



# Return to Sungod Arena



**COVID-19**

## **PROTOCOL AND GUIDELINES**

**Produced by Kevin Bursey  
Director of Programs  
Sungod Skating Club**

## RETURN TO PLAY FOR FIGURE SKATING GUIDELINES & SAFETY PLAN FOR SUNGOD ARENA

Organization: SUNGOD SKATING CLUB  
Date: August 24<sup>th</sup> 2020  
Person Completing this document: Kevin Bursey, Director of Programs

### CLUB REPRESENTATIVES

Manager ( Team Lead ) Kevin Bursey  
Covid-19 Communications Harman Sidhu, Club President  
Assistant to Director of Programs Lani Dickson  
Coaching Staff  
Hana Haraga  
Chelsea Ivanich  
Jacqueline Chan  
Sabrena Boyal  
Austin Ma  
Elizabeth Putnam  
Patrick Chan

### WEEKLY HOURS OF USAGE

DAY	ON ICE ( Ice Pad )	OFF ICE ( Upper Mezzanine )
Monday	12:45 – 7:00 pm	7:15 – 8:00 pm
Tuesday	6:00 – 8:00 am 1:00 – 7:15 pm	6:00 – 6:45 am 4:30 – 8:15 pm
Thursday	6:00 – 8:00 am 1:00 – 7:15 pm	6:00 – 6:45 am 4:30 – 8:15 pm
Friday	12:45 – 7:00 pm	4:15 – 8:00 pm
Sunday	8:30 am – 7:00 pm	9:30 – 10:15 am 2:15 – 8:15 pm

**Please refer to appendix 3: Fall/Winter Schedule 2020 for full session details.**

This plan has been produced in coordination with BC/YT Skate Canada Return to Play for Figure Skating Guidelines and the City of Deltas' Risk Assessment and Exposure Control Plan. The guidelines provided by our provincial governing body were last update on 06<sup>th</sup> of August 2020 and the City of Delta Risk and Assessment Plans' date of assessment was 16<sup>th</sup> July 2020.

# TABLE OF CONTENTS

Introduction	1
Numbers of Participants & Personnel	2
Entry & Exit to Building	3
Facility Protocol	4 - 8

## Appendices

Appendix 1 – Upper Mezzanine Floor Plan

Appendix 2 – Illness Policy

Appendix 3 – Sungod Skating Club – Fall Schedule



## INTRODUCTION

The Sungod Skating Club has already completed 9 weeks of facility usage at the Tilbury Arena under the new protocols placed during the Covid-19 pandemic. To date, our conduct and protocols for safety were well received by the City of Delta and other user groups who shared the facilities during that time.

As we move forward to our Fall/Winter season and our facility allocation will move from the Tilbury Arena to the Sungod Arena, we have devised a separate safety protocol in line with the City of Delta's Risk Assessment and Exposure Control Plan for the Sungod Arena. Although many of the protocols at Tilbury Arena are transferable to the Sungod facility, we have had to update and devise additional procedures to adapt to the difference in building layouts. Also, some of the guidelines presented by the provincial governing body and the BC Health Authorities have changed since late June and we have addressed those changes in this plan.

Due to the Covid-19 situation the SSC has seen a definitive decrease in our membership numbers. This is mostly due to the inability to run our CANSKATE program which is our main avenue for recruitment of new members. During our 9 weeks at Tilbury, we had a total of 85 skaters participate in ice sessions scheduled throughout that time. It is anticipated that those same 85 skaters will be participating in our Fall/Winter programs and they are already well rehearsed in the Covid-19 protocols and practices. For these skaters, they have become very accustomed to the procedures and requirements the club must run in order to keep things in-line with BC Health, Skate Canada and the City of Delta. They are accustomed to temperature scans and screenings conducted during check-in, social distancing while inside the facility, hygiene etiquette, line ups for session entrances and exits and being required to follow numerical allocations within the programs.

The only addition to members the club will see added at Sungod, will be the inclusion of a limited number of our CANSKATE members. CANSKATE will only be delivered one day per week with very specific guidelines to be followed by all participants, parents, coaches and program assistants. Numbers of participants in the CANSKATE will be as per the recommended Skate Canada and City of Delta numbers. The total number of people inside the arena during any given CANSKATE session shall not exceed 50; including facility staff. Refer to *Numbers of Participants* inclusion for breakdown of these numbers.

