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# MAPLE BAY ROWING CLUB

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## COVID-19 RESPONSE AND RE-OPENING SAFETY PLAN

June 11, 2020

Table of Contents

**Maple Bay Rowing Club COVID-19 Response Goal ..... 3**

**Section 1 Club Knowledge about the COVID-19 Pandemic..... 4**

**Section 2 Club Policies Regarding COVID-19..... 5**

**Section 3 Club Awareness about Public Health Information Relating to COVID-19..... 6**

**Section 4 Club COVID-19 Health Monitoring and Information Recording ..... 6**

**Section 5 Club COVID-19 Operational Considerations..... 8**

**Section 6 Multiuser Group and Public Access ..... 8**

**Section 7 Physical Spaces ..... 9**

**Section 8 Hand Washing and Hygiene ..... 9**

**Section 9 Rowing and Safety Equipment..... 9**

**Section 10 COVID-19 Response Plan and Communications ..... 10**

**Section 11 Approvals, Publishing and Transparency..... 11**

**ROWING BC RETURN TO SPORT GUIDELINES: ..... 11**

    Purpose The purpose of this document is to provide Rowing BC Member Organizations with: ..... 11

    Steps to Reopen Rowing BC Member Organizations must: ..... 11

    Disclaimer..... 11

    Governance ..... 12

    Reopening Step 1: National Requirements..... 12

    Reopening Step 2: Provincial Requirements ..... 13

    Reopening Step 3: Approval and Transparency ..... 13

    Conclusion and Contact..... 13

**MBRC COVID-19 Reopening Safety Plan Appendix ..... 13**

**1. Timeline Leading up to Reopening..... 14**

**2. Re-Opening Considerations ..... 14**

    Location..... 15

    Numbers of participants..... 15

    Spaces ..... 15

    Equipment..... 15

    Safety ..... 15

    Supporting Hygiene Practice..... 15

    Personnel ..... 16

Education and Communication .....16

**3. Club Re-Opening Protocols ..... 16**

    Member registration .....16

    Education .....16

    Public Health Awareness .....16

    Athlete Specific Measures .....17

    Facility Access and Flow .....17

    Cleaning, Hygiene and Sanitization .....17

    Equipment and Boats .....18

    Medical and Public Health Response Plan .....18

    Management of New or Suspected Cases .....18

    Communication .....18

**4. Program Operations..... 18**

    General Information .....18

    Scheduling .....19

    Prior to arriving at the club.....19

    Steps for arrival, during and leaving the club .....19

    Washing Equipment.....20

    Water Rescues: .....20

**Considerations for Phase 2..... 21**

**Phase 3 Addition of Training Groups – September 7<sup>th</sup>, 2020 ..... 21**

**MBRC Health Screen (BC Health) ..... 23**

**Maple Bay Rowing Club COVID-19 Response Goal**

As a rowing club, we strive to provide a safe, respectful, and welcoming environment. The Maple Bay Rowing Club will take steps to prevent rowers, coaches and volunteers from being exposed to the COVID-19, or any other virus.

Our plan and actions must reflect the restrictions set out by the Health authorities. These measures are very important to maintaining our health and that of our community. Our collaborative effort, patience and discipline will be essential to ensuring that our reopening plan is successful. We hope that you will embrace these changes so that we can safely participate in a sport we love and share a great season of rowing.

As the COVID situation is forever changing, we will need to ensure that we stay informed and are flexible in our ability to provide opportunities to row.

We want those participating in rowing to feel that there is low risk to becoming ill. The following is our initial re-opening plan on how we will prevent the further transmission of the virus in our broader community.

This document reflects the Return to Rowing documentation published by Rowing BC, Rowing Canada Aviron, which includes input from WorkSafe BC and viaSport’s Return to Sport plans. Details are listed in the Rowing BC document included later in this document.

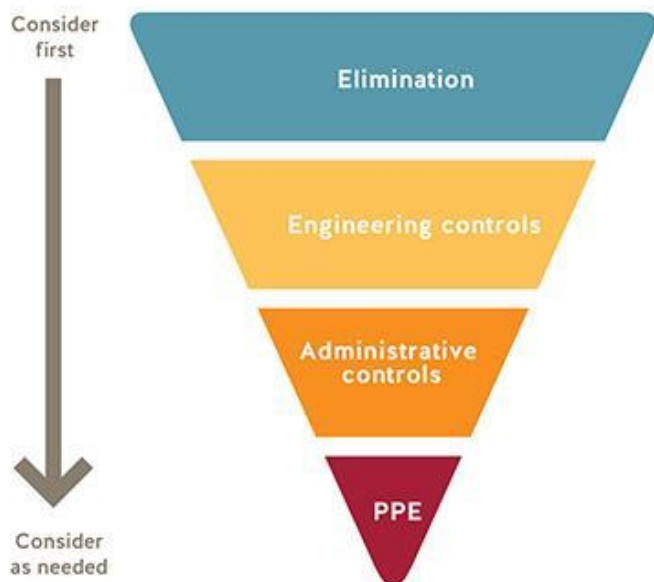
**MBRC COVID-19 Reopening Safety Plan**

**Five Principles For Every Situation**

<b>Personal Hygiene:</b>	<b>Stay Home if You Are Sick:</b>	<b>Environmental Hygiene:</b>	<b>Safe Social Interactions:</b>	<b>Physical Modifications:</b>
<ul style="list-style-type: none"> <li>• Frequent handwashing</li> <li>• Cough into your sleeve</li> <li>• Wear a non-medical mask</li> <li>• No handshaking</li> </ul>	<ul style="list-style-type: none"> <li>• Routine daily screening</li> <li>• Anyone with any symptoms must stay away from others</li> <li>• Returning travellers must self-isolate</li> </ul>	<ul style="list-style-type: none"> <li>• More frequent cleaning</li> <li>• Enhance surface sanitation in high touch areas</li> <li>• Touch-less technology</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with small numbers of people</li> <li>• Maintain distance between you and people</li> <li>• Size of room: the bigger the better</li> <li>• Outdoor over indoor</li> </ul>	<ul style="list-style-type: none"> <li>• Spacing within rooms or in transit</li> <li>• Room design</li> <li>• Plexiglass barriers</li> <li>• Movement of people within spaces</li> </ul>

## Guidance from Rowing BC

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You will likely need to incorporate controls from various levels to address the risk at your club.



