

INLET ROWING CLUB RETURN TO ROWING PLAN

Rev. 1 – June 24, 2020

IRC EXECUTIVE DIRECTORS APPROVAL: June 24, 2020

These plans may change as we gain practical experience and/or as the Covid-19 situation evolves.

OBJECTIVE:

To add procedures to Inlet Rowing Club's standard risk management practices and policies that take into account the additional risks inherent in operating during the Covid-19 pandemic.

ASSUMPTIONS: The items listed below are explored more fully in Schedule A.

Risk management: All standard risk management policies and procedures remain in effect.

Duration: These plans and rules will be in place while provincial social distancing requirements are in effect.

Covid-19 Rowing BC Guidelines: This operational plan is based on the Rowing BC Guidelines (May 16, 2020), adapted to the particular circumstances prevailing at Inlet Rowing Club and our facilities at The Old Mill Boathouse, Port Moody and the Port Moody Public Dock.

Social Bubbles: Are permitted under Provincial Guidelines: These permit closer contact between unrelated individuals.

Other Boat House Users: The protocols and operation practices outlined below assume that Inlet Rowing Club can control the space surrounding its activities during practices.

Control of the Boat Bay: These plans assume that the Inlet Rowing Club has exclusive use of the boat bay, its fenced yard and the forecourt to the west of the main building during scheduled practice times.

Equipment Location and Arrangements: The Club will rearrange equipment in the boat bay to facilitate ease of access and shorter duration of boat in/out activities.

Practice Scheduling: Detailed proposals are provided in Schedule A.

Practice Procedures: Normal, except where modified by Rowing BC Guidelines.

SCHEDULE A: ASSUMPTIONS AND GENERAL RULES

SCHEDULE B: PRE-LAUNCH ACTIVITIES. Boat Bay to Parking Lot.

SCHEDULE C: LAUNCH PROTOCOL. From Parking Lot to On-Water Practice.

SCHEDULE D: DOCKING AND RECOVERY. From Water to Forecourt.

SCHEDULE E: POST PRACTICE PROTOCOL. Clean, Sanitize, Put Away.

SCHEDULE F: RETURN TO ROWING PLAN: ADDITIONAL GUIDELINE POLICIES GOVERNING OPERATIONS

SCHEDULE A: ASSUMPTIONS AND GENERAL RULES

Covid-19 Rowing BC Guidelines:

This operational plan is based on the Rowing BC Guidelines (May 16, 2020), adapted to the particular circumstances prevailing at Inlet Rowing Club and our facilities at The Old Mill Boathouse, Port Moody and the Port Moody Public Dock. Particular guidelines are explored in Appendix A.

Particular emphasis as follows:

- **Staying Away:** Members are required to stay away from any and all Club activities if they experience any symptoms of a virus infection such as cold, flu or suspected Covid-19 over the previous 10 days: Runny nose, raised temperature, cough, difficulty breathing, etc. Or, if they have been in recent contact with anyone who is a suspected Covid carrier, as determined through contact tracing. Or, if they have been traveling out of country over the past 14 days.
- **Contact Tracing:** Participants acknowledge that their personal information may be shared with contact tracers if another participant becomes a suspected or confirmed Covid-19 case.
- **Social Distancing:** The plan below makes every effort to make social distancing easy and effective (2 m Rule). Members will make every effort to abide by the operational plans and rules and respect other members' safety.
- **Boat Limits:** The Guidelines specify 'singles' only, unless the members for a multi-oar boat belong to the same 'family' bubble.
- **Personal Protective Equipment (PPE):** Assuming adherence to social distancing is successful, masks or face shield and gloves are discretionary items (except for coach boat drivers – see below). Members are urged to use their own judgement in this respect.

Social Bubbles:

- **Provincial Guidelines:** These permit closer contact between unrelated individuals who are willing to constitute themselves as a 'social bubble'. Members of a social bubble are permitted to push the boundaries of 'social distancing' for short periods of time. Based on a regular practice, such a membership group could occasionally, for brief times, push the limits of social distancing in order to get specific tasks done, e.g. recover or launch the coach boat.
- **Formation:** Social bubbles may be formed voluntarily from rowers who can attend the same practice time on a regular basis. Membership must also include consideration of which boats are available to the group and a suitable, regular, allocation of boats re: weight class and skill level.
- **Risk Acknowledgment:** Members of a practice-based social bubble must acknowledge that there is an added risk associated with such an arrangement. ~~It is not clear that our~~Our risk agreements ~~would~~may not cover the formation of 'social bubbles' based on practice times.

