

HGRRC COVID-19 Mitigation Document

1. PURPOSE

To establish a safe operating procedure for Haldimand Grand River Rowing Club allowing members to access the rowing club and row while abiding by RCA, Row Ontario and government COVID-19 risk mitigation requirements.

2. SCOPE

The procedures described in this policy will be in effect until the HGRRC Board of Directors determines they are no longer necessary based on the risk mitigation recommendations and requirements set out by Rowing Canada Aviron (RCA), RowOntario, Haldimand-Norfolk Health Unit and/or the municipal, provincial, and federal governments.

This program encompasses the river flats, Community Living Haldimand (CLH) parking lots, the dock, the grounds immediately surrounding the club and any activities being completed on behalf of the club.

The HGRRC Board of Directors reserves the right to change and alter all the policies around COVID-19 as RCA, Row Ontario, Public Health and government restrictions are updated.

3. APPLICABLE DOCUMENTS

Source	Potential for close contact	Hazard Description	Safe operating
CLH Parking	High but controllable	Greatest risk comes with uncontrolled public traffic. High risk of complacency on members' behalf, people will become less vigilant with regular contact.	All members will wear a mask and maintain 2 meter distance. Put up signage to remind members and the public to maintain a 2 meter distance from others. Have designated areas to assemble which are away from high traffic, boat bays, docks and boat washing areas.
Dock Area, Launching Boats and Putting Away Equipment	High but controllable	With multiple people touching equipment and carrying boats the risk of cross contamination is great. Risk of difficulty maintaining 2 meter distance away from others.	All members will wear a mask and maintain 2 meter distance. Hand washing and sanitizing after touching equipment. Minimize the number of pieces of equipment touched by each member. Ensure members pair up to move equipment to avoid cross contamination during launching and putting away equipment.
Launching Boats and Putting Equipment Away	Moderate	If athletes and coaches only touch the equipment, they are assigned to they are at an acceptable exposure risk	Rowers remain responsible for transporting and cleaning their own equipment (oars and boats). All members will wear a mask and maintain 2 meter distance.

HGRRC COVID-19 Mitigation Document

			Hand washing and sanitizing after touching equipment.
Rowing	Low	People who are using assigned equipment and rowing in a single or a household crew are at low risk of exposure	<p>Rowers only touch and move assigned equipment.</p> <p>Rowers are to ensure equipment (oarlocks, foot stretchers, etc.) are properly engaged before launching.</p> <p>According to Provincial guidelines when in Stage 2 or 3 restrictions members may come within 2 meters of each other when engaged in sport.</p>
Launching coach boat	Moderate	If only coachboat operator touches the equipment needed, they are assigned to they are at an acceptable exposure risk	<p>Masks must be used when loading/moving the coach boat.</p> <p>Maintain 2 meter physical distance.</p> <p>Hands are to be sanitized after touching the coach boat after launching and after removal.</p>
Driving coach boat	Low	Only one person in the safety boat at one time.	One coach per coachboat, no sharing or switching boats.
	Moderate	Two people in a coach boat.	Ensure one person is at the bow, more than 2 meter away from the coachboat driver to ensure proper physical distance.
	High	Assisting rower with equipment failure or if an accident were to occur and the coach would have to rescue a rower.	Coaches must have a mask and gloves available in the coach boat in the safety box when less than 2 meter distance is not possible.
Infected member on the grounds	Extremely high	There is no way for HGRRC to ensure all members safety and continue to operate if a member or person enters the club who is actively infected by the coronavirus.	<p>A person must do a self assessment screen before coming to the club: https://covid-19.ontario.ca/self-assessment/</p> <p>A person may only come to the club if they screen negative for COVID-19.</p> <p>If a member screens positive for COVID-19 on self-assessment they must not come to the club. They must inform their Lead Coach and/or Head Coach.</p> <p>The club shall be closed to members and public for 14 days (or in accordance with Haldimand-Norfolk Health Unit, Row Ontario and RCA</p>

HGRRC COVID-19 Mitigation Document

			recommendations) from the time that the club is made aware of a member or visitor who has a confirmed COVID-19 test.
--	--	--	--

4. BACKGROUND

Introduction:

The COVID-19 virus is spread by respiratory droplets and surface contamination from person to person. It can also be found in smaller aerosol particles.