The SSC facility usage at Sungod Arena will include specified entry and exit procedures, one directional traffic inside of building and allocated locations for various activities. The ice pad, upper Mezzanine and lower level foyer will be the sole activity areas the club will use during their allocated times in the facility. There will be no access to the upper stadium for spectating or anything other than off-ice classes in the mezzanine. Coaches will have access to the Sungod Skating Club Room located in the north facing hallway of the lower level.

## NUMBERS OF SKATERS/PERSONNEL PER SESSIONS

### STARSKATE/COMPETITIVE PROGRAMS

These are the sessions which we ran for 9 weeks at Tilbury and the participants are now well rehearsed in Covid-19 protocols and practices. These sessions do not have any attendance inside the building from the parents.

Skaters	Coaches	Program Assistants	Parents	TOTAL
12	05	0	0	17

### ACADEMY PROGRAM

This is a program which was previously 3 separate programs but due to lower numbers, we have amalgamated and renamed this program the *Academy*. The program involves skaters who can already skate above a CANSKATE level and are capable of participating in the program without the presence of a parent inside the facility. Their time on the ice will be entirely coached and they will be allocated specific locations where their particular group will receive coaching and have their lesson. Total ice surface will be split into 3 equal sections; one per group.

Skaters	Coaches	Program Assistants	Parents	TOTAL
24	06	0	0	30

### CANSKATE PROGRAM

This program may require the attendance of 1 parent per skater to be in attendance inside the building during the skaters' session. Skaters in this program must already have achieved a Level 2 in the CANSKATE program or equivalent from the past. Any parents who do attend the session with their child, must remain in their pre-assigned numerical spot in the lower level foyer during the duration of the session.

Skaters	Coaches	Program Assistants	Parents	TOTAL
21	03	03	21	48

**Note:** Not all parent numbers will be met, only those with skaters who are unable to put their own equipment on will have admission of 1 parent in the building for that purpose.

### OFF-ICE CLASSES

All off-ice classes will not exceed 12 skaters and 2 coaches for any StarSkate/Competitive sessions and a maximum of 18 skaters and 2 coaches for any ACADEMY sessions. CANSKATE program does not participate in off-ice classes.

# ENTRY AND EXIT TO THE BUILDING

## ALLOCATED ENTRY AND EXIT DOORWAYS

All Sungod Skating Club sessions will **enter** the facility from the **upper Main Arena Door**.

All Sungod Skating Club sessions & participants will **exit** the facility via the **North side lower level door**.

Entry into the Upper mezzanine area for off-ice classes will be handled as follows:

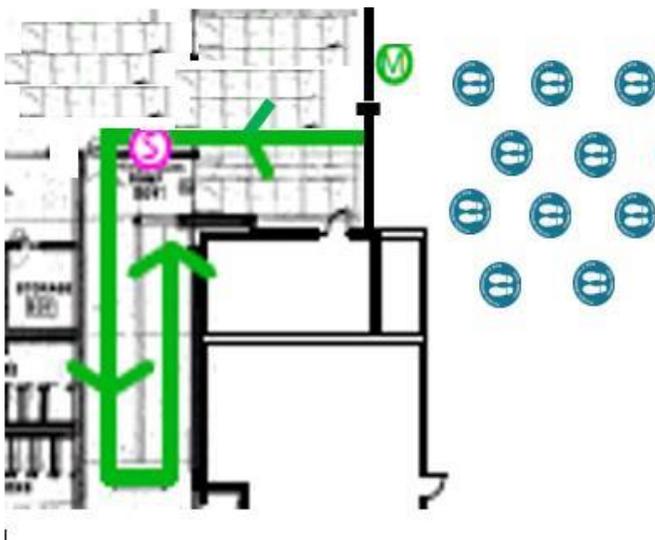
1. If the off-ice session is a participants first activity of the day in the facility, participants will enter via the main arena door and proceed straight through to the right-hand side entry to the upper mezzanine.
2. If off-ice session directly follows an on-ice session, the skaters will come off the ice, remove their skates in lower foyer and proceed to stairwell in lower foyer for access to upper mezzanine area.