Other Boat House Users:

The protocols and operation practices outlined below assume that Inlet Rowing Club can control the space surrounding its activities during practices.

Other clubs using the OMB facility will be asked not to impede our indoor or outdoor space during our practice times. They will be provided with a schedule to ensure that social distancing is maintained.

Use of the Boat Bay:

These plans assume that the Inlet Rowing Club has exclusive use of the boat bay, its fenced yard and the forecourt to the west of the main building during scheduled practice times.

- **Valid Access:** The boat bay may only be entered to transport boats or oars to and from the yard and forecourt or to fetch or return sanitizing equipment.
- **Managing Traffic:** The Coach Boat Driver, who will be stationed at the Bay doors will manage traffic in and out of the boat bay.
- **Maintenance:** Any required maintenance, other than emergency quick fixes at the start of practice, will be done outside practice times. Covid-19 guidelines will be practiced by persons scheduled to do boat maintenance.
- **Personal belongings:** Coach boat driver and rowers may use the cubbies to store (limited) small personal belongings – car keys, phone, wallet - during a rowing session. Users of the cubbies are responsible for wiping down the cubby with disinfectant following the rowing session. To maintain distancing, 1 person at the cubbies at a time.
- **Non-permissible uses:** Including, but not limited to, any group exercise, such as ergging; changing into/out of practice clothes, ~~storing personal belongings;~~ directing traffic and instruction; picnicking or other social activity.

Practice Scheduling:

- **Frequency:** Actual times will be negotiated with the membership after this plan is approved.
- **Membership:** Each practice will have a minimum of 3 rowers assigned to it. Each rower will be assigned to a suitable singles scull and set of oars for each practice.
- **Attendance:** Rowers may only attend practices if they have signed up the night before the posted deadline and have been deemed safe to row in a single. This safety is determined based on coaches' observations and Executive Board confirmation of the member getting in and out of a boat from the dock and rowing on the water during pre-COVID practices.
- **Coach Boat Drivers:** Coach boat (safety boat) drivers will be separated from the rowers and the rowers' tasks to the greatest extent possible to minimise chances of contact and transmission via a potentially shared resource.

Practice Procedures:

- Sculls will rendezvous in the area just outside the second green channel marker.
- Rowers shall respect the 4m distance rules (4m Rule) of the BC Rowing Guidelines at all times while on the water.
- Once the coach Boat Driver joins the flotilla, practice will proceed as normal, i.e. as dictated by boats, personnel, weather, boat traffic, ship traffic, etc., guided by the Safety Boat Driver.
- The 4m Rule applies at all times until the boats are recovered onto the landing dock.

Equipment Location and Arrangements:

The Club will schedule time(s) to rearrange equipment in the boat bay to facilitate ease of access and shorter duration of move times.

SCHEDULE B: PRE-LAUNCH INSTRUCTIONS:

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Key principles:

- Minimize touchpoints with later boat launch activities.
- The 2m ~~Rule~~rule applies throughout. ~~There may not be more than two~~

Persons in the boat bay (rowers and safety boat driver) must maintain social distancing. It is recommended a maximum of 5 people be in the boat bay at any one time pre or post practice. Rowers / coach boat driver should not loiter in the boat bay itself.

Coach Boat (Safety Boat) Driver:

- Coach Boat Driver will wear provided PPE (as per CDC and WorkSafe guidelines) at all times during the practice, from:
 - Before opening the Main Gate, until
 - After locking the Main Gate.
- Coach boat driver will extract and prepare the coach boat

Rowers:

- Will obey the 2m Rule at all times on land
- Come to practice ready to row.
- Will be self sufficient
- No sharing of resources. Bring your own water, snack, etc.
- No barefoot rowing. Wear clean socks.

