

## **Purpose**

To establish an operating procedure for Guelph Rowing Club (GRC) allowing members to access the rowing club and row while abiding by the provincial, federal and Rowing Canada COVID-19 requirements.

## **Definitions**

### **Coronavirus**

Coronaviruses are a large family of viruses. Some cause illness in people and others cause illness in animals. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold. COVID-19 is a new derivative of the coronavirus family, which also includes SARS and MERS, which was first identified in humans in late 2019. Those who are infected with COVID-19 may have few to no symptoms. You may not know you have symptoms of COVID-19 because they are similar to a cold or flu. Symptoms may take up to 14 days to appear after exposure to COVID-19. This is the longest known incubation period for this disease.

Some or all of the following symptoms manifest themselves in humans.

- cough
- fever
- difficulty breathing
- pneumonia in both lungs

Symptoms include but are not limited to those listed above. For complete summary of symptoms, please refer to Public Health. In severe cases, infection can lead to death.

Some people may transmit COVID-19 even though they do not show any symptoms. In situations where physical distancing is difficult to maintain, wearing a mask or face covering (i.e. constructed to completely cover the nose and mouth without gaping, and secured to the head by ties or ear loops) provides a barrier between your respiratory droplets and the people and surfaces around you. It may also stop you from touching your nose or mouth, which is another way the virus can get into your body.

The Government of Canada has implemented an Emergency Order under the Quarantine Act. This order means that everyone who is entering Canada by air, sea or land has to stay home for 14 days in order to limit the spread of COVID-19. The 14-day period begins on the day you enter Canada.

- If you have travelled and have no symptoms, you must quarantine (self-isolate).
- If you have travelled and have symptoms, you must isolate.

These standard operating procedures have been created during the COVID-19 Pandemic of 2020-2021. Directions on how to reduce risk of exposure and methods of transmission were

obtained from Public Health Canada as well as Wellington-Dufferin-Guelph Public Health. Details are developing as more is known about this virus.

- Government of Canada – Coronavirus Disease (COVID-19)  
<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
- Wellington-Dufferin-Guelph Public Health – Coronavirus Disease (COVID-19)  
<https://www.wdgppublichealth.ca/your-health/covid-19-information-public>

For more information: 1-833-784-4397

### **Captain**

Designated volunteer that has been assigned the role of making sure COVID-19 procedures are completed and documented.

### **Rower**

Refers to anyone going in a rowing shell or safety/coach boat, including rower, coxie, coach boat driver, coach, etc.

### **Scope**

This program will be in place until the provincial/federal government lifts all physical distancing requirements.

This program encompasses the Guelph Rowing Club (GRC or the Club), its building, storage container, equipment, truck, dock, parking lot, and the grounds immediately surrounding the Club and any activities being completed on behalf of the GRC.

The GRC reserves the right to change and alter all the policies around COVID-19 as the government restrictions are updated.

## **Section One – Physical Distancing**

### **Background**

*What does physical distancing mean?*

This means making changes in your everyday routines in order to minimize close contact with others, including:

- avoiding crowded places and gatherings;
- avoiding common greetings, such as handshakes;
- limiting contact with people at higher risk (e.g. older adults and those in poor health);
- keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible.

Here's how you can practise physical distancing:

- greet with a wave instead of a handshake, a kiss or a hug;
- conduct virtual meetings;
- exercise at home or outside.

**Location and Controls:**

Common areas around the Club and how to maintain physical distancing:

Source	Potential for close contact	Hazard Description	Safe operating
The building	Very high	The bays are narrow and with equipment in place it will be hard to maintain a safe distance between members.	As of June 3, 2021, limit of 5 people at the Club at one time. Two people in each bay at any time. All conversations and Club business is to be conducted outside the building when there is a risk of contact. Exceptions: family members who are inside each other's household can be identified and permitted to be in the Club within 2m. If someone resides alone, they can join with one other household for a double boat.
The building grounds and parking area	High but controllable	Greatest risk comes with uncontrolled public traffic outside the Club. High risk of complacency on members behalf, people will become less vigilant with regular contact.	While on the Club site, members must maintain physical distance.
Dock	Very high	With multiple people touching equipment and carrying boats the risk of cross contamination is great.	As of June 3, 2021: 1X, 2X/- 2X/- limited to households. If someone resides alone, they can join with one other household for a double boat. Experienced rowers only.
Launching Boats	Medium high	The docks are narrow and as such cross contamination is great. Two	Masks must be worn and physical distancing must be maintained. Two-person launches are

