

# KELOWNA ROWING CLUB

Dear KRC Member:

As British Columbia public health authorities develop guidelines to lift some restrictions on gathering in a responsible way, the Kelowna Rowing Club has been working with viaSport, Rowing Canada and Rowing BC to understand the recommendations of our Chief Provincial Health Officer and how they best apply within our sport.

The attached Return to Sport Plan has been developed for our sport in order to ensure:

- health and safety of all individuals is a priority
- activities are in alignment with provincial health recommendations
- modifications to activities are in place in order to reduce the risks to our participants
- our sport is united and aligned on a plan to reopen throughout the province.

While we do hope things will return to normal in the not too distant future, currently this Return to Sport Plan will be the new normal until we are advised otherwise by public health authorities.

**If you choose to participate, you must follow these rules:**

- If you don't feel well or are displaying symptoms of COVID-19, you must stay home
- If you have traveled outside of Canada, you are not permitted at the facility until you have self-isolated for a minimum of 14 days
- If you live in a household with someone who has COVID-19 or is showing symptoms of COVID-19, please stay home
- Wash your hands before and after participating
- Bring your own water bottle and hand sanitizer
- Comply with physical distancing measures at all time
- Avoid physical contact with others, including shaking hands, high fives, etc.
- Leave the KRC facility as quickly as possible after you finish

Please read the attached Return to Sport Plan, and ensure that you are willing to comply with all aspects of it prior to registering. In particular, note that rowing will be restricted to singles and family-bubble doubles at least initially.

Our Return to Sport Plan is based on current public health guidance. While we are all doing our best to minimize the risk of exposure to COVID-19, while the virus circulates in our communities it is impossible to completely eliminate the risk. Each participant must make their own decision as to whether it is in their best interest to resume participation at this time. You must take into account your own circumstances and make the decision that is right for you. Should you choose to join us, we require your full cooperation with our Return to Sport Plan.

Registration information and links are available on our website at [kelownarowing.com](http://kelownarowing.com) . Please contact us at [info@kelownarowing.com](mailto:info@kelownarowing.com) with any questions.

We look forward to seeing you on the water!

Sincerely,

Board of Directors

Kelowna Rowing Club

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# KELOWNA ROWING CLUB

## Kelowna Rowing Club

### Return To Rowing – Re-opening Safety Plan

June 15, 2020



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# KELOWNA ROWING CLUB

## Kelowna Rowing Club COVID-19 Response Goal

In line with our strategic goal of providing a safe, respectful, and welcoming environment, the Kelowna Rowing Club (KRC) will take steps to prevent rowers, coaches and volunteers from being exposed to COVID-19 while participating in rowing-related activities.

The goal of our programming is to make the risk of participating in rowing to be as low as possible. The following guidelines assisted us in the creation of protocols to prevent the further transmission of COVID-19 in our community.

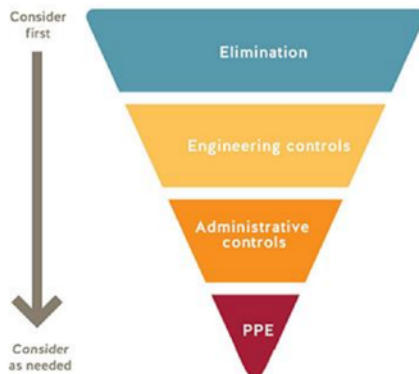
The Provincial Health Officer’s direction is that COVID-19 Reopening Safety Plans should cover 3 things: (1) Processes to open safely, (2) measures to keep people safe to avoid further outbreaks, and (3) a plan in the event that a case or outbreak should occur. The following five principles from B.C.’s Restart Plan were used to develop KRC’s Return to Sport Guidelines.

## Five Principles For Every Situation

| Personal Hygiene:   | Stay Home if You Are Sick:   | Environmental Hygiene:  | Safe Social Interactions:   | Physical Modifications:  |
|---|--|---|---|--|
| <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.

# KELOWNA ROWING CLUB

## Acknowledgment

The Kelowna Rowing Club would like to acknowledge the work of the False Creek Rowing Club who generously provided their Return to Rowing Plan as a guide for the development of the KRC plan.

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

### KRC COVID-19 Contacts

- President Bob Carmichael / [bobrdv@gmail.com](mailto:bobrdv@gmail.com) / 250-317-2515
- Medical Lead Brian Rasmussen
- Communications Lead Leslie Manders
- Operations Lead Brian Manders

This KRC document reflects the Return to Rowing documentation published by Rowing BC (RBC) and Rowing Canada Aviron (RCA) that include 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

KRC will share best practices through:

- The KRC website for general information:
  - <http://kelownarowing.com>
- WhatsApp for urgent and immediate changes and updates:
- Email to the membership (using membership lists generated from the RCA membership system) for changes to policy and procedures.
  - <https://membership.rowingcanada.org/JoinProgram?id=189>
- Physical posting of information at the Compound

### High Risk Areas

The Kelowna Rowing Club involves rowing on Okanagan Lake at the Gellatly Bay Boat Launch, a location that does not have controlled access. There is semi-controlled access to our compound in that a finite number of people have access to the site.

