



# International Taekwon-Do Federation of B.C.

11033 237<sup>th</sup> Street, Maple Ridge, British Columbia, Canada V2W 2E2  
Telephone: 778-580-8184 e-mail: mr\_l@shaw.ca

## International Taekwon-Do Federation of B.C.

### Covid 19 Mandatory Return to Sport Operating Manual Requirements

March 21, 2021

It is mandatory for every ITF of B.C. club/school/owner/instructor/assistant instructor/ITF of B.C. member to ensure that all provincial regulations, health orders, work safe orders, viaSport guidelines, and such, are documented in a Covid 19 Return to Sport Operating Manual and the Manual is being continually followed, with no exception(s).

Given the ever-changing dynamic of procedures relating to COVID-19, it is imperative that all club/school/owner/instructor/assistant instructor/ITF of B.C. member pay very close attention to the orders of government/health authorities, WorkSafeBC/viaSport to ensure their Covid 19 Return to Sport Operating Manual is kept current.

At the bottom of this mandate (pg 5) is a list of links to various government departments, provincial health departments, sporting support organizations as well as other pertinent requirements/information. These sites must be reviewed on a constant basis to ensure all ITF of B.C. club/school/owner/instructor/assistant instructor/ITF of B.C. member keep up-to-date with any changes to Covid 19 protocols.

We all recognize the Covid 19 pandemic is an extremely serious matter. With this in mind, it is the ITF of B.C. Board of Directors responsibility to make it abundantly clear that failure by any club/school/owner/instructor/assistant instructor/ITF of B.C. member to ensure an acceptable Covid 19 Return to Sport Operating Manual is in place/being closely followed and available to all who enter the club's/school's premises, will be dealt in an expeditious manner which could very likely include immediate cancellation of any offenders' ITF of B.C. membership.

One final requirement is; before reopening/opening to in person classes, every ITF of B.C. Instructor/Assistant Instructor who owns or teaches at an ITF of B.C. club/school must agree to the contents of this document by signing and returning to the ITF of B.C Board of Directors C/O Mr. Jay Wittur, Secretary/Treasurer, ITF of B.C. the letter marked as **Appendix A**. Failure to provide said



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[ITF of B.C. Covid 19 Mandatory Return to Sport Operating Manual Requirements continued](#)

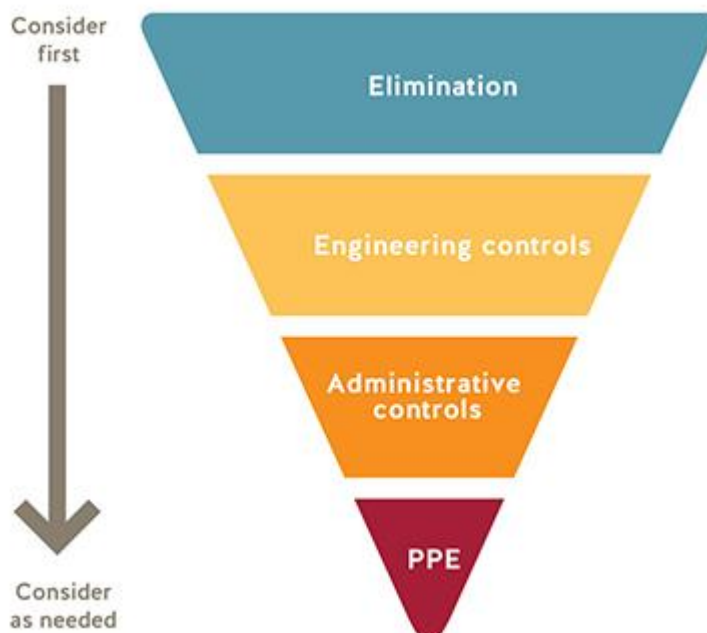
letter/Appendix A will be dealt in an expeditious manner which could very likely include immediate cancellation of any offenders' ITF of B.C. membership.

The purpose of the balance of this document is to provide members of the ITF of B.C. with some basics in developing a COVID-19 Covid 19 Return to Sport Operating Manual. Only one reference (WorkSafeBC) has been used to create this information so to ensure clarity and ease of reading.

**Remember** the following “basics” are not to be construed as an acceptable Covid 19 Return to Sport Operating Manual; these are just some of the many things to consider.

*On a side note, both Mr. Lovett and Mr. Wittur have volunteered to assist any member (should they request some assistance) who is drawing up a Return to Sport Operating Manual PROVIDING it is recognized that such assistance is not to be construed as the ITF of B.C. Board of Directors approving said Return to Sport Operation Manual, and that said Member completes a vast majority of the work required. In other words Mr. Lovett’s and Mr. Wittur’s assistance will be more of a “where to find information” and things like that.*

**IDEAS ONLY:** While PPE is recommended, it is important to note that physical distance is the most important factor in preventing the spread of COVID-19. Please refer to the hierarchy chart below from WorkSafe BC as a reference.





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## ITF of B.C. Covid 19 Mandatory Return to Sport Operating Manual Requirements continued

**First level protection (elimination):** Limit the number of people in your workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Rearrange work spaces to ensure that workers are at least 2 m (6 ft.) from co-workers, customers, and members of the public.

**Second level protection (engineering controls):** If you can't always maintain physical distancing, install [barriers](#) such as Plexiglas to separate people.

**Third level protection (administrative controls):** Establish rules and guidelines, such as cleaning protocols, telling workers to not share tools, or implementing one-way doors or walkways.