**First Level of Protection** – Use policies and procedures to limit the number of staff, volunteers and participants at your club at any one time. Rearrange spaces and schedule activities to ensure that staff, volunteers and participants are at least 2 m (6 ft.) from anyone else.

**Second Level of Protection** – If you can't always maintain physical distancing, install physical barriers to separate people.

**Third Level of Protection** – Establish rules and guidelines, such as posted occupancy limits for shared spaces, designated waiting areas, and one-way doors or walkways to keep people physically separated.

**Fourth Level Protection** – If the first three levels of protection are not enough to control the risk, consider the use of non-medical masks. Be aware of the limitations of non-medical masks to protect the wearer from respiratory droplets. Ensure workers are using masks appropriately.

## Section 1 Club Knowledge about the COVID-19 Pandemic

### MBRC COVID-19 Contacts – Strategic Operations Team

- *President* *Susan Macdonald*
- *Medical Committee* *Kathy Thibodeau (RN), Sheree Moffatt (LPN)*
- *Communications* *Judy Baker, Dan Butler*
- *Boathouse and Compound Manager* *Mick Bates*

This MBRC document reflects the Return to Rowing documentation published by Rowing BC and Rowing Canada Aviron that includes considerations by WorkSafeBC and viaSport's Return to Sport plans. Details are listed below in the Rowing BC document included later in this document.

### Information Sharing

MBRC will share best practices through:

- The MBRC monthly newsletter for general information
- WhatsApp for urgent and immediate changes and updates and Google Sign-up sheet

- Email to the membership (using membership lists generated from the RCA membership system) for changes to policy and procedures
- Conference calls will be held on Zoom with Board and Strategic Operations Team
- Posters for protocols are posted in the boathouse and additional info is in the Checklist binder

### High Risk Areas

The Maple Bay Rowing Club has controlled access to the Quamichan Lake boathouse. This area is only accessed by members and some RCA personnel. During scheduled rowing, the number of individuals in contact is controlled and monitored. The boat compound has semi-controlled access, as we will be sharing it with RCA.

Semi controlled items:

- Oars and oar storage
- Boats and boat racks
- stretchers
- Safety boat, engine and safety equipment
- Lock to boathouse
- Lock to compound
- Inside washroom

Examples of uncontrolled spaces:

- Dock
- Boat Ramp
- Beach
- Park area around boathouse
- Parking
- Public washroom

## Section 2 Club Policies Regarding COVID-19

MBRC has created a number of policies with respect to COVID-19. These can be found later in this document. These will also be posted on our website home page: <http://maplebayrowingclub.ca>  
[Revised language in member agreements](#)

- All members wishing to row during the Return to Rowing phase are required to complete a new program membership within the RCA WebReg system (Return to Rowing 2020, Return to Rowing #2, Summer Junior program 2020)
- As part of the registration process, members will be required to accept the updated RCA waiver specific to COVID-19
- All participants are required to accept the **MBRC Participant Agreement** on the WebReg RCA site
- Also, it is expected that by joining the program, members accept the restrictions and obligations related to current COVID-19 pandemic that the Maple Bay Rowing Club has put in place and will be posted and available on its website
- Members must recognize that only the MBRC Quamichan Lake boathouse, RCA compound, Maple Bay boathouse are semi-controlled spaces where entry is limited and use may be traced. Everything else, including the dock, waterway, parking area, park area, beach and Maple Bay compound surrounding the

boathouse is an uncontrolled space over which the Maple Bay Rowing Club and its members have no way of limiting or monitoring its use.

### Communication of the reopening plan

Members will be sent the requirements under which rowing is permitted through email, and the material will be posted on our website homepage.

During the first week of this plan's implementation, each row will be coached by Board members so that participants can be taught the protocols that MBRC and its members are obligated to follow to reduce the risk of COVID-19 transmission.

Site leaders will be trained in our protocols by the COVID task force in person on site, to ensure that a solid understanding is in place. Some of the training will be explained in a video conference.

Our Communications volunteers are:

Judy Baker  
Dan Butler

### Section 3 Club Awareness about Public Health Information Relating to COVID-19

The Club will receive information regarding public health matters from:

- RCA email, newsletters, conference calls, webinars
- Rowing BC email, newsletters, conference calls, webinars
- BC Centre for Disease Control <http://covid-19.bccdc.ca/>
- WorkSafe BC <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>
- Vancouver Island Health Authority <https://www.islandhealth.ca> 250 370-8699

The MBRC Medical Committee is responsible for monitoring the information from the agencies above and escalating or changing conditions. They will communicate this information and or/ a change in practice to the Communications Committee. Names are on the Appendix document.

Information will be shared to the members as per the protocols identified in Section 1.

MBRC will use the acknowledgement of risk provided through the RCA WebReg system. Confirmation of this acknowledgement will be made by each member as they sign up for the Return to Rowing 2020/Return to Rowing #2 program. If members have not joined this program, they will be prohibited from participating in the activities of the club until the Health Emergency ceases to be in effect within our jurisdiction.

### Section 4 Club COVID-19 Health Monitoring and Information Recording

MBRC will refer to the BC Centre for Disease Control to define who is a member of an "at risk" population. This is defined here: : <http://www.bccdc.ca/health-professionals/clinical-resources/covid-19-care/clinical-care/vulnerable-populations>.

The MBRC requires that all members determine whether they are members of an "at risk" population. Those that identify themselves as being "at risk" should decide on their own plan of action within the framework of this Reopening Safety Plan. MBRC will assume that all individuals have an unknown level of risk and make conservative decisions with respect to its actions under the COVID-19 pandemic and those with comorbidities

will seek the advice of a medical professional prior to participating in training sessions. Our protocols, if followed correctly, are designed to keep all members safe from COVID-19.

Each member will complete a self-assessment health check prior to travelling to the boathouse and compound. Confirmation and completion of this self-assessment will be confirmed on the Google Sheets sign-up sheet to allow contact tracing if required. Rowers are not to attend training if they are symptomatic in any way.

