERS

All User Groups must provide individual volunteers to serve as a Check-In Volunteer and Dressing Area/Locker Room Volunteer to help manage participants, spectators and visitors and maintain a safe environment. All coaches/instructors and volunteers should have a copy of the user group's preparedness plan and the Ramsey County Arena policies and procedures during all rentals and be prepared to provide it to any MN Department of Health Inspector arriving for an inspection.

A. Check-In Volunteer Responsibilities

1. Arrive 30 minutes prior to scheduled ice time (15 minutes before skaters) to receive dressing area assignments
2. Allow skaters to enter arena no earlier than 15 minutes prior to scheduled ice time
3. Coordinate Check-in of players, coaches/instructors and document attendance.
4. Have all skaters, coaches/Instructors, volunteers, spectators, and other persons attending immediately use hand sanitizer upon entering the building.
5. Ensure that skaters, coaches/instructors and volunteers have performed a health & safety screen prior to arrival.
6. Direct skaters to assigned dressing area or locker room.

7. Enforce face coverings and socially distancing for all players and visitors.
8. Coordinate check-in of parents, spectators, visiting teams, and visiting teams' spectators and ensure no unauthorized people enter arena.
 - a. The Check-In Volunteer must manage the spectator capacity to ensure rinks don't go over capacity and direct spectators to designated spectator areas.
 - i. One (1) adult per skater is allowed in with children 10 and under to assist with equipment and may remain for practices.
 - ii. Spectators are allowed in no earlier than 5 minutes prior to game or scrimmage only.
 - iii. Allow in only the suggested number of spectators per player, if there is capacity remaining, additional spectators for player may enter.
 - iv. Spectators for visiting teams must also be managed and included in the maximum capacity count.
 - v. Any spectator that is not there for the team's activities shouldn't be let in
9. Ask if spectators and parents have completed a self-screen prior to arrival at rink.
10. Must remain at the Check-In counter/area until all registered skaters are confirmed and checked in for practices and training camps.
11. Must remain at Check-In area through the first period of games and scrimmages. However, is still responsible if spectators arrive late to check-in and document.
12. Tournaments must have a check-in person at all gates throughout the entire tournament.
13. At conclusion of reserved ice time or game/scrimmage Check-In Volunteer should ensure all spectators leave the arena event has concluded.

B. Dressing Area/Locker Room Volunteer Responsibilities

1. Arrive 30 minutes prior to scheduled ice time (15 minutes before skaters) to receive dressing area assignments.
2. Be present and remain in dressing areas before and after all ice sessions to monitor and enforce all locker room rules and procedures.
 - a. Face coverings must be worn at all time in the dressing areas/locker rooms by skaters, coaches/instructors, volunteers, and parents. Skaters may remove face coverings once they leave the locker room for the ice, keep helmets off until leaving the locker room.
 - b. Skaters and parents should spread out as much as possible while in dressing areas/locker rooms.
 - c. No food in locker rooms, beverages must be in closed containers and each skater must have their own water bottle.
 - d. No spitting, yelling or other actions that may cause additional droplet spray. Cough and sneeze into your arm and jersey.
 - e. After getting dressed skaters should use the hand sanitizer brought with them.
 - f. After finished getting ready all personal items must be secured and stored inside each skater's bag and left in locker rooms.
3. Volunteer is responsible for leading skaters socially distanced to the ice once directed by staff or no earlier than 30 seconds before the start of reserved ice time.
4. Direct players, socially distanced, back to locker room at conclusion of ice time.
5. Volunteer or Coaches/Instructors are required to wait with the skaters at the pickup locations to enforce social distancing and face covering rules and must remain with them until all skaters have been safely picked up.

Ramsey County has the right to refuse ice time to a group that is not following the Ramsey County Arena System Preparedness Plan, arena policies and procedures or the teams individual COVID-19 Preparedness Plans.

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