



# NANAIMO ROWING CLUB

P.O. Box 946 Station A  
NANAIMO, B.C. V9R 5n2

EMAIL: [nanaimo.rowing@gmail.com](mailto:nanaimo.rowing@gmail.com)  
WEBSITE [www.nanaimorowingclub.com](http://www.nanaimorowingclub.com)

## COVID-19 Health & Safety Plan for the Nanaimo Rowing Club

**Version 1.5: December 4, 2020**

This COVID 19 Plan has been developed to reduce the risk of exposure and transmission of COVID 19. The number one concern is the safety of our staff and participants. The plan is an evolving document and will be guided by the province of BC Sport Sector Reopening guidelines, Worksafe BC, Rowing Canada and Rowing BC. The document will be posted on the Nanaimo Rowing Club website [www.nanaimorowingclub.com](http://www.nanaimorowingclub.com); as it is updated a new version number will be applied.

The plan forms the basis of the initial reopening communication for Nanaimo Rowing Club and will document the steps required to reopen and what procedures will be in place for the initial opening phase and will modified as we enter future phases.

### Contents

Record of Changes .....	3
A. INTRODUCTION .....	5
B. STEPS TO REOPENING .....	5
1. Completion of RCA Risk Assessment.....	5
2. Completion of RCA Return to Rowing Club Mitigation Checklist.....	5
3. Assignment of Lead Personnel.....	5
4. Assembly of generalized COVID-19 information .....	5
5. Assembly of signage.....	6
6. Assembly of cleaning and disinfection products/supplies.....	6
7. Assembly of personal protective equipment (PPE) .....	6
8. Completion of required documents.....	6
C. INITIAL REOPENING CONSIDERATIONS.....	7

1. CLUB POLICIES AND COVID-19 .....	8
2. HIGH-RISK INDIVIDUALS.....	9
3. FACILITY ACCESS AND FLOW.....	9
SHARED SITE.....	9
CAPACITY.....	10
STAFF.....	10
PARTICIPANTS .....	11
4. EQUIPMENT AND BOATS .....	12
5. CLEANING, HYGIENE AND SANITIZATION .....	12
General cleaning information .....	13
Staff and participants.....	13
Office Equipment .....	13
Rowing Equipment.....	13
Safety Boats .....	13
Other Items .....	14
6. SPECIAL SITUATIONS .....	14
7. COMMUNICATIONS .....	14
D. PLAN APPROVAL .....	14
Appendix A: Nanaimo Rowing Club Health Screen.....	16
Appendix B: Participant Agreement.....	17
Appendix C: NRC Implementation of Training Groups .....	18

# Record of Changes

## Version 1.5, December 4, 2020

On December 3, 2020 a new public health order (PHO) went into effect immediately and Rowing BC provided the following impacts on rowing:

### *ADULT (19 and over) TEAM SPORTS*

*All indoor and outdoor adult team sports are suspended. Rowing in a single is the only permitted boat at this time. It is important to ensure that scheduled arrival and departure, launching and landing ensures there will be no gathering of individuals anywhere on site (dock, boathouse, change room, parking lot etc.).*

### *SPORT FOR CHILDREN OR YOUTH*

*All sport for children or youth must follow viaSport's Phase 2 Return to Sport guidance. This requires a return to singles and household doubles/pairs only. A youth rowing program could continue to offer outdoor dryland training. Continued adherence to physical distancing and cleaning protocols as outlined in each organization's Return to Rowing Plan is required. It is important to note that in sport for children and youth, the latest PHO increased the physical distancing requirement from 2 meters to 3 meters. All associated markers, barricades etc. that have been created to assist with the flow of participants must be updated accordingly. This will require an update to each organization's posted Return to Rowing Plans to reflect the change to 3 meters.*

Earlier in the day, prior to the PHO announcement, NRC announced that training groups and bubble doubles would no longer be permitted and that rowing in singles would be the only permitted activity (appendix C is not valid at this time). Masks are mandatory everywhere except in the rowing shells. Physical distancing of 3m must now be maintained and all mentions of 2m have been updated to 3m in the document.

## Version 1.4, September 17, 2020

Addition of Appendix C NRC Implementation of Training Groups

Section 4 - change from staff washing boats to athletes washing boats. Staff will continue to do final disinfection.