		boats can be launched at a time, they are to be on opposite sides of the dock and staggered, bow to stern.	permitted where the person assisting only carries the assigned ½ of the shell to and from the shell rack and the water. The same people will be required to carry the boat down to the water and up from the Club when possible.
Rowing	Low	People who are using assigned equipment and rowing in a single are at low risk if exposure	Ensure people only use, touch, and move, assigned equipment.
Launching coach boat	High	The coach boats are very heavy and require a number of people to move them up the hill. This makes it difficult to maintain an acceptable distance.	Masks must be worn by everyone assisting with launch of coach boat. Hands should be sanitized before/after launching boat. Be time efficient while completing this task Lightest boats will be used to minimize the number of people needed to move them. Boats will be stored closest to the water to minimize the distance they need to be moved. The coach boat is cleaned before and after each use.
Driving coach boat	Low	Only one person in the safety boat at one time. Greatest risk for exposure is if an accident were to occur the coach would have to rescue the rower.	One coach per launch, no sharing or switching boats. Coach must have a mask available in the coach boat.
Putting equipment away	Moderate	If rowers and coaches only touch the equipment, they are assigned to, they are at an acceptable exposure risk.	Ensure all rowers remain responsible for transporting and cleaning their own equipment.

**Procedure for Physically Distancing at the Club:**

1. Masks must be worn except when individuals are on the water.
2. All coaches and rowers will maintain a minimum of 2 meters (2m) between themselves and other coaches or rowers.

3. Only 5 members (as of June 3, 2021) of the Club are permitted at the Club at one time. See procedure Section 5 for how to book a launch time.
4. Physical distancing will be maintained inside the Club (buildings, grounds and parking area) at all times.
5. Members are to arrive, row, clean and leave, no socializing is permitted.
6. All coaching and group discussions will take place outside of the building to allow for physical distancing.

**Section Two – Opening and Closing the Club**

**Location and Controls:**

Common areas around the Club and how to maintain physical distancing:

Source	Potential for close contact	Hazard Description	Safe operating
Unlocking the Club	Moderate	The Club is unlocked using a touch pad	Anyone opening the boathouse is asked to sanitize hands before entering and frequently while at Boathouse. After closing the boathouse and locking up, sanitize hands.

**Procedure**

1. The access code to the boathouse doors and gate has been changed and the new code will only be given to Captains and members of the Board.
2. Anyone who arrives at the boathouse will use 70% alcohol or higher hand sanitizer (before touching the keypad).
3. Each day a Captain will sign up to open or close the boathouse on the online rowing sign-up sheet. The person will ask if the rower has completed [self-assessment](#) and is free of symptoms. They will also complete the task list for opening or closing the boathouse. The sheet can be found below and on Captain’s Log and is posted at boathouse. Link to online sign up will be sent to members once registration is complete.

**Opening and Closing Boathouse Task List / Captain Responsibilities**

1. Wipe all inside and outside doorknobs, and key pad with disinfectant.
2. Wipe all bay door latches and chains with disinfectant.
3. Ensure either take down or put up ‘goose gates’ on docks.
4. Scan of boathouse to see if there are any issues.
5. Ask rowers if they have completed their COVID self-assessment and are symptom free.

6. Ensure cleaning of coach boats, shells, oars and equipment has been completed as per Section 8.
7. Wipe light switches.
8. Take the garbage generated through their duties out with them in a sealable bag.
9. Ensure that the portable toilet is locked if you are the last on site.

