

ORCC Stage 1- Re-Opening Policy for COVID

On May 14th the Ontario Government announced details of stage one of a framework to reopen certain businesses in Ontario provided that public health metrics continue to trend in a positive direction. This includes individual recreational sports and outdoor recreational sports centres for sports not played in teams with limited access to facilities (e.g., no clubhouse, no change rooms, washrooms and emergency aid only). ORCC falls under this definition and as such we can re-open our doors when we are ready. The following document outlines the framework necessary for ORCC to be ready to resume limited operations safely, and to meet the COVID19 rules and guidelines established by all level of government, as well as our division, provincial and national sport partners.

We are fortunate to be able to start operations in phase 1 as many businesses remain closed. It is our responsibility to strictly adhere to all guidelines in this document so the number of COVID cases continues to decline. We can contribute to our community achieving phase 2 of re-opening and hopefully expand our operations this summer.

At no time should these guidelines be interpreted as superseding or providing a justification for not closely following public health directives or government regulations.

Insurance:

It should be noted that our insurance company has created a communicable diseases exclusion clause to our policy, which is standard operating procedure for insurance at this point. This means that the club DOES NOT have liability insurance should someone contract COVID at our facility and takes legal action.

Regulations for Staff and Members can be Found in Appendix A and B

Additional Regulations:

Staff:

- Each staff member will be provided with hand sanitizer and assigned a motor boat. If staff need to share a motor boat (eg dock duty) the motor boat must be thoroughly disinfected after each use and staff should wash hands immediately when leaving the boat.
- Staff will need to provide their own masks (if necessary)
- One staff member must be on shore at all times to enforce COVID-related regulations

Facilities:

- Members will be asked to stay outside as much as possible
- The Paddle All building, main tent, and paddle shack will be closed
- Picnic tables and other places to sit or gather will not be put out and must not be used
- All other buildings will be cleaned as per cleaning protocols in Appendix C

Supplies (enough of the following supplies should be available in order to open)

- Enough hand sanitizer for all staff
- Enough hand soap for people to wash hands
 - Get biodegradable hand soap so people can wash hands in the river in case we cannot get hand wash stations
- Enough government approved cleaner to meet all cleaning needs (<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>)

Other Preparations:

- Create online reservation system to limit number of people at club at one time (6 people per 15 minute block)
- Online reservation system and tablet sign in will act as a method of contact tracing if needed
- Adapt CKC waiver and add to online reservation system for members to sign (see Appendix D)
- Government of Ontario signage in place around club
- WSIB board with COVID regulations attached moved outside
- All payments must be done virtually via credit card or e-transfer
- Create a Health and Safety Committee (Appendix E)
- Create a log book for cleaning
- Plan in place if we suspect and employee or member becomes sick (Appendix F)
- Create a flow pattern to get on and of the water
- Have back up face masks on hand in case one gets dropped in the water

If the club Executive Director, member of the Board, or member of the Health and Safety Committee feel that any of these regulations are not being followed, they have the authority to shut down all activity at the club. The Health and Safety Committee will then investigate and take corrective measures. The Board may then decide to re-open the club.

Appendix A:

Staff Instructions

If you feel sick (even a little) stay home

If you have travelled in the last 14 days please do not come to the club and self-isolate as per the Government of Canada recommendations

If you have any of the following symptoms DO NOT come to work and contact the Executive Director 613-618-1715

- feeling feverish
- new or worsening cough
- difficulty breathing

If you have any of the following symptoms AND no underlying reason (seasonal allergies, pre-existing condition) DO NOT come to work and contact the Executive Director 613-618-1715:

- sore throat, difficulty swallowing, loss of taste/smell, nausea/vomiting, diarrhea, abdominal pain, pneumonia, runny nose*, or nasal congestion*
- * AND no underlying reason (seasonal allergies, pre-existing condition)

Staff Safety Guidelines:

- Practice physical distancing at all times (2 meters all around you); reinforced when on land
- Wear facemasks when physical distancing is not possible
- Do not share your facemask with others
- Bring facemask in the motor boat in case you need to make a rescue
- Wash your hands or use hand sanitizer often
- Wear gloves if cleaning and wash hands afterwards
- Continue to work from home when possible
- All meetings will be held virtually
- Staff must take the Workplace Safety and Prevention Services (WSPS) Pandemic Awareness Training (<https://www.wsps.ca/Shop/Training/E-Courses/Pandemic-Awareness.aspx>) and the Coronavirus Preparedness for Employers and Employees Training (<https://www.wsps.ca/Shop/Training/E-Courses/Coronavirus-Preparedness-Employers-Employees-Eng.aspx>).