Assigning Boats:

Rowers will be pre-assigned boats based on the regular membership of the practice and the available sculls. Boat selection will be determined and confirmed by the Executive Board based on the available boats and to minimize flipping and the potential need for rescue.

Loading Boats:

- Boats/trolleys will be taken from the boat bay one ~~trolley~~ at a time.
- Boats will be extracted by the rower assigned to that boat. It is recommended the rower (consistently) touches the bow of his / her assigned boat.
- Boats will be dispersed in the yard and forecourt at 2m spacing.
- If rearranging is required it will be done after this step.

Loading Oars:

- Each rower extracts his/her own oars.
- Oars are loaded onto the trolley with their scull, 1 pair per scull.
- Up to 3 pairs of matching oars may load onto the 4th arm of the Tree, if available.

Moving Boats to the Launch Area:

- Move boats to the Dock Parking
- Single trollies are moved by the rower assigned to the corresponding boat.
- One rower assigned to the Tree.

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- Fifth or sixth rower, if available, may assist the coach boat (2m Rule applies).
- Rowers will take care to observe the 2m Rule when parking trolley

SCHEDULE C: LAUNCH INSTRUCTIONS:

This serial put in and launch sequence avoids rowers ~~crossing on the dock and~~ breaking the 2m ~~Rule~~rule. See diagrams.

Coach Boat:

- The coach boat is launched by the rowers while the Driver stands clear.
- Social bubble rowers may position themselves on the coach boat and launch.
- Non-bubble rowers must use the trailer, plus 2m and 4m ropes to assist the launch while positioned to maintain the 2m Rule.
- Once the boat is launched, the trailer extracted, and the boat restrained with the 4m rope, the Coach Boat driver may board the boat.
- Coach boat moves to the dock and waits for the last launch.

Sculls:

~~First launch: — Right — Front~~

~~Second launch: — Left — Back~~

Two boats may be launched at a time from the dock in the right-front and left-back positions. This means that during a boat launch, 2 pairs of rowers are carrying two boats do the dock, one after the other while maintaining distances.

Rowers are urged to carry the bows of their boat and keep previous pairs to minimize touchpoints.

Each rower should carry their own oars / water bottles / dry back down to the dock to minimize touchpoints. If possible, these should be carried while carrying the boats.

- For your boat, carry the front and carry the oars.
- Put the boat in at the next available, diagonal slot.
- Once put in, launch ASAP to clear the dock; adjust on the water.
- Not your boat? Return to the parking lot expeditiously for the next boat.

Example:

- First boat. Carried by its rower plus 1 partner;
- First boat rower carries his/her own oars down with the boat. (if possible).
- First boat is put in at the Front on the Right of the Dock (Right-Front);
First rower mounts oars ~~and,~~ gets in; ~~and~~
- ~~First assistant returns to the parking lot;~~
- ~~First boat launches and the Right Front slot is free for the 3rd boat.~~

- First rower's partner waits (at a safe distance) for the second boat to be brought down to the white dock.
- Second boat. Carried by its rower plus 1-, walking an adequate distance behind first boat.
- Second boat ~~rower carries his/her own oars at the same time~~ is put in the left-back of dock.
- Second ~~boat~~ rower mounts oars, gets in, and launches ~~from the Left of the Dock at the Back-~~ (Left-Back).
- Second ~~assistant~~ rower's partner returns to ~~the~~ parking lot. ~~Etc.~~

- ~~Alternate boat launches, Right-Front, followed by Left-Back until the penultimate boat is put in first rower's partner.~~

Coach Boat Driver will go to the parking lot to assist with the last boat launch.

SCHEDULE D: DOCKING AND RECOVERY INSTRUCTIONS:

This serial docking and extraction sequence will avoid rowers ~~crossing on the dock and~~ breaking the 2m ~~Rulerule~~.

