
Carleton Place Canoe Club COVID-19 Policy Package

The following policies and procedures are applicable to all Carleton Place Canoe Club activities, programs, and camps taking place during the 2020 spring, summer, and fall seasons. It is important to recognize that we are very fortunate to be able to run our programs this year, and that these policies and procedures have been put into place to allow us to get as many paddlers out on the water as we can, as safely as possible. It is our collective responsibility to adhere to these rules and procedures to ensure that the number of COVID-19 cases continues to decrease, and to do our part in minimizing the spread of this virus.

The following document has been created in consultation with provincial, federal, and municipal government guidelines, as well as guidelines from our provincial and national sport organizations.

Under no circumstances should this document be interpreted as superseding government health regulations or public health directives.

Insurance Note: Please be advised that our insurance company has created a communicable diseases exclusion clause to our policy. This is common amongst insurance companies at this time. This means that that Canoe Club does not have liability insurance if someone were to contract COVID-19 at our facility.

General Regulations

The following is a list of notable updates and regulations related to COVID-19. Appendix's A and C will outline specific rules and regulations pertaining to Staff and Participants.

- Access to the facility will be limited
 - No access to changerooms or clubhouse/hall
 - Access will be for use of the downstairs washrooms and emergencies only (first aid, etc.)
 - Upstairs washrooms will not be accessible to participants
- Use of washrooms will be by key access only and will be permitted to 1 individual at a time. The key will be monitored by administrative and/or coaching staff
 - Participants are expected to bring their own mask for entering the building, however disposable masks will be made available
- Completion of a screening log form for all staff and participants will be required before each access to the club premises. The log form will be available online to minimize handling of paper
 - Staff will have the authority to deny access to any member based on the screening questionnaire
 - Participants under 18 must have a parent fill out and submit their screening form
 - Staff and participants are required to read, understand, and answer the screening questions honestly
 - Temperatures are to be taken at home before attendance to any canoe club activity
 - Online form must be filled out and submitted on the morning of participation/workday
- There will always be at least one staff on shore to enforce rules and regulations
- Parent's/Guardians, or individuals not participating in the paddling activity are not permitted on site (this is to minimize the number of people coming into contact with the club area)
 - The front lawn area of the club will be roped off
- Participants & parents will not be permitted to 'hang out' on club property before or after programming
- Cleaning protocols will be strictly followed, and cleaning task completion checklists will be maintained diligently



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- Participants will be required to follow the marked flow pattern for entering and exiting the club, as well as the posted rules for entering and exiting the boat bays (1 person at a time) in order to maintain a physical distance of at least 2m at all times
 - A hand wash station will be set-up at the entrance to and exit of the club premises (soap, water, alcohol-based hand sanitizer)
 - Staff will each be provided with their own hand sanitizer and first aid kit
 - All participants will be required to sign and submit our updated waiver and code of conduct (online) before participation is granted
 - Signage will be posted around the club regarding physical distancing rules, hand-washing instructions, and flow pattern
 - Close contact encounters (any time staff must breach physical distance of 2m) will be recorded on a tracking sheet using our CPCC incident report form

Appendix A – Staff Regulations

SICKNESS

- **IF you, or anyone living in the same household, are experiencing ANY of the following symptoms (new or worsening), DO NOT attend work. Contact Head Coach or Program Manager BY PHONE (613-257-1838)**
 - **Fever**
 - **Cough or Difficulty breathing**
 - **Sore throat**
 - **Nasal Congestion**
 - **Nausea/vomiting**
 - **Diarrhea**

Additional Staff Guidelines

- Staff will be required to fill out an online health screening form daily to confirm they are fit to attend work each day. This form must be submitted prior to starting their first shift of each day
- Coaches will arrive 30 minutes before the first session of the day to complete preliminary cleaning tasks, set-up coach boats, prepare equipment, and get organized for athlete arrival
- At least 1 staff will always be stationed at the club to monitor and enforce rules and regulations, and provide reminders to participants
- Staff will always maintain physical distancing of 2m, unless in case of emergency
 - This is applicable with regards to participants AND fellow staff members
- Staff will wear facemasks when on land, and when necessary on water
 - Masks will be worn during sign-in, attendance, and on-land while participants are present
 - Sharing facemasks is NOT permitted
 - Masks must be worn when entering the clubhouse, office, or washrooms
- Coaches will carry first aid kit, mask, gloves, and hand sanitizer at all times
- Staff will wear gloves while cleaning and will wash hands immediately after
- Staff will wash hands and use hand sanitizer regularly and thoroughly throughout their work shift
- Staff will complete the Workplace Safety and Prevention Services Pandemic Awareness Training, the Coronavirus Preparedness for Employers and Employees Training, and WHMIS training