Examples of semi-controlled spaces and items where the number of individuals in contact is controlled and monitored.

- Oar Storage & Oars
- Boats, Boat Racks and Stretchers
- Coach Boat, engines and safety equipment
- Storage shed and box

### Examples of uncontrolled spaces

- Locks to the KRC compound
- Dock
- Boat launch
- Roadway and parking lot
- City of West Kelowna washrooms

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## Section 2: Club Policies Regarding COVID-19

### Policies Related to COVID-19

The KRC 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://kelownarowing.com>

### Revised language in member agreements

- All members wishing to row during the Return To Rowing phase of the COVID-19 pandemic are required to register for a season membership within the Rowing Canada Aviron membership system:
  - “2020 Rowing” listed here: <https://membership.rowingcanada.org/JoinProgram?id=189>
  - Doing so will require them to accept the updated RCA waiver specific to COVID-19. Additionally, the members will have to acknowledge the following:
    - *By completing this registration, you are confirming that you have accepted the updated RCA waiver, which now includes wording to address the World Health Organization pandemic.*
      - *By joining this program, you accept the restrictions and obligations related to the current COVID-19 pandemic that the Kelowna Rowing Club has put in place and will be posted and available on its website and at the compound.*
      - *You recognize that the Kelowna Rowing Club compound is a semi-controlled space where entry is limited and use will be tracked. Everything else, from the locks on the gates, the dock, boat launch, parking and roadway, are uncontrolled spaces over which the Kelowna Rowing Club and its members have no way of limiting or monitoring access or use.*

### Communication of the re-opening plan

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

Prior to on-water rowing, each member must attend a session where they will be taught the protocols they will be required to follow to reduce the risk of COVID-19 transmission. Physical walk-throughs will be required to ensure that a solid understanding is in place in order to make the process repeatable.

Coaches (paid and volunteer) will be instructed in our protocols by the communications team, and will then teach and enforce these protocols to member rowers.

### Penalties related to transgressions of COVID-19 Protocols and Policy

The KRC has in its constitution a goal of providing a safe, respectful, and welcoming environment. Intentionally disregarding the policies, rules and protocols of the KRC COVID-19 response creates an unsafe environment for other members, staff and volunteers of KRC, as well as the community at large. The Board will take action based on investigation of the transgression, and the underlying intention where possible. Penalties may range from verbal reinforcement of the correct protocol to termination of membership and reporting actions to the relevant authorities and will be determined by the Board of directors under their existing authority granted by the KRC’s bylaws.

## 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
- Rowing BC email, newsletters, conference calls
- viaSport BC <https://www.viasport.ca/return-sport>

# KELOWNA ROWING CLUB

- BC Centre for Disease Control <http://covid-19.bccdc.ca/>
- Interior Health Authority <https://news.interiorhealth.ca/covid-19/>
- WorkSafe BC <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>
- City of West Kelowna <https://www.westkelownacity.ca/en/city-hall/covid-19.aspx>

The Kelowna Rowing Club medical lead is responsible for monitoring the information from the agencies above and providing relevant details to the communications lead.

Information will be communicated to the appropriate audience as per the protocols identified in Section 1.

The KRC will use the acknowledgement of risk provided through the RCA membership system. Confirmation of this acknowledgement will be made by each member as they sign up for the “2020 Rowing” program. If members have not joined this program, they will be prohibited from participating in the activities of the club.

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

The KRC relies on the BC Centre for Disease Control to define who is a member of an “at risk” population. This definition is available here: <http://www.bccdc.ca/health-professionals/clinical-resources/covid-19-care/clinical-care/vulnerable-populations>.

The KRC requires each member to determine whether they are included in an “at risk” population. Should they deem themselves to be at-risk, they should treat themselves accordingly. The KRC will not attempt to perform medical assessments on its members. The KRC will take actions to conduct itself on the basis that all individuals have an unknown level of risk and make conservative decisions with respect to its related actions under the COVID-19 pandemic.

Each member will be required to complete a self assessment prior to traveling to the compound to attend a rowing session. Confirmation of completion of this self assessment will be made by the coaches verbally. Athletes and coaches will also indicate their confirmation and attendance on the KRC’s Google Sheets attendance and boat management system to allow contact tracing to be performed, in the case of a suspected outbreak of COVID-19.

See Appendix A for information about symptoms and how to perform a self assessment.

