
Carleton Place Canoe Club COVID-19 Policy Package (updated July 13, 2021)

The following policies and procedures are applicable to all Carleton Place Canoe Club activities, programs, and camps taking place during the 2021 season. 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 and municipal government guidelines, as well as guidelines from our provincial and national sport organizations. This document outlines how the CPCC will safely re-open in accordance with the government of Ontario's Roadmap to Reopening and guidance from Canoe Kayak Ontario Sprint.

Under no circumstances should this document be interpreted as superseding government health regulations or public health directives. For all CPCC summer camps, the Ontario Ministry of Health Safety Guidelines for Summer Camps Document will be the primary resource for COVID-19 safety.

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
 - Very limited 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 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 an online 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 16 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)



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- 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
 - 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 in order to maintain a physical distance of at least 2m at all times
 - A sanitizing station will be set-up at the entrance and exit of the club premises (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 are experiencing ANY of the following symptoms (new or worsening), DO NOT attend work. Contact Head Coach or Program Manager BY PHONE at the club 613-257-1838:**
 - **Fever**
 - **Cough**
 - **Difficulty breathing**
 - **Sore throat**
 - **Nasal Congestion**
 - **Nausea/vomiting**
 - **Diarrhea**

Additional Staff Guidelines

- Staff will be required to fill out an online 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 maintain physical distancing of 2m wherever possible, unless in case of emergency
 - This is applicable with regards to participants AND fellow staff members
- Staff will wear facemasks when on land working directly with participants, and when necessary, on water if 2m distance cannot be maintained
 - 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
- Staff will wear gloves while cleaning and will wash hands thoroughly 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, for which sharing will be limited throughout the season:
 - PFD (auto-inflate)
 - Motorboat seat cushion
 - 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
- Staff will be required to perform additional daily cleaning tasks as outlined in the CPCC cleaning manual

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

Common symptoms of COVID-19 Include:

- **Coughing (new or worsening)**
- **Fever**
- **Difficulty breathing**
- **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

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:

- Are required to sign our updated waiver, code of conduct, and acknowledgement of club rules prior to their program start date
- Are expected to have temperature taken at home 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
- Will be required to wear a face mask on land while they prepare their equipment for on water activity. Once the participant is in their boat and ready to begin paddling, they may remove their mask.
 - Upon returning to the dock at the end of their session, participants must put their mask back on before they exit their boat to return their equipment
- Must arrive ready to paddle (changed, warmed up, ready to hit the water) as there will not be access to changerooms
- Personal Flotation Devices (PFD)
 - 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
- If using club equipment, must use assigned equipment **ONLY**



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- Must stay with the training group or camp cohort assigned by staff – changing groups will only occur if determined necessary by management 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
 - Are not permitted to share water-bottles, towels, food, etc.



Appendix D – 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 E – 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 reports a possible or confirmed COVID-19 infection.

When a staff, member, or volunteer reports a possible or confirmed case:

- If symptoms are experienced while at the canoe club:
 - Individual will be isolated and monitored, and emergency contact will be contacted for pick-up, OR
 - Individual will be sent home immediately, or instructed not to attend work/practice/session at the club and will be directed 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
- Immediately inform the Head Coach or Program Manager of the potential or confirmed case
- Symptomatic individuals, without an alternative diagnosis, will be directed to be tested according to the [Provincial Testing Guidance](#);
 - Symptomatic staff and campers will be directed to follow the advice of the [COVID-19 School and Child Care Screening](#) and contact their health care provider if needed. They will also be directed to complete the COVID-19 self assessment for further direction on testing recommendations
- If potential case is staff member:
 - Provide individual with information regarding sick days and potential government compensation programs
 - Ensure staff member does not return to work until given all clear from a medical professional

Follow Up Procedures:

- Where appropriate, individuals (staff, members, volunteers) who have been in contact with the potential or confirmed case will be informed and advised to take precautions:
 - Monitor themselves for COVID-19 related symptoms
 - Follow recommendations of Lanark, Leeds, and Grenville Health Unit regarding self-isolation

Club and Programming Procedures

- The Club and programs will be closed for a minimum of 24 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 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
- The Lanark, Leeds, and Grenville Health Unit (<https://healthunit.org/>) will be notified by telephone immediately:
 - 1-800-660-5853
 - 613-345-5685



Appendix F – 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



Carleton Place Canoe Club

Established 1893