Section 5 - using the dock for launching – staff will disinfect prior to each group's use

## Version 1.3, June 2, 2020:

Section 3 Facility Access and Flow – under Staff and Participants added following bullets:

- Ensure they are registered with Rowing Canada and sign the RCA waiver
- Sign Participant agreement (Appendix B) and provide emergency contact details

Added Appendix B Participant Agreement

Added Section D Record of approval for this plan

## A. INTRODUCTION

Our return to rowing will look vastly different than we are used to. In the initial phases of the return to all organized sports the focus will be on training; competitions, regattas, etc. will not be the focus.

We will be training in smaller groups and our attention to all the safety factors will help prevent the spread of COVID-19 and the eventual return to something more normal. There are a lot of steps required for our opening and once we are given the go ahead, we will start with an initial group to test out how long our check-in, cleaning, launching, and other procedures take. This will allow us to work out a schedule for multiple sessions per day.

## B. STEPS TO REOPENING

### 1. Completion of RCA Risk Assessment

The risk assessment was completed on May 20, 2020 by Craig Rutherford (Head coach) and Kate Rutherford (President). The Step 1 initial risk assessment was scored as 3 = Moderate Risk (low-moderate). The Step 2 modified risk assessment was scored as 2 = Low Risk. The modified score was lowered by restricting access of older individuals (>65 yr) and individuals with underlying health conditions.

### 2. Completion of RCA Return to Rowing Club Mitigation Checklist

The risk assessment was initially completed on May 22, 2020 by Craig Rutherford (Head coach) and Kate Rutherford (President). It was modified on June 1, 2020 and the final score was 298. An exemption is being requested for the parking lot as the club does not have the authority to block spaces. There were also several items marked as Not Applicable.

### 3. Assignment of Lead Personnel

The following leads have been assigned and these four individuals will form the COVID-19 response team for NRC:

- a. Operations lead – Craig Rutherford
- b. Communications lead – Kate Rutherford
- c. Medical lead – Shelley Cox
- d. Supply lead – Misty Duifhuis

If you need to contact any of these individuals please email [nanaimo.rowing@gmail.com](mailto:nanaimo.rowing@gmail.com) or call 250-816-8769.

### 4. Assembly of generalized COVID-19 information

Government of Canada Coronavirus disease (COVID-19): Outbreak update

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>

Extensive information on all aspects of COVID-19, including symptoms, how it spreads, prevention, and at-risk populations can be found at BC Centre for Disease Control <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

BC COVID-19 links to support app and self-assessment tool <https://bc.thrive.health/>

Vancouver Island Health <https://www.islandhealth.ca/>

Worksafe BC Preventing exposure to COVID-19 in the workplace – A guide for employers  
<https://www.worksafebc.com/en/resources/about-us/guides/preventing-exposure-to-covid-19-in-the-workplace?lang=en>

## 5. Assembly of signage

The following signage is required:

- a. Maximum occupancy of boathouse = 1 (Staff only)
- b. Maximum occupancy of container = 1 (Staff only)
- c. Keep your 2m distance poster (3m, effective December 3, 2020)
- d. Entry checklist for staff
- e. Cleaning-disinfecting poster
- f. Handwashing instructions
- g. About Coronavirus poster
- h. Help reduce the spread poster

## 6. Assembly of cleaning and disinfection products/supplies

The following products/supplies are required:

- a. Hand sanitizer
- b. Soap – dish washing soap
- c. Buckets – enough for each boat
- d. Scrub brushes – enough for each boat
- e. Garden hoses
- f. Disinfectant – wipes and spray
- g. Bleach
- h. Lidded garbage cans
- i. Garbage bags

## 7. Assembly of personal protective equipment (PPE)

The following products/supplies are required:

- a. Rubber gloves – for boat washing, labelled for each individual
- b. Nitrile gloves
- c. Non-medical face masks – when 3 m distance cannot be maintained
- d. Protective eyewear

## 8. Completion of required documents

The following documents are required:

- a. Staff guidelines
- b. Staff sign-in

- c. Cleaning protocols – for site
- d. Cleaning protocols – for equipment
- e. MSDS information for cleaning supplies
- f. Participant sign-up – initially by invitation only, then development of electronic sign-up via Google Sheets or Signup.com.
- g. Participant guidelines
- h. Record of equipment usage/cleaning

## C. INITIAL REOPENING CONSIDERATIONS

With the goal of reducing the spread of COVID-19, these common-sense practices help prevent infection and transmission:

- Frequent [hand washing](#)
- Sneeze or cough into your elbow/sleeve
- Avoid touching your face
- Practice [physical distancing](#) outside your household
- [Disinfect](#) frequently touched surfaces

Specifically, at the Nanaimo Rowing Club:

- Staff, volunteers and participants will complete the Participant's agreement (Appendix B)
- Failure to comply with any of the safety and health conditions will result in suspension of rowing privileges
- Social and physical distancing must remain in effect (3 meters on shore and up to 4 meters working out)
- The boathouse, compound and container will not be accessible to participants
- The Loudon Park site, including the parking lot, should not be a place to socialize
- Athletes need to have the mindset of arriving ready to row - ROW&GO!
- There will not be any place to change, again arrive ready to row
- Routine, daily health screening for all staff, volunteers and participants will occur. This can be done online <https://bc.thrive.health/>, by using the app (available on Google Play or Apple Appstore) or filling in the form in Appendix A. (to be determined if paper form being used)
- Anyone who is sick or returning from out of Canada must self isolate and stay away from the club for 14 days
- Consider if you fall into a high-risk category; high risk individuals should not participate in the initial reopening phase
- COVID-19 signage will be posted to help change established behaviours and to maintain social and physical distancing
- Physical barriers will be considered to help change established behaviours and to maintain social and physical distancing
- Rowing will only occur in 1Xs and "household-based" crew boats
- Prior to commencement of club activities, we will contact the city of Nanaimo.

## 1. CLUB POLICIES AND COVID-19

During the time of this pandemic any changes that come from the provincial health office, Vancouver Island Health, provincial emergency orders, Worksafe BC, the city of Nanaimo, ViaSport, Rowing BC or Rowing Canada will take precedence over this NRC safety plan. The document will be modified to reflect changing information.

The procedures set out in this safety plan are meant to provide the best protection possible to our staff, volunteers, and participants. Standards will be identical for all individuals and breaches of the procedures will have consequences dependent on the severity of the breach.

This safety plan and club policies ensure that staff, volunteers, and participants that show symptoms of COVID-19 are prohibited from the site. This includes:

- Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.

Information on what to do if you are sick can be found here: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/if-you-are-sick>

If someone starts to feel ill at the site, they should:

- Immediately notify the senior staff member on duty even if symptoms are mild
- Immediately wash or sanitize their hands, don a non-medical face mask, and isolate themselves
- Immediately go straight home – they should call 811 for further guidance or contact their family practitioner

If the person is severely ill (e.g., difficulty breathing, chest pain), call 911. Staff will clean and disinfect any surfaces that the person has been in contact with.

If there is a suspected or positive case of COVID-19 in someone that has participated in rowing activities, the club will take guidance from the public health authorities.

The club will ensure that our volunteers and staff are provided training in workplace policies and procedures. This includes policies for staying home when sick and for dealing with situations where an individual does not adhere to the policies.

Staff will have the ability to exclude a rower or volunteer from a daily activity if they see a blatant breach of procedure (e.g., entering the boathouse or container). Repeated infractions (>3) will result in a suspension until review by the NRC COVID-19 response team. The staff member will present a summary of the infractions to the medical lead who will decide the degree of the breach and advise the rest of the COVID-19 response team. Based on severity, the team will determine the penalty. Lying about symptoms will have severe consequences. Hiding a positive test would mean expulsion from the club.



## 2. HIGH-RISK INDIVIDUALS

Rowing Canada's definition of a high-risk individual includes anyone with compromised immune systems, older individuals (>65), those with co-existing medical conditions including, but not limited to, diabetes, cardiac disease, severe asthma, chronic lung conditions, and autoimmune diseases.

Individual participants are encouraged to assess their risk very stringently during the reopening phase and consider if they need to take measures to avoid exposure.

High-risk individuals will not be in the first batch of participants back on the water. Once safety procedures are tested, measures will be taken to provide sessions that minimize any potential exposure or cross-contamination with lower risk groups.

