



Shared Ski Adventures Instructors

2023 Ski Season
January 14th – March 4th



Greetings Instructors!

Welcome to the Shared Ski Adventures 2023 Season at Swain Ski Resort. We are pleased to offer another great season of skiing through the partnership of Shared Ski Adventures, CP Rochester and Swain Ski Resort. Shared Ski Adventures has existed as an organized program since 1986 offering safe, affordable, high quality ski opportunities to people of all abilities.

COVID-19 Guidelines

CP Rochester & SSA Coordinators have put a plan in place in order to move forward with Shared Ski Adventures 2023 season as safely as possible, detailed policies and procedures can be found attached at the end of the letter. In addition to program guidelines, SSA will also be following all Swain's policies and procedures. These guidelines are subject to change and are designed to hold everyone's health and safety a priority while still providing opportunities to safely ski & snowboard this winter!

Who are our instructors?

People who enjoy skiing and the outdoors, want to help others, and are willing to give and receive equally. All our instructors are volunteers of CP Rochester and must complete the paperwork required for the agency.

Who are our students?

Individuals of all abilities, including people with visual, physical and cognitive challenges. Students come to our program because we are attentive to the student's needs and learning style and can provide the support of adapted equipment and trained instructors.

Program Details

- Lessons for the 2023 season will be 9:30am – 12:30pm and will take place on Saturday mornings at Swain Resort (Swain, NY)
- Instructors are trained volunteers from all backgrounds who share their love of skiing with our students.
- All participants (instructors & students) must provide their own transportation to Swain Resort.
For liability purposes, volunteer instructors should not transport participants
- All participants & instructors must wear a helmet while skiing. The helmet must fit correctly and be strapped on.
- Students needing assistance with personal care must have a parent/caregiver on-site to attend to these needs. Volunteer instructors are not allowed to assist with these duties.
- Students and Instructors needing rentals will be responsible for obtaining and putting on their equipment *before* the start of their lesson. Instructors may help with adaptive equipment.
- Our Instructor to Student ratio is at least one-to-one; we will pair up two instructors per student when possible.

Instructor Registration *Please submit ASAP*****

The number of students we can enroll in the program is dependent upon the number of instructors we have registered. With policies & procedures for COVID-19 safety there will be a limited number of spots for students. Keeping this in mind, the earlier you send in your Registration Form and Donation (if applicable), the better we can plan for you and the students.

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Lift Tickets

We appreciate all of the volunteers and instructors in our program and welcome all who are interested in helping our skiers and riders on the slopes or are otherwise willing to assist the program. In order to participate as an on-slope instructor or volunteer and to be able to use the chairlifts and ski at Swain, you must have a valid lift ticket for that day. You have several options to obtain a lift ticket. You can purchase a season pass, a “pack” of lift tickets or daily tickets directly from Swain. However, as in the past you can make a donation to SSA and SSA will provide you with a full day lift ticket. The cost of the donation to SSA is: \$280 for the full season of 8 weeks of lessons or \$160 for lift tickets for the first half or second half season of 4 weeks of lessons. Volunteers who make a \$280 donation to SSA for the 8 weeks of lessons can upgrade to a full Season Pass for an additional donation of \$60 (\$340 total donation). Unfortunately, SSA does not have the funds to provide lift tickets to instructors or volunteers who do not make a donation to the program.

CP Rochester is a 501(c)3 non-profit organization and your donation is tax deductible; you will be provided with documentation of your contribution to CP Rochester, designated specifically to Shared Ski Adventures, for your records. **You can make more of a financial impact by checking with your employer to see if they have a matching gifts program.*

Instructor Trainings

Wednesday, December 14th → 6:00 – 8:00pm

Indoor Training

- All instructors will meet for training, this is a required training
 - Information reviewed will include disability awareness, safety updates/refreshers, techniques for working with students and review of new COVID-19 safety requirements
 - We will brainstorm ways to safely support students with any presented new challenges
 - This is an opportunity to regroup as a team, meet new instructors, refresh on skills and learn about program changes
- Saturday, January 7th – Time: 9:00am – 4:00pm On-Hill Training Day @ Swain
- On-mountain training is provided for all registered instructors, **lift tickets included.**
 - Our on-the-hill training day takes place at Swain Resort the week before the students are scheduled to start
 - We ask “off hill” volunteers to come as well to learn their roles for the season
 - An small breakfast, coffee and lunch will be provided at training

We’re looking forward to another great season full of fond memories, learning experiences and new adventures for all involved in SSA! Please contact us with any questions or concerns.