### **Section Three - Signing up to Row**

#### **Procedure**

1. Rowing and/or coaching may only be permitted by those rowers and coaches who have signed up for one of the listed time slots in the online Google Doc signup.
  - a. All registered members of the GRC have access to this shared document.
  - b. To access the document, use the link provided upon completion of registration.
  - c. On the document, there are predetermined time slots. If the slot is empty, members, including coaches, can sign up.
  - d. When signing up the rower/coach must also fill in the name of the boat they will be using and check a box to indicate that they have completed a health self-assessment and they are symptom free.
2. To uphold physical distancing and for safety reasons, a limited number of spaces are available. The Board of Directors will determine the number of available spaces based on the current applicable COVID-19 restrictions.
3. Members must sign up to row at least 2 hours before they are scheduled to row but **preferably the day before or earlier.**
4. Members who have signed up for a practice and are running late or not able to make practice for any reason, should try and let someone in that time slot know.
  - a. If a member cannot attend, they should remove their name from the online signup. They are expected to give as much warning as possible so their slot may be used by another member.
  - b. Member who misses their timeslot are not permitted to join another time slot for that day if there are no spaces are available.
5. While COVID-19 procedures are in place, with limited spots available, members must be courteous to other members when they are planning to sign up for slots.
6. The Club reserves the right to cancel sessions if no one signs up and to maintain Standard Safety procedures.

**Section Four – Launching and Landing Shells**

**Location and Controls:**

Common areas around the Club and how to maintain physical distancing:

Source	Potential for close contact	Hazard Description	Safe operating
Carrying boat	Moderate	In the case that a member needs assistance removing a boat from a difficult to access rack.	When possible, rowers will be solely responsible for carrying equipment. When assistance is required only the assigned people can assist.

**Procedure**

**Launching**

1. Each rower must wear a mask, except when they are on the water.
2. Upon entry to the boathouse, refrain from unnecessarily touching equipment that is not your personal equipment, club equipment assigned to you, or surfaces.
3. Physical distancing rules will apply (Section 1).
4. Rowers will be responsible for carrying their oars and safety kit prior to launching.
5. Two-person launches will require discussion prior to launching regarding how to complete the carry safely.
6. Assist with launching of the coach boat (mask must be worn) as instructed by the Captain (See Section 6).
7. The rower and person assisting will chose an end of the boat to carry; they will carry the same end to the water and back up to the boathouse.
8. When the boat is placed in the water the person assisting can continue to hold the end of the shell while the rower retrieves their oars and prepares for launch.
9. The assisting person will not touch the boat around the rigger or cockpit area of the boat.
10. Two assigned people to carry each boat from the rack to the water or stretchers outside the boathouse (note: as of July 17, 2020, we are allowing use of stretchers between rowers. Rowers must use hand sanitizer prior and disinfect when done).
11. The rower will take all necessary personal protective equipment in the boat with them in to allow for a safe return following the row.
12. Sanitize any hands-on touched items.

**Ending the Row**

1. Each rower must wear a mask except when they are on the water.

2. Rowers will remove their own oars and place them on the shore at their assigned staging area.
3. A rower needing assistance to carry will wait with their boat until assigned persons are able to carry the boat to the assigned staging area (same assigned people from launch).
4. Rowers will clean the boat making sure the contact points are well cleaned and refrain from touching any surfaces especially after they have been cleaned.
5. After stowing the boat, the oars will be retrieved only by their assigned participant and cleaned with disinfectant solution before being put away in their designated location.
6. Assist with removal of coach boat (mask required) following instructions of Captain (see Section 6).
7. Boathouse will be closed and locked by the Captain (see Section 2).

**Section Five - Rowers and Coaches Arriving at the Club**

**Location and Controls:**

Common areas around the Club and how to maintain physical distancing:

Source	Potential for close contact	Hazard Description	Safe operating
Entering the building	Moderate	The Club is unlocked using a touch pad. Bay doors unlatched and opened and closed by hand.	Anyone opening the door is to sanitize their hands prior to using the touch pad and door handle. Anyone opening and closing the Club, including doors and bay doors, are asked to wipe down the touch pads, door handles, ropes, with sanitizer or soap and water when entering and then again when leaving the clubhouse.

