**Date:** 29-May-2020, Modified July 4, 2020

**Club:** Fort Canoe Kayak Club

**Submitted by:** Connor Fehr

**Facility Access Considerations**

**Facility Restrictions**

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| How are you going to control the number of people in a space at a time? | All of our registrants will need to check in at the top of the dock before being allowed to enter the facility. Check will be done by coaches. Only athletes participating in program will be allowed to enter facility. Parents and guardians will be required to stay at top of dock, in public area.  We will co-ordinate with the other user groups as to not overlap with their programming. - Paddlers will come dressed/ready to paddle  - Warm ups will be done outside & 2m apart.  - We will allow 1 entry and 1 exit for club/boathouse. (no going in opposite directions). *Signage should be posted to reflect this.* |
| What is the arrival and departure process? | All participants must sanitize hands before arriving at facility. All participants will be required to answer daily questionnaire before being allowed in facility.  All participants must arrive no earlier then 15 minutes before practice and leave no later then 15 minutes after practice. - Athletes will enter/Leave 1 at at time (short time frames as needed) |

**Facility Scheduling**

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| How are you going to schedule program space with other sport groups who are moving outside? | Fort Langley paddle sport dock is shared by 5 user groups. We will coordinate with all user groups to ensure no two groups are using facility at the same time. - We will allow enough time in between groups to perform sufficient cleaning. |

**Facility Limitation**

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| What non-essential areas of the club are you limiting? | Athlete training center will be closed.  Showers will be closed.  Washrooms will be limited to one person at a time. |
| Will you have a washroom access policy/limitation? | Washrooms will be limited to one person at a time.  For summer programs, participants will be guided to the washroom by a coach. Only one participant will be allowed in the washroom at a time. Others will wait outside in a line 2 meters apart. - High touch areas will be sanitized after each practice (door handles, light switches, main room areas) |
| How will you maintain cleanliness and sanitization of your washroom? | Staff member will sanitize washroom before and after each practice. |
| Where are you going to put up signage about hand washing? | Signs will be posted on washroom door and beside sink in both male and female washroom. |
| Our club agrees to provide appropriate sanitization products, soaps, hand sanitizers and other disinfecting supplies. | Agreed |
| We will close change rooms and showers. | Agreed |
| If we have a gym (Inside the) clubhouse it will be closed. | Agreed |
| What other areas of the club may need to be "limited"? | coach office will be off limits to all participants. |

**Shared Facilities**

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| How are you going to manage shared facilities with other stakeholders? | Fort Langley paddle sport dock is shared by 5 user groups. We will coordinate with all user groups to ensure no two groups are using facility at the same time.  Bedford Channel Society will also be enforcing all user group activity and ensuring no two groups are using facility at the same time. |
| What guidelines and/or considerations are being made in working with partners or suppliers? | All users will be following similar procedures as per their PSO guidelines.  Schedule will be made for all user group access. Groups will be given times slots to access facility.  All health and safety guidelines will be within Township of Langley policy. |

**Participant Considerations**

**Group Size(s)**

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| What are your group size considerations? | Maximum of 12 participants (10 athletes, 2 coaches) |
| Health Screens - how will you store your documentation of participant health questionnaires? | For physical sheets of paper that have been filled out by participants, they will be collected, and they will be stored (confidentially) by a club covid-19 response team member for a minimum of 30 days. |

**Hand Washing and Hygiene**

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| As a club we will provide appropriate hand sanitization products. | Agreed |
| As a club we will encourage frequent hand washing by all participants, coaches, members, etc. | Agreed |

**High Risk Populations**

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| What considerations are being met for high risk populations? | We will recommend they contact their health provider before participating in any programs. We will provide them with additional health and safety equipment upon request. We will allow for withdrawal from program at any point in the event they no longer feel safe. |

**Non Compliance with COVID-19 Related Policies and Guidelines**

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| We will enforce compliance of all COVID-19 related policies and guidelines. | Agreed |
| How will your club track non-compliant members? | All non-compliance infractions will be tracked on a google-doc file. All coaches will have access to the google doc and will be required to update and infractions immediately following practice. -CKBC 3 Strikes Policy. (1st - verbal warning, 2nd- written warning, 3rd suspension from club for a period of time) |

**Health and Wellness Questionnaire**

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| We will have our Participants complete the health and wellness questionnaire each time they arrive to the facility. | Agreed |

**Refund Policy**

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| What is your refund policy? | In the event that participants no longer feel safe and would like to remove themselves from program, or in the event the program is cancelled due to COVID-19. Participants will be given a pro-rated refund minus a $10 administration fee. Administration fee is to cover all banking and paper work expenses. |

**Sickness Policy**

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| We will ensure all participants agree to the sickness Policy (Policy #3 – see below). | Agreed |