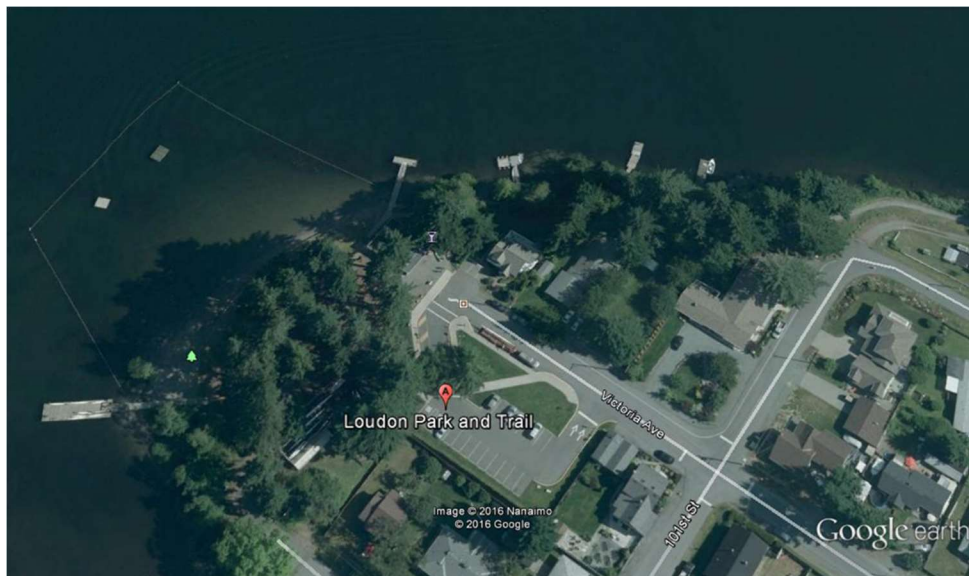
## 3. FACILITY ACCESS AND FLOW

### SHARED SITE

Nanaimo Rowing Club operates within a city of Nanaimo park which is open to the public. We also share the site with the Nanaimo Canoe and Kayak Club (NCKC).

NRC will be posting signage to promote physical distancing and will clearly mark rowing specific areas (e.g., launch tent). If necessary, barriers will be erected around those areas. Measures will be taken to direct the public off the dock and if that is not possible, the club will do wet launches.

Washrooms at the site are available to the public and will be open but use by rowers is strongly discouraged (except for in an emergency). Washrooms are not to be used as change rooms. Staff (and rowers) at the site will be provided with sanitizing products if they are required to use the washrooms during the day.



(need lower resolution photo)

We will be working in conjunction with NCKC to ensure that activities do not overlap in time or space.

NRC rowers are asked not to bring visitors, guests, or pets to the site. If possible, participants should be dropped off to avoid the close quarters of the parking lot. The site is not going to be a place to socialize and the mindset should be ARRIVE, ROW & GO.

Within the NRC boathouse there will be limited access (staff only, 1 person at a time). Hand sanitizer will be located on the desk at the entrance to the boathouse. The desk, binders, and pens will be sanitized at a minimum of twice per day. Items for individual staff will be labelled. Lidded garbage cans will be available for discarded cleaning supplies (paper towel, disinfectant wipes). The garbage cans are not for personal garbage such as coffee cups.

## CAPACITY

Until guidance is provided by governing sport bodies or by the appropriate government agencies, only members of the Nanaimo Rowing Club may take advantage of club programming. This prohibits lessons, events for non-members, regattas, training camps and guest rowing for non-members. All staff, volunteers and participants must be registered with Rowing Canada.

When we reopen participation will be limited to groups of 4-5 rowers in singles or family doubles and one coach/safety boat driver. In the initial reopening phase, select groups of rowers will be invited to participate. Once policies and procedures are deemed workable a sign-up system will be developed using a tool such as Google sheets or Signup.com.

## STAFF

Prior to starting employment

- Ensure they are registered with Rowing Canada and sign the RCA waiver
- Sign Participant agreement (Appendix B) and provide emergency contact details
- Receive and review COVID-19 safety plan
- Receive procedures manual and help develop/modify
- In-person and zoom orientation – e.g., general review of procedures via Zoom, how to wash boats in person
- Complete COVID-19 health screen
- Each staff member will be provided with their own binder and safety box
- Binder will include records of their daily health screen, daily records of boat assignments and cleaning, daily records of site cleaning
- Safety box will contain hand sanitizer, non-medical face mask, gloves

Prior to entering facility

- Complete daily COVID-19 health screen
- Wash hands with soap and water for 20 secs
- Review club social media and email for any updates

Rules while on Site

- Attend morning update on COVID-19 and protocols
- Receive daily job assignment
- Always wear a mask on land