During the COVID-19 public health response, the KRC will:

- ensure only members are allowed to row
- require that each member complete a self assessment health screen prior to attending all sessions at the KRC.
- refrain from rowing in boats that have more than 1 crew member, unless all members of the crew are declared to be a single family unit
- not perform any ergometer demonstrations in person
- provide coaches (volunteer or paid) for all rowing sessions
- provide a wash station for the use of members, staff and volunteers to use soap and water for cleaning their hands and small items as necessary
- limit access to our compound to reduce the number of locations where individuals may come in contact with one another.

Information will be communicated to the appropriate audience as per the protocols identified in Section 1. Changes will be distributed to the membership. Possible self-isolation and quarantine requirements will be provided through signage at the compound and are included within the BC CDC directives.



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Any individual associated with KRC (member, coach, volunteer, etc.) 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 through calling 8-1-1:

- Any member of the Board of Directors
- Medical Lead or
- Communications Lead

Individuals who think that they may have been exposed to a person suspected of having COVID-19 should contact their public health office then contact one of the individuals on the groups listed above and refrain from rowing for a period of 14 days.

Additionally, individuals with a suspected or confirmed case of COVID-19 or those who have received a COVID-19 test as a precaution, should refrain from all KRC activities until they have been declared recovered or upon receiving confirmation of a negative test result. These details should be relayed to the medical lead.

Boat booking and Health Screening records will be maintained by Google's "sheets" product. As the details contain only confirmation of screening but not data on health status, individual privacy is ensured. Health screening records or confirmations will be destroyed after 30 days.

Boat and Oar Control, as well as Coached Session Documentation will also be maintained on Google Sheets.

## Section 5: Club COVID-19 Operational Considerations

The KRC compound, a semi-controlled space with a 2 metre chain link fence and large lockable gates, will be controlled through key locks. The keys are only available to the coaches and specific volunteers who will be present to unlock the compound prior to rowing practices.

Non-members are not permitted in the compound, except in exceptional circumstances for health and safety reasons. For this reason, the KRC will not provide rowing lessons to non-members during this time.

The capacity of the compound is 4. This number may be composed of rowers, coaches or volunteers. The details regarding movement within the compound are outlined later in this document, under KRC policy and protocols to adhere to physical distancing guidelines.

In terms of activity outside the compound, the dock is the property of the City of West Kelowna and is an uncontrolled space. We do not have the option to clean or sanitize the dock, and efforts to that effect would be detrimental to the environment and operationally unsustainable. The KRC will not use this uncontrolled space. Wet launching is the only accepted launch method as it maintains the greatest control of the space by the individual rower or coach.

All areas outside the compound are uncontrolled and subject to regulation by existing federal, provincial and municipal legislation. They should not be considered free of viral transmission less than that present in the community at large.

Individuals with privately owned rowing shells will be required to follow the same washing and transmission prevention protocols as individuals using club-owned equipment. These members will be obliged to complete the KRC washing and sanitizing orientation prior to using their equipment.

Personal Floatation Devices are not to be shared between users. Transport Canada certified PFDs must be carried by each rower. Athletes who do not have their own PFDs will be assigned on at the beginning of the season and will be responsible for using the same PFD for all rows, and for keeping it clean and sanitized. PFDs will be stored inside the compound.



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Members are not to drink from club hoses, or faucets. Beyond being dirty, the hoses that provide water are not for potable water and may contain trace amounts of unpleasant elements that ought not to be drunk.

## Section 6: Multiuser Group and Public Access

The Club compound is not considered a Multiuser Group Space and does not have public access.

## Section 7: Physical Spaces

Coach and Safety boat equipment will be stored in the shed just inside the compound to the left of the gate. Rowers do not need to access this space. Coaches can store their personal belongings in the storage box just inside the compound to the right of the gate. Transport Canada Safe Boating required articles are in mesh bags that can be placed in each coach boat as needed.

Storage of personal belongings will not be permitted inside the compound – items should be left in members' cars, with the exception of car keys which may be left in the compound.

Given the outdoor semi-controlled nature of the club, there is no formal cleaning staff. Volunteer cleaners will submit health checks prior to performing any cleaning duties. The rowing shells will be cleaned thoroughly as a result of COVID-19 protocols. Cleaning will entail using the club's supply of sanitizing spray on common surfaces as indicated in the substances instructions.

## Section 8: Hand Washing and Hygiene

The club has purchased a supply of cleaning and sanitizing agents and devices for use at the club: they are not meant for personal use except while engaged in rowing activities.

A hand washing station at the compound gate, using non-potable water, is available for participants to wash their hands with soap and water, and to apply hand sanitizer.

Washrooms are not provided by the KRC. The City of West Kelowna provides public washrooms nearby. Individuals using these washrooms do so at their own risk.

Garbage bins are available in the West Kelowna Yacht Club parking lot for disposal of cleaning supplies.

## Section 9: Rowing and Safety Equipment

Rowing equipment will be assigned through a Google Sheet for oars and shells.

Use of rowing equipment will be controlled through a separate Google Sheet so that users can determine if there is available equipment, if it is in use and whether there is sufficient separation between users to allow for adequate cleaning.