**Sport Operations Considerations**

**Cleaning**

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| Club acknowledges it must provide masks, and gloves for Staff, Coaches, Volunteers, and any others helping to execute club activities and programs (Worksafe BC requirement). | Agreed |
| Who is responsible for cleaning your facilities (other than paddling equipment)? | Staff members will be required to clean facilities before and after each use. |
| Who is responsible for cleaning shared and personal on-water paddling equipment? | All participants will be given appropriate cleaning supplies to clean all equipment used in that session, under the supervision of paid coaching staff. |
| What is the amount of time we need between scheduled programs to ensure adequate time for facility and equipment to be disinfected Properly? | 30 minutes between sessions. |
| How many Hand Wash stations will you prove and list their locations. (a minimum of at least 2 hand wash stations are required) | - 1) Public washroom attached to ATC  - 2) Faucet on Dock |

**COVID-19 Education Plan**

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| How do you plan on educating all individuals on the policies and guidelines they will have to follow? | During registration, they will be required to accept guidelines and policy documents. Following registration each participant will be emailed a copy of the guidelines and policies. All guidelines and policies will be posted in facility. Guidelines will be posted on club website, Facebook page and Instagram page.  On first session, all participants will be briefed on guidelines and policies.  A virtual video meeting will be held with parents and athletes to update on guidelines and policies. |
| How will you ensure staff understand their "right to refuse unsafe work" (WorkSafe BC Requirement)? | Outlined in employment contract |

**Programming**

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| What type(s) of programming are we going to do at this time? | Recreational and community based programming (all members pre-registered in CKCmember registration system) |
| We agree to not have any non-member or drop in programs at this time? | Agreed |

**Registration Requirements**

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| We agree to have all coaches, participants, volunteers, and anyone who is to be insured must be registered in CKCmember.ca. | Agreed |

**Shared Equipment**

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| Each individual (athlete/coach) is responsible for wiping down their equipment (boat, paddle, seat, knee block etc.) before AND after use. | Agreed |
| Each coach is responsible for wiping down coach equipment (motor boat, handles, watches etc.) | Agreed |
| Each participant entering the facility is responsible for wiping down surfaces that they have touched. | Agreed |
| Each participant is encouraged to use hand sanitizers before entering the facility and after each activity (paddling, weight training, using restroom, etc.) | Agreed |
| Club will provide cleaning products (lysol wipes, cleaning solutions and bucket & rags for individuals to use. | Agreed |

**Staffing**

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| How many coaches/activity leaders do you need to deliver each of your programs? | Minimum of two coaches/activity leaders |
| How many should be working at one time? | As many coaches as required by CKBC guidelines |
| What are your staff hygiene protocols? | As per work safe BC guidelines:  Provide adequate hand-washing facilities on site for all workers and ensure the location is visible and easily accessed. Employees must wash their hands upon arriving for work, before and after breaks, before and after handling shared equipment.  Remove any unnecessary tools or equipment that may elevate the risk of transmission, including items like coffee makers and shared utensils and plates. |
| What is your staffing plan in the event a coach/staff member gets sick and has to self-isolate? | 1. Any staff member coming into the facility are required to stay home if they experience  any of the following symptoms: Fever, Chills, Cough, Shortness of breath or difficulty breathing, Sore throat and painful swallowing, Stuffy or runny nose, Loss of sense of smell, Headache, Muscle aches, Fatigue, Loss of appetite.  2. If self-isolating at home, individuals are required to stay home for a minimum of 14 days.  3. Individuals are required to notify the club if they experience symptoms and are  self-isolating.  4. Clubs are required to notify all club members and individuals accessing the club that a member has shown symptoms and they may have been exposed to a virus.  5. Club is required to notify local health authorities and CKBC of the potential exposure.  6. Club to notify all shared facility partners, suppliers, and others about the outbreak. |

**Sport Modifications**

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| What is your staffing plan in the event a coach/staff member gets sick and has to self-isolate? | Agreed |
| When drafting/wash riding or paddling behind someone, physical distancing extends to 4 meters (due to heavy breathing) | Agreed |
| What is our Coach/Club's return to training strategy/plan so we do not have a sharp increase in injuries with athletes going too hard after the layoff? | Coaches will implement a gradual return to paddle plan with a focus on recreation and athlete well-being. Coach will follow CKC LTAD guidelines. |
| No crew boats at this time. | Agreed |
| Maintain physical and social distancing while on water and paddling with the exception of a rescue. | Agreed |
| Any off water workouts in your club house/gym are not permitted at this time. | Agreed |
| Do any of your sport modifications change the nature of your activity to a point you need to have it reviewed by the insurer? | No |

**Safety Plan**

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| Club Safety Plan | See the COVID-19 Appendix to the FCKC 2020 Safety Manual. |