- Always maintain 3 metre social distancing on land
- 1 staff member per safety boat – each staff member will have an assigned PFD
- 1 staff member in boathouse at any one time
- 1 staff member in container - only Senior Staff
- Enforce and maintain all safety and cleaning protocols
- Wash hands with soap and water for 20 secs, before each boat
- Put on required PPE – if using gloves need to wash them with soap and water between each boat
- Keep all personal items together and label
- Safety boat must be cleaned/sanitized between operators
- Safety boat equipment – personal PFD, 2 additional PFDs, usual safety equipment, boogie board with rope, face mask or buff, hand sanitizer
- Participate in daily debrief at end of each day

## PARTICIPANTS

Prior to Participating Athletes will:

- Ensure they are registered with Rowing Canada and sign the RCA waiver
- Sign Participant agreement (Appendix B) and provide emergency contact details
- Receive and review COVID-19 safety plan
- Consider if they fall into the high-risk population
- Review athlete procedures
- Participate in Zoom or in person orientation

Prior to entering facility

- Arrive changed and ready to row – there is nowhere to change at the site
- No washrooms – only in emergency!! No changing!!!!
- Wear a mask at all times while on land (launching, cleaning, etc.)
- Complete daily COVID-19 screening (can we ask juniors for health info?)
- Wash hands with soap and water for 20 secs
- Good idea to wear clean fresh socks to prevent transmission through skin to shoe contact – also the shoes will likely be wet from washing
- Personal items should be kept at home, or in your vehicles
- If parking in the parking lot, maintain 3 metre distance from other people
- If arriving with a bike – will need to be locked to racks in designated area of the compound. Do not enter compound until directed by staff
- Store water bottle and any food items in a sealed Ziploc bag

While Participating Athletes will:

- Always maintain 3 metre social distancing (4 metre distance on water)
- Use only your assigned boat and oars
- Personal singles will be treated in an identical manner to club boats
- Ensure you have all required safety equipment
  - PFD – advise to bring your own, else assigned
  - Heel tie downs
  - Quick release on shoes
  - Secure bow ball

- If assistance is needed launching boat, have the same person help at same end of boat up and down
- If launching at the dock, leaving traffic has priority
- Avoid use of washroom facilities
- No spitting or clearing of nasal passages except into a disposable tissue
- Dispose of used tissues, etc. in a sealed bag
- Store water bottle and any food items in a sealed Ziploc bag

## 4. EQUIPMENT AND BOATS

To limit potential contacts, rowing shells for each rowing time slot will be specifically assigned to an individual rower. This rower will use the same boat and oars for all their rowing sessions. There will be a sign out sheet that lists date, boat, name of rower, oars, completion of COVID-19 daily screen, and cleaner.

Steps for Rowing Shells:

- Staff will erect the launch tent if being used
- Stretchers will be set out with a minimum of 3 metre spacing
- Athletes will move the rowing shells from the compound to stretchers if adjustments are required
- For first row of day, cleaning will be confirmed from previous day
- For subsequent rows cleaning will be completed
- For each boat, staff will record name of rower, which oars used, health screen completed
- Boat launched by rower; if they require help with the boat the same person should carry the same end for launch and return
- After row, rower returns boat to the same set of stretchers
- Athletes will clean boat and staff will complete final disinfection
- Stretchers will be cleaned between rows
- Staff will update records
- Take down launch tent, return stretchers to compound – all to be sanitized

Coach boats will carry only one individual and must be cleaned and sanitized between users. Whenever possible the same individual will always use the same boat. Records will be kept of each use and completion of cleaning.

## 5. CLEANING, HYGIENE AND SANITIZATION

During the COVID-19 Public Health Emergency, enhanced cleaning and disinfecting must be a priority to reduce the risk of disease transmission. Cleaning with soap and water and disinfection should be done as often as possible.

Areas/items to be cleaned include locks, doors of boathouse and container, rowing shells, oars, stretchers, boat racks, safety boats, outboard motors, gas tanks, kill switch, safety boxes, desk, binders, and pens. This list will be added to as items arise.