In the event of a participant having an on-ice session directly after their off-ice session, those participants will exit through the opposite side door from the allocated mezzanine entry door towards the main arena entrance. Turning right they will then take the ramp to the lower level for their on-ice session.

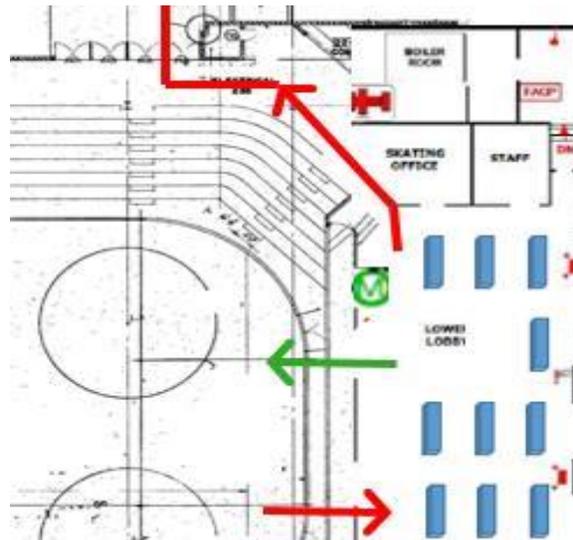
So as to keep flow of movement through the building with no cross-over areas or variance in direction; all off-ice sessions that do not have an on-ice session following, will exit the building via the North side upper level door to the parking lot.

**NOTE:** There will be no persons permitted in the lower level foyer until all prior session participants have exited from the area and any necessary cleaning has been completed.

All entry and exits to and from the facility and onto the ice will be monitored by Sungod Skating Club Coaching personnel. They will be responsible to for all entry and exit procedures and will report directly through to the Facility appointed Monitor for all proceedings.



ENTRY TO ARENA

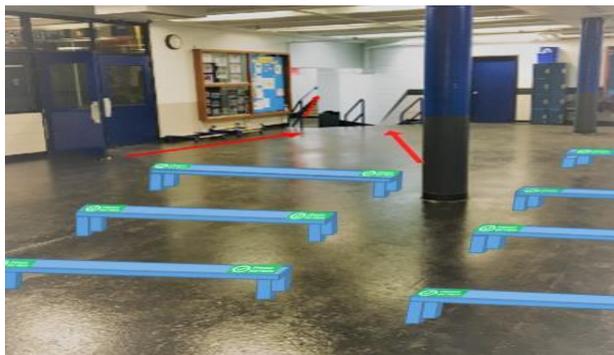


EXIT FROM ARENA

## FACILITY PROTOCOL

<b>ACTION</b>	<b>PROCEDURES</b>
Set Up	<p>Coaches to arrive 15 minutes prior to start of first session of the day.</p> <p>Organize and set up Check-In station ( waiver receptacle, temperature scan, verbal screening script, attendance &amp; contact records ).</p> <p>Do safety check on facility areas to be used by club; ensuring all necessary doors are opened.</p> <p>Confirm with facility staff cleaning has been conducted.</p> <p>Set up music station with Ipod, attachments and first aid kit.</p>
Check-In	<p>Allocated roles for: Check-in monitor, facility safety check and music station/first aid station set up.</p> <p>Face masks are mandatory for line-up outside the building, check-in and entry to the lower level ice arena for participants and coaching staff. Failure to have a face mask will result in no admission to building.</p> <p>All participants will line up outside main arena entrance and will comply with the following:</p> <p>Numerical allocation</p> <p>Temperature Check ( 37.8 degree centigrade or above – no admission to building )</p> <p>Verbal Screening</p> <p>Waiver submission</p> <p>Attendance &amp; contact records taken.</p> <p>Hand sanitizing.</p> <p>The above will take place outside the building at the entrance.</p> <p>Once all participants have passed all check-in procedures and entered the building the door to main entrance of arena will be closed.</p> <p>No late entries will be permitted into the facility.</p>
Entry to Lower Level	<p>Once all participants have entered the building and are lined up in their numerical pre-assigned order, they will proceed through the open entrance to the ramp to lower level foyer. ( one coach will lead the line-up down the ramp and another will follow at the rear ).</p> <p>All participants will remain 2 metres apart as they walk down the ramp to the lower foyer.</p>
Lower Level Foyer Before Skate	<p>Each of the benches in the lower level foyer will have numerical markers attached to them and skaters will be required to sit in their pre-assigned numerical spot.</p> <p>Skaters will put their skates on at these individual allocated spots and remain seated until all participants have their skates on.</p> <p>Once all participants have their skates on, they will line up again in numerical order outside the north-side door to the ice pad.</p>