Procedures and specifics for washing equipment with soap and water, and sanitizing equipment have been developed and are listed in the Procedures listed in Appendix D to this document under "Coached Session Procedures". Rowing equipment is to be cleaned by the coach and a daily volunteer, and coaching equipment is cleaned by the coach.

Please note the cleaning process for rowing shells and safety equipment itemized later in this document.

Cleaning procedure sessions will be held periodically. Prior to rowing in club or private owned boats, an individual must complete a cleaning procedure orientation. This is also true of coaches and volunteer safety boat operators.

Rowing will be primarily in singles. "Family" groups may row together in 2 person boats based on the rowers declaring their arrangement and maintaining their access to the same two person boat for all future rows.

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Effective June 20<sup>th</sup>, 2020 athletes may row with a “expanded bubble” partner in a static crew in a 2 person boat. This crew must be registered in the oar and shell listing Google sheet and is not subject to alteration without review by the Communications committee.

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

Rowing BC, Rowing Canada Aviron, the West Kelowna Yacht Club, City of Kelowna and the City of West Kelowna will be notified when we resume rowing practices via the following email addresses:

|                  |                               |  |              |
|------------------|-------------------------------|--|--------------|
| Dave Calder      | Executive Director, Rowing BC | <a href="mailto:david.calder@rowingbc.ca">david.calder@rowingbc.ca</a>                   | 604.273.4769 |
| Stephen McMurray | Member Services, RCA          | <a href="mailto:smcmurray@rowingcanada.org">smcmurray@rowingcanada.org</a>               | 250.220.2579 |
| Kathy Gabelhei   | West Kelowna Yacht Club       | <a href="mailto:wkyc@westkelownayachtclub.com">wkyc@westkelownayachtclub.com</a>         | 250.768.5472 |
| Stacey Harding   | City of West Kelowna Parks    | <a href="mailto:Stacey.Harding@westkelownacity.ca">Stacey.Harding@westkelownacity.ca</a> | 778.797.2265 |
| Brad Duquette    | City of Kelowna               | <a href="mailto:bduquette@kelowna.ca">bduquette@kelowna.ca</a>                           | 250.469.8696 |

**In the event that a member of the KRC is symptomatic or has a suspected case of COVID-19:**

**Information is available at:** <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/if-you-are-sick>

Prior to attending a practice:

- They should complete a health check and determine that they should not attend practice.
- They should report it to the president via [bobrdv@gmail.com](mailto:bobrdv@gmail.com) who will engage the KRC medical lead.
- They should take actions as determined by community health partners: <https://news.interiorhealth.ca/covid-19/>

During a practice:

- The individual should immediately inform others of the situation and place their boat in the compound then take actions as determined by our health partners.
- The coach should immediately report the matter to the president via [bobrdv@gmail.com](mailto:bobrdv@gmail.com) who will engage the KRC medical committee.
- The equipment used will be declared unavailable for 48 hours to allow time for viral degradation naturally.
- The other individuals at the practice will be made aware of the situation by the coach.

Following a practice:

- They should immediately report it to the president via [bobrdv@gmail.com](mailto:bobrdv@gmail.com) who will engage the KRC medical lead.
- They should take actions as determined by community health partners: <https://news.interiorhealth.ca/covid-19/>

If a club member tests positive for COVID-19, the club will cease operations and will contact Interior Health for direction. Additionally, RCA, Rowing BC and the KRC Board of Directors will be informed.

- Dave Calder Executive Director, Rowing BC [david.calder@rowingbc.ca](mailto:david.calder@rowingbc.ca) 604.273.4769
- Stephen McMurray Member Services, RCA [smcmurray@rowingcanada.org](mailto:smcmurray@rowingcanada.org) 250.220.2579
- Interior Health dial 811
- KRC Board of Directors [info@kelownarowing.com](mailto:info@kelownarowing.com)

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Subsequent to the positive result the club will remain closed for a minimum of 14 days and will not reopen without the unanimous approval of the Board of Directors .

The initial dedicated isolation space for the KRC is at the gazebo at Powers Point Park, immediately opposite the compound on the north side of the boat launch, away from other individuals. Affected individuals should relocate to their homes as soon as possible and determine next best steps for their personal situation based on the advice of community health partners such as Interior Health. They should report their circumstances as quickly as possible.

KRC will utilize 9-1-1 emergency response services for medical emergencies. There are no designated Occupational First Aid Attendants.

If there is a confirmed case of COVID-19, the club will work with the authorities performing contact tracing to define and understand the community risk so as to reduce the opportunity for spread. The assumption is that the club will cease operations for a period of at least 14 days, or as advised by public health officials.

Members will be informed as per the communication process in Section 1 of this plan.

### Section 11: Approvals, Publishing and Transparency

This document outlining the Kelowna Rowing Club's Return To Rowing was committed to KRC Process at a Board of Director's Meeting date June 15<sup>th</sup>, 2020.

