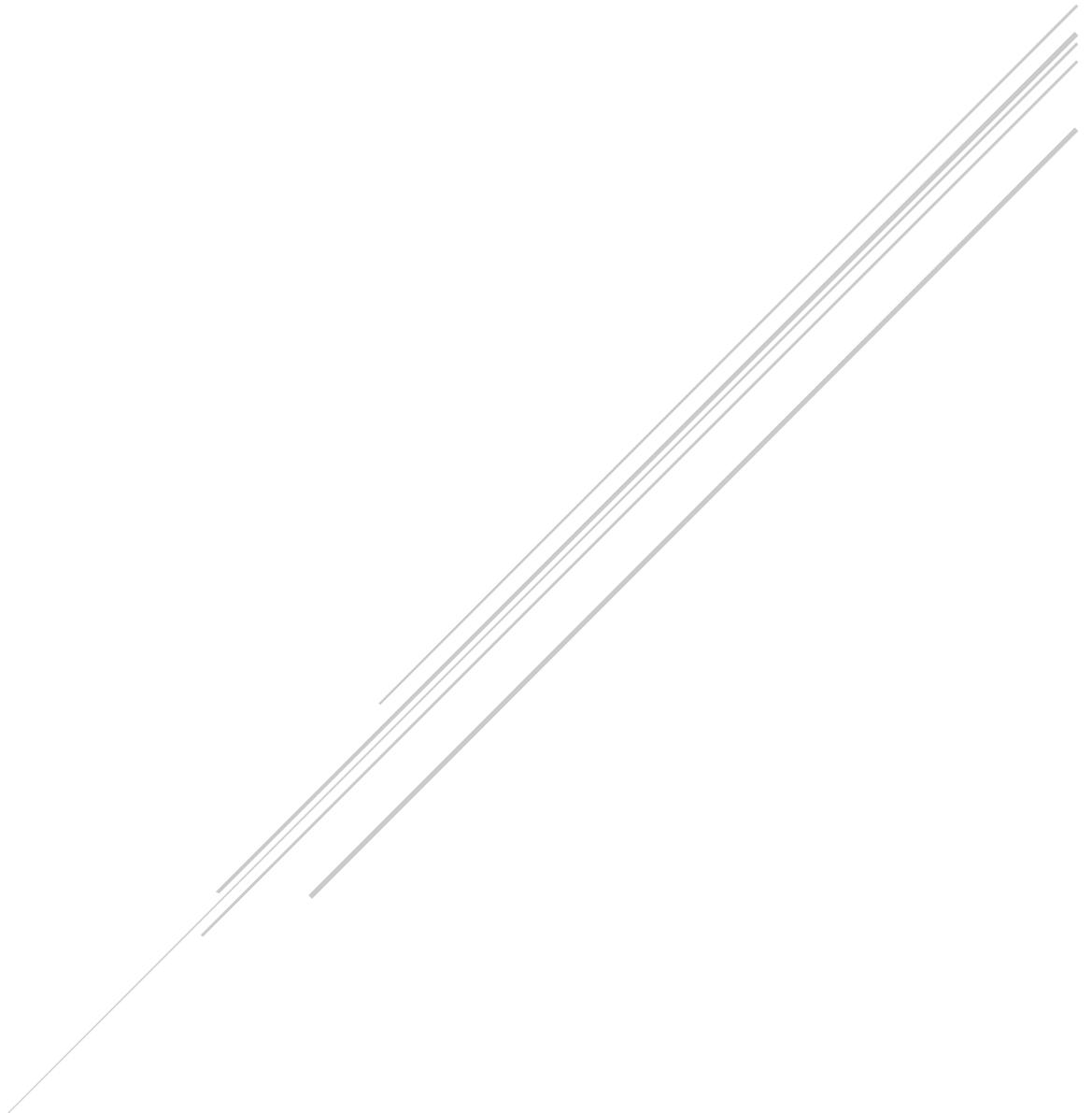


# RETURN TO SPORT GUIDELINES

Developing COVID-19 Reopening Safety Plans  
and Initiating Phase 3 Measures



Rowing British Columbia  
Approved May 30, 2020  
Reapproved August 25, 2020



# RETURN TO SPORT GUIDELINES: Developing COVID-19 Reopening Safety Plans

## Table of Contents

**(NOTE: Recent updates are highlighted)**

Introduction.....	2
Section 1: Club Knowledge about the COVID-19 Pandemic.....	3
Section 2: Club Policies, Procedures and Regulations Regarding COVID-19.....	3
Section 3: Club Awareness about Public Health Information Relating to COVID-19....	4
Section 4: Club COVID-19 Health Monitoring and Information Recording.....	4
Section 5: Club COVID-19 Operational Considerations.....	5
Section 6: Multiuser Group and Public Access.....	6
Section 7: Physical Spaces.....	6
Section 8: Hand Washing and Hygiene.....	7
Section 9: Rowing and Safety Equipment.....	7
Section 10: COVID-19 Response Plan and Communications.....	8
Section 11: Approvals and Publishing.....	9
<b>Section 12: Phase 3 Measures (UPDATED AUGUST 25, 2020).....</b>	<b>9</b>



**Introduction**

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](#) and must be made available to the public either by posting on the wall of the organization’s facility or on its website.

Rowing BC has created this document 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](#).

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). The board of an organization is responsible for the oversight of risk. A board may delegate much of the work involved in managing risk but cannot delegate its responsibility for oversight. Please review [the viaSport Return to Sport Guidelines for B.C.](#) document’s Risk Management Section (page 8).

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 5 principles from B.C.’s Restart Plan should be used to create COVID-19 Reopening Safety Plans:

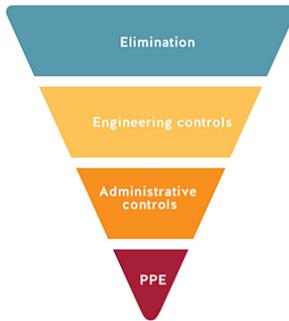
**Five Principles For Every Situation**

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>

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.



Consider first  
↓  
Consider as needed



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

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

