

This document is intended to provide step by step guidance to coaches and club members for how sessions at the club are run. This version specifically describes how the club will implement the procedures outlined in the Deep Cove Rowing Club COVID Safety Plan document. It will be updated to reflect any changes in that document.

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 your coaches and they will in turn pass this information to the COVID committee. We also recognize we are learning by doing something we haven't done before, feedback is welcome.

1. Choosing a boat and oars

Athletes must attempt to use the same boat and oars each practice to reduce the number of contact points. Athletes who have their own private boats do not need to decide which boat to use, but we ask that you sign up, so we know if you are coming and count you towards the maximum number of rowers per session.

- We will keep a sign-up list of the available boats on Google Sheets. Please sign up by 10 PM the night before your row if you are doing a morning row, 2PM the day of if you are doing an evening row. There will be no drop ins.
- Place your name beside the name of any boat that is available in your preferred time slot. We have indicated maximum weights for boats where it is known.
- Check for boat use limitations or out of service boats in the notes.
- We ask that you book just one practise at a time. Singles will be at a premium and we want to be fair and make sure there is no “hogging” of boats. Only book your next practice once your current one has completed and you see that other members have had a chance to book a boat.
- The booking sheet will show a running total of number of athletes signed up. Once 10 have signed up, that session is full and the count should turn red for further bookings. The maximum number of boats may be reduced for dark mornings.
- If for some reason you cannot make practice after all, that's OK. Coach will contact you to make sure you are OK if you have not already let him know. If you perform a self-assessment before practice and decide it's safer not to row, thank you – we appreciate that. Also, let the coach know.
- We have plenty of oars in the club, more than enough that you can choose to use the same oars each session. In case we need to do contact tracing, please try to use the same oars each time. We will be recording which ones you used each time if you forget.
- Athletes rowing a double may sign up to use a single too, preferably using the same oars all the time.

An example of the current booking screen follows, note, this is a work in progress and may change if we find something easier to use. The data for the example is made up and will be deleted. The address for the boat bookings has previously been mailed out.

Wednesday, June 17, 2020			Time	5:30-7:30AM Masters	7:30-9:30AM Masters	7:00-9:00PM Rec Row
	Boat Weight	Boat Name				
Club 1x Hwt		Darlene Howard	Art	Brent		
Club 1x Hwt	max 225 lb/102 kg	Buntzen				
Club 1x Med		Riley	Natalya			
Club 1x Med	max 175 lb/79 kg	Collingwood	Susan	Kasha	chris	
Club 1x Med	max 175 lb/79 kg	Deep Too	Lori	Antionette	jocelyn	
Club 1x Lwt	max 60 kg	Slingshot	Aniko			
Priv 1x Med	max 180 lb/82 kg	Seeker **				
Priv 1x Med	max 175 lb/79 kg	HoneyB **	Kimmis			
Priv 1x Med/Hwt		Norm's boat **	Norm			
Club Dbl Hwt	165-196 lb avg	Twin				Danvers
Club Dbl Hwt	Hwt Men	Panorama				triggs
Club Dbl Med	130-180 lb avg	Cates				
Club Dbl Med	130-170 lb avg	Frost	Ron and Wendy			
Club Dbl Med	145-174 lb/66-79 kg avg	Belcarra				
# rowers signed up			9	3	6	
Maximum number of rowers per session = 10						
** Notes:						
HoneyB is only to be used by Kimmis or juniors						
Seeker is only to be used by Steph or juniors						
Norm will be the only one rowing his boat.						
Private boat owners need to sign up to add to # rowers						
Out of service list:						
Buntzen						

2. General session procedures

- Physical distances of 2m must be maintained at all times starting from when you leave the car or bus doors, including the parking lots.
- Athletes should wait off of the ramp outside the boathouse doors, and must leave the area as soon as their equipment is put away.
- Wear a mask in and around the boathouse. You may take the mask off while rowing. Those who cannot wear a mask should let their coach know.
- Hand sanitizer will be available on the deck once the coach puts it out (provided we have some in stock). Either use this sanitizer, your own sanitizer, or the public washroom sinks to wash your hands before you start practice. Frequent cleaning of hands is encouraged.
- Only three people are allowed in the boathouse at any one time (including the coach). Wait for the coach to invite you in to get oars or boats.
- Oars are to be placed in the oar box on the beach.
- *Only touch the equipment that you will be using.* The only exception to this is when assisting someone carrying single rowing shells
- It will take some time for all athletes to get on the water, please be patient.
- With additional washing procedures, plan for a full 2-hour practice.

Required equipment:

- Wear clean socks that cover your ankle. Note that we are using hydrogen peroxide to sanitize the shoes. Don't wear your best socks as they may turn blonde.
- Wear at least one item of bright 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. Black is not considered a bright colour.

Personal possessions:

- Keep personal items to a minimum. There is no place in the boathouse to store personal bags – please store items in your car, take them your boat, or leave them at home. A boot tray has been placed on the workbench at the back of the boathouse to store your keys.
- Personal items forgotten at the boathouse will be safely disposed. There is no Lost and Found during this period.
- Athletes should bring water bottles to take out on the boat with them. Please fill the water bottles at home and don't use the public taps.
- There is to be no sharing of water bottles or food between athletes.
- Personal garbage is not to be left in the boathouse, take it home or use the public garbage cans.

Bikes:

- Only one bicycle will be allowed to be store in the boathouse at once, between the oar racks. There is no room for a second bike.