During this Return to Rowing phase, MBRC will:

- not run Learn to Row sessions until sanctioned by RCA
- require that each member complete a health screening prior to attending a training session
- not row crew boats except for house-hold crew members and static crews when safe to do so
- not provide paid coaches for group sessions
- not run indoor erg sessions
- limit the number of athletes on the water to 6 initially then increase only when it is safe to do so and on water safety regulations and health guidelines are able to be adhered to
- provide a wash station outside the boathouse for the use of athletes to use soap and water for handwashing and small items as necessary
- limit access to our Quamichan Lake boathouse and compound to 4 individuals at a time; to limit access to the Maple Bay boathouse to 2 people at a time to access each washroom or the coach/site leader to access supplies. The number of participants in the Maple Bay compound will be 8 plus coach/safety boat driver initially.
- require individuals to provide their own personal floatation device and whistle if rowing more than 500 metres away from a safety boat.

Information and changes will be communicated to the members as per the protocols in Section 1. Possible self-isolation and quarantine requirements are included within the BC CDC directives. The MBRC Medical Committee will take action as they see fit.

Any individual associated with MBRC who becomes symptomatic on the basis of completing the self-assessment tool, should inform one of the following through email AFTER contacting their public health office by calling 8-1-1:

- any Board member
- Medical or Communications committee member, who will then notify the participants of a possible exposure

Any member who believes they have had an exposure to a carrier of COVID-19 should contact their public health office then contact one of the individuals in the groups above. Any such individual should refrain from rowing for at least 14 days and until symptoms cease.

Health screening is up to each individual member, but acknowledgement of completion must be marked on the Google Sheets sign up:

[MBRC Quamichan Lake Sign Up](#)

[Maple Bay Sign Up](#)

Current information daily reminders for members will be put on Google Sheets.



Boat assignment will be done at the club by the site leader on the white board. Information will be recorded daily to enable contact tracing if necessary (a photo will be taken and sent to the susamacd@gmail.com)

A cleaning log will be kept and recorded by the site leader. This information will be saved.

### Section 5 Club COVID-19 Operational Considerations

The MBRC boathouse and compound is only accessible to current members who have the door combination or key to RCA compound or key to Maple Bay boathouse. These areas are not accessible to the public.

The boathouse washrooms will be cleaned after each user, by the user. Products will be provided.

The maximum number of members in the lake boathouse and compound is 4 at any one time. At the bay, 1 person may access each washroom at a time (1 in Men's, 1 in Ladies), 8 participants plus coach/safety boat driver in the compound. More information is provided later in this document regarding MBRC policy and protocols to maintain physical distancing guidelines of 2 metres.

The dock at Art Mann Park is provided and maintained by the Municipality of North Cowichan. It is not possible to sanitize as used daily by wild fowl. We do routinely sweep and clean the dock as much as possible prior to launching shells. Use of a disinfectant would be detrimental to the environment. Rowing members will take precautions to minimize their direct contact with the dock and will be expected to wash their hands as soon as they finish rowing, prior to washing boats.

Launching at Maple Bay is a wet launch from the beach.

All areas outside the compounds are uncontrolled, as they are managed by North Cowichan.

Individuals with privately owned rowing shells will be expected to follow the same washing protocols as club equipment to assist in preventing transmission.

Personal Floatation Devices are not to be shared between users.

Members are expected to bring their own water and not use the hoses and taps to fill up their water bottles.

### Section 6 Multiuser Group and Public Access

At times, we do share the site with the RCA National Training Squad. They will have minimal access to the boathouse and their schedule will not overlap with ours to avoid contact and transmission possibilities. We have conferenced to discuss what co-existing would look like. They will be sanitizing all surfaces prior to and after their training sessions.

RCA Contacts: Iain Brambell            cell (250) 661-8746  
                  Adam Parfitt                cell (250) 588-6981

## Section 7 Physical Spaces

The lake boathouse houses most of the private single sculls and oars, slings as well as the safety equipment for the safety boat. We have set a limit to 4 members at a time in the boathouse and compound to take out or put boats away to fulfill the social distancing measures (6 in bay compound). There is also 1 washroom in this boathouse which will be available to members. They are responsible for cleaning after use. Public washrooms are also available.

Members are expected to keep their personal belongings in their cars or at home, not in the boathouse. A board with hooks for keys has been mounted inside the boathouses so that they can be safely stored while members are on the water.

The RCA compound will house the rest of our single sculls and some RCA boats as well as our safety boat. This area also has a limit of 4 members at a time.

The site leader for each session will oversee the cleaning of all equipment and surfaces and will verify on a checklist. Members will be responsible for cleaning all equipment they have used using COVID-19 protocols. Cleaning supplies will be provided, this includes soap, disinfecting spray and sponges and brushes. Members will provide their own drying cloth.

The site leader will open up the boathouses and compound and sanitize locks afterwards. They will also be responsible for locking up. The site leader will email daily boat schedule info to president.

Our lake boathouse doesn't have multiple rooms so only one corner needs to be off limits, as RCA has their supplies stored there. This will be made clear to all members by signage.

The washrooms in the bay boathouse are the only areas in the boathouse that are accessible to members. Storage room may be accessed by coach/safety boat driver or site leader for supplies.

## Section 8 Hand Washing and Hygiene

The club has purchased a supply of cleaning and sanitizing agents and devices for use at the club. Supplies will be purchased from Costco or Canadian Tire by members on the contact list in the Appendix of this document. A hand washing station has been installed on the northwest side of the Kinsmen (boathouse) building at the lake. A sink is hooked up to the shower taps at lake site.

An outside sink is set up next to the hoses at the bay as a hand washing station.

Participants are expected to wash their hands upon arrival with hand soap and after rowing. Hand sanitizer will also be provided to use when needed. Paper towel will be provided to dry hands and discarded in a lidded, lined bin.

Public washrooms at the lake are available for members to use at their own discretion. The washroom in the boathouse will be available and hand soap and paper towel will be provided.

## Section 9 Rowing and Safety Equipment

Rowing equipment will be assigned by the site leader upon arrival at the club. This will be displayed on a white board. A photo will be taken after each session and sent to the President for record keeping.

Members will sign up ahead of time using the Google Sheets link. Rowing will be in singles, household doubles or static doubles (Not both)

When rowers are given the green light to row with an "expanded bubble" partner, it will be in a static crew only.