Additional Staff Protocols:

- Staff will be scheduled to arrive 30 minutes before the first paddler to prepare the club/safety boats and facility for paddler arrival

- Staff need to implement cleaning protocol upon arrival in addition to other duties
- Only use assigned motor boat
- One staff member must be on shore at all times when club is open to remind members of COVID rules and for sign-in/sign out purposes
- Staff should stay out of buildings as much as possible; if you need to enter a building wear your mask

Staff Procedures for Making a Rescue:

- **Given the greater risk of viral transmission all staff should plan activities with paddlers to lessen the possibility that rescues will be needed; if conditions are marginal, suggest not paddling**
- **Staff should only be making a rescue in the event of an emergency or no other option is available**
- **If it is an emergency follow the emergency action plan**

Steps for Making a Rescue

1. Determine if person is able to swim to shore without equipment
2. If they can, have them swim. Coach can then empty boat and tow equipment to shore for athlete to re-enter on their own.
3. If the person cannot swim to shore
4. Follow all normal procedures for making a rescue (always keep person in sight, approach slowly, turn off engine, rescue person before boat etc)
- 5. Put on your mask**
6. Move to the front of the boat
7. Ask the person to enter the motor boat from the back to try and maintain as much physical distance as possible (DO NOT ALLOW THEM TO USE THE MOTOR AS AN ASSISTIVE DEVICE TO GET IN THE BOAT)
8. If the person cannot enter the boat themselves you may help them in
9. Ask the person to empty their own boat and get back in themselves if possible; if not possible you may help.
- 10. Use hand sanitizer to clean your hands before continuing regular duties**
11. Spray down motorboat after returning to the dock

Appendix B

Additional Club Rules During COVID

If you feel sick (even a little) stay home

IF YOU DEVELOP SYMPTOMS OF COVID WITHIN 48 HOURS OF BEING AT THE CLUB PLEASE CALL THE EXECUTIVE DIRECTOR AT 613-618-1715

If you have travelled in the last 14 days please do not come to the club and self-isolate as per the Government of Canada recommendations

Primary symptoms of COVID include (and follow up calling Telehealth Ontario: 1-866-797-0000 or your family physician):

- feeling feverish
- new or worsening cough
- difficulty breathing

Secondary symptoms of COVID symptoms are:

- sore throat, difficulty swallowing, loss of taste/smell, nausea/vomiting, diarrhea, abdominal pain, pneumonia, runny nose*, or nasal congestion*
- AND no underlying reason (seasonal allergies, pre-existing condition)

The Following Rules Must Also be Respected During COVID:

Failure to abide by these rules may result in you being asked to leave the club or further discipline as per ORCC safety policy

Before Coming to the Club:

- Reserve a paddling time with a buddy through online reservations system
- Vulnerable individuals such as seniors and those with underlying health conditions should stay home (At-risk populations include anyone with compromised immune systems, older individuals (>65), those with co-existing medical conditions including, but not limited to: diabetes, cardiac disease, severe asthma, chronic lung conditions and autoimmune diseases).
- Take your temperature. If its above 37.8 degrees Celsius stay home
- Get changed at home or in car as changeroom will not be open
- Use washroom at home as much as possible to avoid use of porto potty
- Fill water bottle at home; water bottles should be kept in sealed zip lock type bags while paddling
- Check off that you have read additional rules
- Check off that you have completed online waiver

While at the Club:

- Practice physical distancing at all times (2 meters all around you); on water and on land (particularly when preparing boats and getting on and off the water)
- Wash your hands with soap and water or hand sanitizer when arriving at the club
- Ensure staff sign you in
- Avoid entering buildings as much as possible
- Wear a mask if entering any building
- Singles boats only unless you are quarantined together (eg partners living in same house; brother/sister, etc)
- Inform staff if you are taking a crew boat, so it can be cleaned after
- Use a boat you are confident you will not tip in
- Use your own paddle and lifejacket, which are taken home at end of each practice
- Members must use same boat every practice; those without personal boats should contact Executive Director to be assigned a boat (exec.director@orcc.ca)
- DO NOT share water bottles or towels