1. Who is the club staff member or volunteer responsible for having a deeper understanding of the risks of COVID-19, including transmission routes and best practices for limiting spread? Be ready to provide their name, email address and cellphone number.
2. How will the club share information about the risks of COVID-19, including transmission routes and best practices for limiting spread with staff, volunteers and participants? Provide details that include website URLs, newsletter platforms, direct email options, video conference platforms and other methods.
3. List specific surfaces (i.e. locks, doorknobs, docks and other commonly touched surfaces) and specific spaces (i.e. paths, washrooms, docks and other tight high-traffic areas) that were identified as high risk during the club's risk assessment.

## Section 2: Club Policies Regarding COVID-19

1. List any new policies that have been created in the development of the club's COVID-19 Reopening Safety Plan, such as an [Illness Policy \(see Appendix C\)](#)? Are these new policies posted on the club's website? If so, what is the URL for the club's policy page?
2. Has the club revised language found in waivers, releases or [participant agreements \(see Appendix D\)](#)? Are language changes known to staff, volunteers and participants involved in the reopening phase? Are these changes clearly outlined on the club's website?
3. How will the club communicate the COVID-19 Reopening Safety Plan to staff, volunteers and participants, ensuring that the plan is well understood by all prior to staff, volunteers and participants arriving on site?
4. What training will be provided to staff, volunteers and participants about personal safety procedures and COVID-19 related emergency mitigation measures? How will this training



occur, understanding current social and physical distancing requirements (i.e. via video conference, webinar, etc.)?

5. Who is the club's designated communications staff or volunteer? Be ready to provide their name, email address and cellphone number.
6. What are the penalties if staff, volunteer or participants do not adhere to the COVID-19 Reopening Safety Plan? Are these penalties clearly stated, published and in line with existing club bylaws?