Participants will be encouraged to use the same boat, with assigned oars for that boat, each time they row. The procedure for washing equipment is outlined in this document under Program Operations. MBRC and private equipment is to be cleaned by the user, including the safety boat. All users will be shown the procedure when they row for the first time. The site leader for the session will ensure this is done. Each participant needs to have a PFD in their boat while on the water at the lake. The club will assign one to those who don't own one, which members can use every time they row and keep with them.

### Section 10 COVID-19 Response Plan and Communications

Rowing BC, Rowing Canada Aviron, and the Municipality of North Cowichan will be notified when we initiate rowing practice sessions.

Dave Calder	Executive Director, Rowing BC	<a href="mailto:david.calder@rowingbc.ca">david.calder@rowingbc.ca</a>
Stephen McMurray	Member Services, RCA	<a href="mailto:smcmurray@rowingcanada.org">smcmurray@rowingcanada.org</a>
Don Stewart	Director, Parks and Recreation Municipality of North Cowichan	<a href="mailto:don.stewart@northcowichan.ca">don.stewart@northcowichan.ca</a>

In the event that an MBRC member is symptomatic or has a suspected case of COVID-19: Prior to attending a practice, they should;

- Complete a health check and determine that they should not attend practice
- Report to the president at [susamacd@gmail.com](mailto:susamacd@gmail.com) who will notify the medical committee
- Take actions as per the directives of Vancouver Island Health Authority

If a member becomes ill during a practice they should;

- Inform others and return boat and equipment to the compound then leave the park and notify health care provider
- The site leader should notify the president who will then notify the medical committee
- The equipment will be made unavailable for 48 hours so that any virus will naturally degrade
- The site leader will notify the other members at the practice

Following a practice, they should;

- Report to the president at [susamacd@gmail.com](mailto:susamacd@gmail.com)
- Take actions according to their health care provider or Vancouver Island Health <https://www.islandhealth.ca>

If an individual tests positive for COVID-19, the club will cease operations and will contact Vancouver Island Health <https://www.islandhealth.ca> who will communicate next steps with us. We will take direction from them as to when it is safe to reopen. The President has the authority to set the direction and modify this plan, as needed in response to an evolving COVID outbreak. The Strategic Operations Team will have a conference call to discuss next steps.

Whether symptomatic or confirmed, Rowing BC, the Municipality of North Cowichan, RCA and the MBRC members will also be notified as per the communication process.

The MBRC isolation space will be in the open space between the boathouse and the road, away from other individuals. They should relocate to their homes and determine next best steps for themselves based on health professional advice.

MBRC does not have an Occupational First Aid attendant onsite at all times. 9-1-1 is used for medical emergencies. A first aid kit is located in the washroom in the lake boathouse, and on cabinet inside front door at the bay.

### Section 11 Approvals, Publishing and Transparency

This Return to Rowing plan was voted on and accepted in principle by the MBRC Board on May 26th, 2020. This plan was voted on in full by the Board on June 11, 2020.

#### **MBRC Board:**

Susan Macdonald	President
Dan Butler	Vice-president
Ann Scholten	Secretary
Neil Bevan	Treasurer
Michael Bates	Director
Judy Baker	Director of Communications
Dwayne Mustard	Director
Pam Robb	Director
Sheree Moffatt	Director

A hard copy of the Return to Rowing Safety plan will be available in the boathouse at Art Mann Park and at Maple Bay.

A digital copy of this plan will be available on the MBRC homepage of the website once approved: [maplebayrowingclub.ca](http://maplebayrowingclub.ca)

### ROWING BC RETURN TO SPORT GUIDELINES:



Developing COVID-19 Reopening Safety Plans  
**May 30, 2020**

**Purpose** The purpose of this document is to provide Rowing BC Member Organizations with:

- (1) The required steps to reopen; and
- (2) The resources to develop a COVID-19 Reopening Safety Plan.

#### **Steps to Reopen Rowing BC Member Organizations must:**

- (1) Successfully complete the Rowing Canada Aviron (RCA) Risk Assessment and Mitigation Checklist Tool and maintain a copy on file;
- (2) Create a COVID-19 Reopening Safety Plan that meets the Rowing BC Return to Sport Guidelines; and
- (3) Approve and publish and/or post a COVID-19 Reopening Safety Plan.

#### **Disclaimer**

The Return to Sport Guidelines are intended to be used for the purposes of developing a COVID-19 Reopening Safety Plan. While it aims to provide relevant and timely information, because information known about the COVID-19 coronavirus and recommended health and safety measures can rapidly change, no guarantee can be given as to the accuracy or completeness of any information provided in the guidelines.

It is important to note that the Return to Sport Guidelines document is to be used as a guide only. It is not a legally binding document and it is not a substitute for actual orders of the Provincial Health Officer. In the event of an ambiguity or conflict between the guidelines and the Public Health Act, regulations or orders thereunder, the Act, regulations and orders prevail. Each Rowing BC Member Organization must comply with the requirements of the provincial and local government and health officials in terms of public gatherings and sporting events when determining when it is safe to return to activities. Nothing in this document is intended to provide legal advice.

This document contains links to third party web sites. Links are provided for convenience only and Rowing BC does not endorse the information contained in linked web sites nor guarantee its accuracy, timeliness or fitness for a particular purpose. The information in those links may be updated from time to time. We do not monitor those sites and are not responsible for updates. Member organizations should review their plans regularly to ensure they are up to date.

Anyone using the Return to Sport Guidelines does so at his or her own risk. Rowing BC shall not be responsible for any loss or damage of any kind arising directly or indirectly from the use of the Return to Sport Guidelines including, without limitation, reliance on the completeness or accuracy of the information provided.