Rules for Paddling:

- Use para ramp to get to water; stairs to come back up
- Use the beach as much as possible to get in and out of water
- Know how to self-rescue (if you don't know ask staff for instructions)
- Paddle with a buddy
- Stay within 20 meters of shore at all time so you can self-rescue
- Wear lifejacket at all times even if you are over 16 and can pass swim test
- To minimize social traffic on shore boats will leave the dock in the first 25 minutes of the hour and return to the dock between 35 and 59 minutes of the hour
- Last time to get on-water will be between 7 and 7:15, must be off water by 7:50pm.

Other Considerations:

- No hanging out at club after paddle/training
- All payments must be done virtually via credit card or e-transfer
- Consider leaving your boat on the trailer instead of in a boat can
- Consider car toting your personal boat to avoid the need to enter buildings

Additional Rules for Training Groups:

- Size of training groups must follow Public Health Guidelines
- When getting on water please respect 2-meter mark-offs on the para ramp while training groups wait to get on the dock
- For the time being athletes will not be permitted to switch between training groups to limit circle of contact

Appendix C

COVID Cleaning Checklist

Opening the Club:

Portable:

- Spray and wipe down all working surfaces on desks & shelves
- Wipe down club phone and radios
- Spray and wipe all door knobs, window latches, desk/ file cabinet handles
- Spray and wipe the battery cabinet lock and latch

Boat Cans:

- Spray and wipe locks and handles before opening the can. Leave open once cleaned.
- Spray and wipe desk in brown can

Paddle All Building

- Spray and wipe cabinet handles and locks

Paddle Shack

- Spray and wipe lock and latch

Big Tent

- No additional cleaning needed

Porto Potties

- Spray and wipe door handles inside and out
- Spray and wipe seat
- Ensure spray bottle inside is full (refill if necessary)
- Ensure there is enough soap in hand wash station
- Wipe down soap pump and all of hand wash station

Dock

- Spray entire dock with sprayer

Every 2 hours

Porto Potties

- Spray and wipe door handles inside and out
- Spray and wipe seat
- Ensure sanitizer bottle inside is full (refill if necessary)
- Ensure there is enough soap in handwash station

Dock

- Spray entire dock with sprayer

Appendix D

RELEASE AGREEMENT

1. This is a binding legal agreement that must be signed by all Participants (athletes, coaches or other support personnel) that participate in the Activities, as defined immediately below; therefore, read this document carefully before signing.
2. As a Participant participating in a Canoe Kayak Canada sanctioned activity, which includes any activity or event, including, but not limited to any competition, training camp, festival, workshop or clinic (collectively referred to as the "Activities"), the undersigned acknowledges and agrees to the following terms:

Disclaimer

3. In accordance with the terms of this agreement, Canoe Kayak Canada and its trainers, instructors, agents, staff, volunteers, directors, and representatives (collectively referred to as the "Organization"), as well as any such individuals from its affiliated Provincial Associations and member clubs (collectively referred to as the "Affiliates"), are not responsible for any personal injury, illness, damage, property damage, expense, loss of income or loss of any kind suffered by a Participant during, or as a result of, the Activities.

Description of Risks

4. I hereby acknowledge that my participation in the Activities carries certain standard, common and reasonably foreseeable risks, dangers and hazards inherent to the sport of canoe/kayak or participating in an outdoor sport including, but not limited to: collision with other persons or objects; being struck by a paddle and/or watercraft; the risk of stroke, heart attack or other similar life threatening conditions caused by physical exertion; the risk of personal injury including, but not limited to, cuts, scrapes, bruises, or other lesions, strains, sprains, fractures, brain injury such as concussions or other head traumas, spinal cord injury including paraplegia or quadriplegia, or death; damage to or loss of eyesight; loss of balance or control; slips, trips and falls; and failure to act safely or within one's own ability.
5. I also hereby acknowledge that by signing the present agreement I acknowledge that I am aware of or have been informed by the Organization of the standard, common and reasonably foreseeable risks, dangers and hazards inherent to the sport of canoe/kayak which may include, but are not limited to, injuries or other harm or damages resulting from:
 - a) Engaging in vigorous and strenuous physical exertion;
 - b) Water hazards, terrain obstacles, waves, unstable surfaces and extreme and unforeseeable weather conditions;