Sincerely,

The Shared Ski Adventures Team

Questions? Contact us:

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Shared Ski Adventures 2023 - COVID Action Plan

This action plan directly reflects all advised guidelines related to the program communicated by the New York State Department of Health “*Interim Guidance for Ski Facilities During the COVID Public Health Emergency*” and other CDC resources as well as Swain Ski Resort & CP Rochester policies and procedures. These guidelines are subject to change with Executive Order and/or new guidelines provided by CDC, NYS Department of Health & CP Rochester/Swain Resort.

Please Note: CP Rochester & Shared Ski Adventures do not require disclosure of vaccination status but all individuals at program are expected to follow all updated CDC guidelines and the Shared Ski Adventures COVID Action Plan accordingly.

I. PEOPLE

ALL SHARED SKI ADVENTURERS:

- At all times, everyone involved in the Shared Ski Adventures program:
 - MUST adhere to Swain Resort masking policies at all times; provided that they are over the age of two and able to medically tolerate such covering.
 - All instructors are to be mask ready for the duration of their lesson, meaning if the student or family request they are masked when social distance cannot be maintained instructors are prepared to put a mask on at any time.
 - Participate in a Health Screen at time of arrival: Have temperature checked & answer questionnaire, all will be recorded by SSA Coordinator. Do not come to program if you are sick or answer yes to any of the questions below:
 - 1.) COVID-19 symptoms in the past 10 days;
 - 2.) Positive COVID-19 test in the past 10 days;
 - 3.) Close contact with a confirmed or suspected COVID-19 case in the past 10 days (and are unvaccinated), and/or
 - 4.) Travel inconsistent with the CDC travel guidance and relevant restrictions?
 - Will not share food or drinks during program
- SSA will operate within most current group numbers given by the CDC, NYS Department of Health, Swain Resort and/or CP Rochester. Group size will be limited and must be able to maintain all health & safety guidelines **(AS OF 11/16/2020: Responsible Parties must limit the number of participants in ski lessons or group activities to 10 or fewer people for adult lessons and 6 or fewer people for child lessons)**
 - Number will also be based on instructor to skier participation interest ratio (how many instructors we have to students) AND evaluation of individual needs of each registered skier
 - INSTRUCTORS/VOLUNTEERS ARE NOT PAID EMPLOYEES AND THEREFORE *WILL BE COUNTED IN OVERALL GROUP NUMBERS*
 - SSA will do everything to provide a ski lesson to as many skiers/boarders as possible, while maintaining new policies & procedures and keeping everyone's health and safety a first priority

Volunteers/Instructors:

- Suit Up away from other lesson groups, leave personal items in your vehicle (**not** in cocoa hut)
- Stay within their lesson group and not wander to any other lesson groups during the program. Each group must socially distant themselves *from other lesson groups*, outside the event of an emergency or immediate safety need
- Instructors and participants must maintain appropriate social distance to the maximum extent possible, allowing for occasional, brief contact that may be closer than six feet to address a health, safety risk or for instructional purposes (e.g., demonstrate exercise, correct form or posture, chairlift assistance, fall assistance, emergencies...etc). In any case, this close contact must be conducted within the *least* amount of time possible (i.e., no lingering or socializing).

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- If you are going to miss a lesson within the session, it must be communicated AS SOON AS POSSIBLE, program will aim to keep volunteers with same skier for each lesson in the session (minimal switching of instructors)
 - If you are signing up to be an instructor you are signing up for **ALL** 4 weeks of a session
 - In the event of a last minute absence (i.e. illness, car breaking down, etc..) the lesson will move forward only if a change is available and if ALL parties involved agree to a new instructor
 - There will be “on-call” or “floating” instructors scheduled in the event of an absence, they will not enter program area unless they are called
- Encouraged to bring own lawn chairs, blankets, snacks and drinks
- Off-Hill Volunteers: Aid in set up and take down, remain socially distant from lesson groups, help coordinator communicate and help gather equipment, help sanitize equipment, help regulate cocoa hut and restrooms and other tasks as needed.