The following motion was passed by the Board of Directors:

*"The Kelowna Rowing Club Board of Directors hereby approves and adopts the Return to Rowing Plan dated June 15, 2020."*

A hard copy of the Safety Plan will be available in the shed within the compound.

A digital copy of the Safety Plan will be available on the home page of the KRC web site once approved:

- <http://kelownarowing.com>

# KELOWNA ROWING CLUB



## 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

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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](#).

# KELOWNA ROWING CLUB

## KRC Policies Regarding Covid-19

Approved by the Board of Directors, June 16<sup>th</sup>, 2020

### Club Re-Opening Guidelines

The Kelowna Rowing Club will be guided by the Sport Sector Reopening Guidelines, Rowing BC and Rowing Canada Aviron guidance and policy.

The requirement for all members, participants, volunteers, coaches and administrators be registered with Rowing Canada Aviron remains unchanged.

### Club Re-Opening Considerations

- Physical distancing must be maintained: 2 metres separation with normal heart rates, or 4 metres with elevated heart rates (i.e. while rowing).
- The compound is not a place to socialize during a global virus pandemic.
- While step stools may be used to access boats on upper racks, people shouldn't be sitting or lounging within the compound to prevent areas of enduring potential viral transmission.
- Until guidance is provided by governing sport bodies or by the appropriate government agencies, only members of the Kelowna Rowing Club may take advantage of club programming.
  - This prohibits lessons, events for non-members, regattas, training camps and guest rowing for non-members.
- Shared use of the dock, by neighbouring paddling organizations and the public, create an opportunity for viral transmission.
  - Use of the dock is therefore prohibited and wet launching at the boat launch during quiet periods or at Willow Beach or Marina Park during periods when the boat launch is busy will be mandatory. The coach will determine the best launch location depending on local traffic.

### Club Re-Opening Steps

#### Installation of International Viral Pandemic signage indicating the following:

Participants must complete a Health Screen upon entering the KRC compound. The Health Screen is mandatory for each person each time they visit the compound and the results of that screen must be utilized to ensure a healthy environment.

The club will post the Health Screen details found on the last page of this document on the gate. All members will be made aware that rowing involves implicit understanding, agreement and adherence with the actions outlined.

Failure to comply with these safety and health conditions may result in expulsion from the membership of the Kelowna Rowing Club on the basis of failing the constitutional purposes of the club: *to promote and encourage a rowing community that supports the values of being safe, welcoming and respectful.*

#### Communicating the KRC Return to Rowing plan to interested parties.

We will use Zoom or a similar communication tool to communicate with the membership and such parties as are interested in hearing our process prior to opening the compound for rowing.

We will update the membership through email and via the club website at <http://kelownarowing.com> as appropriate for changes to this policy and procedure.

# KELOWNA ROWING CLUB

All those using the compound must register their use of boats and access of the compounds in advance using a Google sheets document to avoid overbooking equipment or capacity.

## Program Operations

Members' primary focus while on the water, or preparing to row, is on the rowing.

A Health Screen will be undertaken by each individual each time they attend practice. This Health Screen will include a review of whether an individual is potentially actively infected with the virus.

The KRC will utilize the Province of British Columbia's COVID-19 Self-Assessment Tool available on mobile devices at [bc.thrive.health](https://bc.thrive.health).

Rowing will occur in singles. Doubles may be crewed by "household-based crews". The definition of "household" is determined by the rowers themselves based on the guidance of the BC Centre for Disease Control – the Kelowna Rowing Club is not aware of relationships between consenting members.

Boat launch times should be staggered to reduce traffic in the compound.

We will use Google Sheets to pre-determine the number of rowers at any one time. Rowers not using Google Sheets to register their intention to row will not be permitted to row.

Communication and updates to the membership will be through email based on email addresses provided by club members at the time of registration.

## Establishment of Practices to Preserve the Health of the Rowers with the Kelowna Rowing Club.

Traffic Flow within the compound.

- When a boat is leaving the compound, there should be no one in the compound except the people carrying it.
- People should keep at least 2 metres away from each other.
- Only 2 people shall be within the compound at a time.
- Only coaches will access the shed for fuel and safety equipment for the coach boats.
- Everyone must remove all articles that they arrived with daily.
- There is no garbage disposal on the premises for personal use – use the garbage can at the up-ramp end of the boat launch.

## Participation

- There will be no more than 10 or a number permitted by RCA, RBC, the BC Centre for Disease Control or the Safe Sport Sector Guidelines at any outing.
- Where there are more than 6 individuals involved in any given practice, only 2 individuals can be in the compound area at any one time.
- No pets, guests or visitors are allowed in the club compound during the state of emergency.
- Individuals operating the safety boats will be considered the COVID-19 Site Manager and are responsible for ensuring that all participants and coaches have completed the health screen.
- All participants are expected to wash their hands before and after rowing, with soap and water (available at compound) or hand sanitizer (provided by member).
- Rowers should wear clean fresh socks to prevent transmission through skin to shoe contact.
- Personal items should be kept at home, or in your vehicles. Individuals are not to leave their belongings anywhere within the compound, with the exception of car keys only. The concept of "at your own risk" has an expanded meaning at the moment.



