

# UNITED STATES ICE RINK ASSOCIATION

## PREPARING YOUR ICE RINK TO RE-OPEN

The purpose of this document is to provide ice rink owners and operators general recommendations as they develop plans to re-open their business to the public. The recommendations following are not intended or implied to be mandates or industry standards. Many of these recommendations are based upon current guidelines set forth by the Center for Disease Control and Prevention (CDC) and other Federal government agencies. The knowledge surrounding COVID-19 is constantly changing and circumstances are different based on geographic region. Therefore, the United States Ice Rink Association strongly encourages ice rink owners and operators to adhere to their state and local guidelines when determining their own re-opening policies and procedures.

Questions or concerns please contact the United States Ice Rink Association at (719) 538-1149 or [info@usicerinks.com](mailto:info@usicerinks.com).

### 1. Review Your State and Local Government's Current Business Re-Opening Guidelines

- Follow guidelines on number of people allowed in the facility at one time and physical distancing
- Designate a staff member to monitor state and local government websites for updates or changes to guidelines

### 2. Adhere to Local Department of Health Guidelines Concerning Food Service

### 3. Personnel

- Put together a re-hiring plan if you furloughed or laid-off employees due to the pandemic
- Update your current sick time / paid time off (PTO) policies
  - Require employees showing any symptoms or signs of sickness, or who has been in contact with known positive cases to stay home
  - Implement employee symptom screening questions and workplace temperature monitoring
  - Send employees home that are showing any symptoms or signs of sickness at work
- Update Personal Protective Equipment (PPE) policies and procedures
  - Require that employees wear masks and disposable gloves at work
- Develop physical distancing policies and procedures for staff interactions
  - Limit areas that employees can congregate
  - Space work shifts and breaks to control number of employees in facility
- Develop and implement an employee re-training program for all new policies and procedures

#### **Additional Resources:**

[U.S. DOL – Families First Coronavirus Response Act: Employer Paid Leave Requirements](#)

[U.S. DOL – Families First Coronavirus Response Act: Employee Paid Leave Rights](#)

[U.S. DOL – Families First Coronavirus Response Act: Employee Paid Leave Rights - Poster](#)

[CDC – Interim Guidance for Businesses and Employers to Plan and Respond to COVID-19](#)

[OSHA – Guidance on Preparing Workplaces for COVID-19](#)

[CDC – Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#)

[CDC – Social Distancing, Quarantine, and Isolation](#)

#### 4. Cleaning

- Identify high traffic areas of the facility that need to be frequently disinfected
  - o Public access
  - o Employee only access
- Identify high touch equipment and fixtures that need to be frequently disinfected
- Update current cleaning standard operating procedures (SOP)
  - o Recommendations
    - » Dressing rooms cleaned and disinfected after each use
    - » Restrooms cleaned and disinfected every hour
- Update and implement employee (SOP) training plan
- Purchase appropriate cleaning equipment and EPA Registered disinfectant chemicals
- Purchase Personal Protective Equipment (PPE) for your employees to use for cleaning tasks

#### **Additional Resources:**

[CDC – Cleaning And Disinfecting Your Facility](#)

[CDC – Re-Opening Guidance for Cleaning and Disinfecting](#)

[EPA – Frequent Questions about Disinfectants and Coronavirus \(COVID-19\)](#)

[OSHA-NIOSH – Protecting Workers Who Use Cleaning Chemicals](#)

[OSHA – Protect Yourself: Cleaning Chemicals and Your Health](#)

[OSHA – Guidance on Preparing Workplaces for COVID-19](#)

#### 5. Operations

- Minimize interactions between employees and customers
  - o Registration and payments for programs and activities
    - » Maximize use of online options
    - » Minimize in-person transactions
    - » Install “sneeze shields” between employees and customers where possible
      - Ensure that shields do not violate fire codes
        - Lobby Front Desk
        - Point of Sale (POS) locations
        - Skate Rental counter
  - o Implement state and local government physical distancing guidelines within the facility
    - » Facility Entrance/Exit
      - Clearly identify entry and exit doors with signage
      - Use stanchions to separate

- Post physical distancing signage at entrance
- » Front Desk and POS locations
  - Mark floor for standing in line
- » Skate Rental Counter
  - Mark floor for standing in line
- » Lobby/Concourse
  - Reduce number of tables and chairs
  - Space out as needed
  - Post physical distancing signage
- » Public Restrooms
  - Close off toilet partitions, urinals and sinks as needed
- » Participant Dressing Areas (e.g. locker rooms)
  - Use multiple rooms for team activities where possible
  - Consider setting time limits for dressing room use
  - Mark available seating spaces
- » Spectator Seating Areas (e.g. bleachers)
  - Mark available seating spaces
  - Close off areas as needed
  - Post physical distancing signage
- » Participant Seating Areas (e.g. players bench)
  - Mark available seating spaces
  - Close off areas as needed
  - Post physical distancing signage
- » Off-Ice Waiting Areas (e.g. gates to get on ice)
  - Clearly identify waiting areas with signage
  - Mark floor for standing in line
- » On-Ice
  - Ensure that programming conforms to state and local government physical distancing guidelines
  - See U.S. Figure Skating and USA Hockey Programming Recommendations
- Minimize touchpoints throughout the facility
  - o Ensure that no-touch fixtures in restrooms are working properly. Consider installing these type of fixtures if not already there
    - » Examples:
      - Faucets
      - Soap Dispensers
      - Hand Dryers

- Paper Towel Dispensers
  - Toilet and Urinal Flush Valves
  - Motion Controlled Light Switches
- o Prop open doors where possible
- o Consider shutting off water fountains, vending machines, ATM and video games
- o Consider eliminating the following:
  - » Lost and Found
  - » Holding customers shoes in exchange for rental skates
- o Minimize employee’s shared equipment
  - » Examples:
    - Computers
    - POS touch screens
    - Phones
    - 2-way radios
    - Copy machines
    - Small office equipment (e.g. stapler)
- Encourage Hygiene Best Practices
  - o Recommend that customers showing any symptoms or signs of sickness, or who have been in contact with known positive cases to stay home
  - o Recommend that customers wear a mask and gloves at facility
  - o Provide hand sanitizing stations at entrance and throughout the facility
  - o Ensure restrooms have an adequate supply of hand soap and disposable towels
  - o Ensure that the following public use items are disinfected before and after each use
    - » Rental skates
    - » Rental helmets
    - » Skate aids / walkers
  - o Signage posted throughout the facility
    - » Examples:
      - Physical distancing policy
      - How to protect yourself and others
      - What to do if you are sick
      - Hand washing how-to
      - Cover coughs and sneezes
      - Don’t touch your face – eyes, nose, mouth

***Additional Resources:***

[CDC – COVID-19 Print Resources](#)

## 6. Communication

- Message to public
  - o Facility cleaning and disinfecting plan
    - » What you're doing
    - » How you're doing it
    - » Why you're doing it
  - o New facility policies
    - » Physical distancing
    - » Masks and gloves
    - » Please stay at home if you are sick
- Delivery of message
  - o Signage inside facility
  - o Website, social media and e-blasts
  - o Phone system/voicemail greetings
  - o Registration confirmation emails