Locks:

- Coaches only will lock/unlock the door to the boathouse. This is to minimize frequently touched surfaces shared between coaches and athletes.
- The boathouse door will be locked while practice is on.

3. Start of practice

Before each practice, all coaches and athletes must complete the COVID-19 health screening. They may use the website link, or app, or looked at the health screen questions on the poster at the door. Links have been provided in emails and in the Safety Plan.

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 in the binder on the desk. This will be used as a record that each athlete and coach has confirmed they have completed the screening that day. Oars and boats used by the athlete that session will also be noted, in case it is different from what was signed up for.
- 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 practice. If this happens, make a note of the incident in the log.
- On arrival unlock the boathouse door.
- Remove your coach bag, life jacket, gas if needed, keys etc. to the ramp before athletes go in the boathouse.

Athletes

- Arrive on time. With the need for health screen checks and limited access in the boathouse, it will take longer to start practice. The start of practice will not be delayed to wait for late athletes.
- Once all oars are down at the beach, slings will be set up along the road for people who want to disinfect or set up their boats before heading off to the beach.
- We will launch in waves of 3 boats at a time.
- Set your oar lock washers in the boat house, all other adjustments can be made once you are launched on the water.
- Those who need help getting their single to or from the water can be assisted. The coach may have to help the last person into the water. If there are doubles, they will be launched last as they can help launch singles and get the coach onto the water earlier.
- Equipment to help with oar and boat cleaning, including boat slings, soap and buckets are to be placed on the ramp before the last person launches.
- The coach will shut and lock the door when all the boats are out of the boathouse.
- Until all athletes are on the water, rowers must stay near the end of the government dock waiting for the coach to arrive.

4. On the water

- 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 coach can otherwise assist the rower as they deem appropriate. There is PPE in each coach bag if needed.

5. End of practice

At the end of the practice, athletes will get out of the water on the beach no more than 3 at a time. Doubles or people comfortable carrying their singles should land first, so they can help others on the beach. As it will take extra time to clean the equipment, athletes may row between the end of the government docks at the beach for a few minutes until there is room for them to wash their boats.

Washing equipment:

- Slings will be set up alongside the road near the boathouse for washing – there is no room to physically distance on the ramps. The hose has been moved to the uphill side of the ramp.
- When washing equipment, soap and a bucket of fresh water from the hose must be used with a fresh bucket of water for each boat. Equipment must be rinsed with the hose, then dried. After drying, frequently touched surfaces (oar locks, shoes, foot stretchers, seats, gunnels) should be sprayed with sanitizer.
- The club has acquired some single use towels for drying. They are to be used once to dry a boat, then put in the gray bin for cleaning. Once the bag is full, the towels will be taken home and cleaned.
- Oar grips are to be dipped in a bleach/water solution, then pure water. Oar blades should be rinsed, oar shafts where they are carried to be washed.
- Wash your boats first and put them away, then oars as boat washing area space will be at a premium.
- Equipment is to be washed, dried, then sanitised at the end of each practice.
 - Coach equipment: There are wipes in the whaler front locker for wiping the steering wheel, throttles, key, motor switch, docking line clips.
 - Athlete equipment: hulls, decks, shoes, tracks, seats, oar grips, oar shafts, stretchers.
 - Boathouse locks, light switch, door handle, door bolts, movable boat racks if moved. Enter date/time and initials in cleaning log.

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 stretchers, boat racks, hose faucets, ropes, hoses. Wash your hands or sanitize after washup.

- Each pair of athletes takes their equipment back to the boathouse in the same way it was brought down.
- If an athlete is the last to use a bucket and sponge, the bucket should be emptied in the public washroom and the sponge squeezed and left to dry in a dry bucket.
- The last athlete(s) will wash and put away the stretchers. Sanitize your hands first.

Stay Home if You Are Sick –

Members are responsible for watching for symptoms of COVID-19. These include, but are not limited to, cough, fever, shortness of breath, sore throat, stuffy nose, loss of sense of smell, headache and/or fatigue. (See <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms> for complete list.) Symptoms can range from very mild to severe. If you think the symptoms are related to allergies, take an antihistamine to see if the symptoms go away. If not, we recommend you get tested for COVID-19.

If you are sick and have family members who row with DCRC, or a double partner you have rowed with in the last 14 days, inform them you have symptoms. They will not be allowed to row until your COVID-19 test comes back negative.

Members who develop any COVID-19 related symptoms, even one, are not allowed to be on site.

If you develop symptoms while on the water, notify the coach, take your boat to the beach, remain physically distant, wash your hands and head immediately home.

If you have symptoms, it is important that you call 811 or connect with your health care provider and follow their instructions.

Acknowledgement of Risk

The Deep Cove Rowing Club has put together a set of guidelines based on guidance from governments and the provincial and federal rowing sport organizations. We are following their suggested practices as a way to reduce the risk of contracting COVID-19. However, in spite of our best efforts, there is increased risk if you participate in rowing programs at this time. It is the individual's decision whether that risk is acceptable.

It is important to note that our procedures document is our best interpretation of the available guidance. It is subordinate to orders and guidance 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.

By signing this page, the athlete acknowledges that he/she:

- has read the document,
- will comply with the guidelines listed to the best of their ability,
- accepts the increased of exposure to COVID-19 during their participation in rowing programs,
- and will abide with any guidance or orders issued by the Provincial Health Officer.

Any rower not following the guidelines in the DCRC COVID Safety Plan, or this document, will have their rowing privileges suspended.

Printed Name

Signature

Date