# KELOWNA ROWING CLUB

## Launching Rowing Shells

- Rowing shells will all be wet launched to reduce the chance of viral transmission on or from the dock edge.

## Washing Equipment

- All equipment will be washed with flowing water and soap. Standing water is not to be used.
- Water in buckets sourced from hoses should not be shared between boats for washing.
- Soap will be provided by the Kelowna Rowing Club for the washing of equipment.
- Rowing shells will be washed immediately after use. Club members shall ensure that the boat they have used is placed in stretchers outside the compound immediately upon returning to the club and then depart as soon as possible. Washing and racking of boats will be carried out by the coach and a dedicated volunteer. The following items are to be cleaned:
  - Hulls, decks, shoes, tracks, seats (note ball bearing care below), 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.
- Ball bearing based wheels should be lubricated after every wash i.e. before and after rowing.
- Please note, the padlocks cannot be washed with soap and water or alcohol-based sanitizers as this will cause them to de-lubricate. Please be aware of this when handling the padlocks when opening and closing the gates.

## Water Rescues:

- In the event a rower overturns their vessel the following steps may be taken as appropriate to the situation – the safety boat operator / coach can determine based on their assessment as to best options:
  - The coach should provide a floatation device to the individual in the water.
  - The rower should attempt to right the boat and self-rescue.
  - The rower should mount an upside-down boat and paddle to the closest shore.
  - The coach may provide a flotation device such as a life jacket to those in the water and tow them to the shore.
  - The coach can otherwise assist the rower as they deem appropriate.

## Role of the Health Screening Monitor or Coach

- Monitor and confirm that athletes present have previously registered for that particular session on Google sheets, and confirm that they have performed a Health Screen.
- Indicate immediately to the Club President which, if any, rowers answered yes to any of the questions on the Health Screen.

## Limitations:

- The Kelowna Rowing Club:
  - Will not provide Personal Protective Equipment for its members. Members will provide their own.
  - Will not provide hand sanitizers or alcohol-based cleaners for its members personal use. Members will provide their own.
  - Is not responsible for directing members' actions outside of the compound but expects that members will support guidance from government authorities with respect to safe conduct.
  - Does not take responsibility for care, cleaning and maintenance of the washroom facilities provided by the City of West Kelowna for the public. Rowers use them at their own risk.

# KELOWNA ROWING CLUB

## APPENDIX A - Kelowna Rowing Club Health Screen

**To be completed by each member, coach, rower, volunteer whenever attending the KRC compound.**

Please review the following questions:

- 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 to any countries outside Canada (including the United States) within the last 14 days?
- 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 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.**

# KELOWNA ROWING CLUB

## APPENDIX B - Participant Agreement

Application - all athletes, coaches, members, volunteers, participants and family members of participants while in attendance at club activities (“Participants”)

All Participants of the Kelowna Rowing Club agree to abide by the following points when entering club facilities and/or participating in club activities under the COVID-19 Response plan and RTP Protocol:

- I agree to symptom-screening checks, and will let my club know if I have experienced any of the symptoms in the last 14 days.
- I agree to stay home if feeling sick, and remain home for 14 days if experiencing COVID-19 symptoms.
- I agree to sanitize my hands upon entering and exiting the facility, with soap and/or sanitizer.
- I agree to sanitize the equipment I use before and after my practice with approved cleaning products provided by the club (shared and personal equipment).
- I agree to continue to follow social distancing protocols of staying at least 2m away from others.
- I agree to not share any equipment during practice times.
- I agree to abide by all of KRC’s COVID-19 Policies and Guidelines.
- I understand that if I do not abide by the aforementioned policies/guidelines, that I may be asked to leave the club for up to 14 days to help protect myself and others around me.
- I acknowledge that continued abuse of the policies and/or guidelines may result in suspension of my club membership temporarily.
- I acknowledge that there are risks associated with entering club facilities and/or participating in club activities, and that the measures taken by the club and participants, including those set out above and under the COVID-19 Response Plan and Return to Sport Protocols, will not entirely eliminate those risks.

Date:

Signature:

# KELOWNA ROWING CLUB

## APPENDIX C – Member Communication

Dear KRC Member:

As British Columbia public health authorities develop guidelines to lift some restrictions on gathering in a responsible way, the Kelowna Rowing Club has been working with viaSport, Rowing Canada and Rowing BC to understand the recommendations of our Chief Provincial Health Officer and how they best apply within our sport.