**Fourth level protection (PPE):** If the first three levels of protection aren't enough to control the risk, consider the use of [masks](#). Ensure masks are selected and cared for appropriately and that workers are [using masks correctly](#).

It is essential that all Dojangs in B.C. have a Covid 19 Return to Sport Operating Manual which is publicly available; it is even more important that the head instructor/business owner follow their Covid 19 Return to Sport Operating Manual and educate any staff, students and/or family members on the Manual.

### Facility

1. Anyone with any cold or flu-like symptoms must stay home.
2. If the Provincial Health Authority recommends no in-person classes, Dojangs should follow the recommendation and consider transitioning to online classes.
3. COVID-19 plan must be posted either on-site or online. Consider emailing the plan to any members.
4. Ensure all staff and customers are familiar with the protocols.
5. Limit the number or individuals in the building.
6. Limit the number of people in public washrooms to ensure a 2 meter distance, depending on square footage.



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7. Educate the public regarding importance of maintaining a 2 meter distance.
8. Separate entry/exits, use markings on the ground to limit contact between people in high traffic areas.
9. Keep some doors open to limit high frequency handling of door knobs.
10. Remove tables and chairs from common waiting areas.
11. Remove unnecessary items such as candy, magazines etc.
12. Install a glass barrier for reception if a 2m distance cannot be maintained.
13. Encourage contactless payment methods.
14. Provide hand sanitizer near the entrance and exit.
15. Limit locker room use and avoid use if possible, Patrons will be encouraged to arrive at the gym or fitness center in workout clothes and to avoid using locker rooms on site. Use of a coat rack is not recommended.
16. Provide a waste bin for used disinfectant wipes and/or paper towel.
17. Consider stationing an employee near items with high frequency contact to disinfect on a regular basis.

### Dojang

1. Online classes are recommended.
2. Place a limit on the number of participants in a class, consider using online registration.
3. Instructors must refrain from using physical manipulation (teaching by moving the participant's limbs) as a teaching modality at this time.
4. There should be no contact between participants as it relates to martial arts training, unless some members live in the same household. In this instance, it is up to the head instructor/owner's discretion.
5. It is recommended to wear a face covering or mask, particularly with higher intensity exercise.
6. More space may be required for more activities that are more intense as the risk of air droplets will increase with the increase in respiration.
7. Use markings on the ground which designate a participant's training area.
8. Establish the policy for hand washing/hand sanitizing if using equipment or when transitioning between different pieces of equipment.



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9. Consider lending equipment to members, enabling them to train with someone in their household.
10. Disinfect any surfaces that anyone could potentially contact, this should be done between classes and after all classes are over, include all equipment.

### Links that **MUST** be constantly reviewed and followed.

- [WorkSafeBC](#)
- [Province-wide restrictions - Province of British Columbia](#)
- [B.C.'s response to COVID-19 - Province of British Columbia](#)
- [B.C. Restart Plan](#)
- [Provincial Health Services Authority](#)
- [viaSport British Columbia](#)
- [Fraser Health](#)
- [Interior Health](#)
- [Northern Health](#)
- [Vancouver Coastal Health](#)

In closing we, your ITF of B.C. Board of Directors, wish every ITF of B.C. Member/Student a safe and healthy year and we all hope 2021 is the beginning of the end to this unpleasant pandemic.

Be safe

Yours in Taekwon-Do

Master Hal Lipscombe, President  
Ms. Diana Henson, Vice President  
Mr. Jay Wittur, Secretary/Treasurer  
Mr. Steve Lovett, Director  
Mrs. Jeannette Froese, Director



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## Appendix A

### Letter to Board of Directors, International Taekwon-Do Federation of B.C.

If you have school/club letterhead, please provide the following letter on same.

To the Board of Directors of the International Taekwon-Do Federation of B.C.

Re: ITF of B.C. Communications dated March 21, 2021 and entitled ITF of B.C. Covid 19 Mandatory Return to Sport Operating Manual Requirements

This letter confirms the undersigned(s) have read and understand the contents of the written communications dated March 21, 2021 entitled, ITF of B.C. Covid 19 Mandatory Return to Sport Operating Manual Requirements, and the undersigned(s) agree to abide by all conditions so outlined in said written communication.

Further this letter confirms the undersigned(s) have in place a Covid 19 Return to Sport Operating Manual that meets or exceeds that as is required based on the said communications of March 21, 2021 as well as the various list of links to various government departments, provincial health departments, sporting support organizations as well as other pertinent requirements/information as outlined on pg. 5 of the March 21, 2021 communications. AND that the undersigned(s) agree to ensure our Covid 19 Return to Sport Operating Manual will be updated as required based on our commitment to review said websites as listed on pg. 5 of the March 21, 2021 communication on a continual basis which will be no less than monthly.

The undersigned(s) understand and agree that failure to comply with the ITF of B.C. requirements as outlined in said March 21, 2021 communication will be considered a serious breach and will be dealt in an expeditious manner which could very likely include immediate cancellation of any offenders' ITF of B.C. membership.

Yours in Taekwon-Do

Please list in order of seniority the names, ITF Black Belt number and provide a line for each Owner/Instructor/Assistant Instructor to sign and date.



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[ITF of B.C. Covid 19 Mandatory Return to Sport Operating Manual Requirements Appendix A continued](#)

## Example of signature(s)

Date: \_\_\_\_\_

Master Hal Lipscombe C-7-19 Owner & Head Instructor Pacific Rim Institute of Taekwon-Do

\_\_\_\_\_ Date

Mr. Chris Law C-6-44 Technical Director Pacific Rim Institute of Taekwon-Do

**Etc.**

**Etc.**

**Etc.**