## General cleaning information

- Read and follow manufacturer's instructions for safe use of cleaning and disinfection products (e.g. wear gloves, use in well-ventilated area, allow enough contact time for disinfectant to kill germs based on the product being used).
- If using gloves, wash hands with soap and water or use alcohol-based hand sanitizer after removing gloves.
- Use damp cleaning methods such as damp clean cloths, and/or a wet mop. Do not dust or sweep which can distribute virus droplets into the air.
- Contaminated disposable cleaning items (e.g. mop heads, cloths) should be placed in a lined garbage bin before disposing of them with regular waste.
- Reusable cleaning items can be washed using regular laundry soap and hot water (60-90°C).
- Clean and disinfect surfaces that people touch often.

## Staff and participants

- All staff and participants should arrive with clean, sanitized hands
- Washing hands at the site should be done with flowing water and soap. Standing water, i.e., from the lake, is not to be used.
- Hand sanitizer will be provided

## Office Equipment

- Items such as the desk will be regularly washed with soap and water and disinfected
- Non-washable items such as binder, pens will be disinfected with commercial disinfectant sprays or wipes

## Dock

- Will be sanitized prior to use by each group

## Rowing Equipment

- All equipment will only be washed with flowing water and soap. Standing water, i.e., from the lake, is not to be used.
- Each boat will have its own bucket, scrub brush and cloth. Buckets are not to be shared between boats for washing.
- Dishwashing liquid is appropriate for cleaning and will be provided by the Nanaimo Rowing Club for the washing of equipment.
- Disinfection with a commercial disinfectant will follow the cleaning. If commercial hydrogen peroxide based disinfectants cannot be obtained a bleach solution of 20ml bleach per litre of water can be used.
- Rowing shells will be washed and disinfected prior and subsequent to use. This will be the responsibility of an assigned staff member. 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.
- Ball bearing based wheels should be lubricated after every wash i.e. before and after rowing.

## Safety Boats

- Safety/coach boats will also be washed and disinfected: 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, PFD's, kill switch cords, paddles, whistles, bailing devices, and other safety equipment.

### Other Items

- 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 doors/gates.

## 6. SPECIAL SITUATIONS

### 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 can determine based on their assessment as to best options:
  - The coach should provide a floatation device (buoyant heaving line) to the individual in the water.
  - The rower should attempt to right the boat and self-rescue.
  - If unable to self-rescue on the first attempt, don PFD
  - 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. They must wear a mask and should consider wearing gloves, and eyewear.
  - The session is immediately ended if the coach has touched the shell within the cockpit area – not if coach only has held bow or stern.

## 7. COMMUNICATIONS

This plan will be posted on the Nanaimo Rowing Club website ([www.nanaimorowingclub.com](http://www.nanaimorowingclub.com)) on a COVID-19 page. Versions will be dated for tracking purposes.

Links to information on COVID-19 risks, transmission, prevention, and symptoms will be provided, as well as links to the COVID-19 self assessment tool and what to do if you suspect you have been exposed to COVID -19 or are displaying symptoms.

Regular updates on the COVID-19 situation in BC will be provided via direct email, newsletters, website and Facebook. It is expected that an app such as WhatsApp will be used for contact for small, group-specific communications.

Daily, the most recent information and any changes to provincial guidelines and moving into different phases will be communicated.

## D. PLAN APPROVAL

The following motion was made by Kate Rutherford and seconded by Matthew Gall:

To approve the initial “COVID-19 Health and Safety Plan for the Nanaimo Rowing Club”, version 1.2, June 1, 2020, with the understanding that the document will evolve as the situation with COVID-19 changes. The NRC COVID-19 response team will make and communicate any necessary changes.

Approved unanimously on June 1, 2020 by Kate Rutherford, Misty Duifhuis, Kirsten Rogers, David O’Keeffe, Michelle Bigg, Shelley Cox, Matthew Gall, and Karen Knight.

*This document in no way represents all the responsibilities or activities associated with mitigating and dealing with the risk of COVID-19, however, this serves as a template for best practices as we know them today. This is a fluid document and subject to change. To be socially responsible everyone needs to participate and cooperate. We trust our members are like minded in our attempt to keep everyone safe and healthy during these challenging times.*

## Appendix A: Nanaimo Rowing Club Health Screen

**To be completed by each member, coach, rower, volunteer whenever attending the NRC 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 anywhere outside British Columbia within the last 14 days?
- Have you tested positive for COVID-19 and not yet been confirmed as recovered?
- Are you considered a “high risk individual” due to any of the following medical conditions:
  - Heart disease, Hypertension (high blood pressure), Lung disease, Diabetes, Cancer, People with weakened immune systems from a medical condition or treatment, such as chemotherapy, Older adults
- 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.**



## Appendix B: Participant Agreement

Name of Participant: \_\_\_\_\_ Date: \_\_\_\_\_

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

All Participants of Nanaimo 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 that my minor child (under 18) may provide information on symptom screening checks and will let my club know if they 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 or sanitizer.
- I agree to use only the equipment that is assigned to me
- I agree to sanitize the equipment I use throughout my practice if requested, 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 my Clubs 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.