### Governance

The Emergency Program Act (EPA) authorizes provincial and local levels of government to declare states of emergency and make decisions about community safety. The Ministry of Tourism, Arts and Culture works closely with viaSport BC to provide direction and oversight to the development and delivery of amateur sport in British Columbia. viaSport BC is a non-profit society that acts as an agent for the Ministry to enable the growth, governance, and stewardship of amateur sport in British Columbia. It works closely with Rowing BC and provincial and national sport partner organizations to align approaches, develop standards and policies, and follow the guidance of health officers to support the safety of sport participants, volunteers, coaches, suppliers, staff, and others within the sector. Provincial sport organizations, like Rowing BC, are also independent non-profit societies that work with viaSport BC and their national sport federations to align and set policies and practices for their membership. Rowing BC is overseen by a Board of Directors that approves policies and is responsible for the oversight of the organization. Rowing BC Member Organizations are required to follow and implement such policies. During the COVID-19 pandemic, the adherence to and implementation of these return-to-sport policies and practices for all Rowing BC Member Organizations, including clubs, associations, and individual Member Participants, will help promote the safety of our communities. These proactive measures can help to preserve community health.

### Reopening Step 1: National Requirements

All RCA Member Organizations, including those that are BC-based, are required to complete the [RCA Risk Assessment and Mitigation Checklist Tool](#) and maintain a copy on file.

This resource is based on the World Health Organization (WHO) recommendations and was developed in collaboration with RCA's chief medical officer, national partners and provincial rowing associations. Clubs are

expected to complete the tool to determine their Club Risk Assessment Score. RCA will not sanction activity, and thus not provide insurance coverage, for a club that scores HIGH RISK or VERY HIGH RISK.

The Mitigation Checklist includes expectations that are considered mandatory, highly recommended, or enhanced. At a minimum, clubs must ensure that all mandatory expectations are met to ensure their activity is sanctioned and thus covered with RCA insurance. Clubs that require support to meet a mandatory expectation or want to request an exception to a mandatory expectation should [complete this form](#). For more information about the tool please refer to [the RCA website](#).

### Reopening Step 2: Provincial Requirements

All Rowing BC Member Organizations are required to develop COVID-19 Reopening Safety Plans that explicitly present the measures that will implement and maintain over the coming 12 to 18 months. Plans must be in compliance with orders and guidance from the Provincial Health Officer.

Rowing BC has created [Return to Sport Guidelines](#) to support member organizations in the development of their COVID-19 Reopening Safety Plans. This document can be used as a step-by-step tool to create your plan, by answering each relevant question, or as a checklist to ensure that your plan is detailed to the correct scope. This Rowing BC document has been cross referenced and is aligned with [the viaSport Return to Sport Guidelines for B.C. document](#), the [WorkSafeBC COVID-19 Safety Plan Checklist](#) and the [Rowing Canada Aviron \(RCA\) Risk Assessment and Mitigation Checklist Tool](#).

### Reopening Step 3: Approval and Transparency

COVID-19 Reopening Safety Plans are required to be approved by each Rowing BC Member Organization's Board of Directors, or appropriate alternative in the case that no board exists. COVID-19 Reopening Safety Plans must be made available to the public by posting on the wall of the organization's facility and/or on its website.

### Conclusion and Contact

If you have any questions about this document or your club's COVID-19 Reopening Plan, please contact Rowing BC at (604) 273-4769 or via [email](#).

### MBRC COVID-19 Reopening Safety Plan Appendix

#### Strategic Operations Committee

##### Contacts:

President	Susan Macdonald	604 812-9487	<a href="mailto:susamacd@gmail.com">susamacd@gmail.com</a>
Medical Committee	Sheree Moffatt	250 710-8148	<a href="mailto:maplebayrower@icloud.com">maplebayrower@icloud.com</a>
Medical Committee	Kathy Thibodeau	250 746-9658	<a href="mailto:tomgperry@outlook.com">tomgperry@outlook.com</a>
Communications	Dan Butler	250 710-8981	<a href="mailto:rowingdan@gmail.com">rowingdan@gmail.com</a>
Communications	Judy Baker	250 616-8919	<a href="mailto:pbruce@shaw.ca">pbruce@shaw.ca</a>
Boathouse/Compound	Michael Bates	604 812-9487	<a href="mailto:mickjbates48@gmail.com">mickjbates48@gmail.com</a>

##### Communication Avenues:

- MBRC monthly newsletter (to be added and archived to members section of website)
- WhatsApp group chat or text for immediate changes and updates
- Email to membership

- Conference calls on Zoom

### **Sign up to attend a scheduled rowing session:**

[MBRC Quamichan Lake Sign Up](#)

[Maple Bay Sign Up](#)

### **Health Screening Link:**

<https://bc.thrive.health/covid19app/home>

### **Checklist document for Site Leaders:**

Hard copies will be in binder on table.

### **Purchase of cleaning supplies:**

Susan Macdonald 604 812-9487

Michael Bates 604 328-2664

## MBRC RESPONSE

### 1. Timeline Leading up to Reopening

The Maple Bay Rowing Club is guided by the Sport Sector Reopening Guidelines, Rowing BC and Rowing Canada Aviron guidance and policy.

- On May 11<sup>th</sup>, Rowing BC held a Zoom meeting and presented their Reopening draft to member organizations
- On May 19<sup>th</sup>, RCA hosted a webinar on re-opening rowing on water/club-based programming. View the Webinar here: <https://www.youtube.com/watch?v=-YheozPqicE>
- National guidelines and a risk assessment and mitigation tool published by RCA: clubs are required to complete the tool prior to reopening; document to be kept on file <https://rowingcanada.org/return-to-rowing-planning/>
- On May 25<sup>th</sup> viaSport indicated that the Provincial government was reviewing guidelines were in the process of being reviewed and approved
- On June 1<sup>st</sup> viaSport and RowingBC released their guidelines for reopening for sport and rowing.

Once the provincial guidelines have been approved, then the MBRC Reopening plan will be approved by the Board of Directors prior to either of the Club's boathouses being re-opened for member use.

\*All rowing participants, volunteers, coaches and administrators are required to be registered and paid up with Rowing Canada, Rowing BC and MBRC in the WebReg system. New waivers must be signed online, and participants must agree to adhere to the protocols outlined in this reopening plan.

Active rowing members will pay the pro-rated amount set by the Board.

### 2. Re-Opening Considerations

### Location

- Lake Quamichan/Art Mann Park boathouse exclusively for the first phase of our Reopening
  - Rationale:
    - Plenty of outside space to maintain physical distancing protocols and wash equipment
    - Rowers can row close to shore, around the perimeter of the lake (safer)
    - Warmer water for safety, in case of capsizing
    - Minimal surfaces to sanitize in boathouse
    - Allows private boat owners to access their boats
- Maple Bay boathouse will be reopened in addition when safety protocols have been tried and practiced and can be safely implemented at this site

### Numbers of participants

- Provincial guidelines currently recommend groups up to 6 (*including safety boat driver*). We will have an online signup for scheduled times, with an option to stagger two groups if needed. Sanitization of equipment (stretchers) and facility will have to occur between groups.