Equipment Use

- Staff will be assigned the following equipment, which is not to be shared throughout the entirety of the season:
 - PFD (auto-inflate)
 - First Aid Kit
- Motorboats will be shared in pairs/groups to minimize the number of different people touching the same equipment
 - As per the CPCC cleaning manual, motorboats will be equipped with a cleaning kit, and must be cleaned after each use

Appendix B – Rescue Procedures

Coaches and participants should always make every effort to minimize the need to perform a hands-on rescue. This means that coaches will assign boats that the participant can balance in, and participants must only use equipment they are confident in using. Hands on rescues should only be performed in case of emergency, or if no alternative is available. When performing a rescue, staff should follow these guidelines:

- Determine if the participant is okay
- Have the remainder of the group wait at a meeting spot so that they can still be supervised
- Determine if the participant is able to swim to the shore safely
 - If yes, have participant swim to shore while staff empties boat and delivers it to the shoreline
 - Participant may tow boat to shore if capable and requested
 - Ensure participant successfully re-enters boat with all equipment in-tact and in good working order
 - Provide verbal step-by-step instruction if necessary
- If participant CANNOT safely swim to shore
 - Put on mask if time allows
 - Follow normal rescue procedures
 - Have participant enter the motorboat from the back (without using the motor for assistance if possible)
 - Staff MAY assist participant entering the boat IF NECESSARY
 - Maintain as much physical distance as possible throughout the rescue
 - Have the participant empty their boat and re-enter by themselves (provide stability from front or back if needed)
 - Spray and wipe down any surfaces the participant made contact with
 - Clean hands thoroughly with hand sanitizer before continuing (before operating motor and resuming coaching)
 - Fill out an incident report form for close contact
 - This is to maintain our records of close contact so that contact tracing can be conducted if necessary

Appendix C – Participant Regulations

The following rules and regulations for participants MUST be followed and respected by all participants at the Carleton Place Canoe Club. Failure to abide by these rules and regulations may result in a participant being asked to leave the club's property and removal from club programming.

SICKNESS, CONTACT AND TRAVEL

IF you become sick, or develop symptoms within 48 hours of being at the Canoe Club, please CALL the Head Coach or Club Admin by phone via 613-257-1838 AND call telehealth Ontario at 1-866-797-0000 or your family physician

Some common symptoms of COVID-19 Include:

- **Coughing (new or worsening) or difficulty breathing**
- **Fever**
- **Sore throat**
- **Nasal Congestion**
- **Nausea/vomiting**
- **Diarrhea**

IF you have been in contact with a known or suspected case of COVID-19, please DO NOT come to the club. Self-isolate as per the Government of Canada recommendations and follow local public health guidelines

IF you have travelled outside of Canada in the last 14 days, please DO NOT come to the club and self-isolate as per the Government of Canada guidelines

Participants:

- All participants will be required to sign our updated waiver, code of conduct, and acknowledgement of club rules
- Are required to have temperature taken on the day of participation before attending the canoe club. If temperature is above 37.8 degrees Celsius, stay home, do not attend canoe club activities
- Only singles boats are permitted unless the paddlers are living/quarantined together
- Must arrive ready to paddle (changed, warmed up, ready to hit the water) as there will not be access to changerooms
- Personal Flotation Devices
 - All sprint program participants MUST supply their own Government of Canada approved PFD with attached whistle, which must also be approved by coaching staff
 - All weekly camp participants are recommended to supply their own Government of Canada approved PFD, however the CPCC will have PFD's available if needed
 - Club PFD's will be assigned to 1 individual per week and will not be shared
 - Any used PFD's will be cleaned and disinfected each week
- Must stay within 25 meters of shore at all times while on the water
- If using club equipment, must use assigned equipment ONLY
- Must stay with the training group assigned by coaching staff – changing groups will only occur if determined necessary by coaching staff
- Use washroom at home as much as possible to avoid having to enter the club