**Procedure**

1. Anyone planning on rowing at the GRC must register and pay for a program, using the online Rowing Canada registration tool, and be a member in good standing prior to getting on the water.
2. Anyone coaching at the GRC needs to have registered as a coach, using the online Rowing Canada registration tool.
3. Rowers and coaches shall perform a health self-assessment [https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019\\_patient\\_screening\\_guidance.pdf](https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_patient_screening_guidance.pdf) each and every time prior to venturing to the Club. Members will check the box on the GRC sign up and report to the Captain responsible for opening/closing the Club for rowing.

4. At the Club if a coach/rower is experiencing any of the following they are to contact 911 immediately.
  - a. Difficulty breathing;
  - b. Severe chest pains;
  - c. Feeling confused or unsure of where they are;
  - d. Losing consciousness.
5. If the coach/rower has any of the following symptoms, they shall not go to the Club. They are to stay at home and to contact Public Health. As a courtesy, contact someone in your session to let them know you won't be rowing.
  - a. Been exposed to someone with COVID-19 (the member shall not return to the Club for 14 days);
  - b. If the member received an alert on the COVID app that they have been exposed;
  - c. If the member has responded positively to any of the questions on the screener;
  - d. If the member has been advised by a health care practitioner, provincial self-assessment form, or Public Health to self-isolate/quarantine.
6. Notify Jane McKinnon Wilson (519-546-1914; primary contact) or Michele Richardson (289-259-2178; secondary contact) if you have been tested because of exposure or symptoms (not required if routinely tested for employment or personal reasons, i.e. essential caregiver).
7. Members must sign up to row before going to the boathouse using the online signup provided at the time registration was complete.
  - a. Each time slot will be restricted to 5 individuals, including coaches and Captains.
8. Each rower and coach will bring a personal safety kit, in addition to the rowing safety kit required to be on board the shell in accordance with GRC Safety Manual, which should include the following items:
  - a. Face mask/covering;
  - b. Filled water bottle, gels etc. inside a Ziplock bag;
  - c. 70% alcohol or higher hand sanitizer and sanitizer/spray/wipes;
  - d. Speed coach (if applicable);
  - e. Rigging and repair tools and equipment (e.g. washers, nuts and bolts).
9. Arrive on time for your scheduled row time.
10. Sections of the boathouse will be restricted including the mezzanine, the tool bench and tools. This will be identified by signage posted at the Boathouse.

### **Failure to Comply**

1. If a rower/coach arrives late they may not be permitted to row that day.
2. If a rower arrives at the Club without signing up for a launch time they will not be permitted to row and will be asked to leave the Club and return home.

**Section Six – Coach Boats**

**Location and Controls:**

Common areas around the Club and how to maintain social distancing:

<b>Source</b>	<b>Potential for close contact</b>	<b>Hazard Description</b>	<b>Safe Operating</b>
Coach Dock	Moderate	With multiple people touching equipment and working together to move coach boats the risk of cross contamination is great.	Members will wear a mask when moving coach boats and will minimize the number of people going onto the coach dock.
Launching/ decommissioning coach boat	High	The coach boats are very heavy and require up to 5 people to move them up the hill. This makes it difficult to maintain an acceptable distance.	Members will wear a mask when moving coach boats. Lightest coach boats will be used and will rest closest to the shore to minimize contact and the number of members needed to move them. The coach boat needs to be cleaned after each use.
Driving coach boat	Low	Only one person in the coach/safety boat at one time. Greatest risk for exposure is if an accident was to occur the coach would have to rescue a rower.	One coach per coach boat, no sharing or switching boats. Coach must have a mask available in the coach boat in the case of an on-water occurrence
Putting equipment away	Moderate	If rowers and coaches only touch the equipment, they are assigned to, they are at an acceptable exposure risk.	The same person will set up, clean and put away the coach boat equipment.

**Procedure**

**Readying Coach Boats**

Coach will ready the coach boat to minimize contact between members.

### **Launching Coach Boats**

1. Masks must be worn. In many cases it will be impossible when launching the coach boat to keep 2m apart, as a result personal protective equipment including masks must be worn when launching or decommissioning the coach boat.
2. All members participating in moving a coach boat are to thoroughly sanitize their hands before moving the coach boat.
3. One person (driver or other assigned person) will grab the handle of the dolly.
4. The coach will ensure the dolly handle and gunwales of the coach boat will promptly be cleaned after it has been secured to the dock.