### Spaces

- Minimal access to boathouse by participants is encouraged except to take boats in or out (max 2 people at a time)
- Maximize on outside space to set up equipment washing station while physical distancing
- Limit to 2 people in outside compound
- Parking at Art Mann Park is on the road and at Maple Bay in parking lot, neither of these locations are under our jurisdiction

### Equipment

- Rowing is limited to 1xs and “house-hold” or static double crews only
- Club 1xs will be trailered to the lake, including the Maas boats and other wider boats
- Storage of extra boats in RCA compound or Queen of Angels compound

### Safety

- Volunteer safety boat drivers needed (must have PCOC); small coach boat to be trailered to the lake
- Safety boats to be provided with PPE kits (mask and gloves)
- Club Safety Policy to be reviewed and updated; copy to be put in boats
- Signage to be posted with health and hygiene protocols
- Lake flow pattern diagram to be posted at boathouse

### Supporting Hygiene Practice

- all cleaning equipment will be supplied for hands and equipment
- each participant needs to bring own rag for drying boats each session, sponges and brushes will be provided
- handwashing/sanitizing station to be set up
- Zero waste (no garbage disposal) only lined, lidded bin for used paper towels



- Checklist will include washing down inside *high touch* surfaces and washroom (each individual cleans it after using)

### Personnel

- Initial re-opening phase will be facilitated by volunteers only; all participants are expected to support with the implementation of this plan
- For each training session, 1 volunteer (site leader) is needed to take care of daily checklist (this person could also be the safety boat driver)
- A safety boat driver will be offered twice a week at the lake (upon request) and is mandatory for all rowing sessions at the bay

### Education and Communication

- Sharing the plan – this will be shared to rowing members on Zoom by the President at a set date and time prior to rowing
- Members will be sent a copy of this Return to Rowing plan by email and a copy will be posted on the club website in the Members' section
- Updates to this policy and procedures to be shared on email, Google Sheets, WhatsApp and through monthly newsletters. A notice board will be posted at the boathouse for daily messages

## 3. Club Re-Opening Protocols

### Member registration

- All members wishing to participate in the Reopening/Return to Rowing phase, are required to complete a new program membership within the RCA WebReg system <https://membership.rowingcanada.org/Join> (Return to Rowing 2020)
- Members will need to complete the new RCA waiver specific to COVID-19 as well as the MBRC waiver.
- By joining the program, members accept the restrictions and obligations that MBRC has put in place and will be posted on the club website.
- Members will understand that the boathouses and compounds are semi controlled spaces and has controlled entry and use. MBRC doesn't have any control over the use of the spaces outside the boathouse and on the dock as use cannot be limited or monitored.

### Education

- Participants will be expected to stay current with updates on the COVID-19 outbreak and local reports
- Participants will be expected to check online for any changes or updates to programming
- Participants will be made aware and understand that there will be immediate consequences for non-compliance or intentionally contravening this plan (under By-Law 20)
- All site leaders will have training on site on how to implement this plan by members of the Task Force

### Public Health Awareness

- Anyone who is sick or returning from out of province must self-isolate and stay away from the club for 14 days

## MBRC COVID-19 RESPONSE AND REOPENING PLAN

- Participants will be made aware of at-risk populations, so that they can decide whether or not to attend practices (i.e. over age 70)
- Posters and links will be posted and shared with best practices for hygiene, respiratory etiquette and social distancing

### Athlete Specific Measures

- Physical distancing must be maintained: 2 metres separation with normal heart rates, or 4 metres with elevated heart rates (i.e. while rowing).
- Initially **only experienced Masters rowers** will be part of the first phase of the Return to Row plan (**must have rowing experience on open water and already have been a member of MBRC**)
- **Routine daily self-assessment health check to be done by all participants** and staff prior to arriving at the club; anyone with symptoms must stay home
  - Participants will be made aware of a health self-assessment tool that needs to be completed prior to entering the MBRC boathouse (ideally before leaving home) that complies with the health and sport guidance reporting requirements. This can be completed on the BC COVID 19 App <https://bc.thrive.health/covid19app/home>.
- Rowing will occur in 1xs and “household-based” crew boats (2xs) (first phase)
- All personal belongings must be kept at home or in vehicles, only keys will be permitted to be stored in boathouse during training times
- Any member who chooses to not follow this plan will put themselves and others at risk. They will be denied access to boathouse and training until the situation is rectified.
- Maximum group size is currently 6 (including volunteers not rowing) (first phase)

### Facility Access and Flow

- The boathouse and compound are not places to socialize during a global virus pandemic; Row and Go mindset is encouraged;
- Access to the boathouse and compound will be limited to 2 at a time
- Schedule will be staggered if numbers warrant it
- Site leader will arrive 30 - 40 mins prior to scheduled time, and will set up stretchers, washing supplies, etc.
- Participants to arrive no less than 20 mins ahead of scheduled time
- Boats are to be launched immediately, after rowing boats are to be washed thoroughly, put away and athletes must leave the boathouse area

### Cleaning, Hygiene and Sanitization

- All equipment must be washed with soap thoroughly after each use (including private boats and equipment); a final rinse with the hose and shoes, seat, deck, oar locks and handles should be wiped or sprayed with a disinfectant
- Each crew will have a bucket, sponge and brush for their boat; buckets need to be rinsed after use and stored
- Participants must wash/sanitize their hands upon arriving at the club, after rowing and upon leaving
- Washroom needs to be cleaned and sanitized after each use
- A cleaning log will be kept as part of the routine checklist; athletes need to confirm their boat is cleaned and sanitized upon exiting
- Athletes must keep water bottles and tissues, towel etc. in a closed bag and not leave any items in the boathouse during rowing.