- c) The use of any piece of equipment for the purpose of participating in the Activities, whether as a result of my own improper use or mechanical failure or manufacturer's defect;
 - d) Contact, collision, falling or being struck by other participants or equipment and/or watercraft;
 - e) Entanglements, entrapments, or flying objects and debris, falling out of boat/watercraft into the water, capsizing or being knocked unconscious in the water;
 - f) Cold water conditions resulting in hypothermia and the potential risks and hazards above; or
 - g) Any other environmental or weather conditions.
6. Furthermore, I am aware:
- a) That I am expected to wear an approved Personal Flotation Device when on the water, unless otherwise stated by any government regulations that provide exemptions for the Activity(ies) and for which I qualify;
 - b) That injuries sustained can be severe;
 - c) That I may experience anxiety while challenging myself during the activities, events and programs;
 - d) That I may come into close contact with other participants; and
 - e) That my risk of injury increases as I become fatigued.
7. I am also aware that my participation in the Activities may put me at an elevated risk of contracting or being exposed to viruses or other illnesses that may be present in the general population and/or in public spaces and that I nevertheless choose to participate in the Activities and fully assume the risk of doing so.

Release of Liability and Disclaimer

8. As a condition of my participation in the Activities, I agree:
- a) That my physical condition has been verified by a medical doctor to participate;
 - b) That I am solely responsible for my safety; and
 - c) To remove myself from the Activities or take any and all appropriate actions if I sense or observe any unusual hazard or unsafe condition or if I feel unable or unfit to safely continue participating in the Activities.
 - d) To ASSUME all risks arising out of, associated with or related to my participation;
 - e) To WAIVE any and all claims that I may have now or in the future against the Organization and its Affiliates;
 - f) To freely ACCEPT AND FULLY ASSUME all such risks and possibility of personal injury, illness, death, property damage, expense and related loss, including loss of income, resulting from my participation in the Activities;
 - g) To FOREVER RELEASE the Organization and its Affiliates from any and all liability for any and all claims, demands, actions, damages (including direct, indirect,

special and/or consequential), losses, actions, judgments, and costs (including legal fees) (collectively, the "Claims") which I may have or may in the future, that might arise out of, result from, or relate to my participation in the Activities, even though such Claims may have been caused by any manner whatsoever, including but not limited to, the negligence, gross negligence, negligent rescue, omissions, carelessness, breach of contract and/or breach of any statutory duty of care of the Organization or its Affiliates; and

- h) To hold harmless and indemnify the Organization and/or its Affiliates from any and all liability for any damage to property of or personal injury to any third party, resulting from my use of or presence in or at any facilities made available for the Activities by the Organization and/or its Affiliates.

Acknowledgement

- 9. **I FREELY ACCEPT AND FULLY ASSUME ALL STANDARD, COMMON AND REASONABLY FORESEEABLE RISKS, DANGERS AND HAZARDS INHERENT TO THE SPORT OF CANOE/KAYAK AND THE POSSIBILITY OF PERSONAL INJURY, ILLNESS, DEATH, OR PROPERTY DAMAGE OR LOSS RESULTING THEREFROM. I ACKNOWLEDGE THAT I AM RESPONSIBLE FOR MY CHOICE TO PARTICIPATE IN THE SPORT OF CANOE/KAYAK AFTER BEING NOTIFIED OF THE ABOVE-MENTIONED RISKS, DANGERS AND HAZARDS AND THAT THE LEVEL OF RISK, DANGER AND HAZARD THAT MAY AFFECT ME PERSONALLY MAY BE AFFECTED BY MY SKILL LEVEL AND EXPERIENCE IN THE SPORT OF CANOE/KAYAK, AS WELL AS ANY PRECAUTIONARY MEASURES THAT I MAY OR MAY NOT HAVE TAKEN TO AVOID SUCH RISKS, DANGERS AND HAZARDS AND MY CHOSEN REACTION IN ANY GIVEN SITUATION WHILE PARTICIPATING IN THE SPORT OF CANOE/KAYAK.**

Acknowledgement*

I acknowledge that I have read and understand this agreement, that I have been, by the present, made aware that I can seek legal advice regarding this agreement, that I have executed this agreement voluntarily, and that this agreement is to be binding upon myself, my heirs, spouse, children, parents, guardians, next of kin, executors, administrators and legal or personal representatives.