Door will be opened by coaching staff member as will gate to the ice surface. Skaters will proceed directly through to their pre-assigned numerical spot on the boards where they will deposit their skate guards and any personal belongings required while they are on the ice. ( Located adjacent to the hockey benches on the left side of the ice pad. Coaches will place their personal belongs on the opposite side of the ice rink from the hockey benches at the sides of the music/first aid station.



**During Skate**

Participants will remain skating with appropriate physical distancing measures upheld throughout their entire time on the ice surface.

Coaches will have drawn physical distancing markings on the ice and will always remain 2 metres away from participants during any coaching/lesson time.

Lessons on all **StarSkate/Competitive** sessions will primarily be private one on one coaching but may include small groups of 3 – 4 participants together when appropriate. ( Markers on ice used in any group lessons ).

Maximum number of participants will be 12 and maximum number of coaches will be 5 ( **Total 17 people** )

Lessons on **Academy** sessions will involve small groups of 5 – 7 skaters per coach and be allocated specific locations on the ice where their specific group will be coached and skate throughout the session.

Maximum number of participants will be 24 with maximum number of coaches to be 6 ( **Total 30 people** ).

**CANSKATE** sessions will involve a maximum of 7 skaters to 1 coach and 1 Program Assistant. There will be no more than 3 groups of 7 on the ice at one time during a CANSKATE session.

Each group will be allocated a specified location on the ice equivalent to one third of the ice surface. A circuit will have been pre-drawn onto the ice and coaches will remain on the inside of that drawn circuit at a physical distance from the participants to teach the group.

Coaches teaching CANSKATE sessions will be required to wear a face mask throughout the session.

	<p>Maximum number of participants will be 21. Maximum number of coaches will be 3 and maximum number of program assistants will be 3. ( <b>Total 27 people</b> ).</p> <p>There may be an inclusion for 1 parent each of any CANSKATE participants requiring assistance with equipment permitted to be in the building ( 10 years and under ). This parent will be required to remain in the lower foyer at the pre-assigned numerical spot on the benches throughout their child's CANSKATE session. In the case that every participant required a parent, this would add an additional 21 people to the total, making total number 48; this scenario is unlikely but set numbers allow for this to take place.</p>
<p>Washroom Breaks</p>	<p>There will only be 2 washrooms ( gender specific ) that any persons can access during the time in the facility. Those 2 washrooms are the ones located in the lower level foyer.</p> <p>Washroom use will be monitored for 1 person at a time.</p> <p>All participants are encouraged to use the washroom prior to their arrival at the ice rink to keep traffic in that area to a minimum and in respect of the time restraints with single occupancy requirements.</p> <p>One member of the coaching staff will be assigned as the washroom monitor for any sessions. All participants must seek permission from the washroom monitor before accessing the washroom.</p> <p>The main doors to the washroom will remain open at all times.</p> <p>Club will provide canister of disinfectant wipes to be placed at the door to the washroom for participants to use in touching any surfaces or handles within the washroom.</p> <p>Participants using the washroom will be required to wash their hands with soap and water as per Covid-19 hygiene protocols for hand washing.</p> <p>Disinfectant wipe must be disposed of in the garbage receptacle outside the washroom upon exiting.</p> <p>Coach will open the gate to the ice and the door to the foyer for any entry or exit to the washroom from the actual ice pad.</p>
<p>After Skate</p>	<p>At the end of any session, participants will be required to line up in front of their allocated spot at the boards and collect all of their belongings, ensuring any used tissues have been disposed of in the garbage receptacle inside the hockey benches.</p> <p>Once lined up in front of the hockey benches, participants will leave the ice pad in opposite numerical order from their entry onto the ice pad.</p> <p>They will exit through the opposite door ( south-side ) they entered the ice to get into the foyer.</p> <p>Skaters will collect their personal belongings and exit the facility through the north lower level exit door.</p> <p>One coach will lead the line-up to open all necessary doors and one will follow at the rear.</p> <p>Physical distancing of 2 metres apart during all exits will be upheld by all.</p>