To reduce the risk of COVID-19 spread the club will encourage and enforce the practices below. This will decrease the likelihood of respiratory droplets being spread from person to person and decrease the transfer of the virus from surfaces to people.

- Physical distancing
- Face mask use
- Hand sanitizing
- Cleaning and sanitizing of equipment and high touch surfaces
- Contact tracing
- Self-Assessment and Reporting
- Stay home if you are unwell

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 non-medical 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**.

Useful links:

Haldimand-Norfolk Health Unit: <https://hnhu.org/health-topics/covid-19/>

Province of Ontario Self-Assessment Tool: <https://covid-19.ontario.ca/self-assessment/>

HGRRC COVID-19 Mitigation Document

Government of Canada Coronavirus Information Page: www.canada.ca/coronavirus

Cleaning and disinfecting public spaces during COVID-19

What you should know

- Surfaces frequently touched with hands are most likely to be contaminated. These include doorknobs, handrails, light switches, cabinet handles, faucet handles, tables, countertops and electronics.
- It is not yet known how long the virus causing COVID-19 lives on surfaces, however, early evidence suggests it can live on objects and surfaces from a few hours to days.

Choose a product that cleans and disinfects

- When cleaning public spaces, choose products that clean and disinfect all at once (e.g. premixed store-bought disinfectant cleaning solutions and/or wipes when available).
 - Cleaning products remove germs, dirt, and impurities from surfaces by using soap (or detergent) and water. Cleaning does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
 - Disinfecting products kill germs on surfaces using chemicals.
- Use only [approved hard-surface disinfectants](#) that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms the disinfectant product is approved and safe for use in Canada.

Create a cleaning procedure

- Operators of community settings should develop or review protocols and procedures for cleaning public spaces. This will help determine where improvements or additional cleaning may be needed.
- Read and follow manufacturer's instructions for safe use of cleaning and disinfection products (e.g. wear gloves, use in well-ventilated areas, allow enough contact time for disinfectant to kill germs based on the product being used).
- Wash hands with soap and water or use alcohol-based hand sanitizer after removing gloves.
- Use damp cleaning methods such as damp clean cloths, and/or a wet mop. Do not dust or sweep which can distribute virus droplets into the air.

HGRRC COVID-19 Mitigation Document

- Contaminated disposable cleaning items (e.g. mop heads, cloths) should be placed in a lined garbage bin before disposing of them with regular waste. Reusable cleaning items can be washed using regular laundry soap and hot water (60-90°C). Clean and disinfect surfaces that people touch often.
- In addition to routine cleaning, surfaces that are frequently touched with hands should be cleaned and disinfected more often, as well as when visibly dirty.
- Shared spaces such as kitchens and bathrooms should also be cleaned more often.

5. PROCESS OWNER

HGRRC Board of Directors

6. KEY PARTICIPANTS

Rowers
Coaches
Staff
Volunteers

7. PROCEDURE

7.1 [Opening and Closing the Club](#)

7.2 [Sign Up and Boat Allocation](#)

7.3 [Arrival at HGRRC and Launching Rowing Shells](#)

7.4 [Docking, Cleaning, and Putting Equipment Away](#)

7.5 [Registration and Preparedness to Row](#)

7.6 [Launching and Decommissioning Coach Boats](#)

7.7 [Driving Coach Boat](#)

7.8 [Reporting Exposure of COVID-19](#)

7.1 Opening and Closing the Club

- i. Wear a mask.
- ii. Use hand sanitizer before touching any high-touch areas, such as handles.
- iii. The club is to be opened and closed by the same person.
- iv. Member numbers permitted on land at the club at one time will vary with local colour coding. Physical distancing and wearing masks should be practiced by all members.