## Equipment and Boats

- All club equipment will be assigned to specific individuals and logged on checklist
- Personal tools to be used only, if adjustments need to be made; tools and boat to be sanitized afterwards; adjustment to be done outside the boathouse.
- Only safety boat operators are to touch the coach boat; it must be fully cleaned and sanitized after use
- Single shells are only allowed at this time, or house-hold crews in a 2x; as of mid-June static 2x's can be introduced cautiously

## Medical and Public Health Response Plan

- We will have 2 members as our medical leads (Kathy T and Sheree M)
- All participants must do the self-assessment checklist prior to arriving at the boathouse; anyone who is sick or symptomatic may not enter the boat house or stay for training
- Contact info for Public Health will be posted in the boathouse

## Management of New or Suspected Cases

- Anyone showing signs or symptoms will be isolated and sent home
- If suspected or confirmed cases are identified, all participants and public health will be notified (as per COVID-19 regulations)
- If a case is confirmed, it is highly likely that the club will be closed immediately until all investigation by the public health unit is done
- Our communication director will immediately send out communication to the club members to inform them of an outbreak of COVID-19 and cancel the return to rowing and boathouse access
- The Strategic Operations Committee will convene to reassess and evaluate club operations and procedures

## Communication

- The director of communication and the president of MBRC will manage all internal and external communications with RCA, Rowing BC, public health, the media etc.
- A risk mitigation communication strategy will be created with regard to COVID-19 (signage, updates, if a positive case occurred)

## 4. Program Operations

### General Information

- The boathouse at Art Mann park will be the primary location for the initial reopening of our club
- As many club single shells as possible, oars and stretchers will be transported from the bay boathouse to Art Mann Park. They will be housed in the RCA compound. Racks will be installed
- Access to boathouses by participants will be minimized and restricted (only 2 in boathouse at a time initially)
- Until guidance is provided by governing sport bodies or by the appropriate government agencies, only rowing members of the Maple Bay Rowing Club may take advantage of club programming. That

prohibits Learn to Rows, events for non-members, regattas, training camps and guest rowing for non-members

- No pets, guests or visitors are welcome in the club during this re-opening phase
- Private stretchers should only be used by their owners
- Rowing will occur in singles. Larger boats (2x's) may be crewed by "household-based crews"
- We will have a collaborative reopening plan with Rowing Canada for when and if they plan to access Art Mann Park during this phase. Our scheduled times will not coincide with theirs. They will adhere to the same hygiene protocols and minimize use of the boathouse
- Indoor training will not be conducted in club boathouses at this time.

### Scheduling

- **All rowing is scheduled. This is important to maintaining accurate records *while we are in this reopening phase.***
- A maximum of **6 single participants (including boat driver)** will be at the training sessions at a time, or a number permitted by Rowing Canada, Rowing BC, the BC Centre for Disease Control or the Safe Sport Sector Guidelines at any single practice (including private boats).
- if numbers allow, some staggered times will be scheduled to accommodate more participants (lake)
- **Member sessions at the lake will be initially scheduled for Monday and Wednesday mornings 8:00 am, Tuesday and Thursday evenings 6:30pm, and Saturday and Sunday morning 8:00 am.** Manpower and participation, and RCA presence will dictate whether this can be expanded to either more sessions each day, or more days per week. Currently, there are 2 times per session, off-set by 30 mins.
- We will use **Google Sheets** to pre-determine the number of rowers at any one time. Participants must sign up for **one time slot at a time**, one day at a time. This is to avoid overbooking equipment or being over capacity and to allow for as many members as possible to row.
- Each rowing session will need a **site leader volunteer** (sign up on Google Sheets). These site leaders will be pre-determined and consistent each week. Their role will be to open up the boathouse prior to participants arriving and closing up, complete a checklist for hygiene (including Cleaning Log), put out stretchers and prepare washing buckets, confirm health self-assessments, attendance and boat assignments. The site manager will ensure all participants are aware of any changes. Accurate records are important. They will close up boathouse and compound at the end of the session. Info re boat assignments will be emailed to president daily.
- Members using club boats will be encouraged to use the same boat each session if feasible. A set of oars will be assigned to that boat

### Prior to arriving at the club

- do self-assessment <https://bc.thrive.health/covid19app/home>. *If you are not feeling well and have any of the symptoms, please do not come to the club.*
- Use the Google sheets link to sign up for a time slot: [https://docs.google.com/spreadsheets/d/1xuOu\\_t-eyUJus5KSd4xqe2m8kYUX2BL7runsPVAtD-A/edit#gid=0](https://docs.google.com/spreadsheets/d/1xuOu_t-eyUJus5KSd4xqe2m8kYUX2BL7runsPVAtD-A/edit#gid=0)
- Check the BC *Public Health* website for updates: <https://www.healthlinkbc.ca/public-health-alerts>

### Steps for arrival, during and leaving the club

- Place keys on rack
- Go to the hand washing station to wash hands

- Let site leader know you have arrived, check for updates, verify completion of health self-assessment and arrange for boat assignment
- Collect oars and take down to the dock, along with water bottle etc.
- Take boat off the rack with a partner, practicing social distancing
- Place on stretcher only to check adjustments if necessary, ideally take directly to dock
- No more than 4 sculls and rowers to be on the dock at once. Please don't doddle and chat to others while on the dock when others are waiting to launch or waiting to return to the dock
- Row at your own pace; safety boat will keep an eye out for any emergency needs and will be last boat out of the water
- **Enjoy every moment on the water!**
- Upon returning to the dock, arrange for partner to assist with returning boat to boat stretchers (*for club equipment*); collect oars
- Wash hands
- Use bucket, brush and sponge assigned to your boat and follow washing procedures to ensure boat and equipment are fully cleaned and sanitized
- Return boat to rack and oars to designated spot
- Rinse out bucket and return
- Wash hands
- Check out with site leader
- Everyone must take all belongings that they arrived with daily and leave nothing in the boathouse

### Washing Equipment

- Two washing stations will be set up; one at the front of the boathouse and one at the back, near the compound
- Each boat will have its own bucket with soap and water; soap and water are not to be shared between boats
- Disinfectant will be provided to use after washing, final step is rinsing equipment with hose
- Rowing shells will be washed subsequent to use to protect the boat (and prior if you feel there is a need for your safety). This is the responsibility of the rower. The following items are to be cleaned:
  - Hulls, decks, shoes, tracks, seats, oar grips, oar shafts, stretchers, straps and racks as necessary
- Safety/coach boats should also be washed: this is the responsibility of the coach/safety boat operator
  - The boats themselves, gas tanks (being careful not to get water or soap in the tank itself), engines, throttles, gear selectors, cushions, trailers, PFD's, kill switch cords, paddles, whistles, bailing devices and other safety equipment