	<p>As skaters pass through the foyer, they will be required to hand sanitize as they did upon entry to the facility.</p>
<p>Off-Ice Session Upper Mezzanine</p>	<p>All off-ice classes will take place in the upper level Mezzanine opposite the main arena entrance door.</p> <p>All entries into this space will be through North side mezzanine entry door and all exits will be through the opposite side ( south-side door ).</p> <p>Only groups from the StarSkate/Competitive and the Academy programs will have off-ice classes during the Fall/Winter programs. There numbers will directly correspond with the number of participants on those sessions (12 participants ) and the Academy will not exceed 18 participants. There will be one coach conducting the off-ice classes and one assistant coach for the Academy classes. CANSKATE does not participate in off-ice conditioning classes.</p> <p>Some participants may start their activities in the facility with an off-ice class prior to going onto the ice. They will enter from the main arena entrance door, complete their check-in protocol and then walk directly through the north side door to the mezzanine. There will be numerical markings along the lower wall adjacent to the ice rink where participants will place all of their belongings as per their pre-assigned numerical allocation.</p> <p>Some groups will have their off-ice class after they have completed their on-ice session. For those groups, they will use the staircase from the lower level ice rink foyer to access the upper level directly after they have exited the ice surface and before the next group can enter the foyer.</p> <p>Groups that follow their off-ice class with an on-ice session will exit from the Mezzanine through the south side door and turn right to take the ramp to the ice level.</p> <p>In order to ensure that there is no cross traffic within the building, off ice classes that are finished for the day after their off-ice class, will exit the building from the north upper level exit door to the right of the Mezzanine.</p> <p>All off-ice classes will have exercise mats placed 2 metres apart and all participants will remain physically distanced from one another and the coach during the entire class. Any equipment used will be disinfected directly after each individual user.</p> <p>Please refer to <b>APPENDIX 1: Sungod Skating Club – Upper Mezzanine Floor Plan</b> for detailed diagram of how entries and exits will be structured for use of this area.</p>
<p>First Aid</p>	<p>First Aid responses will be addressed as per regular situations only all coaches or persons performing first aid duties must wear a face mask and gloves while administering first aid procedures. Hand hygiene to be conducted upon completion of any first aid situations.</p> <p>A fully updated first aid kit will be kept at the music station during all on ice sessions conducted by the Sungod Skating Club. There will be extra gloves and disposable masks also available with the first aid kit.</p>

<p>Cleaning</p>	<p>The Sungod Skating Club coaches will ensure they clean the entire music station surface area as well as the Ipod and any attachments when there is a change in staff personnel from one session to another. Only one coach will be allocated as the music player for all sessions they are in attendance for. Coaches will ensure the participants from all sessions hand sanitize before and after all training sessions.</p> <p>If for any reason, facility cleaning measures were not conducted but were scheduled and required, the coaching staff will ensure they clean the areas of common use before they allow the next group to enter that area.</p> <p>Sungod Skating Club will supply their own organization with disinfectant wipes that will be used for washroom access by their members.</p>
<p>Illness Protocol</p>	<p>If a skater becomes ill, the skater and coach/trainer will immediately sanitize their hands and put on a mask</p> <p>The skater will be taken to the Isolation Room, which has been identified Referee Room with a responsible adult.</p> <p>When parent arrives, the responsible adult will take the skater out of the facility to meet them and remove their PPE and sanitize their hands prior to entering the facility</p> <p>The coach/trainer will advise Facility staff of the ill skater to ensure that deep cleaning of the Isolation room.</p> <p>The coach/trainer will be required to identify where the skater sat on the bench and in the dressing room to ensure that these areas are cleaned.</p> <p>The coach/trainer will be required to follow-up with Manager regarding COVID-19 status of the skater.</p> <p>Please refer to <b>APPENDIX 2: Illness Policy</b> for further details.</p>