FOR PARTICIPANTS WHO ARE 17 YEARS OLD OR YOUNGER:

As the parent or legal guardian of the Participant, I acknowledge that I have read and understand this agreement, that I have been, by the present, made aware that I can seek legal advice regarding this agreement, that I have executed this agreement voluntarily, and that this

agreement is to be binding upon the Participant, myself, my heirs, spouse, children, parents, guardians, next of kin, executors, administrators and legal or personal representatives.

Appendix E

Responsibilities of Health And Safety Committee

General

- Promote the health and safety policy and program
- Assist the club in resolving worker health and safety complaints
- Promote and monitor compliance with health and safety regulations
- Assist in the education and training of new workers
- Make recommendations about the identification and control of workplace hazards
- Participate in incident investigations, where required or appropriate
- Make health and safety recommendations to the Executive Director (ED)
- Perform workplace inspections
- Make recommendations about personal protective equipment
- Make recommendations regarding monitoring the effectiveness of health and safety program
- Assist in the development of organizational health and safety rules and procedures
- Initiate other activities as indicated by incident experience
- Help plan safety for various ORCC events

Specifically for COVID

- Ensure staff and members are following all COVID rules and regulations
- Provide oversight for staff contact tracing records
- Provide oversight for member contact tracing records
- Ensure cleaning checklists are being completed by staff
- If ED reports to committee that a staff or member has reported a COVID infection, assist with the implementation of the ORCC COVID Response Plan
- Provide updates to staff on any new Health and Safety Guidelines related to COVID

Appendix F

ORCC COVID Response Plan

When a member or staff reports potential COVID infection:

- Report illness: Inform Executive Director (ED) and Health and Safety Committee (HSC) with potentially-infected individual's name and last time at club
- Send the potentially-infected individual home immediately, or ask to not come to Club
- Inform potentially-infected individual they should self-isolate
- Ask potentially-infected individual to complete online self-assessment (<https://covid-19.ontario.ca/self-assessment/>) or call Telehealth Ontario: 1-866-797-0000 or contact family physician
- If the potentially-infected person is staff:
 - Advise staff of sick day policy and potential compensation available through EI/ Wage Subsidy
 - Staff cannot return to work until given the all clear by a medical professional

Follow-up for staff following a member or staff reporting a potential COVID infection:

- Inform all staff that have worked with potentially sick staff member or club member
 - Advise staff to take precautions
 - Monitor for symptoms
 - Avoid vulnerable individuals (seniors and those with underlying health conditions)
 - Follow recommendations of Ottawa Public Health regarding self-isolation:
 - May be asked to self-isolate for 14 days depending on the level of contact they had with potentially-infected individual
 - If asked to self-isolate advise staff of sick day policy and potential compensation available through EI/ Wage Subsidy

Follow-up for members if they were at club with someone who reported potential COVID infection

- Inform all members that were on site with potentially sick staff member or club member (use daily log)
 - Advise members to take precautions
 - Monitor for symptoms
 - Avoid vulnerable individuals (seniors and those with underlying health conditions)
 - Follow recommendations of Ottawa Public Health regarding self-isolation:

- May be asked to self-isolate for 14 days depending on the level of contact they had with potentially-infected individual

Follow-up for Club after a potential COVID infection

- ED or designate will close Club for 48 hours and follow re-opening protocol
- ED or designate will post signs for general public of COVID contamination
- ED or designate will inform Ottawa Public Health

ORCC COVID Re-Opening Protocol

1. During 1st 24 hours no one allowed down to the club
2. Second 24 hours designated staff can return to clean everything (will be overseen by ED)
 - Staff must wear appropriate PPE (mask, gloves)
 - Staff will clean and disinfect all areas such as portable, porto potties, storage cans, big tent, para building, focusing especially on frequently touched surfaces.
 - Follow cleaning checklist for each building
3. Club can re-opening once all cleaning has been performed and HSC give the okay