- ~~Starting at the Back, each scull~~A pair of sculls will dock ~~in a diagonally on~~ opposite ~~slot on sides~~ of the dock, ~~moving their boats forward towards the parking lot.~~ Care to be taken to maintain 2m distances.
- ~~Each rower~~The pair of rowers (Rowers 1 and 2) will ~~assist~~remove one of the ~~previous rower to~~ carry his/her ~~boat~~boats to the parking lot.
- A second pair of sculls may dock behind the first pair on each side of the dock. The second pair of docking rowers should avoid leaving their boats until the first pair is off the dock.
- The second pair of rowers (Rowers 3 and 4) will remove one of their sculls, allowing rowers 5 and 6 to dock.
- Rowers 5 and 6 to dock and remove one of their boats to the parking lot.

First Always move to the back of the boat you are assisting to avoid crossovers.

- ~~Always carry~~pair of rowers (Rowers 1 and 2) will need to return to the dock to retrieve their second boat.
- Second pair of rowers, and third set will also need to return to the dock to retrieve their second boat. The return to dock should be staggered to minimize overlap and to maintain appropriate distances.
- Note that the pair of rowers carrying a boat has now changed. It is recognized that this increases touchpoints. However, all boats and oars are being returned immediately to the boathouse for cleaning. Rowers are reminded to minimize touching of their faces prior to washing.
- Carrying of your own oars, personal belongings, etc, is suggested to avoid cross contamination.
- On-water boats queuing to dock must observe the 4m Rule.

Example:

- ~~The first boat starts the sequence by docking at the Back~~
- ~~Rower exits the boat, secures oars~~
- To properly maintain distances and prepares to leave the dock.
- ~~The second boat docks on the opposite side, at the Front~~
- ~~Rower exits, secures the boat and moves to extract the first~~coach boat.
- ~~First rower takes the front plus the oars; second rower will return for second boat.~~
- ~~Meanwhile, the third boat has docked in the first slot, at the Back.~~
- Rower secures the boat and moves, it is recommended all boats be removed to the backparking lot prior to extraction of the secondcoach boat, ready to assist.
- ~~The second rower returns, arranges the oars for carry and carries the 2nd boat from the front (third rower is ready at the rear).~~
- ~~Meanwhile, the fourth scull docks at the Front. The fourth rower moves to the rear of the third boat to assist with removal when the third rower returns.~~
- ~~And so on ...~~

Extracting the Coach Boat:

- Rowers will deliver the trailer to the water's edge, using the 2m rope for distancing.
- The driver is solely responsible for mounting the floating boat onto the trailer.
- Rowers and the driver will pull the coach boat up the ramp.
- The driver will retire to the Boat House and prepare for the Post-Practice Phase.
- Rowers will pull~~push~~ the coach boat ~~up the ramp and push it~~ back to the boathouse.
- Coach will designate rowers to return coach boat to boathouse.

Social Bubble Rowers: may extract the coach boat at their discretion.

Mixed Group Rowers must obey the 2m Rule:

- Use the 2m rope and the 4m rope for extraction.
- Two other rowers may attach to the back corners, on either side, or to the front corner of the boat on the same side as the 4m rope.

Rowers must self organise to return the sculls and the coach boat to the Boat House.

SCHEDULE E: POST-PRACTICE INSTRUCTIONS:

This is the clean up, sanitize and put away procedure whilst maintaining the 2m rule.

Coach Boat Driver:

- The coach boat driver is still wearing PPE – as per CDC and WorkSafe guidelines.
- The coach boat driver will be the only person unlocking and opening up the yard and boatbay.
- Extract the sanitizing and cleaning equipment from the Boat Bay before the sculls return.
- Set up the hose pipe and soap solutions for boat cleaning.
- Clean and sanitize all coach boat equipment and all items normally touched by the coach boat driver.
- The coach boat driver will put away all supplies and close the facility at the end of practice.

Cleaning Boats:

Observing the 2m Rule at all times, each rower ~~Rowers~~ will clean his/her own scull and oars, as follows:

- All rowers will scrub hands with soap and water (20 sec. rule) before touching any shared tools or commencing the cleaning phase.
- Outside Hull: Soap and water scrub (lots of suds) and then rinse.
- Inside Hull: Soap and water scrub all contact points.
- Footrests in the adaptive shells may be cleaned with soap and water.
- Shoes in racing shells should be sanitized with alcohol spray, particularly the insides.
- Oars will be cleaned with soap and water and rinsed, including the handles.
- OneTwo designated ~~person~~ persons (1 per hose) will be responsible for hosing down all the boats.