**Club Acknowledgments**

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| As a club we acknowledge the risks associated with COVID-19, and as a Board and Organization will work to the best of our ability to fulfill all the obligations of this RTP Plan and the health and safety of our members. | Agreed |
| Our club agrees to to abide by Policy #1 - COVID-19 Response Plan and Policy  “As of May 7, 2020 and effective until further notice all CKBC member clubs will adopt the  following policies as their own. Member clubs will also use the provided guidelines as minimum  standards with their own clubs. Clubs may enhance these minimum standards, but at minimum  meet these standards. Clubs will be expected to submit their RTP plans by filling out the  COVID-19 RTP form on our website” | Agreed |
| As a club we agree to abide by Policy #2 - Outbreak Policy  “In the event of an outbreak within your club the following procedures must be followed:  1. Immediate shut down of all club for a minimum of 14 days.  2. Club must notify the local health authorities immediately. Club must have one safety  representative that leads the outbreak process with the club’s committee and informs all  participants, health authorities, and a cleaning of the facilities takes place.  3. All club members and program participants must be notified of the outbreak and agree to  self-quarantine for 14 days.  \*\* Please refer to the BC Centre for Disease Control Website for more information on an  outbreak - http://www.bccdc.ca/health-info/diseases-conditions/covid-19” | Agreed |
| As a club we agree to abide by Policy #3 - Sickness Policy  “1. For any individuals coming into the facility, are required to stay home if they experience  any of the following symptoms: Fever, Chills, Cough, Shortness of breath or difficulty  breathing, Sore throat and painful swallowing, Stuffy or runny nose, Loss of sense of  smell, Headache, Muscle aches, Fatigue, Loss of appetite.  2. If self-isolating at home, individuals are required to stay home for a minimum of 14 days.  3. Individuals are required to notify the club if they experience symptoms and are  self-isolating.  4. Clubs are required to notify all club members and individuals accessing the club that a  member has shown symptoms and they may have been exposed to a virus.  5. Club is required to notify local health authorities and CKBC of the potential exposure.  6. Club to notify all shared facility partners, suppliers, and others about the outbreak.” | Agreed |
| As a club we agree to abide by Policy #4 - Sport Modification Policy  “The following modifications must be adhered to during COVID-19 RTP:  1. Physical distancing of a minimum of 2m must be adhered to at all times.  2. Wash riding is not permitted.  3. Single boats unless you are paddling with someone from the same household.  4. Maximum groupings of 12 (1 coach and 1 athletes).  5. Training and practice only, no competitions until further notice.  6. The ‘Rule of Two’ must be adhered to.” | Agreed |
| As a club we agree to abide by Policy #5 - Return to Paddle Education Policy and will create a policy for our club on return to paddle education.  “Each club must develop and submit their COVID-19 RTP education policy to CKBC. It should  include a multi-faceted approach to communicating your club's COVID-19 safety precautions.  Examples of ways to communicate include:  ● Participant Info Sheet  ● Email  ● Website  ● Webinar  ● Pre-paddle meeting” | Agreed |
| As a club we agree to abide by Policy #6 - Non-Compliance to COVID-19 Related Policies and Guidelines and will enforce this policy with participants  “All club members will abide by the COVID-19 Code of Conduct. In the event a participant is  non-compliance to your Club’s policies and/or guidelines the following call to action will be in  place:  1. Warning to the participant.  a. If the participant is warned for the third time in a paddling session, they must be  removed from the session immediately.  2. Written email to the participant.  3. Suspension of club privileges until further notice.” | Agreed |
| As a club all our participants will agree to Policy #7 - COVID-19 Code of Conduct prior to any participation  “All Participants of CKBC Member Clubs 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 acknowledge that I have read and agree to all the Return to Play Guidelines as outlined by my club and its governing bodies.  ● I agree to check the Participant Health and Wellness Questionnaire, and let my club know if I have experienced any of the symptoms in the last 14 days.  ● I agree to stay home if feeling sick, and remain home for 14 days if experiencing Covid-19 symptoms.  ● I agree to sanitize my hands upon entering and exiting the club facility, with hand soaps o  sanitizers.  ● I agree to sanitize the equipment I use throughout my practice with approved cleaning product provided by the club (shared and personal equipment). This can include any of the following: boat, paddle, seat, knee block, coach boat, motor, coaching watch etc.).  ● I agree to sanitize with approved cleaning products provided by the club any specific surfaces that I touch within the facility, if I have not sanitized my hands beforehand. This can be any of the following: door handles, light switches, taps/sinks, toilets, boatbay doors, etc.  ● I agree to continue to follow social distancing protocols of staying at least 2m away from others in general, and 4m away from others while performing a workout, and breathing heavily.  ● I agree to not share any equipment during practice times.  ● I agree to only participate in single boat (K1 or C1) practices at this time in our Return to Play plan, unless I am paddling with someone from the same household.  ● I agree to communicate with my club/coach/athletes, if I feel there are items that need to be sanitized before use.  ● I agree to abide by all of 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 will abide by the scheduling set out by my coach to ensure that only 4 athletes are in the facility at 1 time.  ● I acknowledge the risk associated with COVID and participating in paddling programming at this time.” | Agreed |