### **Driving the Coach Boat**

1. Only one person in the coach boat at any time.
2. Exception: IF AN ON-WATER INCIDENT OCCURS THE PRESERVATION OF LIFE TAKES PRECEDENCE OVER PHYSICAL DISTANCING.
3. If an incident occurs on the water, the driver of the coach boat shall wear a mask at all times when:
  - Rescuing the rowers;
  - When assisting the rowers in their boat;
  - When social distancing cannot be safely maintained.
4. If someone should flip and not be able to get back into their boat the coach boat driver shall assist them in getting back into their boat.
5. If it is necessary for them to be transported back to dry land help the person into the boat and make sure they well-spaced in the coach boat attempting to maintain 2m apart from the person.

### **Decommissioning the Coach Boat**

1. Coaches will ensure cleaning the coach boat and any equipment touched during the launching or decommissioning of the coach boat.

## **Section Seven - Reporting**

### **Procedure**

1. If a member that has been at the Club tests positive or has been directed to isolation/quarantine, they are to stay home and notify Jane McKinnon Wilson (519-546-1914; primary contact) or Michele Richardson (289-259-2178; secondary contact).
2. If an exposure has occurred the Club shall be closed immediately.
3. No one shall be granted access to the building or its contents for the duration of the time the building is closed.
4. Jane McKinnon Wilson or Michele Richardson shall contact each member of the Club who has been either directly or potentially indirectly had contact with the infected member.

5. Jane McKinnon Wilson or Michele Richardson will contact all members and inform them of the Club closure as a result of potential exposure risk.
6. Signage shall be posted on the doors of the GRC informing the public of the closure as a result of the potential exposure to COVID-19.
7. The president of the Club shall contact the following governing bodies and inform them of the Club closure as a result of an infected person entering the Club
  - a. Wellington Dufferin Guelph Public Health: 519-822-2715;
  - b. Grand River Conservation Authority (Brad Dixon): 519-820-2323;
  - c. Row Ontario (Lisa Roddie): 289-778-0750;
  - d. Any other applicable governing body/member/persons as directed by any of the above listed governing bodies.
8. The GRC Board of Directors will work directly with the governing officials listed above to keep the members/coaches and public safe while the Club has been locked down.
9. The Club shall take direction from the Wellington Dufferin Guelph Public Health on any additional steps that must be taken to ensure the safety of the members/coaches/general public.
10. The Club shall remain closed until it has been deemed safe to open by all of the governing bodies listed in point 7.
11. The president of the Club with the assistance of the Board shall document all actions taken and outcomes as a result of the exposure and closure.
  - a. The Club shall share their findings with any of the governing bodies listed in point 7.
  - b. All efforts to maintain the confidentiality of the affected people shall be exercised when executing this procedure.

### **Failure to Comply**

Failure of members to report potential exposures shall result in immediate suspension of membership until the Board deems it appropriate to reinstate the member.

## **Section 8 - Cleaning of Boathouse and Equipment**

### **Procedure**

1. Rowers and coaches are responsible for wiping and cleaning all surfaces they have had contact with prior to leaving the Club.
  - a. The wiping will be with soap and water, followed by disinfectant. Follow the instructions of the disinfectant and soap provided.
  - b. Rowers and coaches shall bring their own cloth/towels with them to the Club and then bring them home and wash them following every row. No cloths or towels are to be left at the boathouse. Reusable cleaning items can be washed using regular laundry soap and hot water (60-90°C).