The attached Return to Sport Plan has been developed for our sport in order to ensure:

- health and safety of all individuals is a priority
- activities are in alignment with provincial health recommendations
- modifications to activities are in place in order to reduce the risks to our participants
- our sport is united and aligned on a plan to reopen throughout the province.

While we do hope things will return to normal in the not too distant future, currently this Return to Sport Plan will be the new normal until we are advised otherwise by public health authorities.

### **If you choose to participate, you must follow these rules:**

- If you don't feel well or are displaying symptoms of COVID-19, you must stay home.
- If you have traveled outside of Canada, you are not permitted at the facility until you have self-isolated for a minimum of 14 days.
- If you live in a household with someone who has COVID-19 or is showing symptoms of COVID-19, please stay home.
- Wash your hands before participating.
- Bring your own water bottle and hand sanitizer.
- Comply with physical distancing measures at all time.
- Avoid physical contact with others, including shaking hands, high fives, etc.
- Leave the KRC facility as quickly as possible after you finish.

Our Return to Sport Plan is based on current public health guidance. While we are all doing our best to minimize the risk of exposure to COVID-19, while the virus circulates in our communities it is impossible to completely eliminate the risk. Each participant must make their own decision as to whether it is in their best interest to resume participation at this time. You must take into account your own circumstances and make the decision that is right for you. Should you choose to join us, we require your full cooperation with our Return to Sport Plan.

Sincerely,

# KELOWNA ROWING CLUB

## APPENDIX D - Coached Session Procedures

### V1: 16<sup>th</sup> June 2020

This document is intended to provide clear guidance to coaches and club members for how coached sessions at the club are run. This version specifically describes how the club will implement the procedures outlined in the Kelowna Rowing Club return to rowing document. It will be updated to reflect any changes in those documents.

*When designing this document, we have acted with an abundance of caution. If any procedures are not practical, or you can see safe alternatives that may speed the procedures up, please notify the Board of Directors.*

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#### 1. Choosing a boat and oars

Athletes must use the same boat and oars each practice. Athletes who will use their own boat *and* oars do not need to complete this step.

- We will keep a list of the boat/oars and the people using them on google docs. Before booking their first session, an athlete should indicate the boat and oars they will use by filling in this sheet ([KRC boat and oar control](#)).
- 

#### 2. Booking a place in a coached session

- Google sheets will be used for all bookings ([KRC Boat Booking](#)).
  - Each week, KRC will arrange practice times and coaches in advance, and enter coach names on google sheets in the coach boat column.
  - Athletes use google sheets to sign up for a practice by entering their name in the boat column that they will use, and the oars number will be entered next to the name.
  - Whilst we get the club started again, athletes who do not have private boats and oars can only enter **one booking in google sheets at a time**. The next booking cannot be made until the previous practice is complete. This is to give everyone a chance to use their preferred boat. This will be reviewed once we are up and running.
  - When you are signing up you must make sure that there is capacity for you in the session - a maximum of 5 athletes can take part in one session initially. This may be increased during the season on the decision of the Board of Directors following guidance from Provincial health authorities.
  - Athletes must sign up no later than 30 minutes before practice
- 

#### 3. General session procedures

# KELOWNA ROWING CLUB

- Physical distances of 2m must be maintained at all times.
- Athletes should wait on the grass outside the compound when they arrive, and must leave the compound as soon as their equipment is put on the indicated stretchers. No seating is available within the compound, and stools should not be used as seats.
- Only two people are allowed inside the compound at any time.
- *Only touch the equipment that you will be using.* The only exception to this is when carrying rowing shells.
  - The athlete rowing the shell must always lift the boat from the bow. Those assisting the rower will hold the stern.
  - If rowing a double, the same athlete should carry the boat by the bow each session.
- A hand washing sink is available immediately outside the compound gate.
- It will take some time for all athletes to get on the water, please be mindful that this will shorten rowing time for some athletes. Rotate as best as possible between practices to ensure everyone gets equal rowing time overall.

## Required equipment:

- Wear clean socks that cover your ankle.
- Wear at least one item of high visibility clothing. *This is especially important as most rowers will be in singles.* If coaches think that you will not be visible, they may not allow you to row.
- Wearing a whistle when rowing is now mandatory. Athletes must provide their own whistle.

## Personal possessions:

- Personal items will not be allowed to be stored in the compound.
- Coaches may store their personal items in the storage box to the right of the gate.
- Club members are urged to keep a spare change of clothes in their car so they can change in the case of capsize.
- Athletes should bring a water bottle to take out on the boat with them. No drinking water will be available at the compound.

## Locks:

- Coaches only will lock/unlock the gate and the shed and storage box. This is to minimize frequently touched surfaces shared between coaches and athletes.
- Before unlocking and after locking an exterior gate lock, hands should be sanitised. At all other times hands should be washed with soap and water both before and after using a lock. Care must be taken to avoid any alcohol or soap getting into the locking mechanism.

