



## COHORT STAFF ARE RESPONSIBLE TO ENSURE AT EVERY ICE TIME:

•EVERY PLAYER and COACH COMPLETES A SELF ASSESSMENT •PLAYER and COACH ATTENDANCE IS RECORDED FOR CONTACT TRACING

### **COHORT STAFF ARE NOT RESPONSIBLE FOR SPECTATOR TRACKING**

## SPECTATORS ARE REQUIRED TO SIGN IN WITH THE SPECTATOR STEWARD – NO STEWARD – NO SPECTATORS

# How to collect player, coach & spectator self assessment:

- 1. Each cohort creates its own tracking email Example: U11Tier2CovidTracker@gmail.com
- 2. Once a participant or spectator completes the self assessment form (recommend Ontario Self Assessment Tool) Screen Shot and email to the cohort tracking email
- 3. Email account stores each self assessment submitted
- 4. If PHU requires info on contact tracing for the cohort, access can be given to the PHU and they will research/inform individuals as required

### OR

- a) Each participant provides a paper self assessment to cohort staff upon arrival to the arena
- b) Cohort staff must hold records for 30 days upon submittal
- c) If PHU requires info on contact tracing, the cohort staff will provide the PHU with the last 30 days records. The PHU will research and inform individuals as required

## How to collect team attendance for contact tracing:

- 1. Using a desktop or mobile device go to www.sarniahockey.com and access the COVID-19 List on the "MENU"
- 2. Find "20-21 COVID19 Team Attendance" Form and open it
- 3. Fill out the form's required fields & player data fields as appropriate OR upload a picture of a paper form (Hard Copy Upload)
- 4. Submit the form. It will be stored in a database that can only be accessed by SHA Website Administrators
- 5. If PHU requires info on contact tracing for the cohort, the database will be given to the PHU and they will research and inform individuals as required

#### OR

- a) Each cohort uses a paper record to take attendance and verifying that participants have completed a self assessment before arrival
- b) Cohort staff are required to hold records for 30 Days
- c) If PHU requires info on contact tracing, the cohort staff will provide the PHU with the last 30 days records. The PHU will research and inform individuals as required