- Fill water bottle at home and bring an extra if needed
- Must supply your own mask and wear a mask (covering nose and mouth) if entering building/washrooms
- Hanging out at the club outside of the designated practice time is not permitted
- Vulnerable individuals such as seniors (65+) and those with underlying health concerns should not participate (compromised immune systems, diabetes, heart disease, asthma, lung conditions, autoimmune diseases)
- Must always practice physical distancing (2m or 6ft) while at the Canoe Club
- Must wash hands at the provided wash station prior to entering the Canoe Club training environment
- No sharing of water-bottles, towels, food, etc.



Appendix D – Cleaning List Summary (see CPCC Cleaning Manual for full cleaning checklists)

Beginning of Day

- Set up hand wash stations and entrance and exit and ensure water and soap levels are adequate
- Spray and wipe lockbox and club keys
- Spray paper towel and wipe alarm keypad (DO NOT SOAK)
- Set up sign-in table, spray and wipe all surfaces
- Spray and wipe all doorknobs, desks, and handles (including boat bays)
- Ensure cleaning supplies in boat bays are fully stocked

Between training groups and activity transitions

- Spray and wipe all club equipment that was used before returning it to boat bays or building
- Spray and wipe boat bay handles and any boat racks that were used
- Spray and wipe sign-in and cleaning tables
- Thoroughly spray and wipe down bathroom stalls, toilets, flush handles, counter surfaces, and faucet handles

End of Day

- Spray and wipe down ALL desks, doors, doorknobs, and shelf surfaces in office and boat bays
- Spray and wipe down sign-in and wash tables before putting away
- Clean bathroom stalls, toilets, doors, doorknobs, counters, sinks, faucets, and floors (sweep and mop)



Appendix E – Health and Safety Task Force

The CPCC Health and Safety Task Force will be made up of 2-3 individuals from the membership and the Head Coach. The Task Force will be led by the CPCC Safety Officer. The roles and responsibilities of the Task Force will be to:

- Promote the Health and Safety of all members, volunteers, staff, and activities through policy
- Promote and monitor compliance with all CPCC policies and health and safety regulations
- Perform regular workplace inspections, and identify workplace or site hazards
- Make health and safety recommendations to the CPCC Board of Directors
- Assist the CPCC Board of Directors and Staff with event health and safety planning
- Assist the Board of Directors in responding to worker and participant health and safety complaints
- Assist in the health and safety training of new workers and volunteers
- Assist in incident investigations where appropriate
- Ensure staff and volunteers are adhering to all COVID-19 related policies and regulations
- Review all submitted close contact forms (as recorded by CPCC staff) and respond if necessary
- Oversee all contact tracing records (screening log forms, sign-in/outs, etc.)
- Assist in the implementation of the CPCC COVID-19 Response Procedures
- Provide CPCC Board of Directors and staff with any updates regarding Health and Safety guidelines

Appendix F – COVID-19 Response Procedures

The CPCC COVID-19 Response Procedures are to be implemented when a member, volunteer, or staff who has been at the canoe club site suspects a possible or reports a confirmed COVID-19 infection.

When a staff, member, or volunteer suspects or reports a possible COVID-19 infection:

- If symptoms are experienced while at the canoe club:
 - Individual(s) with symptoms will be isolated and monitored, and parents/guardians/emergency contact will be contacted for immediate pick-up
 - Parents/guardians of participants from the same group/cohort will also be notified and participants will be instructed to self-monitor for symptoms
 - Individual(s) is to be sent home and instructed to:
 - Self-isolate
 - Take the online self-assessment (<https://covid-19.ontario.ca/self-assessment/>) AND/OR call telehealth Ontario (1-866-797-0000) or their family physician
 - Get tested for COVID-19 and inform Head Coach and Program Manager of the result
 - If the test is positive, participants and staff from the same group/cohort will be instructed to stay home and self-isolate for 14 days, and public health will be engaged for further instruction
- If symptoms are experienced before or after attendance to the club:
 - Immediately inform the Head Coach and Program Manager of the potential or confirmed case and follow local public health guidelines