## Washing equipment:

- When washing equipment, soap and a bucket of fresh water from the hose must be used. Equipment must be rinsed with the hose. After rinsing, frequently touched surfaces (see below) should be sprayed with sanitizer.
- Equipment is to be washed and sanitized at the beginning and end of each practice.

# KELOWNA ROWING CLUB

- Boats with ball bearings should be lubricated after each wash.
  - Special attention must be paid to frequently touched surfaces.
    - Coach equipment: The boats themselves, gas tanks (being careful not to get water or soap in the tank itself), engines, throttles, gear selectors, cushions, PFD's, kill switch cords, paddles, whistles, bailing devices and other safety equipment, the rope used to tie up the boat.
    - Athlete equipment: hulls, decks, shoes, tracks, seats (note ball bearing care below), oar grips, oar shafts, stretchers, straps and racks as necessary.
    - Facilities: the sink, the hose switches.
  - The washing and sanitizing of some equipment will be less effective than others, so special attention must be paid to hand hygiene before and after touching these surfaces. This includes boat straps, stretchers, shoes, ropes, hoses.
- 

## 4. Start of practice

*Before each visit to the compound, all coaches and athletes must complete the KRC COVID-19 health screening. The screening can be found at [bc.thrive.health](https://bc.thrive.health). The link will also be posted on the gate.*

### ***Coaches (a.k.a. health screening monitor)***

- Check all signed up athletes have arrived. Obtain verbal confirmation from each athlete that they have completed the health screen that day, and then write the names of all attending (including yourself) on the coach log form. This will be used as a record that each athlete and coach has confirmed they have completed the screening that day.
- If you are concerned that an attending member should not be rowing, despite completing the health screen (e.g. is displaying symptoms, has been out of the country and should be self-isolating), you can request that the member leave the compound. If this happens, make a note of the incident. Personal health information should not be communicated via email.
- On arrival unlock the gate.
- Unlock the shed and storage box.
- Make sure that the sink is set up just outside the compound, and working, and soap is available. Sanitize the sink taps and the hose switches.
- Move the oars to be used by members, as indicated on the google docs sign up sheet for each session, out of the racks and lay them outside the compound.



# KELOWNA ROWING CLUB

- Set up enough stretchers to hold the boats required for the rowing session (as indicated on the google docs signup sheet) and move the required boats from the racks to the stretchers, assisted by the daily volunteer.
- The aluminum boat will be used by all coaches. Retrieve and wash all coach equipment (engine, gas tank, oar, PFD, cushion, safety equipment bag).

## ***Athletes***

- Arrive on time. The coach needs to know who is at the session and confirm health screens have been completed before anyone launches.
- Upon arrival athletes should wait on the grass outside/opposite the compound. Unless preparing equipment, athletes should not be in the compound.
- The coach and daily volunteer will move all boats onto stretchers.
- Athletes will prepare their equipment. Preparation includes adjusting foot stretchers / riggers and washing and sanitizing the boat.
- All athletes must wet launch. Athletes should work in pairs to carry boats, and should stay with the same partner for launching and retrieving. Ideally, pairs should be part of a household bubble, if possible.
- Until all athletes are on the water, rowers must stay within the warm up area immediately outside the breakwater on the lakeward side of the WKYC boat basin.

## **5. On the water**

- ***It is especially important athletes stay within 500m and in sight of the coach boat, as we cannot rely on rescue from other vessels. Athletes should have a whistle to communicate with the coach in an emergency.***
  - Once all athletes are out on the water the practice will proceed as normal, with all athletes following directions from the coach.
  - In the event a rower overturns their vessel the following steps may be taken as appropriate to the situation –
    - The safety boat operator can determine based on their assessment as to best options:
    - The coach should provide a floatation device to the individual in the water.
    - The rower should attempt to right the boat and self-rescue.
    - The rower should mount an upside-down boat and paddle to the closest shore.
    - The coach may provide a flotation device such as a boogie board to those in the water and tow them to the shore.
    - The coach can otherwise assist the rower as they deem appropriate.
- 

## **6. End of practice**

- At the end of the practice, athletes will get out of the water on the beach in the pairs they entered in.

## **KELOWNA ROWING CLUB**

- Each pair of athletes takes their equipment back to the compound in the same way it was brought down and replace it in the same stretcher it was in prior to rowing.
- Oars should be replaced on the lawn outside the compound.
- Once boats are in stretchers, and oars are on the lawn, athletes should leave the area as soon as possible.
- Coaches and designated volunteers will then wash and sanitize boats and oars, and replace on the racks.
- After boats are placed on the rack, the area of the boats touched after washing should be sanitised again.
- Coaches and designated volunteers will wash and put away the stretchers.
- The last person to leave the compound will lock the shed, storage box and compound gate.
- The coach will wash/sanitise high touch surfaces in the compound - sink and taps, hose switches. And lock the gate before they leave.