Return to the Boat Bay

- Boats are returned by pairs of rowers, one pair at a time-.
- Only 2 people allowed in boathouse at any given time
- ~~That rowers takes oars from~~ Rowers may begin to return the ~~trolley and returns their~~ oars to the rack while maintaining adequate distance.
- ~~Boat order is the reverse of the pre-launch extraction order.~~
Still observing the 2m Rule!
- If rowers / coach have used the cubbies, the user is reminded to sanitize their cubby before leaving. Due to the space limitations, only 1 person should be at the cubbies at a time.
- Rowers may leave once this is complete.

- The coach boat is returned to the Boat Bay last.
- The Coach Boat Driver will secure the Boat Bay, cages and compound, then lock up.
- The Coach Boat Driver should scrub hands (or use hand sanitizer while bathrooms are unavailable at the OMBH) after removing PPE gloves outside the fence.

SCHEDULE F: Return to Rowing Plan: Additional Guideline Policies Governing Operations.

Members are required to familiarize themselves with Schedules A- F of this operational plan. If you register for a practice, this will be taken as consent to follow the rules and procedures set out in Schedules A-F.

The following headings correspond to the Rowing BC Return to Sport Guidelines (May 26, 2020) and contains information not already in Schedule A-E.

Section 1:

1. The club staff member or volunteer responsible for having a deeper understanding of the risks of Covid-19 is Alan Ball, aball@aball-yipi.com
2. For more information about the risks of COVID-19; visit these sites: (see also 4.5)
[Health Link BC](#); [Corona virus safety info](#); [Self Test site](#); [WorkSafe BC](#)

Section 2:

1. New policies and procedures:
 - a) Additional Covid-19 paragraphs in Acknowledgment of Risk form(s)
 - b) Managed practices with assigned boats and duties.
 - c) Schedules A-F of this Operations Plan and attached diagrams detailing operational changes
4. **Training:** Everyone planning to attend a practice is responsible for familiarizing themselves with Schedules A-F.

Before the first practice, volunteer members will trial the procedures of Schedules B-E and refine the operations before transmitting to practice participants at practice.
6. There will be penalties if staff or participants do not adhere to the IRC Return to Row safety plan.

Section 4:

2. At Risk Persons: Anyone over 65 years of age; anyone suffering from diabetes, high blood pressure; obesity, asthma, heart conditions. These persons will be asked to self identify and, based on a review of Schedules A-F, either opt IN or opt OUT of the return to rowing program.
4. The Club will not attempt to duplicate or replace publicly available Covid-19 self help and self diagnostic procedures. Call 811 if you have any doubts about your possible symptoms or do the Self Test and then either isolate or get tested.
6. Pre-practice Gate Check: ~~Rowers will be asked directly by the Coach/Safety Boat Driver: Signage is posted at the gate. Rowers are to acknowledge if they answer yes to any of the following questions, the person will be refused entry to practice.:~~
 - Do you have any cold or flu symptoms?

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- Have you travelled outside the country in the last 14 days?
- Have you been in contact with someone who is confirmed/suspected COVID19?

~~If any one of these questions are answered 'YES', the person will be refused entry to practice.~~

Section 5:

3. Members must re-register with the Club if they did not sign the additional Covid-19 Risk Acknowledgement form when they renewed their RCA registration for 2020-21. If you do not sign the additional Acknowledgement of COVID Risk form, you are not insured and you will not be permitted to row.

Section 9:

If any rower flips their boat, they have a maximum time of 5 minutes to self-rescue before the coach boat driver will extract the rower. However, rowers are not required or expected to self-rescue.

Section 10:

2. Medical Response Plan: Standard ~~EAP~~, Emergency Action Plan (EAP), plus 811 call for suspected Covid-19 case. See also 2.5 above.
3. The designated COVID contact person at IRC will be: IRC Secretary (Amy Lin – 604-961-7323) (please text first).
5. Safe Isolation Space: Boat bay, area adjacent to the storage cubby holes in the NW corner; normally out of bounds.