2. Upon arrival the Captain opening the Club will sanitize their hands prior to opening the door(s). Once inside, they will sanitize their hands and wipe down the keypad, door handles, light switches using provided sanitizer
3. Cleaning of rowing shells
  - a. Each rower can bring a cleaning bucket, cloth/ brush and drying towel. The Club will provide environmentally friendly soap and a backup cleaning kit (should rower forget their cleaning kit).
  - b. Rowers will move their shells, oars and safety equipment to the outside staging area to be checked prior to rowing.
  - c. After rowing, each rower will clean their shells, oars and safety equipment using soap and cloth/brush in the outside staging area. Both the inside and outside of the shell including oar locks and rigging will be washed and sanitized. Shoes will be sanitized.
  - d. Rowers using club equipment, shells and oars will be assigned based on the online Google Doc signup.
  - e. There shall be no sharing of stroke coaches, water bottles, or towels.
  - f. Anyone who assisted on the launching or landing of the shell is responsible for cleaning any area of the shell they had physical contact with.
4. Clean boat stretchers with soap and water before being returned to the boathouse (note: as of July 17, 2020, we are allowing use of stretchers between rowers. Rowers must use hand sanitizer prior and disinfect when done).
5. Dispose of the soapy water on the ground behind the boathouse 30m from the water. Biodegradable soap will be supplied by the Club.
6. At the end of the rowing session the Captain will sanitize their hands then close the bay doors, wipe the latches and pull cords, use a cloth with sanitizer to turn off the lights, wipe the inside door knobs, secure the doors and wipe the exterior door knobs, and then sanitize their hands.

### **Section Nine – Washrooms**

1. The portable toilet will be for Guelph Rowing Club members only. A portable toilet with hand sanitizer has been installed at the club. Sign will be placed on the outside of the portable toilet indicating that the unit is for Guelph Rowing Club members only.
2. It is locked with a key (only members and Chantlers Environmental Services will have access to the key).
3. Hand sanitizer unit is located inside the portable toilet.
4. Each member who uses the portable toilet, is required to clean touch points after using. Sanitizer bottle will be kept inside to be used to sanitize touch points after each use, including,
  - a. Inside and outside door handles;
  - b. Toilet seat;

- c. Padlock.

## **Section Ten – Driving the Truck**

### **Procedure**

1. The steps laid out below must be followed by all persons who have operated the GRC truck, for any purpose.
2. All contact surfaces that have the potential to be touched by an unprotected part of the body, especially the hand, must be thoroughly and regularly cleaned and disinfected as often as is necessary during the day to prevent the potential spread of infectious diseases.
3. Spray disinfection agent onto a cleaning cloth and wipe down all commonly touched surfaces, ensuring even distribution. Commonly touched surfaces include, but are not limited to the following:
  - Key/fob
  - Dashboard
  - Steering wheel
  - Wiper, lights, turn signal, heat/ac switches
  - Radio controls, microphone
  - Seat controls, seatbelt
  - Door panels, door locks
  - Interior and exterior door handles
  - Fuel cap and compartment door, if vehicle was fuelled
  - Any other compartment handles that may be touched.
4. Sanitize your hands after completing this task.

### **Failure to Comply**

People failing to follow all of the procedures outlined in this document will forfeit their right to access the Club and its equipment as per Bylaw 3.02 Disciplinary Action.

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### Standard Operating Procedures Version Changes

- 2020/06/28 – Changes to number of rowers allowed; permission for rowers from same household to row doubles together; formatting changes
- 2020/06/30 – Changes to reflect June 30, 2020 motion: *Motion that individuals rowing pairs and doubles must consistently row with the same partner.*
- 2020/07/12 – Changes to reflect approval on July 12, 2020 of motion: *As of Monday, July 20, programming for individuals new to rowing will be sanctioned for activity that is restricted to single sculls (1X) and double sculls (2X) - which must include one experienced rower from the same household.*
- 2020/07/13 – Changes to reflect approval on July 13, 2020 of motion: *(1) increase our scheduled rowing capacity to 16; (2) Increase numbers allowed in dock to 4 - must wear masks if distancing cannot be maintained; (3) Allow use of stretchers between rowers; rowers must hand sanitizer prior and disinfect when done.*
- 2020/09/10 – Changes to reflect approval on September 10, 2020 of motion: *(1) increase number of people allowed at Club to 50, as per provincial regulations.*
- 2020/09/11 – Changes to reflect approval on September 11, 2020 of motion to reflect RCA's recommendations to lift restrictions on rowing in larger boats allowing 1X, 2X/-, 4X/4+/4-, 8+ for experienced and those new to rowing who are contained within a cohort and where necessary, a rowing circle.
- 2021/05/28 – COVID Committee meeting to review and update as per guidelines from RowOntario and current COVID context. Some formatting changes. For complete list of changes, see Version 7.0.