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

1. Where will the club receive local, provincial and national COVID-19 related information from, including the latest health authority guidance and evolving scientific understanding of the virus? List the name of the source organizations and their websites or feeds (i.e. [Vancouver Island Health Authority](#), [BC Centre for Disease Control](#), [Government of Canada Health Services](#)). Rowing BC has provided [a more complete list of resources](#) on its website.
2. Which club staff members or volunteers are the designated individuals responsible for monitoring local, provincial and national COVID-19 related information, including the latest health authority guidance and evolving scientific understanding of the virus? Be prepared to provide the names, email addresses and cellphone numbers for each person and when they are responsible for monitoring.
3. How will the designated club staff members or volunteers share local, provincial and national COVID-19 related information, including the latest health authority guidance and evolving scientific understanding of the virus? Provide details that include website URLs, newsletter platforms, direct email options, video conference platforms and other methods.
4. Has the club created an Acknowledgement of Risk for staff, volunteers and participants to review prior to being involved in the reopening phase that asks staff, volunteers and participants to agree to follow [orders and guidance from the Public Health Officer](#)?

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

1. What is the club's definition of COVID-19 at-risk populations for staff, volunteers and participants? Refer to external resources such as the [BC Centre for Disease Control](#), the [Government of Canada](#) and [Rowing Canada Aviron](#) in the development of your club's at-risk definition.



2. How will the club provide information to staff, volunteers and participants who self-identify as at-risk individuals? Will the club ask staff, volunteers and participants to self-identify as at-risk during a health screen prior to participating in the reopening phase?
3. What measures will the club take to maximize safety for staff, volunteers and participants identified as at-risk? List measures (i.e. not placing at-risk staff or volunteers on the frontlines of club operations, assigning specific equipment to at-risk staff, volunteers or participants to minimize potential COVID-19 community spread and adhere to the club's COVID-19 Reopening Safety Plan).
4. How will public advice and direction be shared about health screens and possible self-isolation and quarantine requirements?
5. Prior to their involvement in the reopening phase, what is the club's plan for health screens of all staff, volunteers and participants? As part of that plan, who should a COVID-19 symptomatic staff, volunteer or participant report to? Include the organization name and direct contact information for ease of access. Is there a requirement for that individual to report to the club? Be prepared to provide the name, email and cellphone number of the club contact. Here is a link to [a sample self-assessment tool](#) created by the provincial government.
6. On a daily basis, what is the club's plan for health screens for staff, volunteers and participants during the reopening phase? As part of that plan, who should a COVID-19 symptomatic staff, volunteer or participant report to? Include the organization name and direct contact information for ease of access. Is there a requirement for that individual to report to the club? Be prepared to provide the name, email and cellphone number of the club contact. Here is a link to [a sample self-assessment tool](#) created by the provincial government.
7. Information from health screens should be kept on record for 30 days. What is the club's plan to safely and securely record the private health information of staff, volunteers and participants? Will information be collected throughout each day and inputted onto a secure, password protected hard drive?

#### **Section 5: Club COVID-19 Operational Considerations**

1. How will the club control access to the facility, including, if applicable, from the public and other user groups? What COVID-19 signage will be created and posted? What types of physical barriers will be used and in which spaces?
2. How will the club establish its COVID-19 participation capacity, remembering that provincial recommendations for group sizes include staff, volunteers and participants? Has the club considered its limiting spaces, such as parking lots, staging areas and dock space? Has the club considered how operating in a multiuser environment impacts capacity?