7.2 Sign Up and Boat Allocation

- i. Rowing a Double: Only allowed if the two rowers are from the same household when in Stage 1. Rowing a Quad: Only when provincial restrictions are Stage 2 or 3.
- ii. All rowers and coaches must sign up for a designated time slot in order to row. The sign up sheet is used as a means of contact tracing and pre-screening. Time slots for club singles and doubles/pairs are assigned by Program Coaches. Private Boat Owners are able to book time slots via the Sign-Up sent upon registration confirmation.

HGRRC COVID-19 Mitigation Document

- iii. The number of time slots available are contingent on public health recommendations. At this time no more than 10 boats in a wave.
- iv. Rowers must sign up for a time slot by noon the day before it is scheduled to run.
- v. Late requests may be accommodated if there are time slots available.
- vi. Rowers must arrive on time for their assigned time slot or they may forfeit their time slot at the discretion of the Session Lead.
- vii. Rowers not able to make their time slot must contact their Session Lead AND update the online signup to indicate this in the notes. Please provide as much notice as possible so the time slot may be used by another member.
- viii. Time slots will be allocated on a first come first serve basis (ex. rotation of rowers through available time slots).

7.3 Arrival at HGRRC and Launching Rowing Shells

- i. Put on a mask before entering HGRRC property.
- ii. Members must remain off-site until their designated time slot.
- iii. Maintain 2 meter physical distancing. Wearing a mask does not replace this protocol.
- iv. Hand sanitizer must be used upon arrival, this must be provided by each member for their own use.
- v. Rowers are responsible for carrying their own oars. There shall be no sharing of oars, boats, water bottles, etc. within a given session.
- vi. If a rower requires assistance launching their boat, normal carrying procedures are to be followed with one rower carrying at each end of the boat.
- vii. The assisting person must not touch the boat around the rigger, oarlock or cockpit area of the boat.
- viii. Head Coach and/or Session Lead can place limits on distance permitted to row based on rower competency in a single.
- ix. Once a rower has pushed away from the dock they may sanitize their hands and then remove their mask.
- x. Rowers should place their mask in a plastic resealable bag while rowing.

7.4 Docking, Cleaning, and Putting Equipment Away

- i. Prior to returning to dock, rowers must sanitize hands and put on a mask.
- ii. Rowers are responsible for the removal of their own equipment.
- iii. If a rower requires assistance bringing their boat to the racks, normal carrying procedures are to be followed with one rower carrying at each end of the boat.
- iv. The assisting person must not touch the boat around the rigger, oarlocks or cockpit area of the boat.
- v. Rowers must wipe down their boat with a clean towel that is brought for this purpose and sanitize all high-touch contact points (e.g. footplate wingnuts, oarlocks, oar grips, etc.). The club will provide single disposable towels if needed.
- vi. The handles and shafts of the oars shall be cleaned using disinfectant.
- vii. Prior to putting the boat back on the rack, the boat must be disinfected by rower with the specified disinfecting solution, in a labelled spray bottle provided by the

HGRRC COVID-19 Mitigation Document

- club. After the boat is put on the rack, spray high touch areas (ends of the boats) with disinfectant solution. Private boat owners are responsible for the cleaning of their own equipment.
- viii. Head Coach or Session Lead must ensure the rower has cleaned club oars before replacing them on the rack.
 - ix. Each club member will remove with them any garbage, towels, etc. to dispose of appropriately.