Staff Return to Work Policy for Sickness:

- If staff member is experiencing COVID-19 symptoms, staff member should NOT attend work until:
 - A negative COVID-19 test has been issued, AND
 - Symptoms have been FULLY absent for 24 consecutive hours
- If someone living in the same household as a staff member is experiencing COVID-19 symptoms (without known underlying cause), staff should NOT attend work until the sick individual has:
 - Received a negative COVID-19 test result, or received clearance from a medical professional or public health authorities

Follow Up Procedures:

- Inform all individuals (staff, members, volunteers) who have been in contact with the potential or confirmed infected individual and advise them to take precautions:
 - Monitor themselves for COVID-19 related symptoms
 - Follow recommendations from the Lanark, Leeds, and Grenville Health Unit regarding self-isolation

Club and Programming Procedures for confirmed case of COVID-19:

- The Club and programs will be closed immediately for a minimum of 48 hours. During this time, the CPCC Board of Directors and Head Coach will work with the municipality and local public health unit to determine re-opening procedures
- The Lanark, Leeds, and Grenville Health Unit (<https://healthunit.org/>) will be notified by telephone immediately:
 - 1-800-660-5853



- 613-345-5685
- The Town of Carleton Place Recreation Department will be notified that the site and facility may have been in contact with a potential or confirmed case of COVID-19



Appendix G – Short Notice Cancellation

In the event of severe projected inclement weather, or a participant or staff member falling ill with a probable or confirmed case of COVID-19, the Carleton Place Canoe Club reserves the right to cancel or shut down programs at any time. A parent or designate is ALWAYS required to be available to pick up their child/participant within 1 hour.

- CPCC staff will monitor weather forecasts and radars very closely and, if necessary, will cancel programming due to potential inclement weather. This may include, but is not limited to thunder/lightning storm, severe wind conditions, extreme heat, heavy rainfall
 - Due to the circumstances surrounding COVID-19, the CPCC will not be able to run alternative activities off-water, or in the clubhouse, so program cancellation may be necessary as a precaution
 - Parents/participants will be notified by email with as much notice as possible
 - Weekly camp refunds will not be issued due to inclement weather or COVID-19 related cancellations

Appendix H – Winter Program Policies & Procedures

The following policies and procedures are applicable to all CPCC winter programs. These programs involve athletes training indoors beginning on November 9th, 2020, and include use of the CPCC weight room, change rooms, and main hall. Please note that the Club is very fortunate to be able to run winter programs and will not hesitate to move programs online if necessary.

General Policies and Procedures

- All participants are required to submit the CPCC Daily Screening Form each day prior to attendance at any CPCC training session or in-person event
- All participants are required to wear a face covering while inside the Canoe Club facility. Face coverings are to be worn at all times, including:
 - In the change rooms
 - While warming up, and
 - While exercising
- Participants should arrive ready to train whenever possible to minimize time required in the change rooms
- Participants are required to maintain 2m physical distancing whenever possible
- Showers will not be accessible

Weight Room & Hall

- Proper face coverings are required to be worn while in the weight room, including while exercising
- Participants will be split into groups of no more than seven athletes so that physical distancing can be adhered to. Groups will be scheduled at different times for the use of the weight room and hall
- Participants are required to use only the space and equipment assigned to them
- Participants are required to disinfect and clean each piece of equipment before and after each use. Disinfecting spray and towels will be provided
- Physical distancing of 2m is required whenever possible
- Music is only to be played at low volume. The volume must be lower than the level of conversation

Outdoors (skiing and running)

- Participants will be split into groups of no more than three for running and skiing activities
- Participants are required to maintain 2m physical distance whenever possible
- Participants must have access to their face coverings upon returning to the Canoe Club facility. Face masks must be worn prior to entering the facility following running or skiing activities

Cleaning

- Facilities will be cleaned daily following each training session
- Commonly touched surfaces will be disinfected regularly
- Equipment will be disinfected and cleaned before and after each use