3. What are the club's established procedures for staff, volunteer and participant arrival and departure? If necessary, include details regarding limiting access for non-participants such as family members and friends.
4. What are the club's COVID-19 land-based flow patterns for staff, volunteers and participants, and how are they being communicated to participants prior to their initial arrival? What COVID-19 signage will be created and posted? What types of physical barriers will be used and in which spaces?
5. What programs will the club be able to facilitate in the reopening phase while maintaining COVID-19 Reopening Plans? Are these types of programs being properly communicated with members so that expectations meet delivery abilities? "Participating" in reopening rowing activities will likely look different from following a Yearly Training Plan.
6. Are all staff, volunteers and participants at the club properly registered in RCA's Web Registration System in order to be eligible for activity insurance? If registered prior to May 19, 2020 staff, volunteers and participants will be required to sign an additional waiver provided digitally by RCA.
7. How will the club structure rowing sessions? Provide details including, but not limited to staffing and volunteer levels, staff and volunteer roles and responsibilities, participant roles and responsibilities, participant sign-up, participant scheduling (including appropriate arrival staggers), rowing and safety equipment assignments and equipment cleaning.
8. Gathering information from staff, volunteers and participants following daily participation in the reopening plan will allow for responsive adaptations. What is the club's post activity communication plan with staff, volunteers and participants? How will the club enable all staff, volunteers and participants to contribute to adapting and evolving the club's safety plan? Will the club use a Google Form or other survey platform?
9. How will private single owners participate in the reopening plan? Will private single owners be required to participate during established club-facilitated blocks of time? Will private single owners be required to participate outside of established club-facilitated blocks of time? What are the policies in place that support the safety of all staff, volunteers and participants with respect to the use of private singles in the club's COVID-19 Reopening Safety Plan?
10. How will your club ensure that no drinking is done directly from a tap, fountain or hose bib?

#### **Section 6: Multiuser Group and Public Access**

1. If there are multiple user groups working out of your facility, how has the club structured collaborative and ongoing planning with the other user groups? Will the groups use the same systems at different times, or will the groups use parallel but self-contained systems?



2. If there are multiple user groups working out of your facility, who are the representatives from each of the groups that are responsible to ensure collaborative reopening plans exist? Be prepared to provide organization names, staff contact names, email addresses and cellphone numbers. How often will these people meet?

### **Section 7: Physical Spaces**

1. Examining every space at your club, what non-essential spaces will no longer be accessible to staff, volunteers and participants? What essential spaces will the club allow to be used and what are the policies governing the use of those spaces, i.e., erg rooms, weight rooms, kitchens and meeting rooms may be closed entirely while the parking lot, washrooms, boat bays and docks may have controlled access?
2. How will the club maintain cleanliness and sanitization of accessible spaces? Who is responsible for cleaning these spaces? When will these spaces be cleaned? How will cleaning be recorded? What are the cleaning supplies that will be used and where are they kept? Keep a record of names, emails and cell phone numbers of cleaners and provide the cleaning details including the cleaning schedule and location of cleaning supplies. Cleaning protocol information can be found [here](#).
3. How will the club ensure that spaces deemed off-limits remain off-limits, and therefore sanitized? Provide a list of physical barriers or other methods of verifying.

### **Section 8: Hand Washing and Hygiene**

1. What plan does the club have in place to ensure an adequate supply of soaps, sanitization products, disinfecting supplies and personal protective equipment (PPE) for staff, volunteers and participants? Be prepared to list the name of the staff or volunteer responsible for monitoring supplies, the frequency in which supplies will be checked, and the process the club will follow for placing supply orders. Consider listing the name and contact information of preferred suppliers.
2. Will the club set up hand washing stations (with soap and water or hand sanitizer) at the entrance and exit to the site? If not, how will the club ensure staff, volunteers and participants enter the site in a sanitized state?
3. If washrooms are accessible to staff, volunteers or participants, how will the club ensure they are equipped with sufficient hygiene and sanitization products? Provide a similar level of detail as in question #1 of Section 8.
4. If running water is not available at your club, what alternative hygiene measures will be provided?



5. What is the club's plan for providing closed disposal containers to allow for the safe disposal of all waste materials?

### **Section 9: Rowing and Safety Equipment**

1. How will rowing equipment be assigned to specific participants and recorded in order to make tracing possible COVID-19 exposures easier?
2. What is the club's procedure for cleaning rowing equipment? Describe the roles and responsibilities of staff, volunteers and participants. Describe the washing stations, including distances from others and cleaning supplies that will be available to staff, volunteers and participants.
3. How will safety equipment, including safety boats, be assigned to specific staff or volunteers and how will the club record staff or volunteer use of specific safety equipment?
4. What is the club's procedure for cleaning safety equipment? Describe the washing stations, including distances from others and cleaning supplies that will be available to staff, volunteers and participants.
5. How will the club teach cleaning procedures to staff, volunteers and participants?
6. How will the club ensure that private singles undergo the same cleaning procedure as all other equipment?
7. The reopening phase for rowing will utilize singles and household-based doubles and pairs. How will the club verify that participants wishing to row a double or pair are from the same household? Will verification be established through the address listed in the RCA Web Registration System or through some other means?