7.5 Registration and Preparedness to Row

- i. Session registration is open to current members only, sign up through club online sign-up. Link available in welcome email sent after membership confirmation.
- ii. All members must complete a review of & confirm agreement to HGRRC COVID-19 Safety protocols.
- iii. All members must do a self assessment screen before coming to the club: <https://covid-19.ontario.ca/self-assessment/> and record confirmation of negative screen in comments of sign up tool.
- iv. If the self-assessment tool recommends a further assessment by a healthcare provider and a COVID-19 swab, do not come to the club and contact the club as soon as possible.
- v. Rowing a Double: Only allowed if the two rowers are from the same household in Stage 1. Rowing a Quad: Only allowed when in Stage 2 or 3.
- vi. All rowers and coaches must sign up for a designated time slot in order to row. The sign up sheet is used as a means of contact tracing and pre-screening.
- vii. Rowers, coaches, and volunteers must bring their own personal COVID-19 Kit to the club. This must include the following items in a resealable plastic bag:
 - a. filled water bottle
 - b. hand sanitizer
 - c. mask
 - d. equipment sanitizing spray (provided by club @ season start)
 - e. clean towel for drying boat/paper towels
- viii. Head Coach, Program Coach and/or Session Lead may ask the following questions of any person at the club:
 - a. Did you complete the provincial self-assessment tool?
 - b. Are you clear to row?
 - c. Do you have your COVID-19 Kit?
- ix. If a person answers no to any of the questions above, they must leave the club premises.
 - a. The HGRRC Board of Directors, including the COVID-19 Medical Lead, may determine when the member may return to club property.

7.6 Launching and Decommissioning Coach Boats

- i. Maintain 2 meter physical distance at all times.
- ii. Wear a mask at all times.
- iii. The Head Coach or Session Lead must prepare the coach boat for launch and place it at top of the ramp. Assistance may be solicited if necessary.

HGRRC COVID-19 Mitigation Document

- iv. Use the minimum number of individuals to move and launch the coach boat (i.e. three, up to five).
- v. Use hand sanitizer after launching the coach boat.
- vi. The Session Lead or Head Coach is responsible for disinfecting the coach boat after use.

7.7 Driving Coach Boat

- i. Coach boat operators must disinfect high-touch areas as they enter the boat.
- ii. Up to two people may use a coach boat as long as a 2 meter physical distance can be maintained. If a 2 meter physical distance cannot be maintained, then a mask must be worn.

Exception: If an on-water incident occurs, the preservation of life may take precedence over physical distancing.

- iii. If an incident occurs on the water, the driver of the coach boat must wear a mask at all times and when possible maintain 2 meters distance from others.

7.8 Reporting Exposure of COVID-19

- i. A member or visitor who has come to the club and later tests positive for COVID-19 must notify the club, by email, as soon as possible (haldimandrowing@gmail.com).
- ii. If a member with a confirmed case of COVID-19 has visited the club, the club shall be closed immediately for 14 days or in accordance with Haldimand-Norfolk Health Unit, Row Ontario and RCA recommendations.
- iii. The Communications Lead, Medical Lead or Operations Lead shall notify members who may have come in contact with the person with the confirmed case of COVID-19.
- iv. The President of the HGRRC must inform the membership of the closure as a result of potential exposure risk.
- v. Signage shall be posted at the entrance to the River Flats informing the public of the closure as a result of the potential exposure to COVID-19.
- vi. The President of the HGRRC must contact the following governing bodies and inform them of the closure as a result of an infected person entering the club:
 - a. Haldimand-Norfolk Health Unit (519) 426-6170
 - b. Haldimand County (905) 318-5932
 - c. Row Ontario (Andrew Backer) (416) 529-4659
 - d. Rowing Canada Aviron (Head Office) (877) 722-4769
 - e. Any other applicable governing body/member/persons as directed by any of the above listed governing bodies
- vii. The Board of Directors will work with the governing officials listed above to ensure the safety of the members/coaches/general public.
- viii. The Club shall remain closed until it has been deemed safe to open by all of the governing bodies.

HGRRC COVID-19 Mitigation Document

- ix. The President of the HGRRC and the Medical Lead with the assistance of the Board shall document all actions taken and outcomes as a result of the exposure and closure.
- x. The HGRRC will maintain confidentiality of the affected people, where possible.

7.9 Return to club after exposure or symptoms of Covid-19

8. FAILURE TO COMPLY

- i. Failure to abide by the policies set forth in this document may result in the suspension of membership privileges.
- ii. The Head Coach and President, in consultation with the Board of Directors and the COVID-19 Medical Lead, may determine when and/or if the member may be reinstated.