Participants/Guardians/Support Persons:

- Participants and/or support persons are responsible for gathering and putting on all equipment (rental and personal) BEFORE the start of the program. Instructors will help with any adaptive equipment assistance needed.
- Stay within their lesson group and not wander to any other lesson groups during the program. Each group must stay socially distant *from other lesson groups*, outside the event of an emergency or immediate safety need
- Ask that each skier only have **ONE** parent, guardian, support with them if possible
- Emphasize the importance of proper clothing (less indoor opportunities)
- Encouraged to bring own lawn chairs, blankets, snacks and drinks

Employees:

- Facilitate and participate in COVID-19 Policies and Procedures
- Pick-Up lift tickets prior to start of program
- Conduct Health Screening

II. PLACE

- Swain will provide a COVID Compliant restroom
- Swain will set protocols for Rental Shop, chair lift, lodge & ski patrol and SSA will follow them
 - Chairlift - It is likely you will share a ski lift with your student or instructor but no other parties will be allowed on the chairlift with you and can be requested
 - It is advised to have the least amount of people spread as far apart that is *safely* possible on chairlift
 - Chairlift Recommendations for each student can be found in each Student Folder
- SSA will provide multiple, social distant friendly, weather resistant seating area for lesson groups to rest & warm up (Cocoa Hut & Tent)
 - Only 1 lesson group at a time will be allowed to use each seating area
 - Masks will be asked to be worn at all times while in the seating area unless drinking or eating
 - After each use, each resting area will be sanitized before next use

III. PROCESSES

- Program will base in front of Cocoa Hut & Equipment Shed
- Check-in time
 - After passing the Health Screen; All skiers and caretakers will report to their designated meeting space, which will be communicated before, where they will meet there instructor(s), equipment will be set out before lesson

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- The SSA Coordinator will provide each group with the appropriate amount of tickets per lesson group

- SSA will operate between 9:30am - 12:30pm. This will continue for two, 4 week sessions
- All sanitization will be done with CDC approved materials & methods
- Disinfecting of all equipment will occur after each use
- Swain will set protocols for Rental Shop, chair lift, lodge & ski patrol and SSA will follow them
- In the event of an emergency SSA will adhere to all Ski Patrol guidelines and policies
- Students and volunteers will fill out rental form before coming to lesson (if applicable)
- With new policies & procedures and less access to indoor facilities SSA will adapt and reevaluate weather regulations to keep everyone safe
- Indoor and On-Mountain trainings for volunteers will reflect, practice and follow all policies and procedures stated above

In the event of someone does not pass Health Screen (According to NYS Department of Health)

- An individual who screens at risk for COVID-19 must not be allowed to enter the facility and employees who screen at risk must be sent home with instructions to contact their healthcare provider for assessment and testing.
- Responsible Parties should remotely provide the employee/participant/volunteer with information on healthcare and testing resources.
- Responsible Parties must immediately notify the state and local health department about the case if test results are positive for COVID-19,
- If someone at program is suspected or confirmed to have COVID-19 are as follows:
 - Close off areas used by the person suspected or confirmed to have COVID-19
 - Responsible Parties do not necessarily need to close operations, if they can close off the affected areas.
 - Open outside doors and windows to increase air circulation in the area.
 - Wait 24 hours before you clean and disinfect. If 24 hours is not feasible, wait as long as possible.
 - Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as bathrooms, common areas, and shared equipment
 - Once the area has been appropriately cleaned and disinfected, it can be re-opened for use.

In the event of someone participating in program tests positive for COVID-19

If an individual that participates in Shared Ski Adventures tests positive for COVID-19, the NYS Department of Health must be notified by said individual. Then NYS Department of Health will contact trace, communicate possible exposures and provide necessary program actions for Shared Ski Adventures.

To Review Swains Response to COVID-19 please visit: [WEBSITE](#)

Other COVID-19 Updated Guideline Resources

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>
<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

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