Signature:

Parent/Guardian Signature (if under 18):

# Appendix C: NRC Implementation of Training Groups

## Nanaimo Rowing Club Implementation of Training Groups September 14, 2020 (not in effect as of December 3, 2020)

### 1. Definitions from Rowing BC

- a. TRAINING GROUPS: defined as 10 participants or less and are designed to allow specific sports to limit contacts to a small, set, group of participants.

Training groups do not include the coach, if the coach always maintains physical distancing. Maintaining physical distancing becomes increasingly important if a coach is responsible for multiple training groups.

Training groups should remain together for an extended period. If looking to change training groups, implement a two-week break between activities.

- b. FIELD-OF-PLAY: defined in rowing as when participants are seated in the boat.  
At least 2 meters distancing should be maintained between all participants when outside of the field-of-play.

If physical distancing cannot be maintained outside the field-of-play, masks will reduce the risk of community spread of COVID-19 (e.g. carrying the boat or washing the boat).

### 2. NRC Management of Training Groups

- a. NRC members that decide to participate in a training group need to fully understand the implications of the risks and the contacts that each member has outside the club.
- b. Within NRC, the maximum size for a training group has been set at four – the group will be able to row quad, four, double, pair, or single in any combination of training group members.
- c. Training groups are meant to be for an extended period.
- d. If rowers want to change training groups, they will be required to row a single for 14 days before joining the new group.
- e. NRC members who do not want to participate in a training group can still attend practices at the same time as members of the training groups.
- f. If necessary, launch times and landing times will be staggered to maintain 2m physical distance on the beach and in the boat wash area.
- g. Only one quad will be launched per rowing session.
- h. Sign up will be managed on Google Sheets – rowers must clearly indicate whether they are rowing as an individual or as part of their training group.

### 3. Procedures on Land

- a. A distance of 2m will be maintained at the boat racks/stretchers and during wet launching and landing at the beach.

- b. There will only be one quad launched per session; participants must wear masks while carrying the quad.
- c. Senior coach on duty will continue to set up stretchers and wash buckets ahead of time and will ensure 2m distancing of boats and athletes.
- d. All existing cleaning and sanitizing measures will be enforced.

#### **4. Procedures on Water**

- a. Limit of one quad per session with a mix of singles and doubles.
- b. Practice times will be limited to 1.5 hours to minimize contact.
- c. High exertion practices will be limited.

#### **5. Coaches and Safety Boat Drivers**

- a. Continue to have a limit one person per safety boat.
- b. Coaches/boat drivers will have a mask available if they need to assist a rower and there is a possibility of coming into the 2m zone of the rower.
- c. Participants should have a mask or other face covering in a sealed bag in the rowing shell in case they need assistance and there is a possibility of coming into the 2m zone of the coach/boat driver.
- d. Anyone who helps to move the safety boat should wear a mask if they cannot maintain a 2m distance from other people.

#### **6. Boat cleaning**

- a. Wash stations/buckets will be set up by senior staff on duty.
- b. If more than one person is washing a boat masks must be worn. For quads, it is recommended that 2 rowers wash the boat and the other 2 rowers wash the oars. One member of the crew will be assigned the task of final disinfection by the senior staff member.
- c. Participants must wear masks when carrying the boat back into the compound.

#### **7. Participant tracing**

- a. Sign up for all rowing sessions will be done using Google Sheets.
- b. Rowers must indicate if they are rowing as an individual or as a part of their designated training group.
- c. For each session, the senior staff member on duty will record rower's names, boat and oars used and who was responsible for cleaning.
- d. All records will be maintained for a minimum of 30 days.

#### **8. Communication**

- a. Email/newsletter will be sent to all members to explain the training group process.
- b. Once approved by the NRC board, the plan will be posted on the NRC website.
- c. Craig will explain the training group procedures prior to the first row by a training group.

Approved by the Nanaimo Rowing Club on September 15, 2020