### Water Rescues:

- In the event a rower overturns their vessel the following steps may be taken as appropriate to the situation – if there is a safety boat operator, they can determine the best option, based on their assessment.
  - If able, the rower should attempt to right the boat and self-rescue
  - The safety boat operator will help the rower into the boat, if time, a mask should be worn
  - The safety boat driver may provide a floatation device to those in the water and tow them to the shore

Considerations for Phase 2

- Adding a summer program at Lake Quamichan for experienced junior members – completed at Maple Bay
- Adding more times to the schedule; possibly some coached sessions (if still 1x's – lake) – additions made to the schedule
- When crew boats are permitted, consider opening the boathouse at the bay – opened July 19<sup>th</sup>, static and household 2xs and 1x's only
- Reopen unscheduled rowing for private boat owners at the lake/coastal boats? – all rowing is scheduled; plan for coastals is in progress
- Allowing static 2x crews to row – introduced in July

Phase 3 Addition of Training Groups – September 7<sup>th</sup>, 2020

**Implementation of Training Groups (Sport Cohorts)**  
**Maple Bay Rowing Club**  
**September 7, 2020**

**1. Management of groups**

- a. Those who decide to be in a training group, need to fully understand the implications of the risks and the contacts that each member has outside the club
- b. We feel that **2 groups of 6** are manageable, with a **max of 8** participants per rowing session (sign up on Google Sheets ahead of time)
- c. Those who don't want to be in a training group can still attend practices at the same time as members of the training groups
- d. Stagger practices if needed, especially on Sundays when a larger group tends to attend. This would mean one group would have to wait in the parking lot until all members of group 1 have taken their boats to the beach; safety boat would also launch at this time and all would wait for group 2 to launch. Landing on the beach would need to be staggered with safety boat staying on the water until it is safe for group 2 to land. All boats in group 1 would have to be washed and put away prior to group 2 bringing boats into the compound.
- e. Only have 1 quad per rowing session (per group of 8)
- f. Sign-up on Google Sheets will be adjusted to accommodate training groups

**2. Safety on land**

- a. Wet launching and landing at the beach naturally ensure that each crew/boat maintains a safe distance apart
- b. Limit to 1 large crew boat (4x) at a time; while carrying a 4x, participants must wear a mask
- c. 4x stretchers will be set up in the parking lot to allow plenty of space for other crews to social distance in the compound area around boathouse
- d. Site leader will continue to set up stretchers and wash buckets ahead of time, so that boats are placed well apart

- e. All existing hygiene measures will continue to be enforced (frequent hand washing, sanitizing and disinfecting)

**3. *Safety in the Field of Play***

- a. Have a mix of small boats (1xs and 2xs) and one 4x at a time to minimize the number of participants who are less than 2 metres apart for any length of time
- b. Limit practices to a maximum of 1 ½ hours on the water to limit time together
- c. There will not be any high intensity workouts, but predominantly steady state rowing

**4. *Safety of coaches and safety boat drivers***

- a. While on the water, safety boat drivers/coaches should have a mask available at all times in case they need to help a rower
- b. Participants should also have a mask in their boat with them, in a sealed bag in case they need assistance and cannot social distance
- c. When off the water, coaches should only assist in carrying a 1x or a 2x
- d. All participants who help move the safety boat should wear a mask if they cannot socially distance from others also helping

**5. *Cleaning practices for 4x's***

- a. Masks to be worn when cleaning the larger boats (4x)
- b. Wash buckets will be set out before practice by site leader
- c. For larger boats; 2 people wash boat, 2 people fetch oars and wash them, 2 people flip boat over
- d. Masks worn when boat being put back on racks
- e. Safety boat driver/coach is responsible for disinfecting their boat, as per usual

**6. *Contact tracing***

- a. White board photo of attendance and boat allocation to be taken after each practice and sent to president, as per usual
- b. A list of training groups posted at boathouse; those wanting to change must row a 1x for 2 weeks after leaving group, or stay home
- c. Google Sheets sign up will require attendees to indicate which group they are a part of (A or B)

**7. *Communication***

- a. Newsletter will be sent to all members explaining the process (Juniors will not be participating in this Phase)
- b. Once approved by the Board, this plan will be published to the MBRC website
- c. Susan will meet each group on the first rowing night to explain the implementation of this phase

Approved by the MBRC Board, September 7, 2020

MBRC Health Screen (BC Health)

<https://bc.thrive.health/covid19app/home>

**To be completed by each member and volunteer whenever attending a rowing practice.**

**The following questions are asked:**

- Are you experiencing any of the following?
  - Severe difficulty breathing (e.g. struggling to breathe or speaking in single words)
  - Severe chest pain
  - Having a very hard time waking up
  - Feeling confused
  - Losing consciousness
- Are you experiencing any of the following?
  - Mild to moderate shortness of breath
  - Inability to lie down because of difficulty breathing
  - Chronic health conditions that you are having difficulty managing because of difficulty breathing
- Are you experiencing cold, flu or COVID-19-like symptoms, even mild ones?
  - Symptoms include fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue or loss of appetite.
- Have you travelled anywhere outside British Columbia within the last 14 days?
- Have you tested positive for COVID-19 and not yet been confirmed as recovered?
- Are you considered a “high risk individual” due to any of the following medical conditions?
  - Heart disease, Hypertension (high blood pressure), Lung disease, Diabetes, Cancer, People with weakened immune systems from a medical condition or treatment, such as chemotherapy, Older adults
- Did you provide care or have close contact with a person with confirmed COVID-19?
  - Note: This means you would have been contacted by your health authority’s public health team.

**If you have answered “yes” to any question above, refrain from entering the boathouse or compound or rowing and take steps to ensure your personal safety and the safety of others as are recommended for your particular situation by the BC Centre for Disease Control. Contact the local health authority:**

- Vancouver Island Health Authority <https://www.islandhealth.ca>