| Our club agrees to abide by Guideline #1 - Facility Access Guidelines  “The following facility access guidelines are required to be implemented by all member clubs:  1. A thorough cleaning of the facility must be done before any participants access the  facility for the first time.  2. All Members, Staff, and Participants will have completed RTP Questionnaire, and are  cleared to enter the facility.  3. Clubs must provide access to approved hand sanitizers and soaps for participants.  4. Only 5 participants in the facility at a time, and physical distancing is required.  5. All users must wipe down surfaces that you use personally (door handles, switches,  paddles, boats etc.).  6. All Members, Staff, and Participants will continue to practice physical distancing from  others during their practice times (remain 2-3m away at all times).  7. When possible continue to wear masks/gloves if you have them .  8. If needed: Sneeze and cough into your sleeve.  9. If you use a tissue, discard immediately and wash your hands afterward.  10. Avoid touching your eyes, nose or mouth.  11. Refrain from using communal fridges at this time.  12. Refrain from sharing personal equipment (water bottles, clothing, paddling equipment,  etc.).” | Agreed |
| As a club we agree to abide by Guideline #2 - Cleaning and Disinfecting Guidelines  “A Full thorough cleaning of the facility must be done (by club volunteers, wearing  appropriate PPE) before club activity can resume. Please see Cleaning grid for list of  common cleaning tasks to perform. These tasks may differ slightly from club to club.  2. This cleaning must be done with Health Canada approved cleaning and disinfecting  products. A list of approved products can be found here at the following links:  https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/co  vid-19/list.html  http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting\_PublicSettings.pdf  3. Read and follow manufacturer's instructions for safe use of cleaning and disinfection products (e.g. wear gloves, use in well-ventilated areas, allow enough contact time for disinfectant to kill germs based on the product being used).  4. Frequent washing of hands with soap and water or use alcohol-based hand sanitizer  after removing gloves.  5. 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.  6. 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.  7. In addition to routine cleaning, surfaces that are frequently touched with hands should be cleaned and disinfected more often, as well as when visibly dirty.  8. Athletes & Coaches are responsible for wiping down their equipment before and after  use. This include paddling equipment, as well as, weight training equipment or other  equipment around the facility (ie. tables, chairs, lockers/cubbies, eating utensils etc.)” | Agreed |
| As a club we agree to abide by Guideline #3 - Shared Equipment Guidelines.  “1. Clubs must provide appropriate cleaning materials for wiping down shared equipment.  2. At the beginning of a paddle, participants must be assigned appropriate shared  equipment that is assigned to them, and only them until it has been sanitized at the end  of the session.  3. No sharing of equipment during paddle sessions.  4. Each individual (athlete/coach) is responsible for wiping down their equipment (boat, paddle, seat, knee block etc.) before AND after use.  5. Each coach is responsible for wiping down coach equipment (motor boat, handles,  watches etc.).  6. Each participant entering the facility is responsible for wiping down surfaces that they have touched.  7. Each participant is encouraged to use hand sanitizers before entering the facility and  after each activity (paddling, weight training, using restroom, etc.).  8. Club will provide cleaning products (lysol wipes, cleaning solutions and bucket & rags for individuals to use.” | Agreed |
| As a club we agree to abide by Guideline #4 - Health and Wellness Questionnaire.  “1. Have you had any of the following symptoms in the last 2 weeks: Fever, Chills, Cough,  Shortness of breath or difficulty breathing, Sore throat and painful swallowing, Stuffy or  runny nose, Loss of sense of smell, Headache, Muscle aches, Fatigue, Loss of appetite  2. Have you been in close contact or cared for anyone with the above symptoms in the last  2 weeks?  3. Have you travelled outside of Canada within the last 14 days.” | Agreed |
| As a club we acknowledge Canoe Kayak Canada's Return to Paddle guidelines and agree to abide by these as well | Agreed |

**COVID-19 Response Team**

**President/Commodore**

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| --- | --- |
| Sandra | Young |
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**COVID-19 Response Team Member #1**

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| --- | --- |
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**COVID-19 Response Team Member #2**

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| Connor | Fehr |
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**Acknowledgement and Agreeance to Compliance**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on behalf of Fort Canoe Kayak Club acknowledge and agree to this Return to Play plan. We acknowledge this plan is an evolving document and may have requirements updated on a regular basis. As a club we will continue to familiarize and update this plan in accordance with the CKBC COVID-19 Response Plan and Return to Play Policy.



Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Date:\_\_\_July 5, 2020\_\_\_\_\_\_\_\_\_