

NORALTA SKATING CLUB

COVID-19

Noralta Coaches Office & Storage Unit

1. Effective immediately staff only are permitted in office
2. Effective immediately office is not to be used for coaches as either preparation or rest areas
3. Office will be available for work, with one staff member at a time permitted
4. When using office for work, staff will be required to sign in and out, a sign in sheet will be posted on the office door
5. Use of office will require use of cleaning supplies before and after use
 - a. Clean door handles
 - b. Clean Desk
 - c. Clean Laptop
 - d. Clean any equipment touched
6. A box of sanitary wipes or cleaning items will be stored in the office
7. Office will be used for storage of required paperwork.
8. Any staff entering office for dropping off or picking up records and paperwork will be required to adhere to the one person at a time rule, and cleaning surfaces before and after rule
9. Noralta storage unit is now restricted to all members