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

1. What local authorities will be notified prior to the commencement of rowing activities at your club? Provide the organization names, staff member names, emails and phone numbers.
2. What is the club's specific medical response plan that addresses how the club will respond in the case that a staff, volunteer or participant self-identifies as having COVID-19 symptoms while on site or following participation at the club? What is the club's plan if a staff, volunteer or participant tests positive for COVID-19 following participation at the club? Will the club immediately close and conduct a deep clean of all spaces prior to taking further steps? What is the timeframe the club would close considering each of the previously stated scenarios?



3. Who will be notified if a suspected COVID-19 case arises at the club? Provide the organization names and direct contact information.
4. Who has been assigned as the designated team at your club that will be activated in the instance of a suspected COVID-19 case? What roles have you assigned within the team? Be prepared to provide the names, team positions, emails and cellphone numbers of each member.
5. Has the club created an isolation space on-site for staff, volunteers or participants who may start to feel unwell while participating at the club? Describe the space and explain how it would be used.
6. Has the club properly trained its designated Occupational First Aid Attendants regarding COVID-19 and communicable diseases? [Here is the WorkSafeBC protocol for reference.](#)
7. What is the club's internal communications plan for managing a suspected COVID-19 case? What role does the club expect to play versus that of the appropriate authorities? How will staff, volunteers and participants receive the appropriate information (i.e. website, social media, newsletter, direct email, other)?

#### **Section 11: Approvals, Publishing and Transparency**

1. Provide the motion that was passed by the club's Board of Directors or appropriate alternative to approve the club's COVID-19 Reopening Safety Plan.
2. A record should be kept of the names and positions of the board members who voted on the motion to approve the club's COVID-19 Reopening Safety Plan. If your club is part of a larger institution and does not have a board directly governing it, be prepared to provide the names and positions of the individuals who approved the club's COVID-19 Reopening Safety Plan, and the approval process the club followed.
3. Provide the URL where the club's COVID-19 Safety Plan is posted online and/or provide the location where the club's COVID-19 Safety Plan is posted at the club.

#### **Section 12: Initiating Phase 3 Measures (UPDATED AUGUST 25, 2020)**

1. Is your club ready to initiate Training Groups? How will your club manage Training Groups? Has your club considered the effects on participants who may choose not to participate in a Training Group? Has your club engaged with partner organizations in updating the COVID-19 Reopening Plan to include Training Groups?



2. While implementing Training Groups, physical distancing is still required at all times, other than on the field of play. How will the safety of all participants be ensured while not on the field of play?
3. How will practices and training programs be designed to limit prolonged contact in the field of play? Can you adjust the length of practice? Will you consider utilizing singles and doubles/pairs along with bigger boats?
4. Coaches may be counted outside the total Training Group number of 10 participants if they are able to maintain physical distancing at all times. How will your club ensure that coaches maintain physical distancing at all times? What is the club's policy if a coach is required to break, or inadvertently breaks, physical distancing parameters?
5. Equipment cleaning practices were established in your club's COVID-19 reopening plan for singles and doubles/pairs. If using larger boats for Training Groups, how will your club's cleaning practices be adjusted or adapted to ensure physical distancing is maintained before and after practice?
6. Training Groups should remain together for an extended period of time. If looking to change cohorts, clubs are required to implement at least a two-week break between activities. How will your club establish a Training Group? How will the club manage Training Group contact tracing? Has your club considered increased contacts that participants may be exposed to outside of your club?
7. How will the club engage with members regarding Training Groups? Has the club considered its obligations to communicate with parents or guardians of members? Has the club considered changes to existing waivers?